



Computer Basics: File Management

I. About File Management

A. Why learn file management?

As you use your computer, you will produce and acquire documents, pictures and other files that you wish to save and use later. In order to find those files again you need a system to manage them. The goal of this class is to show you how to organize your files and to find them when you need them.

B. How are files organized?

Paper files, which often include letters, financial statements and other records you want to save, are usually stored in folders in a filing cabinet. If there are a lot of items to be filed, the cabinet will have multiple drawers with several folders in each drawer. This structure is similar on computers except the files are stored electronically instead of in cabinets.

C. What are files and where are they stored?

A file is anything you produce or acquire while using your computer. It can be a letter, a picture, a song, or any other kind of document.



Saved files can be organized into folders. This is the folder icon, which we will be seeing quite a bit as we go through this class.

II. Storage Options

We will briefly go over some of the different options for storing your files.

A. Hard Drive

The hard drive is the storage area inside your computer where you can save files. It is called drive C. On your home computer, you will likely save most of your files to the hard drive. There are pre-programmed folders to hold text, picture and music files.



B. Desktop

For this class, we will save items to the **Desktop**. This is an area where you can save files on public, shared computers such as the ones here in the library. For security purposes, we do not allow use of the hard drive on the public-access library computers.



C. Portable Storage

Storage devices on which you can save files and take them with you to open on another computer are called portable storage devices. The two most widely used portable storage devices are flash/thumb drives and CD/DVD disks.



- 1) CD/DVD disks can be used to store data.
- 2) Drive (D :) is the CD/DVD drive.
- 3) Flash/thumb drives are portable storage with large memory capacity. They can be connected to your computer by the USB ports at the front of your computer and they are usually the (E :) or (F :) drives. Flash/thumb drives are the most compact, reliable and easiest to use of the portable storage devices.



D. Microsoft OneDrive

OneDrive is online file storage offered by Microsoft. Files are stored in the Cloud and can be accessed from multiple devices.

III. Overview of Windows 7

A. The Taskbar

The area at the bottom of the screen and to the right of the Start button is the taskbar where you see icons for some programs. You can use the taskbar as a short cut to open the programs on it. You can also switch between programs by clicking on the appropriate icon. Hover the mouse pointer over the icons to see a preview or thumbnail of the program.



The third icon from the left is called Windows Explorer. We will look at this in depth later. Notice that it looks like a tray with paper folders stacked up in it.

The right end of the taskbar is called the Notification area. This area displays the current date and time as well as other useful icons.





B. The Start Button

- Click on the start button at the bottom left of your screen. Or, press the Windows logo key which is between ctrl and alt on the keyboard.



- Notice on the instructor’s computer and notice the words “Tuckahoe C. Labuser” under the flower on the right hand side.
(The computers in the lab will only show the flower and the word documents due to our settings here at the library)

On your personal computer your user name would be shown here.

Still looking on the instructor’s computer, notice the words documents, pictures, music, computer etc. Mousing over each word gives a description of each selection; you would have these choices on your personal computer.

Mouse over the word documents on the lab computers.

