

File Management

We are going to learn:

- The difference between a file and a folder.
- The difference between “save” and “save as.”
- To recognize file types by their icons.

We are going to learn:

- How to create a folder
- How to change file and folder names.
- How to copy, cut and paste files and folders.
- How to drag and drop files and folders.

We are going to learn:

- The difference between cut and copy.
- How to make changes to a file and save the changes.
- The importance of keeping your files organized.

File Management MATTERS!



File Management MATTERS!



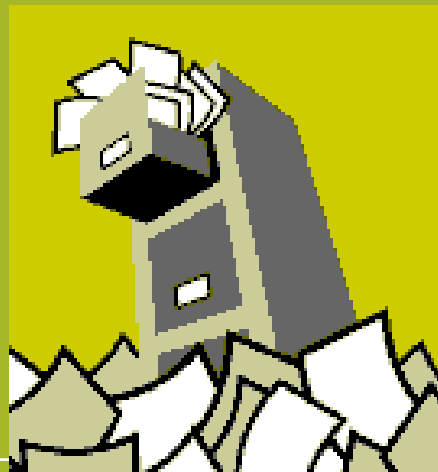
File Management

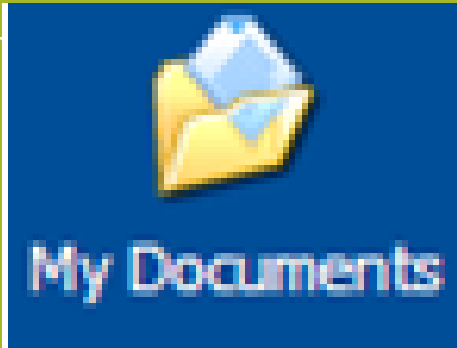
Between primary and secondary storage capabilities, your computer has the ability to store and retrieve VAST amounts of data!



File Management

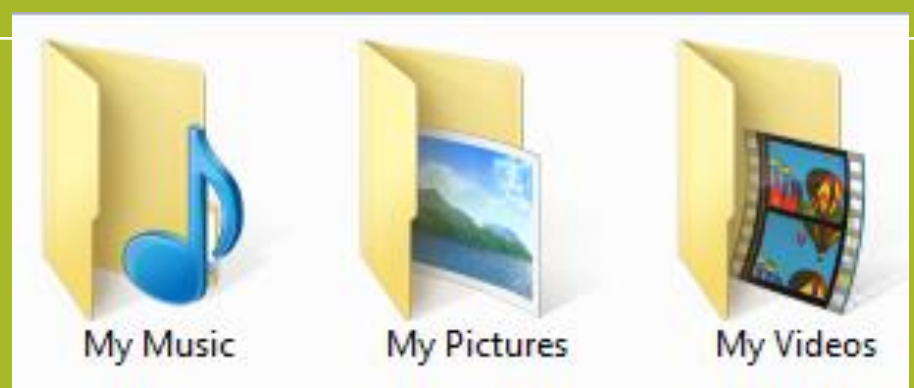
However, if your files are not organized, in a way that makes sense to you, retrieving files could end up being a difficult task indeed.





My Documents

One of the default locations in which the computer saves your files is called “My Documents.” This can be located on your computer’s hard drive and/or on a server on your network.



My Documents

If you don't "tell" the computer to do otherwise, it will save your:

- music files to the **My Music** folder
- pictures to the **My Pictures** folder
- videos to the **My Video** folders.

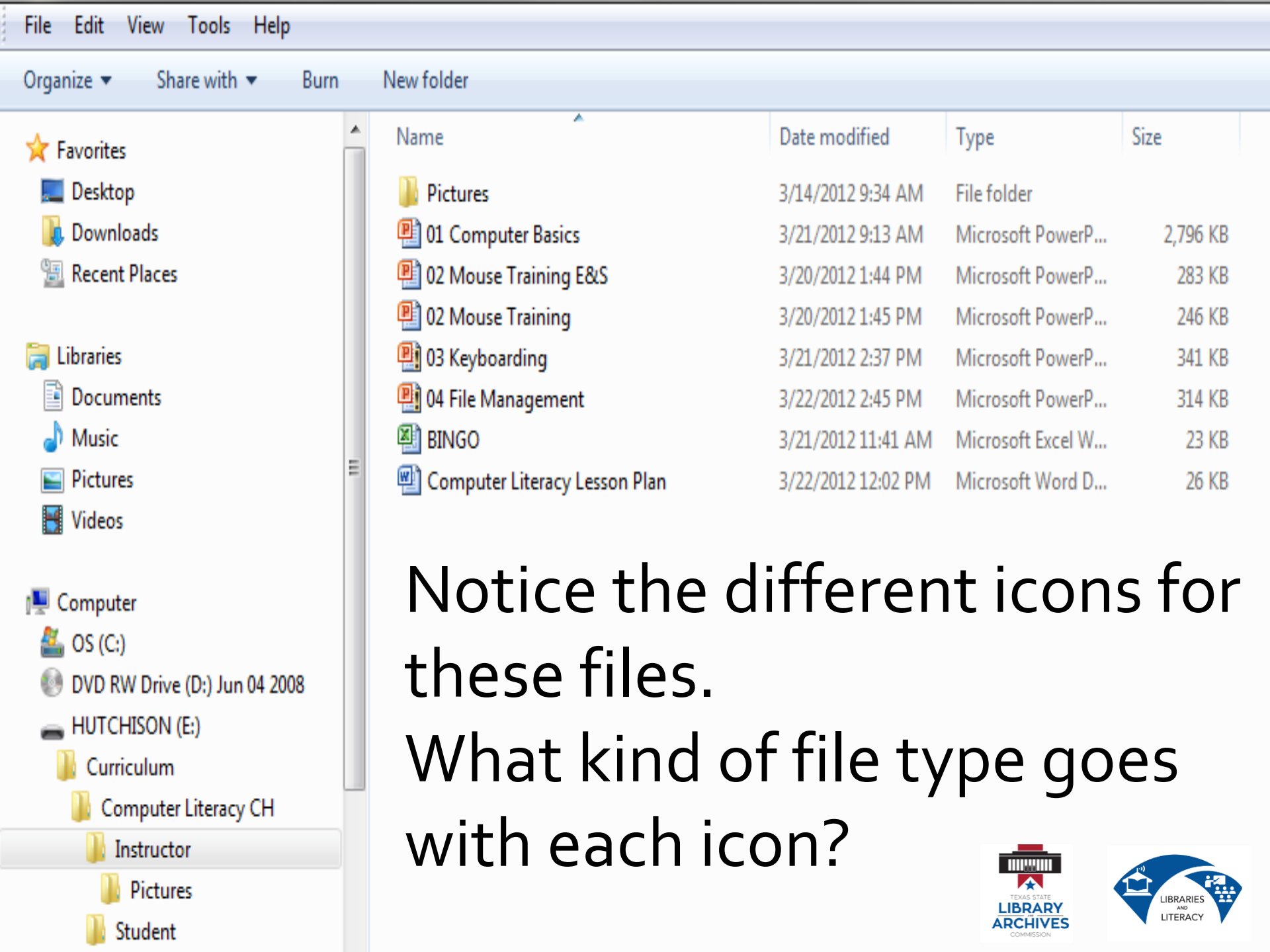
My Files

You have a USB drive with all of your work files on it. You have over 1000 files!_____

Can you imagine sorting through that many files?

How to Manage Files

Organizing files and saving them to a computer or external storage device is very similar to how we used to set up filing systems in a filing cabinet.

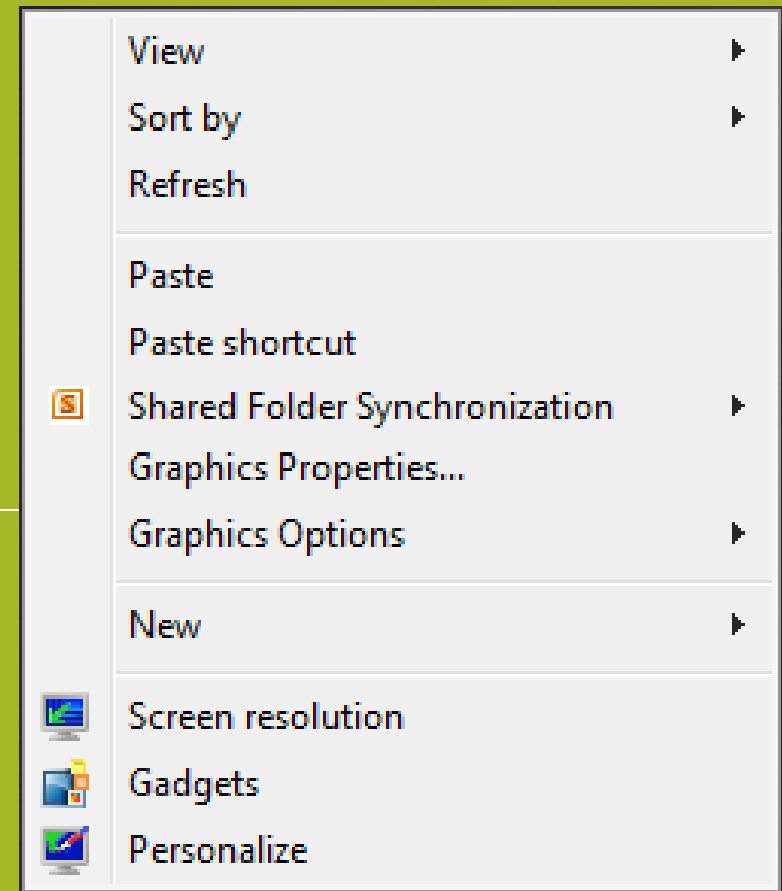


Notice the different icons for these files.

