

# Windows Operating Systems


(103-102)

## File Management

Notes	Activity
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## Files and File Names

- 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.




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

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## Folders and Folder Names

- Folders are used to organize files
- A *hierarchy* of folders (folders within folders) can be used to further organize.
- 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

- Double-click My Computer on Desktop
- Start ► My Computer
- Right-click Start button, Open (or Explore)
- -E

## Windows Explorer Tour

- Menu
- Toolbar
- Drive List
- Folder List
  - Note: in Windows XP, My Computer and Windows Explorer are combined. You can choose whether to see the folder list or not (Folders  button)
- Contents List
  - Visible on the right when the Folder List is open

Briefly discuss menu (not used much)



Briefly discuss Toolbar (not used much)

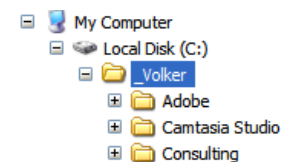
Open C: drive





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

## Navigating the Folder Hierarchy


- As mentioned before, folders can be placed inside folders to create a hierarchy of folders
  - The Folder List visually displays this hierarchy (see image to the right)
  - See the notes [below](#) for how to navigate the folder hierarchy using the Folder List
- If the Folder List is not visible
  - Double-click drive icons and folder to *open the folder* to see its contents.
  - use the  Back button to go back to the previous view
  - use the  (up) button to go to the *parent folder* for this folder.
    - Adobe's *parent folder* is Volker in the sample image to the right.



Notes	Activity
<p><b>Creating a New Folder</b></p> <ul style="list-style-type: none"> <li>• Open the folder that will contain the new folder</li> <li>• Right-click in an open area in the Contents List</li> <li>• Choose New from the pop-up menu</li> <li>• Choose Folder from the next pop-up menu</li> <li><b>OR</b></li> <li>• Click the  <b>Make a new folder</b> in the File and Folder Tasks list on the left side of the window. <ul style="list-style-type: none"> <li>➤ Folder List must be <b>off</b>.</li> </ul> </li> <li>• Type the name of the new folder. <ul style="list-style-type: none"> <li>➤ 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.</li> </ul> </li> </ul>	<p>Create a folder Volker's Documents on the floppy disk (replace Volker with student's name)</p> <p>Create a new folder, Micro Ops Files, on the student's H: drive.</p>
<p><b>Copying Practice Files to Your Computer</b></p> <ul style="list-style-type: none"> <li>• These steps may vary slightly if you are not using Windows XP and Internet Explorer 7</li> <li>• <a href="#">Create a folder</a> in the location where the files are to be placed</li> <li>• Locate Student Files on the Handouts page of the web site</li> <li>• Click the link</li> <li>• Run program from current location</li> <li>• Choose Run when the Security Warning appears</li> <li>• Click the Browse button</li> <li>• Locate the folder you just created</li> <li>• Click the OK button <ul style="list-style-type: none"> <li>➤ Alternatively, you can type the drive and folder name (separated by a \ )</li> </ul> </li> <li>• Click the Unzip button</li> <li>• When the files have been <i>unzipped</i>, click OK, then Close</li> </ul>	<p>Copy the data files to a folder on the H: drive.</p> <div data-bbox="1078 997 1154 1077"></div> <p>DVD, Data Files, Downloading Student Data Files</p>

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## 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.

Notes	Activity
<p><b>Arranging (Sorting) Files</b></p> <ul style="list-style-type: none"> <li>• Changing arrangement <ul style="list-style-type: none"> <li>➤ Right-click in an open area in the Contents List</li> <li>➤ Choose Arrange Icons from the pop-up menu</li> <li>➤ Select the file property to sort by</li> <li><b>or</b></li> <li>➤ View ► Arrange Icons from menu</li> </ul> </li> <li>• Changing arrangement from Details View <ul style="list-style-type: none"> <li>➤ Click on column heading to sort by that property</li> <li>➤ Click on column heading again to reverse order</li> </ul> </li> </ul>	<p>Sort by different properties using both methods.</p> <p>Demonstrate reverse order using details view.</p>
<p><b>Selecting Multiple Files</b></p> <ul style="list-style-type: none"> <li>• To select a single file, simply click the file name or icon</li> <li>• To select many files that appear next to each other in the Contents List: <ul style="list-style-type: none"> <li>➤ Click the first file in the list</li> <li>➤ Shift-click the last file in the list</li> <li><b>or</b></li> <li>➤ Use the mouse to “drag a box” around the files to be selected <ul style="list-style-type: none"> <li>– Be sure to start dragging in an open area near the first file you want</li> </ul> </li> </ul> </li> <li>• To select multiple files that are NOT next to each other</li> <li><b>or</b></li> <li>To add or remove individual files from the selected list <ul style="list-style-type: none"> <li>➤ Ctrl-Click a file to add it to the selected list</li> <li>➤ Ctrl-Click a selected file to remove it from the list</li> </ul> </li> <li>• To select ALL files and folders press Ctrl-A</li> <li>• To deselect all files, click in any open area</li> </ul>	<p>Select a range of files using Shift-Click</p> <p>Select a range of file by dragging a box</p> <p>Add and remove files from a selection using Ctrl-Click</p> <p>Select all files</p> <p>Deselect all files</p>