C. Windows Explorer in Windows 7

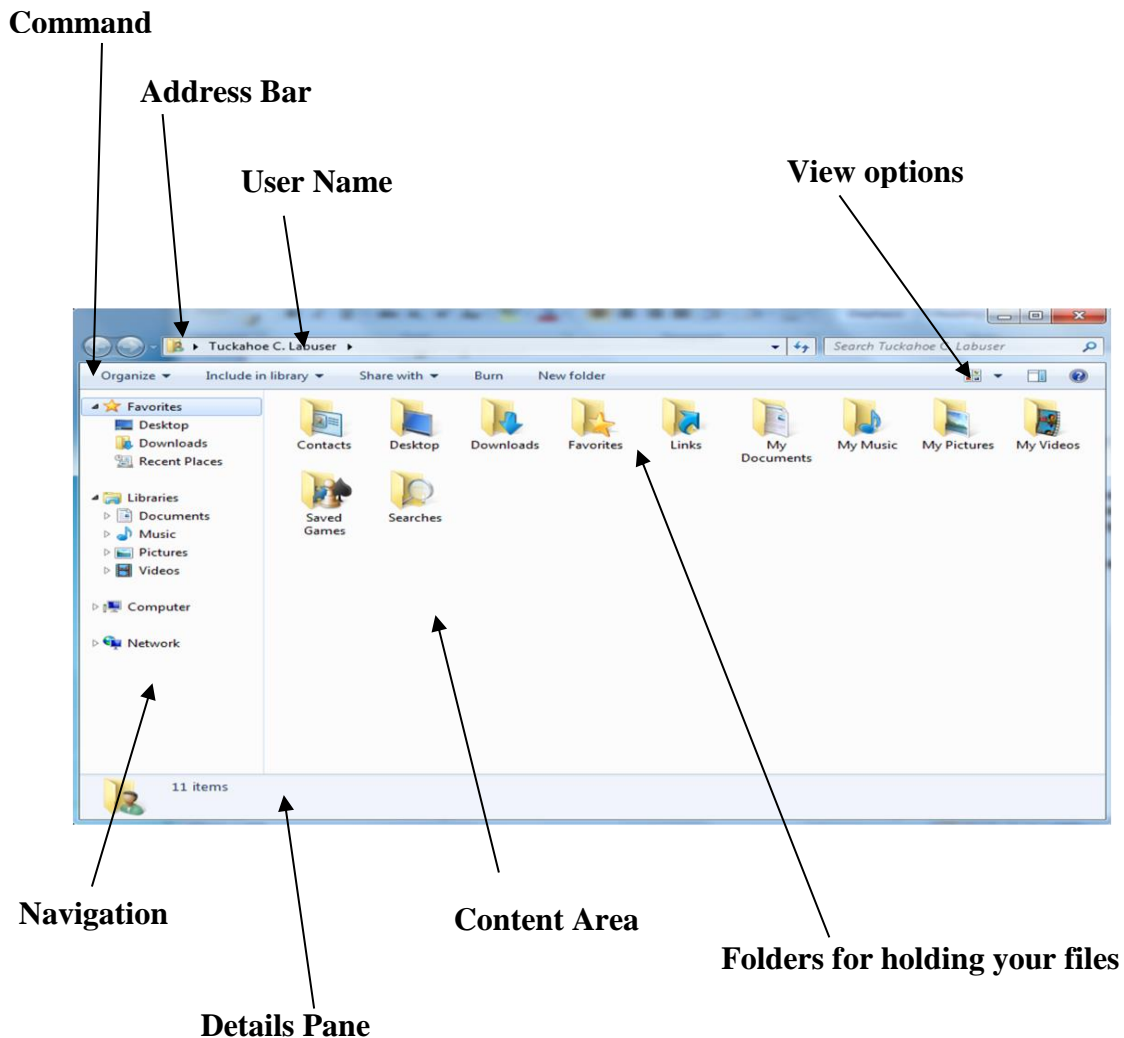
Now look on the Taskbar and click on the icon that looks like file folders in a tray. See below.



This will open *Windows Explorer*, the program you use to explore your computer and work with files and folders *outside* the programs you use to create files. In other words,



Windows Explorer is the tool you use to manage the files you create; this is why its icon looks like a physical tray with folders stacked in it.



1. Parts of the screen

- a.) The address bar is at the top. It tells you where you are in the computer. As you move around in Windows Explorer the address bar will change as you navigate to other areas of your computer system. This is an important piece of information we will use when we save files.
- b.) The command bar, which starts with the Organize button, is a toolbar below the address bar. The buttons in the command bar change depending on where you are in the folders and what you select, if anything.
- c.) The navigation pane runs down the left edge of the screen and has several sections. You may need to maximize the window or use the scroll bar within the navigation pane to see all of these sections.



Favorites: folders you have one click access to

Libraries: groups of folders

Computer: represents your entire computer

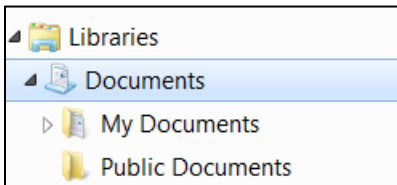
*Network: does **not** show on the lab computers but will displays on your personal computer if it is part of a network.*

d.) The content area displays icons for folders in your user account. Windows 7 creates these folders automatically to help you organize your files by type.

e.) The details pane stretches across the bottom of the window. The information in this pane depends on what you select in the content, if anything.

2. Documents Library

a.) Hover the mouse over Documents in the navigation pane and click the empty triangle to the left. The triangle becomes black and turns to point down to show the folders it contains. You will see two folders, my documents and public documents.

