

The following are summary notes on file management in Microsoft Windows 95/98/NT operating System. These notes assume familiarity with Microsoft Windows.

Windows Explorer uses two “PANES” to display information.

- The Left Pane shows a list of existing folders, and
- The right pane shows a list of files available in a specific folder.

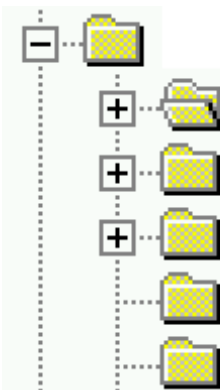
## Folders : Create, Locate, Display contents

**Create.** To create, or make, a new folder use the following steps.

- 1 Open the folder in which you will create the new folder (the folder will be called the parent folder.)
- 2 Select the Menu: **File | New | Folder**
- 3 Type in the Name of the New Folder

**Locate.** To locate or find an existing folder use the following steps.

- + in front of a folder indicates that folder can be “opened” to find more folders inside. Opening a folder to find more folders is also called “expanding”.
- — in front of a folder indicates the folder is currently “expanded” and can be “collapsed”
- No + or — in front of a folder indicates there are no more folders inside that folder.



### Method 1

- 1 Expand, and Collapse folders until you find the folder you are looking for **or**

### Method 2

- 1 Select the Menu: **Start | Find | Files or Folders**
- 2 Enter the Name of the Folder you are looking for in the **Named: Text Box**
- 3 Select “My Computer” in the **Look in: Drop Down List Box**

**Display Contents of Folder.** To display the contents of a Folder

- 1 In Windows Explorer
- 2 Double Click on the Folder
- 3 An open Folder indicates the folder contents are listed

## Editing and Creating Text Documents

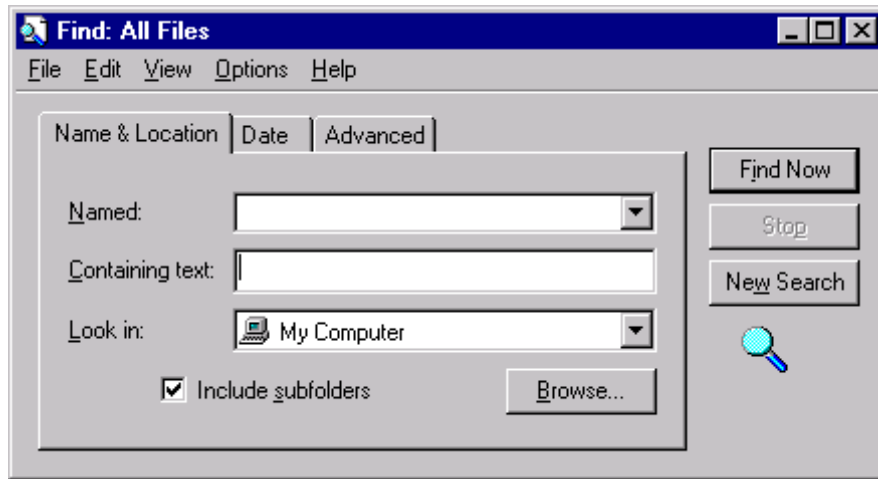


Figure 3. Method 2 of Finding a File or Folder

Microsoft Window's standard installation includes two editors, Notepad, WordPad. Notepad is a good tool for editing and creating text files, while WordPad is a simplified Word Processor and supports formatting text such as selecting fonts and indenting paragraphs.

**Editing.** To open a file for editing there are two methods.

**Method 1**

- 1 Double Click on the file, and if it is set up correctly, Notepad should start and open the file.

**Method 2**

- 1 Select the Menu: **Start | Programs | Accessories | Notepad**
- 2 Inside Notepad, Select the Menu: **File | Open**
- 3 Look for the Folder that should contain the file
- 4 If the correct Folder has been found, but the file does not show on the list that change the Drop Down List Box for File of Types to: **All Files**

Once the file is open, make the changes you wish and then save the file.