Notes	Activity
<p><b>Moving and Copying Files</b></p> <ul style="list-style-type: none"><li>• Open the folder containing the files to moved/copied (the <i>source folder</i>)<ul style="list-style-type: none"><li>➤ You cannot copy files from more than one folder at once</li></ul></li><li>• Open a <u>second</u> My Computer window. In it, navigate to the folder that is to receive the files (the <i>destination folder</i>)</li><li>• Select the files to be moved/copied in the source folder</li><li>• Point to any selected file</li><li>• <b>Right</b>-drag the selected file to the destination folder window<ul style="list-style-type: none"><li>➤ <b>Important:</b> Don't drag the files on top of an existing folder in the destination folder</li></ul></li><li>• Select Move or Copy as appropriate from the pop-up menu<ul style="list-style-type: none"><li>➤ Select Cancel to do nothing</li></ul></li><li>• 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.</li><li>• If you accidentally move or copy files to the wrong location, <i>undo</i> the operation<ul style="list-style-type: none"><li>➤ Ctrl-Z</li><li>➤ Undo button on toolbar</li></ul></li></ul>	<p>Move and copy various files from one location on the floppy to other.</p> <p>Move and copy various files from the floppy to the student's folder on the H: drive.</p> <p> DVD, Windows XP (or Windows Vista), Tutorial 2, Managing Your Files</p>

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## 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  Move this file and  Copy this file 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.



Notes	Activity
<b>Copying Folders</b> <ul style="list-style-type: none"> <li>Use same technique as copying files.</li> <li>When folders are copied/moved, entire contents of folder is copied/moved including all sub-folders and their contents.</li> </ul>	<p>Copy the student's folder from the floppy to the H: drive.</p> <p>Copy a folder from the H: drive to the desktop.</p> <p>Copy a folder from the desktop to the Submitted Assignments folder.</p>
<b>Deleting Files</b> <ul style="list-style-type: none"> <li>Select the files to be deleted</li> <li>Press the Delete key on the keyboard</li> <li><b>OR</b> Click the  on the toolbar</li> <li><b>OR</b> Choose File ► Delete from the menu</li> <li><b>OR</b> Right-click on any selected file and choose Delete from the pop-up menu</li> <li>Files deleted from a hard drive are actually copied to the Recycle Bin <ul style="list-style-type: none"> <li>➤ Can be recovered by doing an undo immediately after deletion</li> <li>➤ Can be recovered at a later time by <i>restoring</i> from the Recycle Bin</li> <li>➤ Note: Desktop files and folders are actually stored on the hard drive and CAN be recovered</li> </ul> </li> <li>Files deleted from any other storage device (floppies, flash drives, network drives, etc.) <b>ARE NOT RECOVERABLE!</b> <ul style="list-style-type: none"> <li>➤ 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.</li> </ul> </li> </ul>	<p>Delete a file from the floppy drive (Note the question in the dialog box)</p> <p>Delete a file from the H: drive</p> <p>Copy a file from the floppy to the Working folder on C:</p> <p>Delete the file from the Working folder (note the question in the dialog box)</p> <p>Use undo to restore the file.</p> <p>Delete the file again. Use restore from the Recycle Bin to restore the file.</p>


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## Deleting Folders

- 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.

Copy a folder to the desktop. Delete the folder.

## Renaming Files and Folders

- 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



Replace the name of a file.

Edit the name of file

## Starting Programs using Files

- 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.

Start Paint and Word using document icons

Notes	Activity
<p><b>Using the Folder List to Manage Files</b></p> <ul style="list-style-type: none"><li>• When you click the Folder List  button, the Folder List appears to the left of the Contents List.<ul style="list-style-type: none"><li>➤ Click the Folder List  button again to hide the Folder List.</li></ul></li><li>• Navigate in the Folder List to find the source folder.<ul style="list-style-type: none"><li>➤ Expanding: Click the + to the left of the folder</li><li>➤ Collapsing: Click the - to the left of the folder</li></ul></li><li>• When you click the source folder in the Folder List, its files and subfolders appear in the Contents List</li><li>• Select the files to moved or copied.</li><li>• Ensure the “destination” folder is visible on the Folder List (expand folders and scroll as necessary)</li><li>• Right-drag the selected files/folders from the Content List to the destination folder in the Folder List</li></ul>	<p>Navigate using My Computer.</p> <p>Copy a file or two using My Computer windows.</p> <p>View ► Folder Options ► Custom Settings ► Browse Folders to change to single window browsing</p>