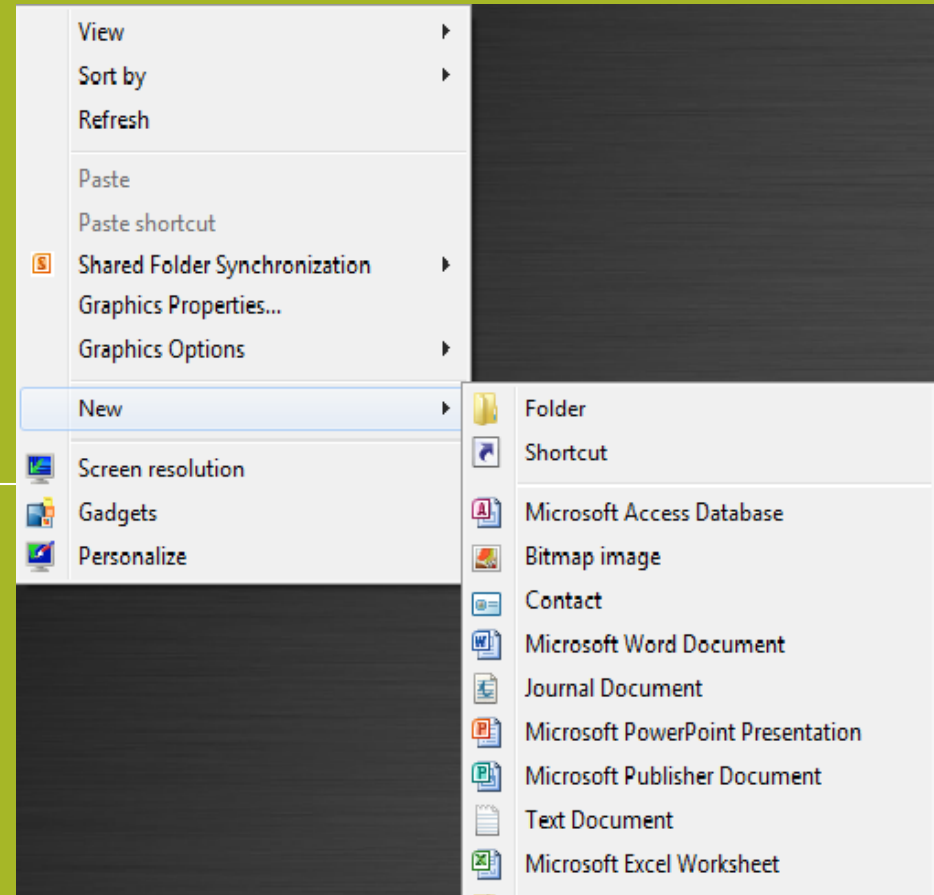
What kind of file type goes with each icon?

Time To Practice!

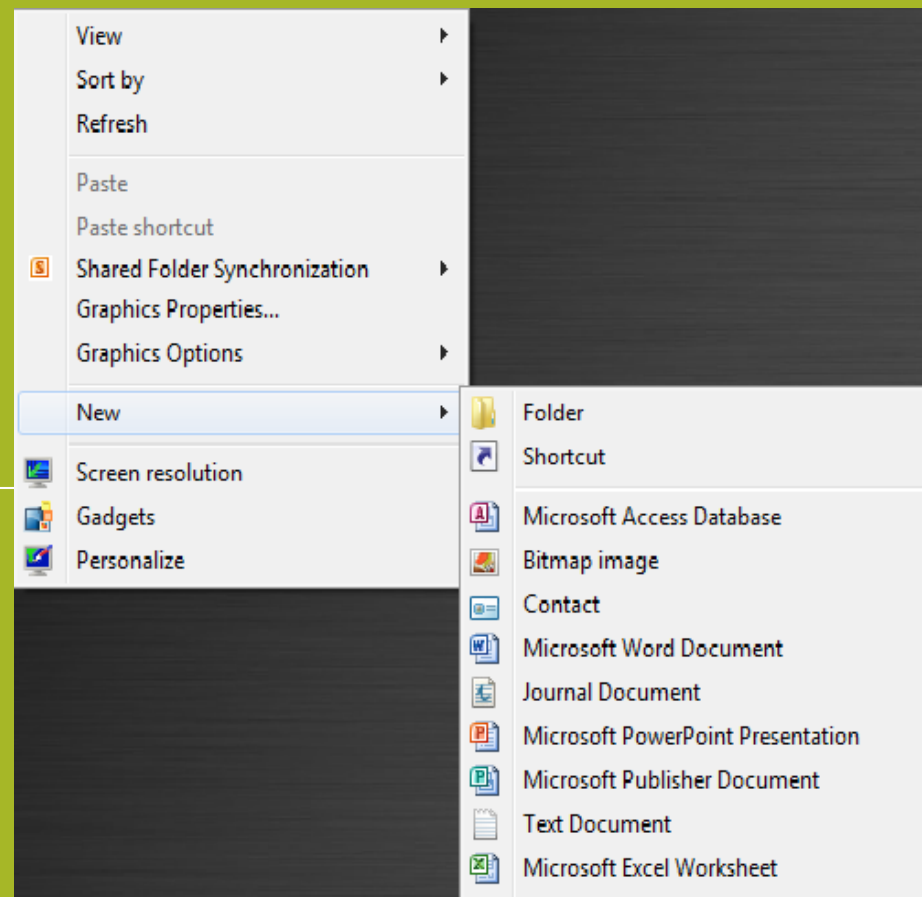
Right Mouse Click
on any empty space
on your desktop to
get this pop up
menu.



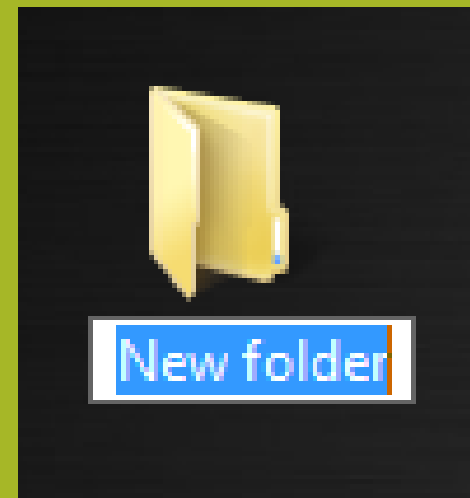
Click the New option to get the side bar menu pictured at the right.



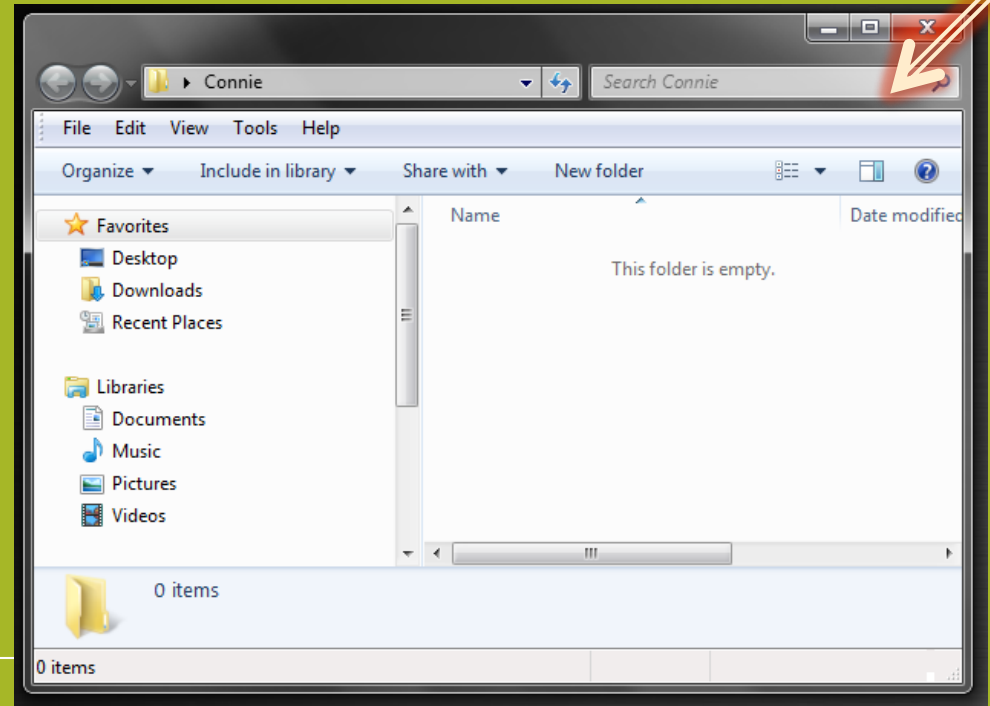
Click the Folder
Option.