**Creating.** To create a new file, use the following steps

- 1 Select the Menu: **Start | Programs | Accessories | Notepad**
- 2 Inside Notepad, type in the information you want to be saved.
- 3 Save the changes you have made.

## **Editing and Creating Other Documents**

Because not all files stored on the computer are simple text files, application programs like Microsoft Word and Microsoft Excel are used for creating and editing these other documents.

To open a document on your computer there are two methods.

**Method 1**

- 1 Double Click on the file, and if it is set up correctly, the application for editing the document should start and open the file.

**Method 2**

- 1 Select the Menu: **Start | Programs**

- 2 Find the application you think should open the document
- 3 Inside that application, Select the Menu: **File | Open**
- 4 Look for the Folder that should contain the file
- 5 If the correct Folder has been found, but the file does not show on the list that change the Drop Down List Box for File of Types to: **All Files**

Once the file is open, make the changes you wish and then save the file.

### ***File Management: Copy, Rename, Move, Delete***

Standard file management includes copying, moving, deleting, and changing the names of files.

**Copying.** Copying a file makes a duplicate of an existing file and places it either in the same folder, or into another folder. The following methods both use Windows Explorer for how to copy files.

#### **Method 1**

- 1 Select the file to be copied (this is called the source)
- 2 Select the Menu: **Edit | Copy**
- 3 Open the folder where the copy is to be placed (this is called the destination folder)
- 4 Select the Menu: **Edit | Paste**

#### **Method 2**

- 1 Select the file to be copied (this is called the source)
- 2 Hold Down the **CTRL** key
- 3 Click and Drag the file from the source folder to the destination folder

**Moving.** Moving a file takes the file away from its existing location (folder) and places the file into another, different location (folder.) The following methods both use Windows Explorer for how to move files.

#### **Method 1**

- 1 Select the file to be moved (this is called the source)
- 2 Select the Menu: **Edit | Cut**
- 3 Open the folder where the file is to be placed (this is called the destination folder)
- 4 Select the Menu: **Edit | Paste**

#### **Method 2**

- 1 Select the file to be moved (this is called the source)
- 2 Hold Down the **SHIFT** key
- 3 Click and Drag the file from the source folder to the destination folder

**Renaming.** Renaming a file changes the label given to it to something new. The following methods use Windows Explorer for how to Rename files.

#### Method 1

- 1 Select the file to be renamed
- 2 Select the Menu: **File | Rename**
- 3 Type in the new name for the file

#### Method 2

- 1 Right Mouse Click on the file to be renamed
- 2 Select the pop-up menu: **Rename**
- 3 Type in the new name for the file

#### Method 3

- 1 Left Mouse Click on the file to be renamed
- 2 Pause and Left Mouse Click again on the file to be renamed
- 3 The filename should now be a text-box
- 4 Type in the new name for the file

**Deleting.** Deleting a file in Windows Explorer moves the file into the “Recycle Bin.” The following methods both use Windows Explorer for how to delete files.

#### Method 1

- 1 Select the file to be deleted
- 2 Select the Menu: **File | Delete**
- 3 Respond to the dialog box asking you to confirm you want to delete the file.

#### Method 2

- 1 Right Mouse Click on the file to be deleted
- 2 Select the pop-up menu: **Delete**
- 3 Respond to the dialog box asking you to confirm you want to delete the file.

#### Method 3

- 1 Select the file to be deleted
- 2 Click the “Delete” button on the Toolbar
- 3 Respond to the dialog box asking you to confirm you want to delete the file.



#### Method 4

- 1 Select the file to be deleted
- 2 Press the **DELETE** key on the keyboard
- 3 Respond to the dialog box asking you to confirm you want to delete the file.

## SOURCES AND REFERENCES:

<http://www.tongatapu.net.to/compstud/> - Computer Studies Course Notes

<http://www.tongatapu.net.to> - **Tonga** on the **'NET**

<http://www.tongatapu.net.to> is available on all networked computers at Queen Salote College.

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