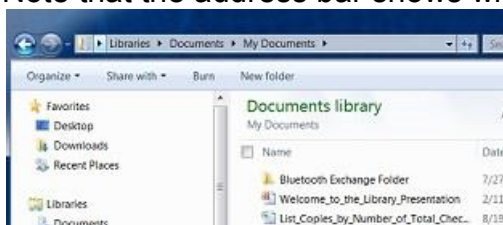


b.) Windows 7 has some confusing terminology about documents. There is a *Documents library* and a *My Documents folder*. It helps to remember that:

- a library is a collection of folders
- a folder is a collection of files

The documents library contains lots of files created by Windows 7 and other programs and some files that you create. However the My Documents folder contains *only files that you create*.

Note that the address bar shows where you are in the computer's hierarchy.





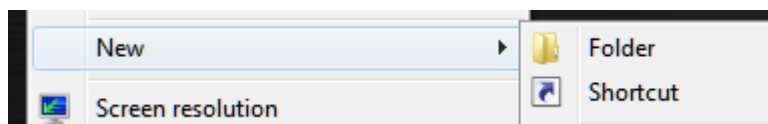
c.) Close out Windows Explorer.

IV. Creating Folders and Saving Files

Folders, which are used to organize your files, are created using the **Windows Explorer** section of the computer. Files from many different software programs can be saved in the same folder. Most of the time, you create folders using **Windows Explorer**, no matter what software program you use to create the file.

A. Create a folder

- To create a new folder start by going to the folder or library where you want your new folder to be. For this class we are going to create a new folder on the desktop.
- **Right click** on the desktop.
- Select New and Folder from the drop down menu.




- You will notice that the words (New Folder) are highlighted in Blue. It is at this time that you can name your folder. Don't move the cursor or mouse before you start typing.
- Type "Recipes" over the words (New Folder) to name your folder. Hit the Enter key on your keyboard.

B. Create a second folder

- Double Click on the icon for your Recipes folder to open it.
- Right click in the empty white space to create a new folder.
- Type "Soups" over the words (New Folder) to name your folder. Hit the Enter key on your keyboard.


C. Create a Folder using the Command Bar

- Your Recipes folder should still be open.
- Look on the Command Bar and choose New Folder
 - Name your folder "Salads"
- Hit the Enter key on your keyboard.
- Close the Recipes folder using the red  in the upper right corner of the window.



D. Using what we just went over

We are now going to create and save a file to the Soups folder that you created in your Recipes folder.

- Open Microsoft Word by double-clicking on the Microsoft Word icon on the Desktop.
- This will open a menu of Microsoft Word templates. Choose the first one, **Blank document**, by clicking on it.
- Type one line of text as follows: "Chicken Soup"
- Save the file by clicking the Save button  on the Quick Access Toolbar; notice that the title bar says "save as". When you save a file for the first time it automatically comes up as save as.
- A window will open that gives you several options on where to save your file. Click on **Computer** from the list of options.
- Choose **Desktop** in the navigation pane that opens up to the right.
- Find the Recipe folder you just created.
- There are several ways to open folders; we will use two.
- First, select the Recipe folder and double click to open it.
- Second, select the Soups folder, look on the Command bar and choose Open.
- Choose 'Save' to save the soup file you just created to the Soups Folder.
- Go to the File Tab and choose close to close the Word document.
- Click on the X in the upper right corner of the screen to close Microsoft Word.

V. Viewing Files

Let's look briefly at our files. Open the Recipe folder. Look on the right hand side of the screen for the downward facing triangle (near the question mark) and click. You will see what is called a slider bar. The instructor will show you how to use it to choose different views of your files.

Two of the options are especially useful in certain situations. For example, Extra Large Icons is great in a folder full of pictures. Another example is Details, which has the advantage of being able to sort files by the date you last modified them.

Leave it on Details; close out of the Recipes folder.

Optional: Your instructor will demonstrate the preview function in a list of files.