- A new yellow folder will appear on your desktop.
- Type your name in place of the words new folder.
- Connie is our example student.

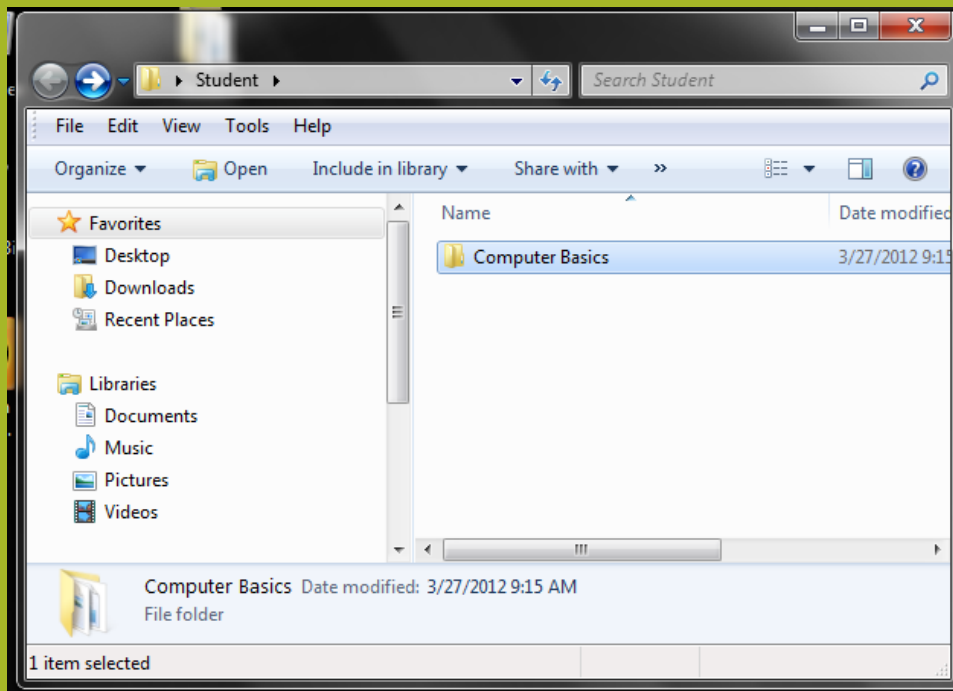
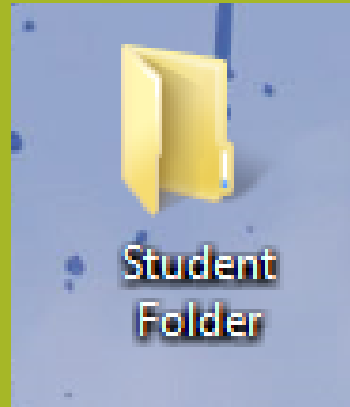


Double Click
the folder with
your name on
it to open it.
It is empty.



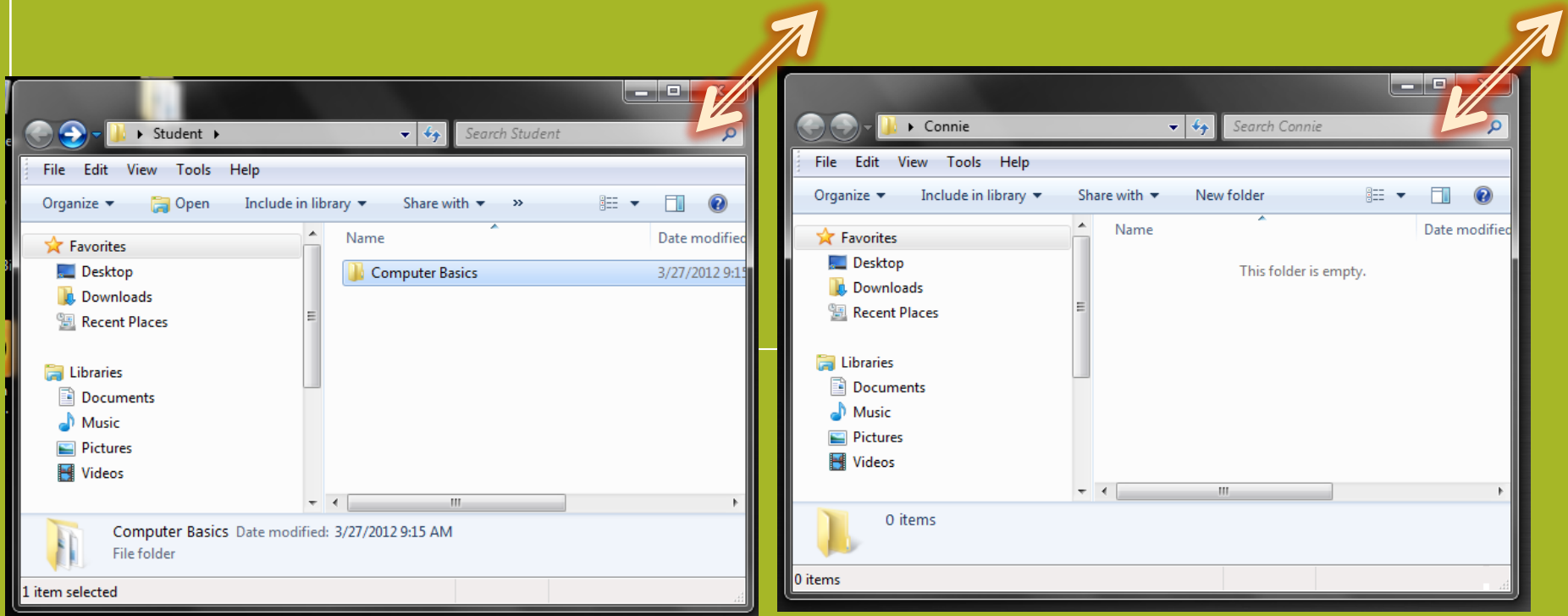
Click on the edge of the window with
your mouse and drag to resize the
window so it is smaller.

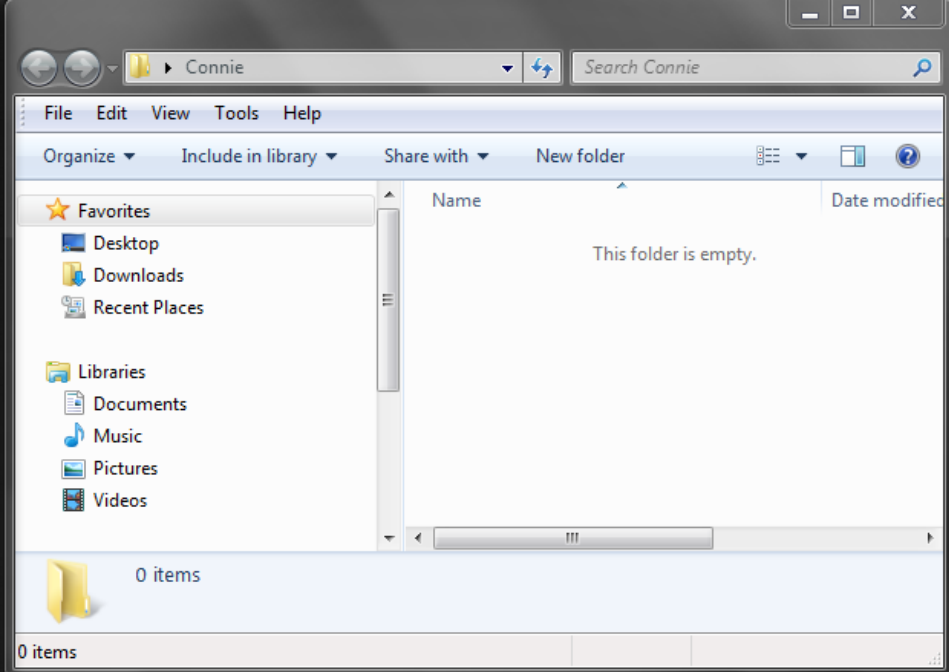
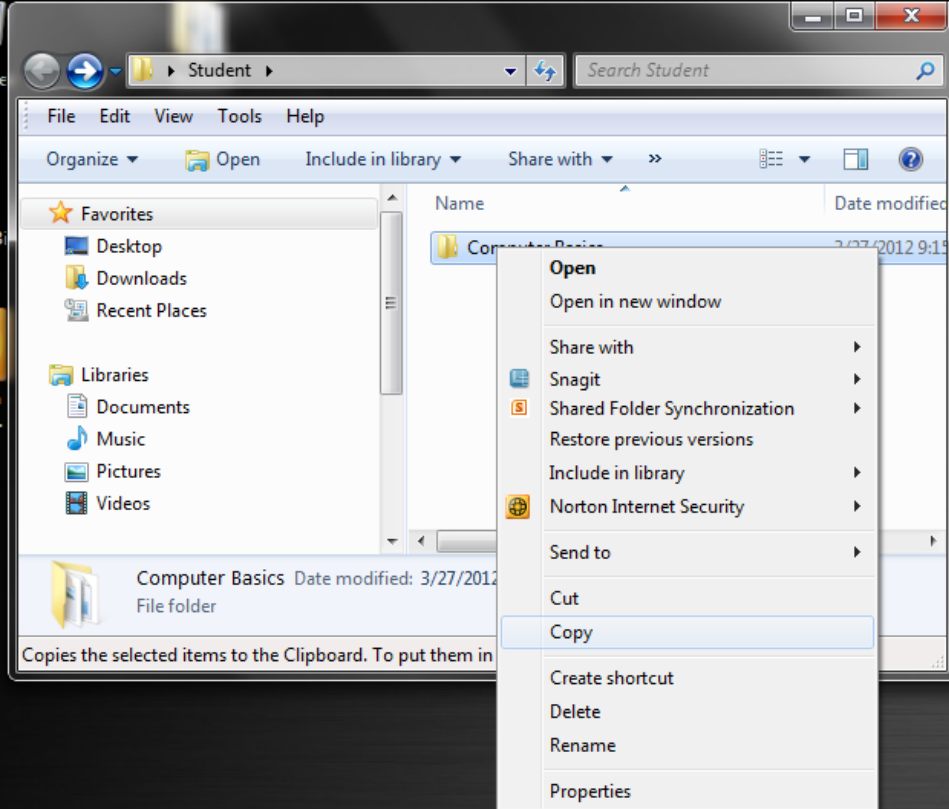
Double Click on the Student Folder.



