Windows Operating Systems

(103-102)

File Management –Windows 7

Notes	Activity

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Files and File Names

DVD, Windows XP (or Windows Vista), Tutorial 1, Exploring Your Computer

- Files store data or instructions
- File Names
  - Windows allows up to 256 characters in a file name
  - Spaces are allowed in file names
  - \ / : * ? " < > | are not allowed in file names
  - Make file names meaningful but not too long
- File Extensions
  - Most files have a 3- or 4-character extension at the end of the file name to designate the file's **type**
  - File extension begins with a period (to separate from the file name), then the extension.
  - Most programs use unique extensions to designate files created by them
    - .docx, .doc (Word files)
    - .xlsx, .xls (Excel files)
    - .accdb, .mdb(Access databases)
    - .pptx, .ppt (PowerPoint file)
    - .vb (Visual Basic file)
    - .gif, .jpg (Internet graphics file)
    - .bmp (Paint graphics file)
    - .html, .htm (Web page)
    - .pdf (Portable Document Format)
    - .txt (Plain text file, no formatting)
    - .exe (Program file, instructions)
    - many, many others
  - Windows uses extensions to keep track of which programs were used to create files.
    - Allows starting the program by double-clicking the file
    - Icons assigned to files (by Windows) based on extension
    - If a program's extension is recognized by Windows, Windows usually hides the extension from you.
    - Files with unknown extensions are given a generic icon and the extension is shown.

- Showing file extensions
  - Default configurations of Windows hide file extensions
    - This is to prevent beginning users from changing the file extension accidentally which would cause the file association and icon to change.
    - Windows might no longer open the file correctly.
  - As you become a more advanced user, you will probably want to have Windows show the file extensions.
    Using Windows Explorer (see below)
    - Organize ‣ Folder and search options
    - View
    - Turn off *Hide extensions for known file types*
    - Apply to Folders

Folders and Folder Names

- Folders are used to organize files
- A *hierarchy* of folders (folders within folders) can be used for further organization.
- Any drive or disk can have its own hierarchy of folders
- Folder names follow the same rules as file names except **folder names do not have extensions**.

Starting Windows Explorer

- Windows Explorer is a program that comes with Windows that allows you manage your folders and files.
  - Note it is different than Internet Explorer
- Launching Windows Explorer
  - Double-click Computer on Desktop
    - If it's not there see Intro to Windows notes

  - ► Computer
  - Right-click , Open Windows Explorer
  - -E

Windows Explorer Tour

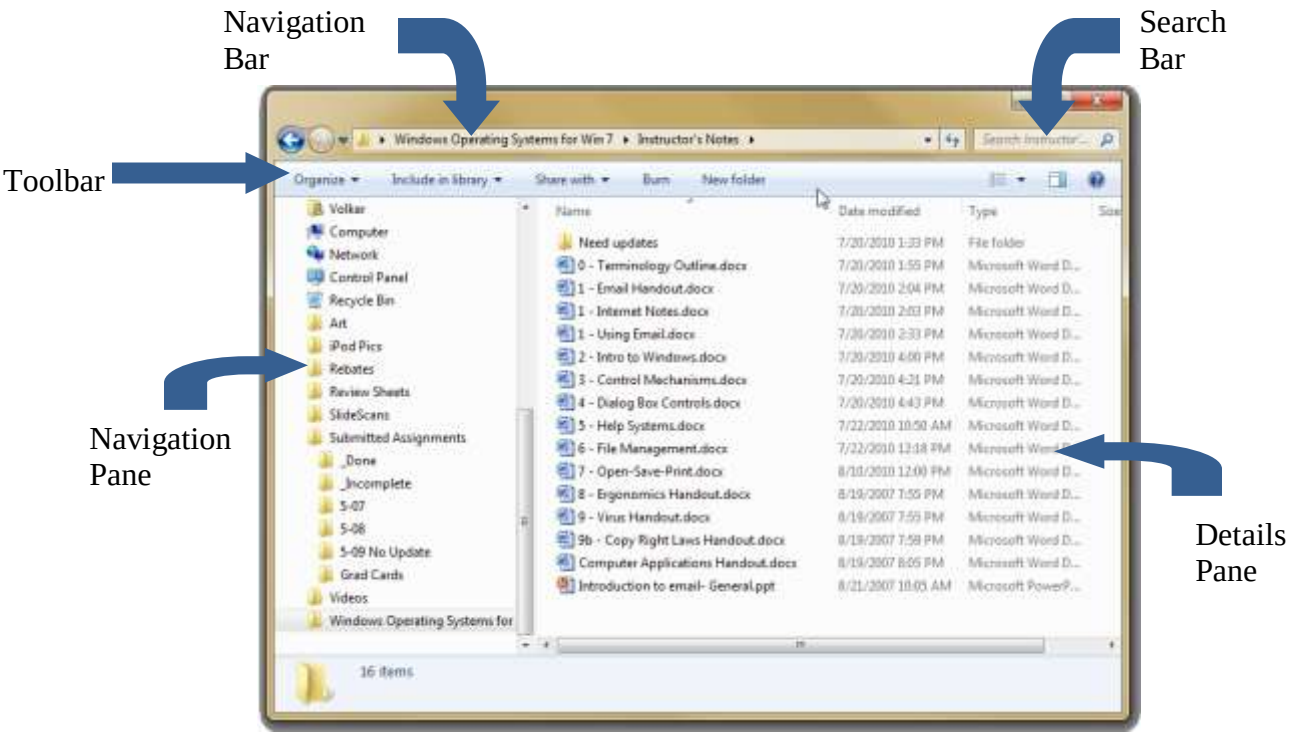
- Menu
- Toolbar
- Navigation Pane
- Details Pane
- Preview Pane
  - Organize ▸ Layout
- Menu bar
  - Press Alt
  - Organize ▸ Layout

