

FILE MANAGEMENT IN WINDOWS EXPLORER

1.0 INTRODUCTION

Windows Explorer is an application that is a part of Microsoft Windows operating system. It provides a graphical user interface for accessing file systems. In brief, this is the component of the operating system that is displayed on the monitor and enables the user to control the computer.

The instruction set provides a clear explanation about managing files in Windows Explorer. A file is a set of related information that a computer can access by a unique name. Files are logical units of information managed by the computer's operating system. File management is an important concept in Windows Explorer. It enables the user to create, process, and store information.

The instruction set will present appropriate methods for the following operations:

- Accessing Windows Explorer
- Creating folder directories
- Saving files
- Copying files
- Moving files
- Finding files
- Deleting files
- Renaming files

The instructions have sufficient detail to guide an individual, who is a beginner to Windows Explorer.

2.0 THE BASIC OPERATING INSTRUCTIONS

This section explains the instructions and results for the different tasks involved in file management.

2.1 Accessing Windows Explorer

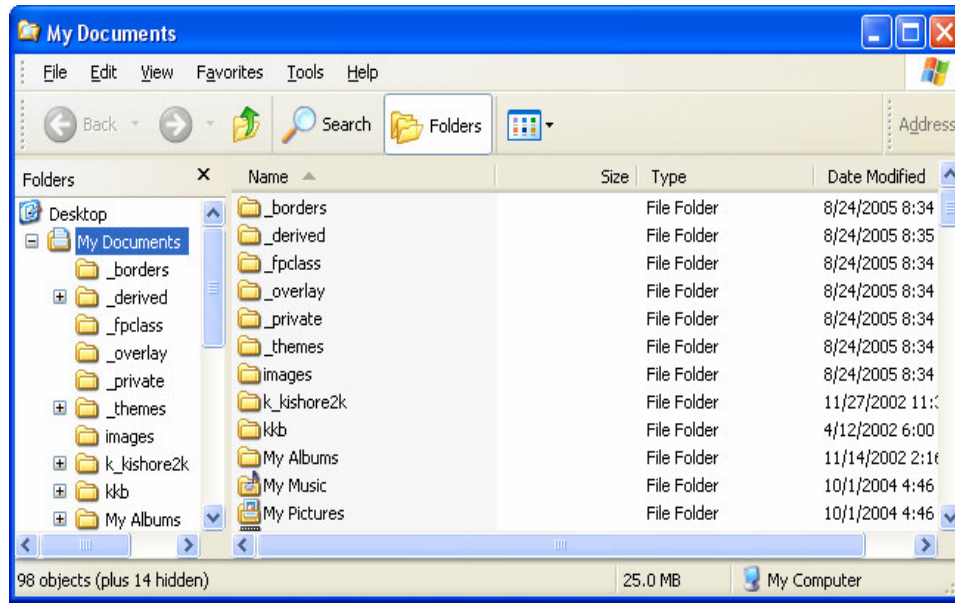
ACTION

Step 1: Click on Start, Programs, Accessories, Windows Explorer.

Step 2: Click on the edges and drag to resize the window.

SCREEN RESPONSE

The Windows Explorer dialogue box opens.



THE WINDOWS EXPLORER DIALOGUE BOX

2.2 Creating folder directories

ACTION

- Step 1:** Click on Start, Programs, Windows Explorer.
- Step 2:** Scroll the left side scroll bar until you see C:, click it.
- Step 3:** Go to Menu bar on the top, click File, New, Folder.
- Step 4:** Type the folder name and press Enter.

SCREEN RESPONSE

- The Windows Explorer dialogue box opens.
- The C: is highlighted.
- A folder box appears on the right.
- The new folder is listed in the Folders window.

Note: The instruction considers C: as an example to create a folder. However, the same procedure is followed to create folders in My Documents, A:, D:, and also the Desktop.

2.3 Saving files

A file can be saved and retrieved later to manipulate data.

ACTION

Step 1: When you are ready to save a file, click on File, select Save as.

Step 2: Click on the triangle button at the end of Save in: box.

Step 3: Scroll and double click on a folder or directory where you wish to save your file.

Step 4: In the Filename: box located below enter your choice of a filename.

Step 5: In the Save as type: box, the application being used is already in the box. If you wish to save the file as another file type, click the triangle button at the end of the box to make a selection. Click Save.

SCREEN RESPONSE

The Save As dialogue box will appear.