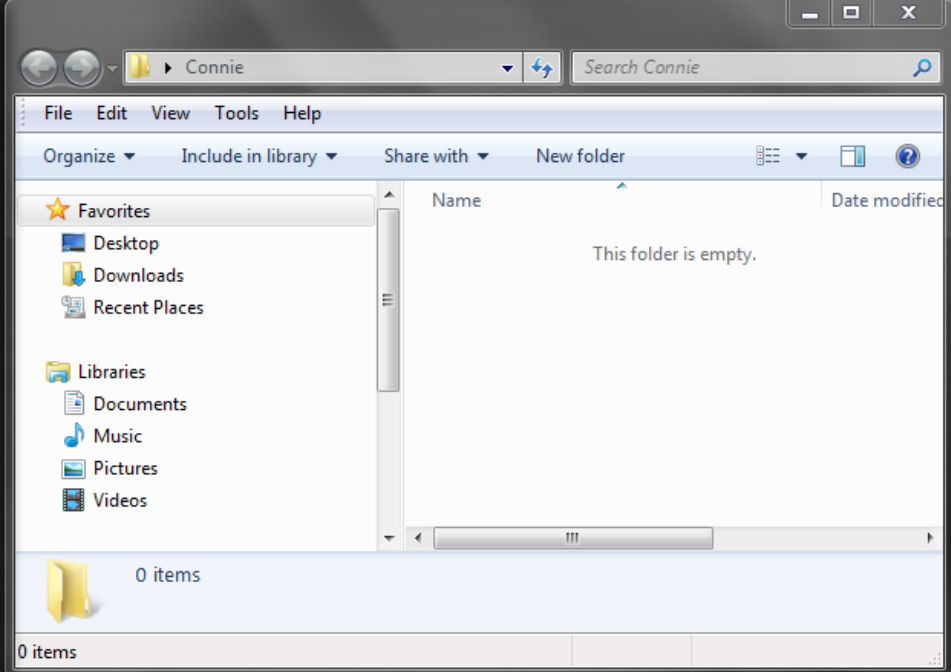
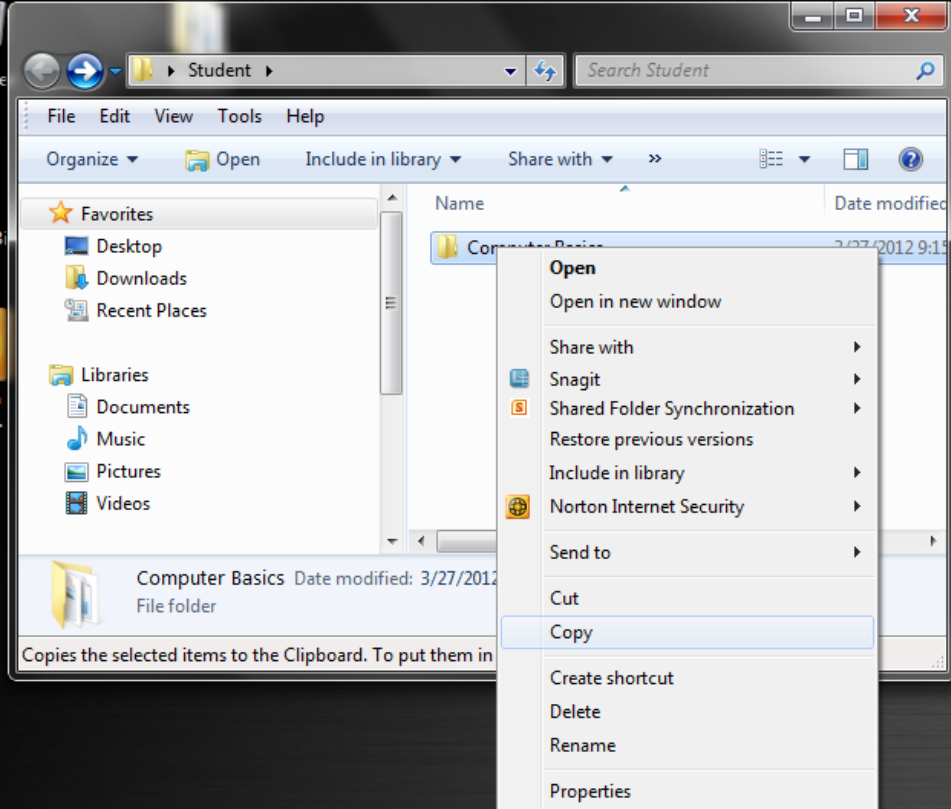
Notice the
Computer
Basics Folder
inside the
Student Folder.

Resize your 2 folder windows so you can see both at the same time.

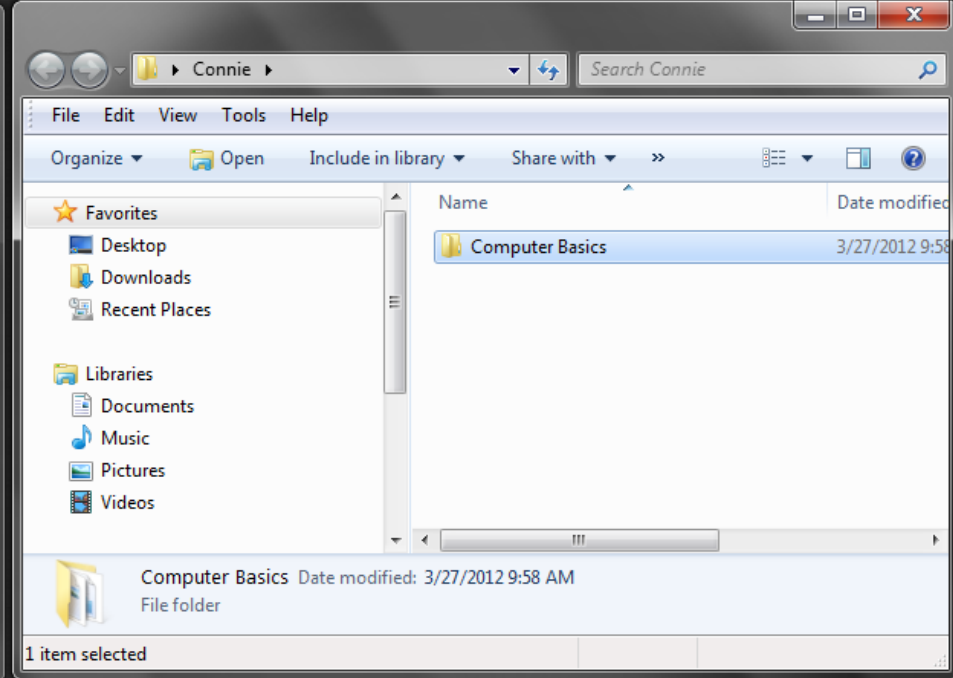
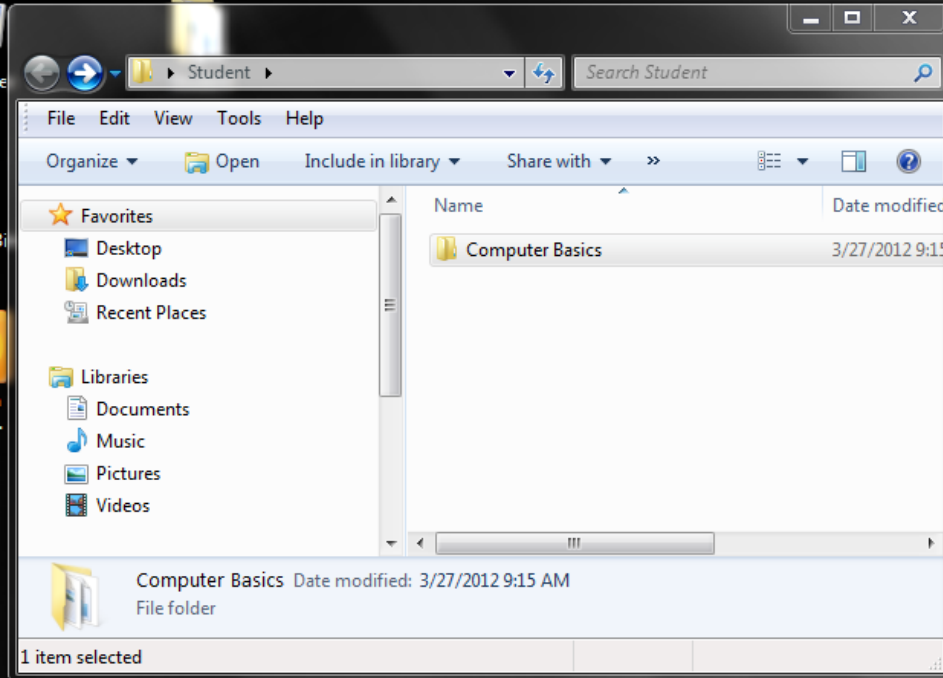