Briefly discuss menu (not used much)

Briefly discuss Toolbar (not used much)

Open C: drive

DVD, Windows XP (or Windows Vista), Tutorial 1, Exploring Your Computer



Not shown:

- Preview pane
- Menu

Navigating the Folder Hierarchy

- As mentioned before, folders can be placed inside folders to create a hierarchy of folders
- The Navigation Pane visually displays this hierarchy (see image to the right)
  - ➢ If the Navigation Pane is not visible, choose Organize ▸ Layout ▸ Navigation Pane
- Typically, the subfolders of a folder are hidden to keep the Navigation Pane less cluttered.
  - ➢ To *expand* a folder (show its subfolders), click the ▷ to the left of the folder name
  - ➢ To *collapse* a folder (hide its subfolders), click the ◢ to the left of the folder name
- See Searching for Files below if you can't find the file your looking for.

- Click on a folder in the Navigation Page to see the folder's contents in the Details Pane.

- As you click folders, the Navigation Bar displays the *path* to the currently selected folder
  - ➢ The *path* is the sequence of folders you would click to get to this location.
- Each folder and its subfolders are listed with ▸ between them. The list in this format is often referred to as *the cookie crumbs* because they show you the path you took to get here (in reference to *Hansel and Gretel* I guess).
  - ➢ To quickly return to a folder in the path, you can click the folder name in the Navigation Bar
  - ➢ If your path is very long or your window is small, the complete path may not appear in the Navigation Bar.
    - – Click the « to the left of the path to see the rest of the path folders

- As you navigate through folders, the Back and Forward become available
  - Windows Explorer remembers the sequence of folders you have visited
  - is used most often. It returns you to the previous folder in the viewing sequence (similar to Back in Internet Explorer)
  - If you have used the button, the button becomes available, allowing you to move forward in the viewing sequence.

- Though infrequently used, you can actually manually type a path to a folder or file in the Navigation Bar.
  - Separate folder and file names using backslashes C:\Users\Volker\Documents

Creating a New Folder

Create a folder Volker's Documents on the floppy disk (replace Volker with student's name)

Create a new folder, Micro Ops Files, on the student's H: drive.

- Open the folder that will contain the new folder
- Right-click in an open area in the Contents List

- Choose New from the pop-up menu
- Choose Folder from the next pop-up menu
  OR
- Click the Make a new folder in the File and Folder Tasks list on the left side of the window.
  - Folder List must be **off**.

- Type the name of the new folder.
  - You do not have to delete the words "New Folder", Explorer will automatically erase them when you begin typing the actual name of the folder.

Copying Practice Files to Your Computer

Copy the data files to a folder on the H: drive.

