

Understanding File Management &

File Management Tutorial



Creating and Saving a WordPad Document

- WordPad
- Insertion point
 - function of?
 - looks like?
- Wordwrap (lib)
 - what is it?
 - View | Options... | Wrap to ruler
 - when should you press [Enter]?
- Formatting
 - center a paragraph
 - bold
 - font size
 - measured in [points](#)

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Saving a Document to Disk

- Where is your document held while you create/edit it?
- Why do you need to save it to disk?
 - be sure to save to H: or USB drive, **not** C: (hard disk)!
- File
- Each file in a folder must have a unique (unduplicated) filename
 - should be meaningful
 - up to 255 characters (best to use letters & digits: eg: Sales 2005)
 - applications add an [extension](#) to indicate type of file (.DOC .XLS .MP3)
- File | Save As...
 - dialog box for you to specify:
 - where to save
 - filename

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Working with Multiple Programs

- You can run multiple programs under Windows
 - two ways to switch between running programs
 -
 -
- Windows Clipboard
 - an area in RAM that holds the most recently cut or copied selection
 - a service Windows provides to application programs
 - Cut
 - Copy
 - Paste
 - each is generally available on a programs Edit menu and/or toolbar
 - how long does the Windows Clipboard retain its contents?

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Understanding File Management

- Why do you need to **organize** the files on your disks?
- File
 - 2 major types:
 -
 -
- Folder

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Common File Management Tasks

- Create folders
- Copy
- Move
- Rename
- Delete
- View Properties
- Find
- Backup

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Starting Windows Explorer

- Start | All Programs | Accessories | Windows Explorer
- Can pin it to top of your Start menu (nib)
- Keyboard shortcut [Win] + [E] (nib)

- Things to check:
 - Maximize the window
 - View | Details
 - View | Status Bar
 - Tools | Folder Options... | View | remove the check box for Hide extensions for Known file types | Apply to All Folders

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Windows Explorer

- Used to manage files/folders stored on disks
- Has two **independently scrollable** panes
 - Folders pane
 - what does it show?
 - what do + indicate?
 - what do - indicate?
 - what if there is no + or -?
 - Contents pane
 - what does it show?

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Windows Explorer Tips

- Contents Pane
 - sort buttons
 - quickly advance through contents list
 - can modify the columns that are displayed (nib)
- Selecting a Group of Files
 - how can you select **multiple** files so you can copy/delete/move them together as a **group**?
 - adjacent files
 - non-adjacent files
 - all files (nib)

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Viewing Folders and Files

- Expanding Folder Branches
 - why?
 - how?
- Collapsing Folder Branches
 - why?
 - how?
- Clicking the folder's icon vs. clicking its + or -
- In-Class Practice
 - what subfolders are stored in the hard disk's [Windows](#) folder?
 - how many files are in the [C:\Windows\Cursors](#) subfolder?
 - what is the largest file in the [C:\Windows\Help](#) subfolder?

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Changing the View

- Four main Contents Pane views
 - 1) Large icons
 - 2) Small icons
 - 3) List
 - 4) **Details**
 - shows name, size, type, date/time last modified
- Switching the view
 - View menu
 - Views button

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Creating Folders

- Why would you want to create a new folder?
- Decide the new folder's name & where branch from
- Steps to create a new folder
 1. in Folders pane, select location where new folder to branch from
 2. File | New | New Folder
 3. type folder's name
 4. press [Enter]
- In-Class Practice
 - create a folder on USB flash drive (or H:) named [Files](#)
 - create a folder on USB flash drive (or H:) named [Junk](#) & have it branch from [Files](#)
 - create a folder on drive H: named [Info](#)

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Copying Files

- Can copy a **single** file or a **group** of files
- Can copy from one drive to a **different** drive
- Can copy from one folder to another folder on the **same** drive
- Preferred process
 1. Select the source folder in the Folders pane
 2. Right-click the source file in the Contents pane
 3. Click Copy
 4. Right-click the destination folder in the Folders pane
 5. Click Paste