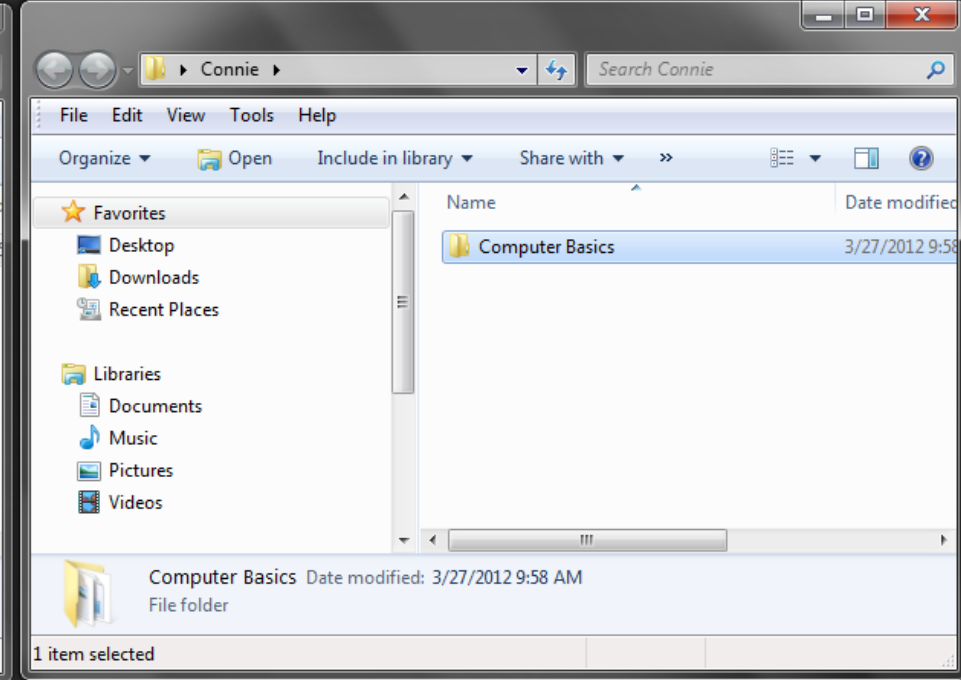
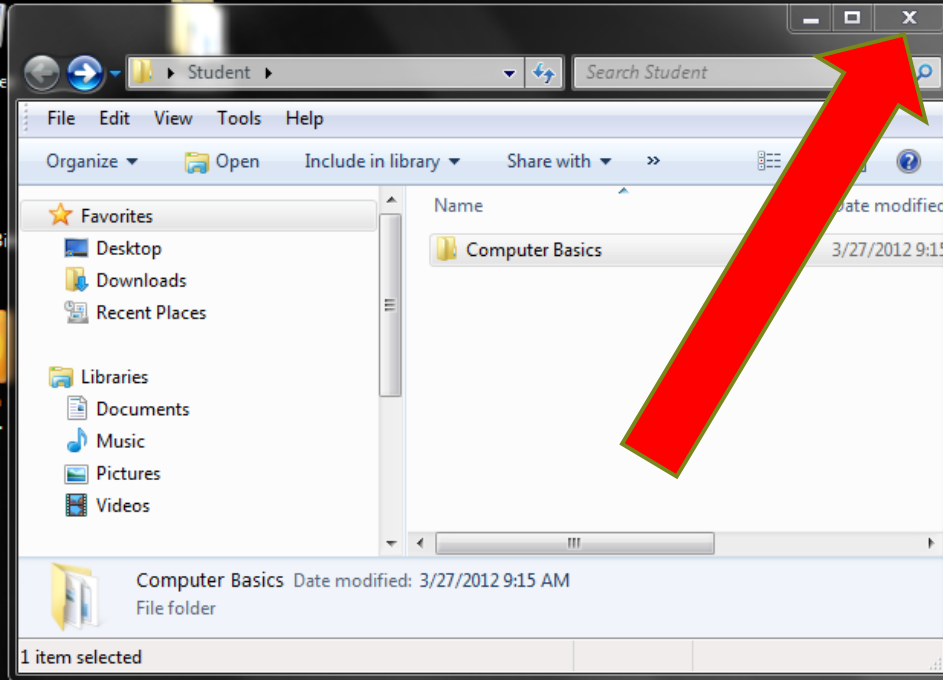
Right Mouse Click on the Computer Basics folder in the Student Folder and click the copy option.



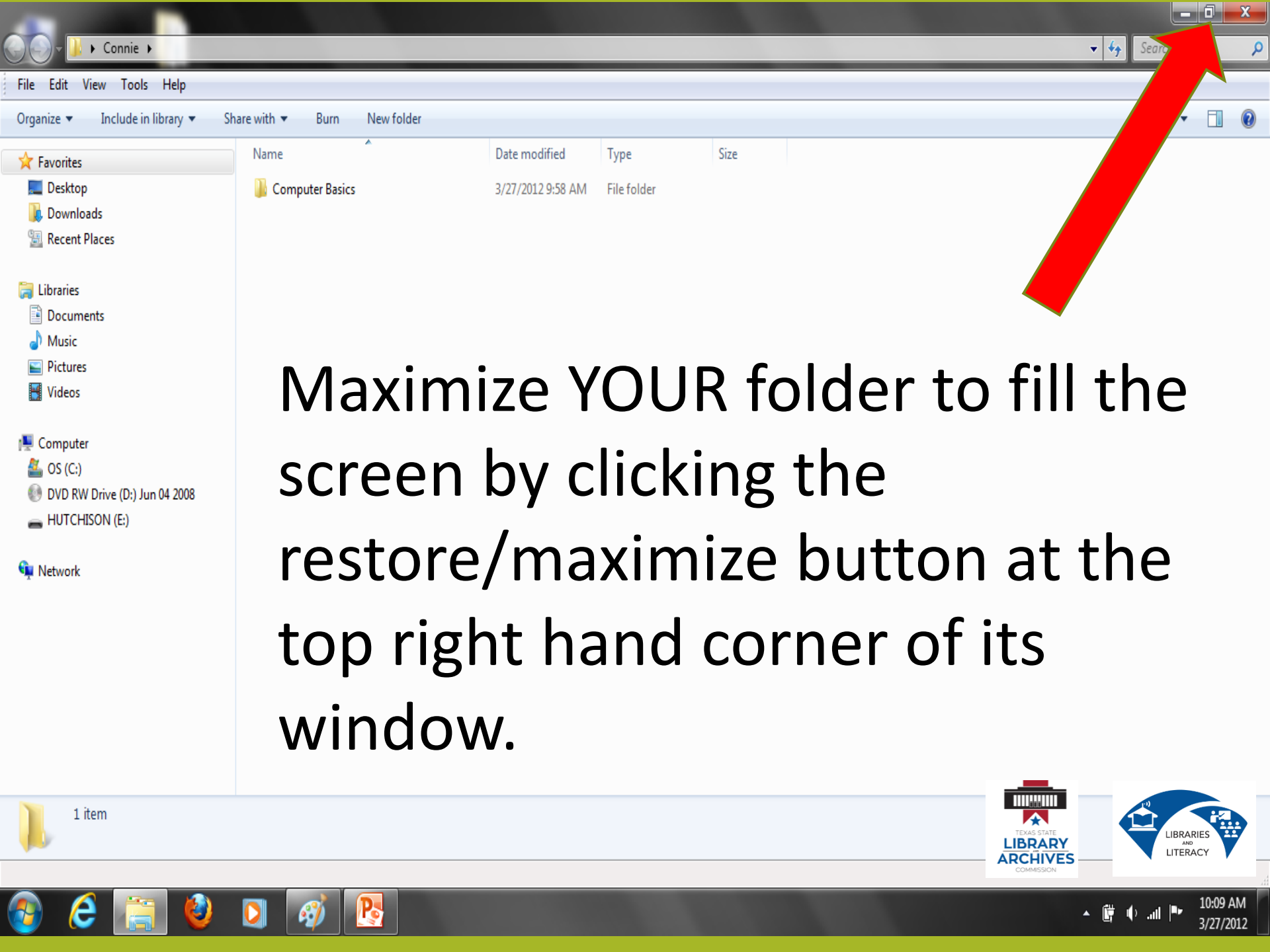
Now Right Mouse Click in the blank area in the folder with your name and click the paste option.