DVD, Data Files, Downloading Student Data Files

- These steps may vary slightly if you are not using Windows XP and Internet Explorer 7
- Create a folder in the location where the files are to be placed
- Locate Student Files on the Handouts page of the web site
- Click the link
- Run program from current location
- Choose Run when the Security Warning appears
- Click the Browse button
- Locate the folder you just created
- Click the OK button
  - Alternatively, you can type the drive and folder name (separated by a \ )
- Click the Unzip button
- When the files have been *unzipped*, click OK, then Close

Contents List Views

- If the Folders List is not visible, the entire window contains the *Contents List.* If the Folders List is visible, the Contents List is in the right pane of the window
- Large Icons
  - Only icons and file names are displayed.
  - Icons are very large, easy to read.
  - Icons are arranged across, then down, folders first.
- Small Icons
  - Only icons and file names are displayed.
  - Icons are "normal" sized.
  - Icons are arranged across, then down, folders first.
- List View (my favorite)
  - Only icons and file names are displayed.
  - Icons are "normal" sized.
  - Icons are arranged down, then across, folders first.
- Details View
  - Icons, file names, file sizes, file types, and last modified dates are displayed.
  - Files are arranged down, one per line, folders first.
- Thumbnails View
  - Great for previewing graphics
  - All other files still show an icon.

- Changing Views
  - Right-click in an open area in the Contents List
  - Choose **View** from the pop-up menu
  - Choose the view you want from the next pop-up menu

    or
  - View from the menu

    or
  - Views button on toolbar

Switch to each view and note differences.

Note missing file extensions.

Note generic icon and extension on unknown files.

View ►Folder Options ►View to show all extensions.

Arranging (Sorting) Files

Sort by different properties using both methods.

Demonstrate reverse order using details view.

- Changing arrangement
  - Right-click in an open area in the Contents List
  - Choose Arrange Icons from the pop-up menu
  - Select the file property to sort by

    or
  - View ► Arrange Icons from menu
- Changing arrangement from Details View
  - Click on column heading to sort by that property
  - Click on column heading again to reverse order

Selecting Multiple Files

Select a range of files using Shift-Click

Select a range of file by dragging a box

- To select a single file, simply click the file name or icon
- To select many files that appear next to each other in the Contents List:
  - Click the first file in the list
  - Shift-click the last file in the list

    or
  - Use the mouse to "drag a box" around the files to be selected
    - Be sure to start dragging in an open area near the first file you want

Add and remove files from a selection using Ctrl-Click

Select all files

Deselect all files

- To select multiple files that are NOT next to each other

  or

  To add or remove individual files from the selected list
  - Ctrl-Click a file to add it to the selected list
  - Ctrl-Click a selected file to remove it from the list
- To select ALL files and folders press Ctrl-A
- To deselect all files, click in any open area

Moving and Copying Files

- Open the folder containing the files to moved/copied (the *source folder*)
  - You cannot copy files from more than one folder at once
- Open a second My Computer window. In it, navigate to the folder that is to receive the files (the *destination folder*)
- Select the files to be moved/copied in the source folder
- Point to any selected file
- **Right**-drag the selected file to the destination folder window
  - **Important**: Don't drag the files on top of an existing folder in the destination folder
- Select Move or Copy as appropriate from the pop-up menu
  - Select Cancel to do nothing
- If a file with the same name exists in the destination folder, Windows will ask you if you want to replace that file with the new one.
- If you accidentally move or copy files to the wrong location, *undo* the operation
  - Ctrl-Z
  - Undo button on toolbar

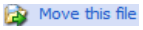
Move and copy various files from one location on the floppy to other.

Move and copy various files from the floppy to the student's folder on the H: drive.

DVD, Windows XP (or Windows Vista), Tutorial 2, Managing Your Files

Moving and Copying Using the Clipboard

- Windows includes special memory called the *Clipboard*. The Clipboard can contain a copy of any *one thing*.
  - That *one thing* can be a file, a folder, a group of files or folders, text, pictures, etc.
  - The Clipboard can contain multiple items when you're using Microsoft Office.
- Use My Computer to open the source and destination windows (see above).
- Select the files to be moved/copied
- Copy or cut the files to the clipboard
  - To copy selected files to the clipboard:
    - Press Ctrl-C **OR**
    - Right-click a selected file and choose Copy from the popup menu **OR**
    - Choose Edit ▶ Copy from the menu
  - To move selected files to the clipboard
    - Press Ctrl-X **OR**
    - Right-click a selected file and choose Cut from the popup menu **OR**
    - Choose Edit▶ Cut from the menu
- *Paste* the contents of the clipboard into the destination folder
  - Press Ctrl-V **OR**
  - Right-click in an empty area of the destination window contents list and choose Paste from the popup menu **OR**
  - Select Edit▶ Paste from the destination window's menu

- When the Folder List is not visible, Windows XP also includes 

and

buttons. I don't find the process to move and copy files using these buttons very intuitive, but they are just as effective as the techniques described above.
  - These buttons are no longer available in Windows Vista.

Copying Folders

- Use same technique as copying files.
- When folders are copied/moved, entire contents of folder is copied/moved including all sub-folders and their contents.

Copy the student's folder from the floppy to the H: drive.