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Copying Files Practice

- One network hard disk is F:
- It has a folder named **Cisdata**
- It has a subfolder named **Documents**
- It has a file named **Article.doc**
- Copy this file to the **Files** folder on your USB (or diskette).
Note: this file referred to as F:\Cisdata\Documents \Article.doc
- The F:\Cisdata\Documents folder has files **KIWW.DOC** and **San Juan Report.doc**. Copy them to your **\Files\Junk** folder
- Copy F:\Cisdata\MiscFiles \Sailboat.avi to your H:\Info folder
- Copy F:\BPC110\Word\UnitB\WDB-1.doc to your \Files folder

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Moving Files

- Preferred process
 1. Select the source folder in the Folders pane
 2. Right-click the source file in the Contents pane
 3. Click Cut
 4. Right-click the destination folder in the Folders pane
 5. Click Paste
- In-class practice
 - move **Files WDB B-1.doc** to your **\Files\Junk** folder

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Renaming a File or Folder

- Preferred process
 1. right-click the file
 2. click Rename
 3. type new name
 4. press [Enter]
- Don't change the file's extension
- In-class practice
 - Rename `\Files\Junk\San Juan Report.doc` to `Scottsdale Report.doc`
 - Rename the `H:\Info` folder to `Stuff`

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Deleting a File or Folder

- Be careful!
- Preferred process
 1. Right-click the file
 2. click Delete
- In-Class Practice
 - Delete `H:\Stuff\Sailboat.avi`
 - Delete `Junk\Scottsdale Report.doc`
 - Delete the `Files` folder
 - what was deleted?

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Restoring a Deleted File or Folder

- Recycle Bin
 - a hidden system folder on a hard disk or flash drive that temporarily stores recently deleted files
 - does not apply to diskettes!
- Preferred process
 1. Locate the file in the Recycle Bin
 2. Right-click the file/folder to be restored
 3. Click Restore
- In-Class Practice
 1. Delete `C:\Windows\Help\Access.chm`
 2. Confirm it is in the Recycle Bin
 3. Restore it
 4. Confirm it is present in `C:\Windows\Help`

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Path

- Path
 - a direct way to refer to a file (describe where file is located)
 - 4 parts:
 1. drive
 2. folder
 3. filename
 4. extension
 - eg: F:\Cisdata\Documents\Article.doc

Finding Files

- Finding Files
 - Click [Search](#) button
 - In-class practice
 - where in F:\CISDATA is the file `publishers.mdb`?
 - How many `MP3` files are on the `C:` drive?
 - which Word document file has the phrase `domestic travel`?
Hint: it is somewhere in F:\CISDATA

Properties

- Viewing Properties
 - right-click an object | click [Properties](#)
- In-class practice
 - how much free space is on your USB drive (or C:)?
 - what properties are shown for `C:\Program Files` ?

Screenshots

- Taking a Screen Shot
 - [PrintScreen] key takes a snapshot of the **entire screen** and places it on the Clipboard
 - [Alt] + [Printscreen] takes a snapshot of the **active window** and places it on the Clipboard

- How insert screenshot into a document?

Backup

- Backing Up
 - situation: you create/modify a file on your USB flash drive and need to back it up to H: (or C:)
 - steps:
 1. select the file on your USB flash drive
 2. copy it to BPC110 Data Files folder on H: (or C:)
 3. look on H: (or C:) to verify it is there
 - when you use this process, the two files will have **identical timestamps** so you'll know they're **exact** copies

Backup Practice

1. Launch **WordPad**
2. Create a small document
3. Save it to your USB Flash drive as **Back Me Up.rtf**
4. Close **WordPad**
5. Launch **Windows Explorer**
6. Copy **Back Me Up.doc** from your USB Flash drive to **H:\BPC110 Data Files**
7. Confirm that **H:\BPC110 Data Files\Back Me Up.rtf** exists



Remote Access to H:

- General Process
 - download a file to a local drive
 - work on it
 - exit the program
 - upload the file to H: when done

- Steps
 - launch Windows Explorer
 - in Address bar, type <ftp://home.sc.maricopa.edu>
 - login as you would when you're on campus
 - use the [home.sc.maricopa.edu](ftp://home.sc.maricopa.edu) folder

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