It gives a list of all the drives in the system.

The particular selected folder will pop in the Save in: box.

The Save As dialogue box will disappear. The file is saved in the desired location.

2.4 Copying files

ACTION

Step 1: Select the file by clicking once over it. On the Menu bar, choose Edit, Copy.

Step 2: In the Address area, navigate to the destination directory or folder where you wish to copy the file. Select it by clicking once.

Step 3: On the Menu bar, choose Edit, Paste.

SCREEN RESPONSE

Upon selecting the destination, the right side of the Explorer now displays the files and folders of the destination.

The selected file has been copied, and is visible in the destination directory.

2.5 Moving files

ACTION

Step 1: Select the file by clicking over it once. From the Menu bar, choose Edit, Cut.

Step 2: In Address area of the Explorer, select the destination folder or drive by double clicking on it.

Step 3: Choose Edit, Paste.

SCREEN RESPONSE

The right side of the Explorer shows the files in the destination directory.

The file is moved to its destination.

2.6 Finding files

Windows allows you to locate files based on the filename, a portion of the name, date, or the text included in a file.

ACTION

Step 1: Right click My Computer, select Find.

OR

Step 1: Go to Start, choose Find or Search option.

Step 2: In the Named information bar, you indicate the file name or a portion of the file name. In Look in, select any drive you want to search. Click Find Now.

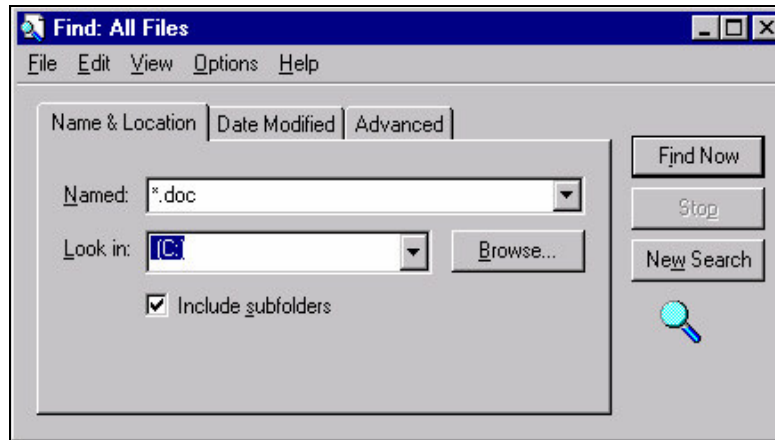
SCREEN RESPONSE

A dialogue box called Find opens.

The computer displays all files and folders that match your search criteria.

Note: There are some particular techniques for searching files.

- ❑ You saved a Word document to your hard drive [C:] but you can't remember the name or where it was saved (but would recognize it). The syntax for entering into the 'Named:' box would be
 - *.doc (this says show all files with a .doc extension)
 - *.ppt (this says show all files with a .ppt extension)
- ❑ You want to find the file called 'budg-req. but you only remember part of the name -- 'budg'. The syntax would be budg* (this says show all files beginning with budg).
- ❑ In the 'Look in:' box, click the Browse button and click on [C:] so that the search will start from the main level or root of the C: drive.
- ❑ Finally, click Find Now to start the search.



THE DIALOGUE BOX FOR SEARCHING FILES

2.7 Deleting files

ACTION

Step 1: Select the file and press Delete key in the keyboard.

OR

Step 1: Right click on the folder and select Delete.

Step 2: In the Confirm Delete window, Click Yes.

SCREEN RESPONSE

A window appears to confirm the process, by asking you if you are sure that you want to delete the file.

The file is deleted from the directory.

2.8 Renaming files

Using a rename feature can change the name of a file or folder.

ACTION

Step 1: Select the file and right click once over it.

Step 2: Select Rename.

Step 3: Press Backspace to remove the old name, type the new name. Click once outside the icon.

SCREEN RESPONSE

A list having different operations that can be performed over the file opens up.

The old name appears with a blue background.

The new name is assigned to the folder.

3.0 SUMMARY

File management is a very important task that helps you in managing files and folders in a database. The data enclosed in files and folders can be stored in different locations in the computer. The instruction set clearly explains all the aspects related to file management in Windows Explorer such as creating, saving, moving, finding, deleting, and renaming a file.

There is a chronological sequence in which the actions are performed. For every step, the appropriate screen responses are listed. Additional information to clarify the instructions is enclosed in a box.