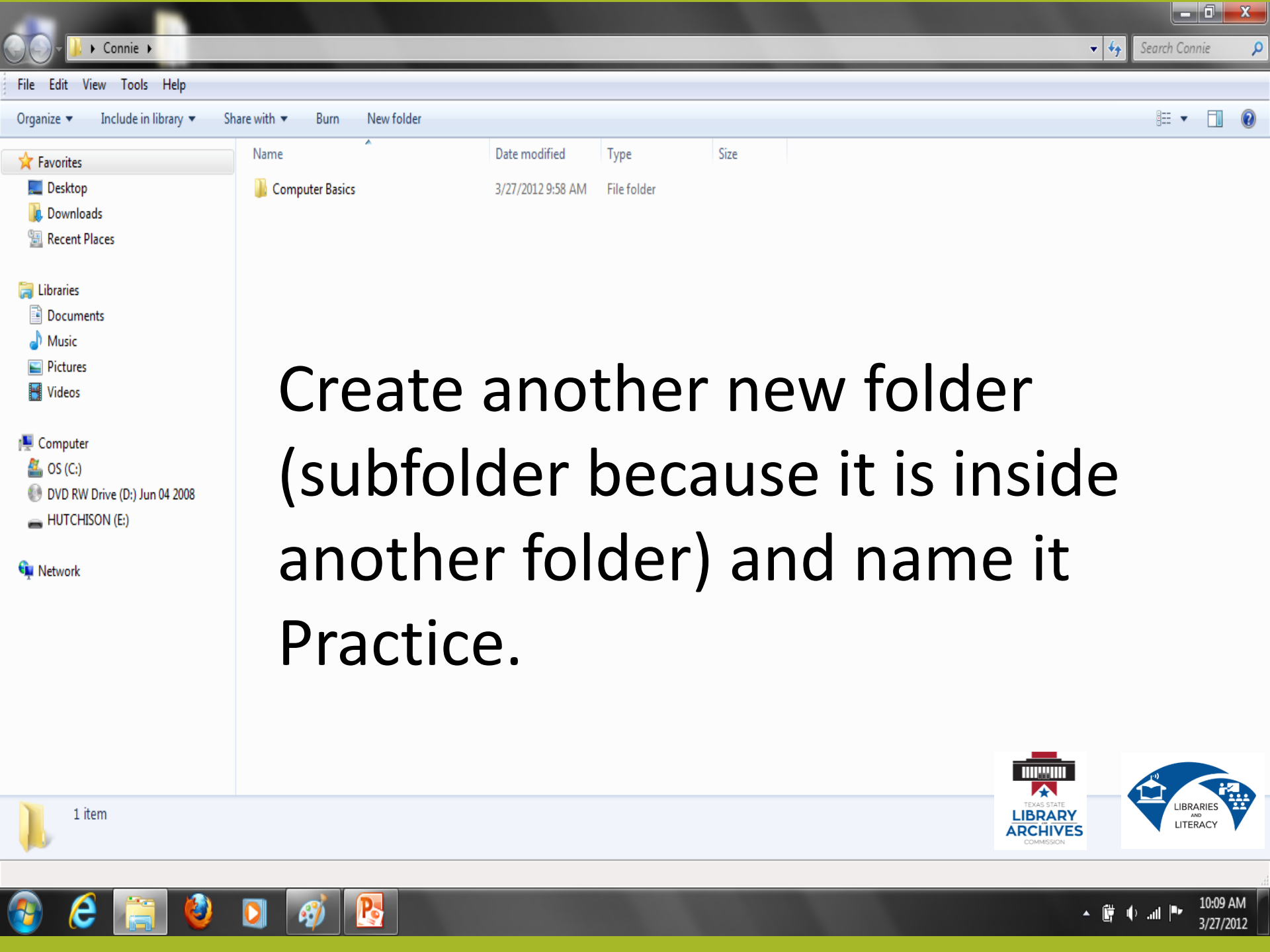
An exact copy of the student folder will appear in the folder with your name.



Close the student folder by clicking the X at the upper right hand corner of its window.

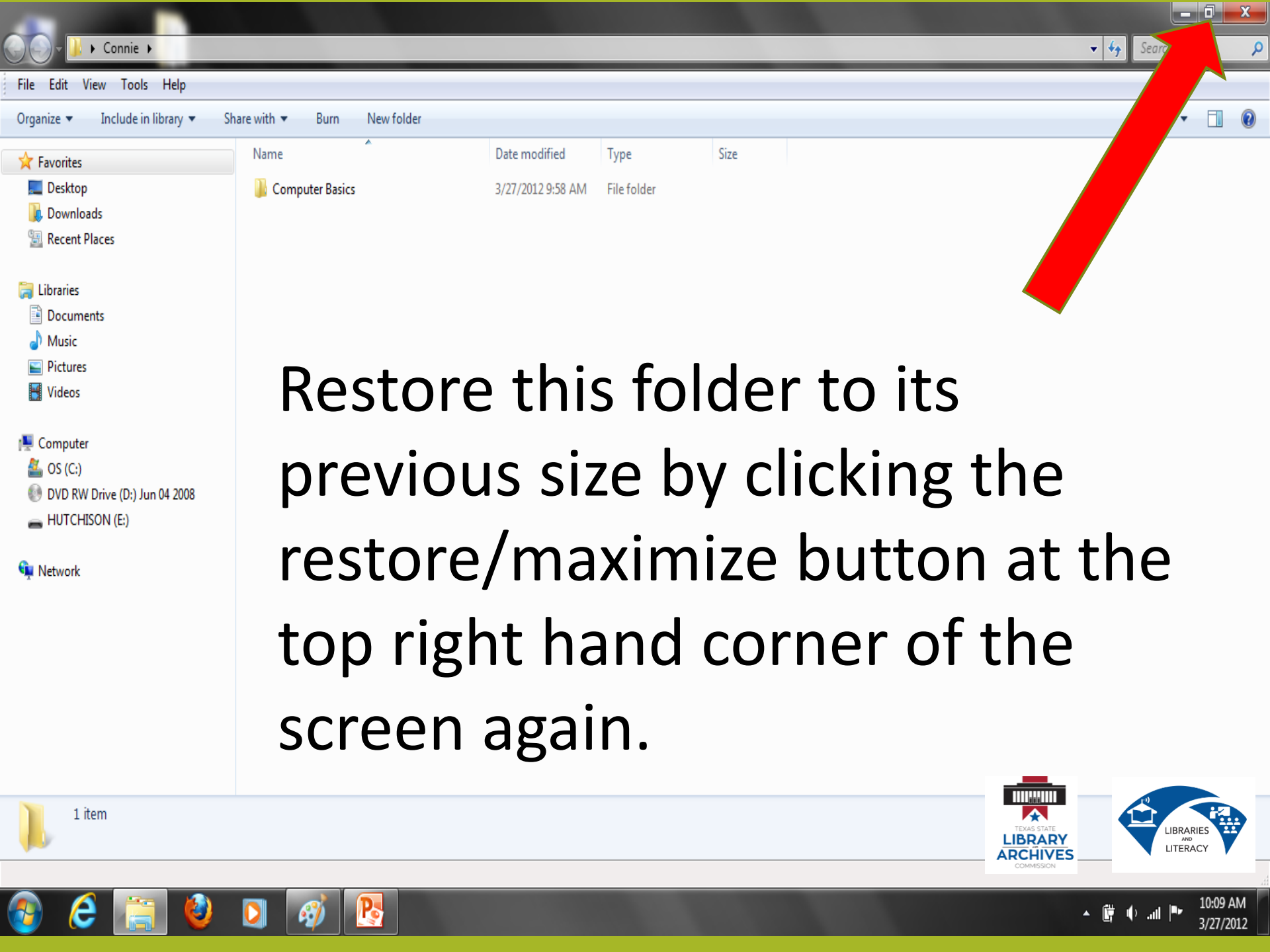


Maximize YOUR folder to fill the screen by clicking the restore/maximize button at the top right hand corner of its window.



