

C2- S2-PRACTICE

Objectives of this practice

FILE NAVIGATION

- o Be able **to search files** by name, by extension
Ex: search files containing the word banana on the folder C:/a/b/c
- o Be able to access to /Download or /Desktop
- o Knows the **difference** between a **folder** and a **file**
- o Be able to access to any **folder and sub folders**

QUICK ACCESS AREA

- o Be able to access **pin or unpin** folders quick access

FILE AREA

- o Be able to **hide or display columns**
- o Be able to **sort files** by name, date modified, size...
- o Be able to **access the parent folder**, go back

RECYCLE BIN






- o Be able to **restore** files
- o Be able to **delete** files **permanently**

How to work on this practice?

20min	Read individually the handout to understand how to use file explorer
10min	In team of 4: explain what you understood or did not understand
60min	Do the 5 challenges below

CHALLENGE 1

Understand and explain the meaning of the following folders:

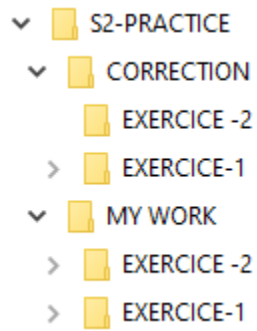
FOLDER	MEANING
 Desktop	
 Downloads	
 Local Disk (C:)	
 Recycle Bin	
 Quick access	

CHALLENGE 2

- ✓ Open File explorer and create the following folder and sub folders:

C:\Users\LENOVO\Desktop\PNC-2024\TERM1\BCU\CHAPTER-2\S2-PRACTICE

- ✓ Inside this folder, create the following file content



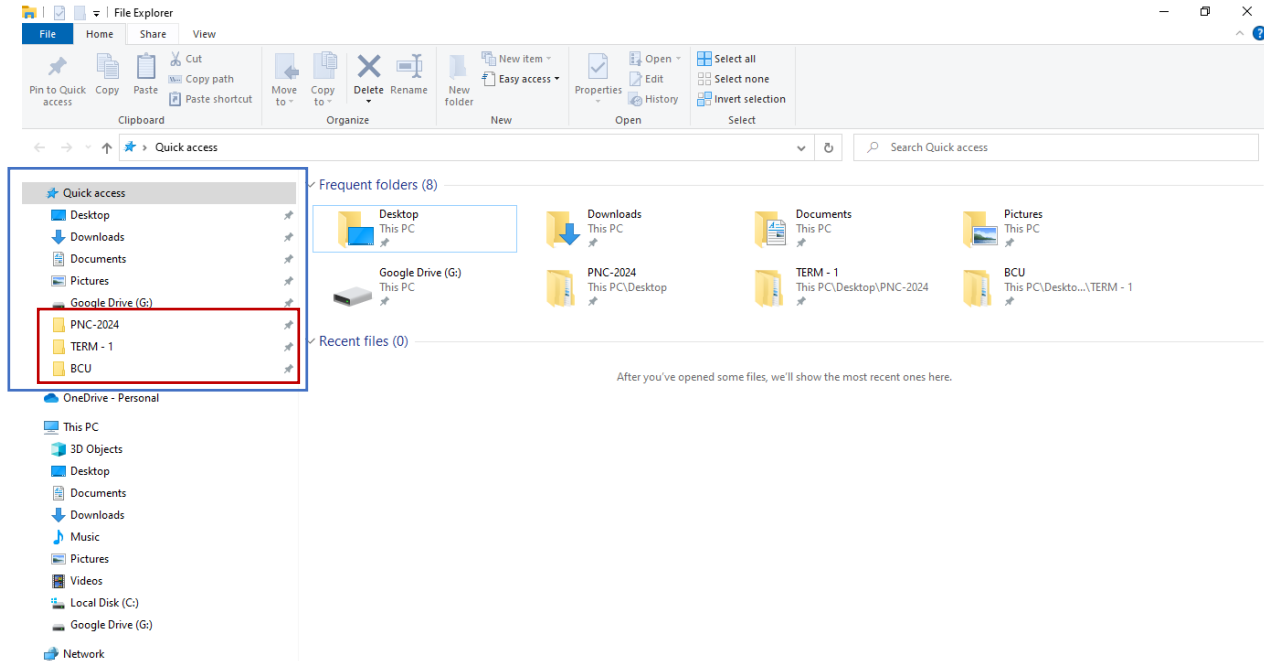
CHALLENGE 3

Search for file and explain how you did it

SEARCH	HOW DID YOU DO
Files Containing "test"	
Files bigger than 10 MB	
Files type PNG	
Files modified this week	

CHALLENGE 4

Following the Challenge 2 pin the folders to quick access as below:



CHALLENGE 5

- ✓ Create the following folder and sub folders
- ✓ Open it with File explorer

C:\Users\LENOVO\Desktop\PNC-2024\TERM1\BCU\CHAPTER-2\S2-PRACTICE\TEST-BIN

- ✓ Copy the files from the folder FILES that your teacher given you before
- ✓ Delete file2, file3, file6, file9 and restore it from the bin.