Copy a folder from the H: drive to the desktop.

Copy a folder from the desktop to the Submitted Assignments folder.

Deleting Files

- Select the files to be deleted
- Press the Delete key on the keyboard
  OR
  Click the ✕ on the toolbar
  OR
  Choose File ► Delete from the menu
  OR
  Right-click on any selected file and choose Delete from the pop-up menu
- Files deleted from a hard drive are actually copied to the Recycle Bin
  - Can be recovered by doing an undo immediately after deletion
  - Can be recovered at a later time by *restoring* from the Recycle Bin
  - Note: Desktop files and folders are actually stored on the hard drive and CAN be recovered
- Files deleted from any other storage device (floppies, flash drives, network drives, etc.) **ARE NOT RECOVERABLE!**
  - Some newer flash drives DO contain their own Recycle Bin and allow you recover files from there. Most do not, however. Read the materials that came with your flash drive to determine if it includes a Recycle Bin.

Delete a file from the floppy drive (Note the question in the dialog box)

Delete a file from the H: drive

Copy a file from the floppy to the Working folder on C:

Delete the file from the Working folder (note the question in the dialog box)

Use undo to restore the file.

Delete the file again. Use restore from the Recycle Bin to restore the file.

Deleting Folders

Copy a folder to the desktop. Delete the folder.

- Use same technique used for deleting files
- When deleting folders, entire contents of folder (files, sub-folders and files in sub-folders) are deleted.
- Windows will ask you to verify all deletions before actually doing them.
- Think twice to ensure you know what you're deleting, especially on NON-hard drives where restoring is not possible.

Renaming Files and Folders

Replace the name of a file.

Edit the name of file

- You can change the name of a file or folder at any time and as often as you want.
- The contents of the file are not changed.
- Only one file or folder's name can be changed at once.
- Right-click the file's (or folder's) name
- Choose Rename
- To replace the existing name, simply type the new name (no need to erase the old name)
- To change (edit) the existing name, click in the appropriate spot in the file name and change the name
  - You can use the text editing, text selecting techniques you learned in Window Control Mechanisms.

- Alternative techniques:
  - Select the file and press the F2 key to begin the rename process.
  - If the Folder List is closed, you can use the Rename this file button in the File and Folder Tasks
  - Choose File ▶ Rename from the menu

Starting Programs using Files

Start Paint and Word using document icons

- Usually more efficient than Start Menu
- Simply double-click a file's icon—the associated program will start automatically
- Recall that Windows keeps a list of file associations based on the files' extensions.

Using the Folder List to Manage Files

- When you click the Folder List button, the Folder List appears to the left of the Contents List.
  - Click the Folder List button again to hide the Folder List.
- Navigate in the Folder List to find the source folder.
  - Expanding: Click the + to the left of the folder
  - Collapsing: Click the - to the left of the folder
- When you click the source folder in the Folder List, its files and subfolders appear in the Contents List
- Select the files to moved or copied.
- Ensure the "destination" folder is visible on the Folder List (expand folders and scroll as necessary)
- Right-drag the selected files/folders from the Content List to the destination folder in the Folder List

Navigate using My Computer.

Copy a file or two using My Computer windows.

View ►Folder Options ►Custom Settings ►Browse Folders to change to single window browsing

Searching for Files

- If you've forgotten where you placed a file, you can have Windows Explorer search for it.
  - This is also handy if you accidentally save a file without designating where to save it (allowing a program to save it wherever it wants)
- First, navigate to the folder or drive you want to search in
  - Only this folder and its subfolders will be searched
  - To search the entire computer (all drives), select Computer.
- The search box

is located in the upper right corner of the window
  - Tip: Press Ctrl-F (for *find*) to activate the search box using the keyboard.
  - Note: in this example Computer is selected as the starting search folder. Your window will say *Search* _____, where the blank is replaced by the folder you selected in the previous step.
- Type any part of the name of the file you want to look for.
  - The file **does not** have to start with these letters
  - The search **is not** case sensitive (I recommend you use all lowercase)
  - You can search for file extensions, but the results list will usually be quite long.
- Click or simply press Enter to begin the search
- Windows Explorer will display a list of all files that match your search criteria in the Details Pane
  - Unfortunately, there is no way to get the Navigation Pane to reflect the location of a file
  - However, you can right-click a file or folder and choose *Open file location*. The Navigation Pane will not update, but the Navigation Bar will contain the complete file path.
- You can manage the search result files. For example, you can select multiple files (even if they are in different locations) and move them or delete them as describe earlier in these notes.

Customizing the Navigation Pane

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