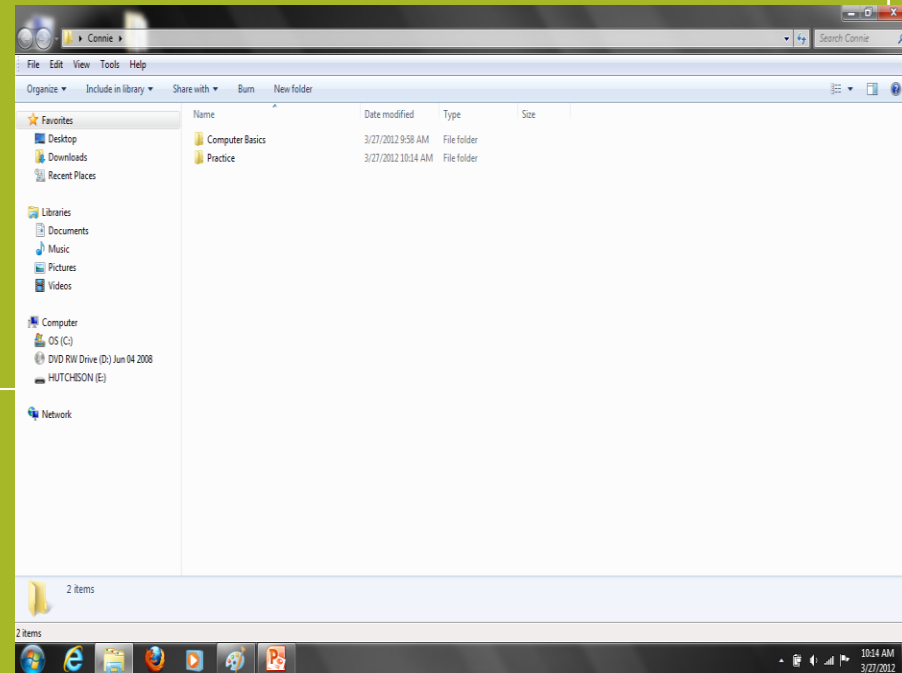
Create another new folder
(subfolder because it is inside
another folder) and name it
Practice.



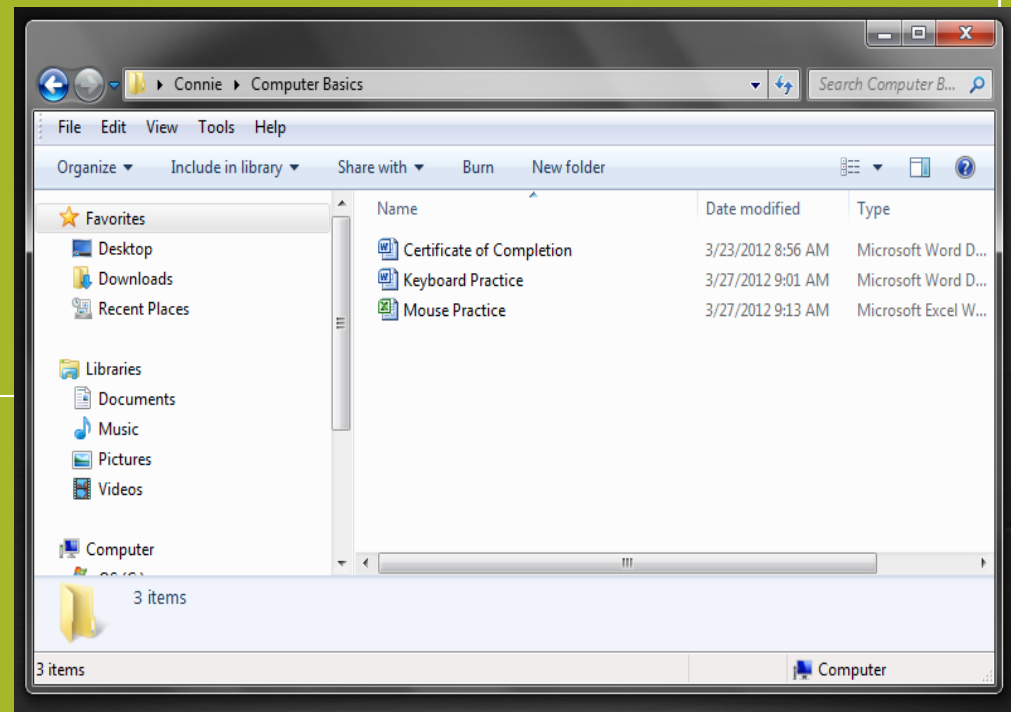


Restore this folder to its previous size by clicking the restore/maximize button at the top right hand corner of the screen again.

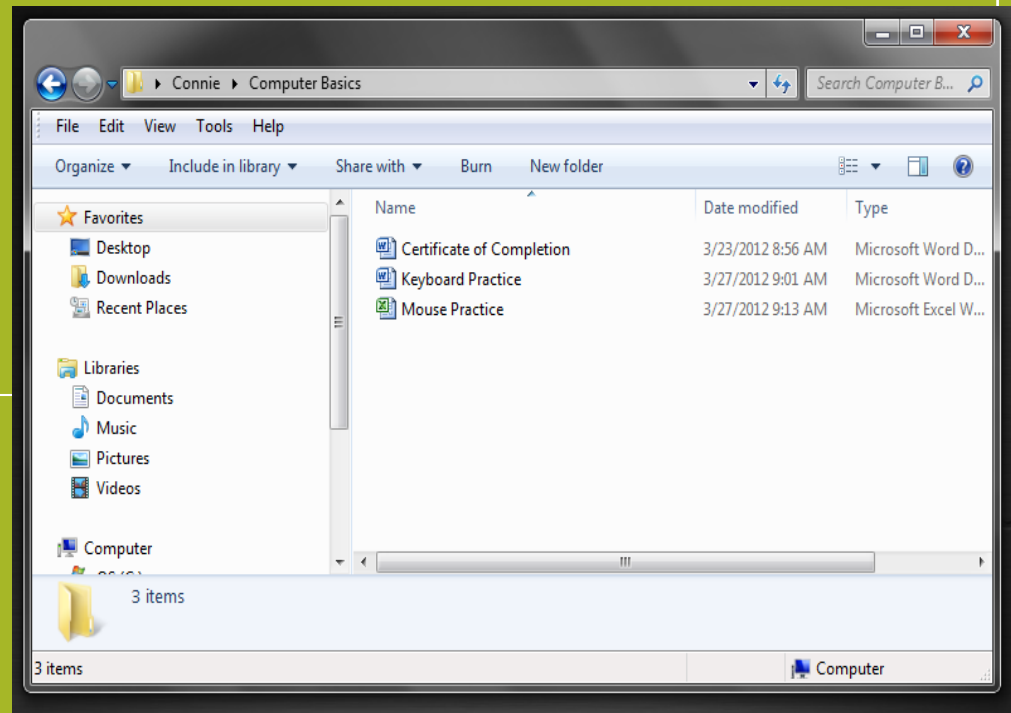
Double Click on the
Computer Basics
folder to open it.



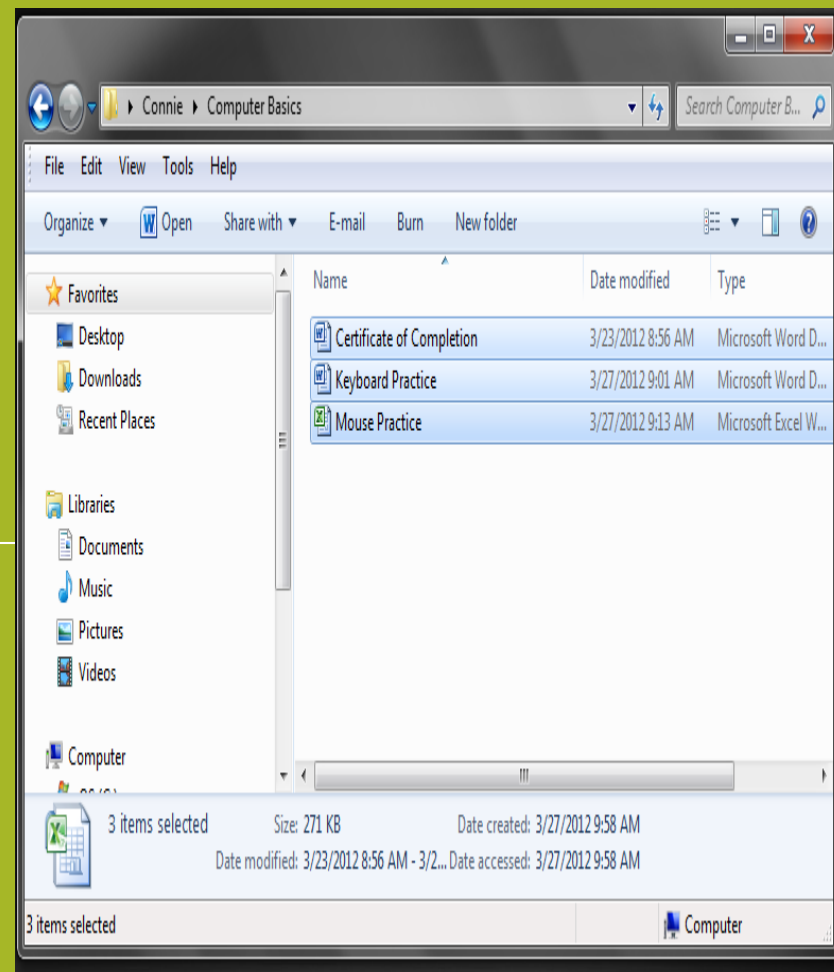
Notice the
different icons.



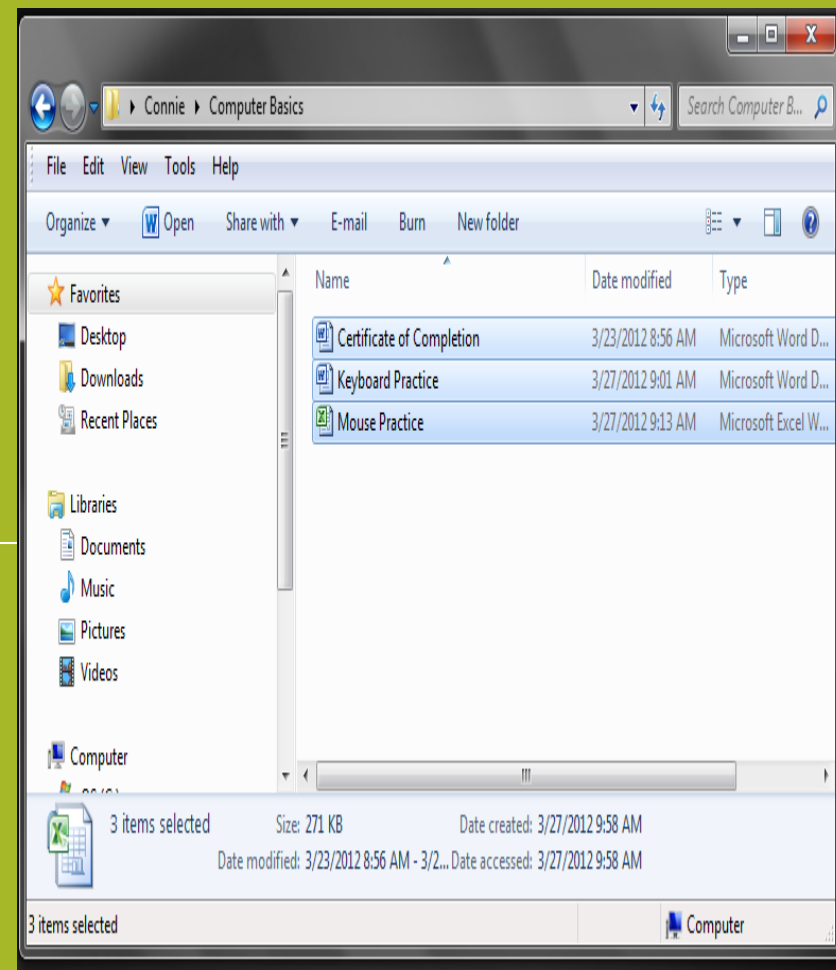
Click one time on the first file and hold down the shift key while clicking on the last file.



The three files are
now selected.
BE CAREFUL!!!
Right mouse click on
any of the files and
click copy.

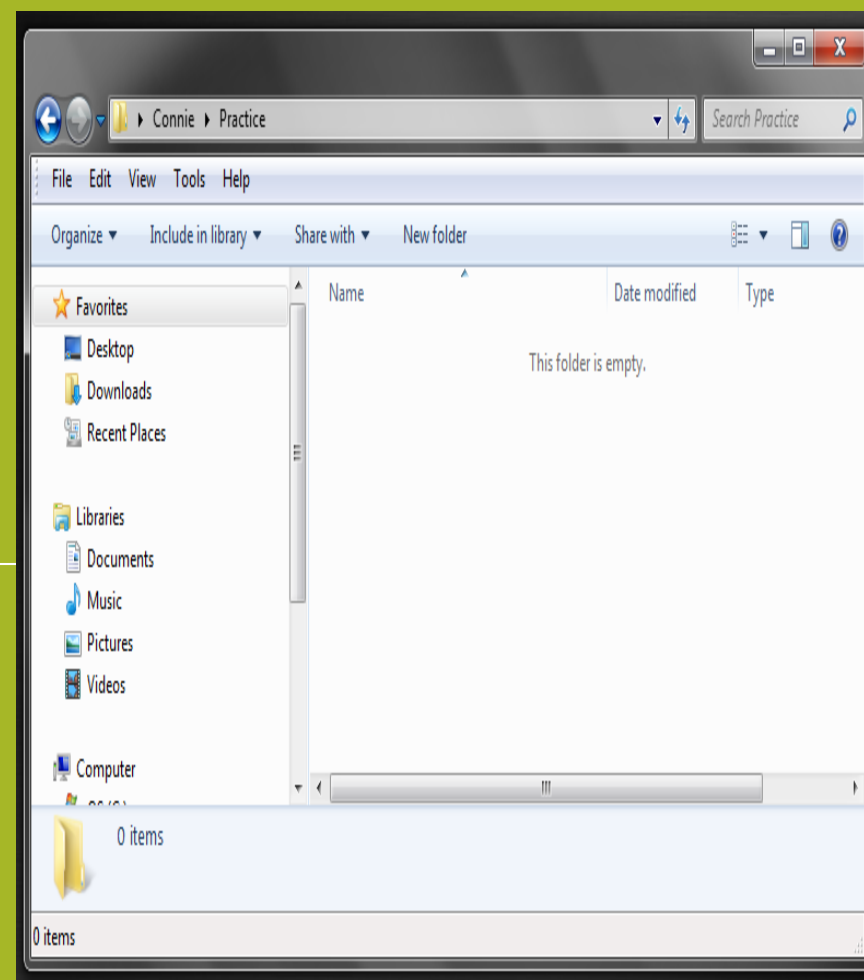


Close this folder.



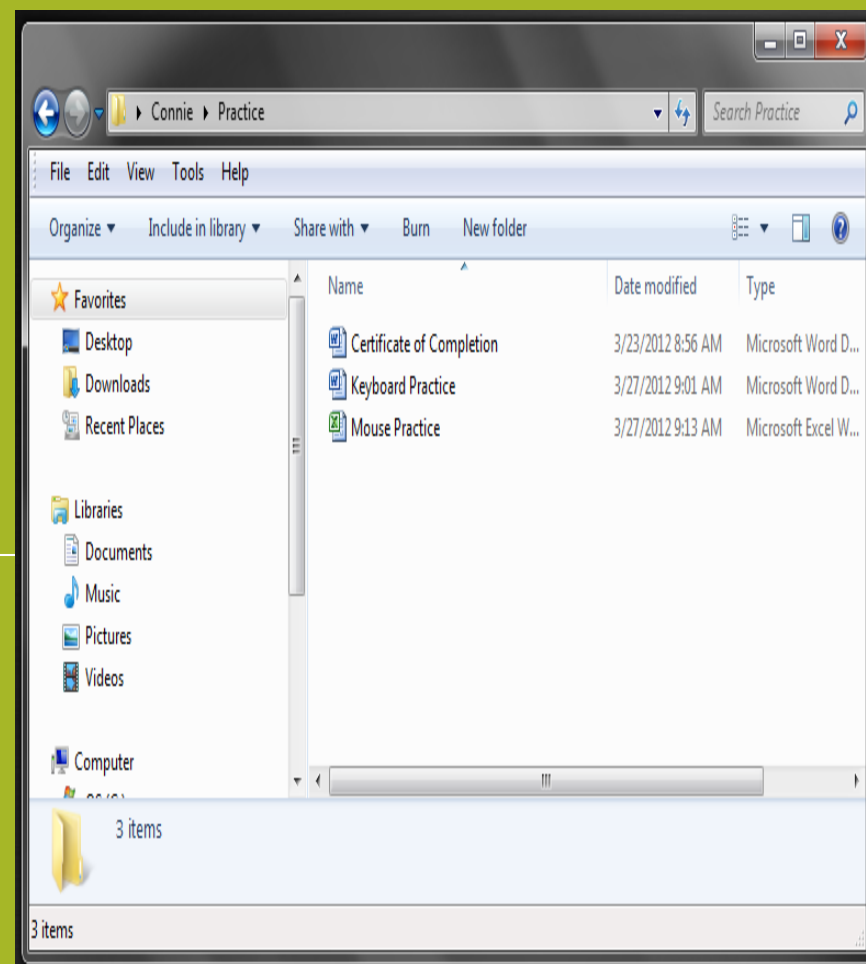
Double Click on the folder with your name on it to open it.

Then open the practice folder.



Right mouse click in the blank space and click the paste option.

You now have a copy of each file in each folder.



- You can also cut and paste files between files using the right mouse click method

OR

- by using the Ctrl X to cut and Ctrl V to paste method you learned in the keyboarding practice document.

This practice session was done using existing files.

Even though you can move files from one folder to another, it is **IMPORTANT** that you know how to save a file to the correct location when you create it!

File Management Practice

DEMONSTRATION

File Management Practice

Follow your handout and what I am doing to complete this practice.

You will start by opening Microsoft Word on your computer.

File Management Practice

- Click the start button at the bottom left hand corner of your desktop.
- Click on “All Programs.”
- Use your mouse to scroll or the arrow keys to choose “Microsoft Office.”
- Then click “Microsoft Word.”

- <https://forms.gle/R2rawEyEPMa5LfMi7>