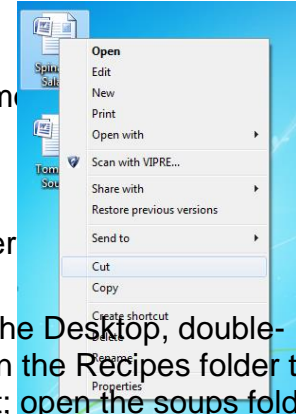
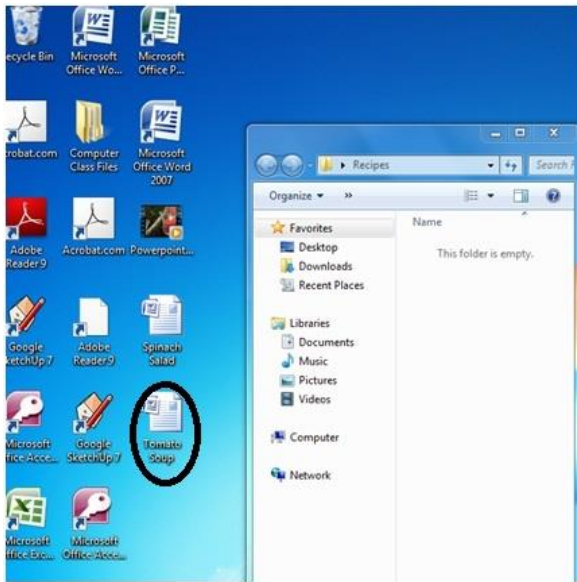


VI. Moving Files

We will be using files that are already saved to your Desktop to demonstrate ways to move files around in Windows.

A Drag and drop

This basic method of moving files around is ideal when the folder you want to relocate the file is near the file.



1. From the Desktop, double-click on the Recipes folder to open it; open the soups folder.
2. Resize/move the window so that you can see two files on your Desktop: one named 'Tomato Soup' and one named 'Spinach Salad'.
3. Click on the Tomato Soup file and hold your left mouse button down. Drag the file until the image rests in the contents area of the soups folder. Let go of the mouse button and the file will go into the Soups folder.
4. Close the Recipes folder.

We have moved the Tomato Soup recipe into the Soups folder using the drag and drop method. We will use another method to move the Spinach Salad recipe into the Salads Folder.

B Moving a file using Windows Explorer

This method lets you select the file(s) you would like to move and then select where they should go. Navigate to the desktop, if your computer is not already displaying the Desktop.

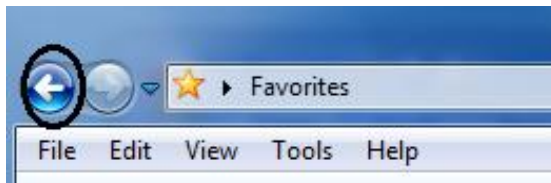
1. Find the Spinach Salad file and right click it to open what is called a context menu.
2. Use the left mouse button to choose cut from the context menu to remove the file from its current location. The icon fades although the file remains in its original location.
3. Click on Windows Explorer
4. Click on the desktop in the hierarchy in Windows Explorer
5. Open the Recipe folder; then open the salad folder
6. Right click in the white space and choose paste
7. Click the red X to close



C. Checking what we've done

We will now open the Recipe folder, look in the Soups and Salads folders, to confirm that our files are there.

1. Double click on the Recipes folder on the Desktop.
2. Double click on the Soups folder to view the contents. Confirm that it contains Chicken Soup and Tomato Soup recipes.
3. Use the back button to go back to the Recipes folder
4. Click once on the Salads folder
5. Click Open on the command bar to view the folder contents. Confirm that it contains the Spinach Salad recipe.
6. Click the back arrow to return to the Recipes folder.

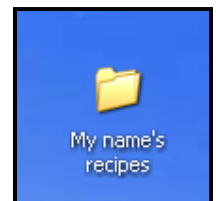


VI. Renaming Folders

As you work with Windows there will be times when you want to make changes to a folder name. There are two ways to rename a file or folder using Windows.

A. First way to rename: Right click

1. While you are in the Recipes folder click the triangle to the left of recipes. Choose desktop from the list
2. Right click on the recipe folder.
3. Choose rename.
4. The Recipes folder current name will turn blue; you now have the ability to change the name.
5. Type in your “*Your Name’s Recipes*”
6. Close the window and look to see the folder with your name on it located on the desktop.



B. Second way to rename: Use Windows Explorer

1. Go to Windows Explorer; select desktop
2. Find the recipe folder; click once
3. Find “organize” on the command bar; find “rename” on the menu.
4. From this point the process of renaming is the same; close out Windows Explorer.



VII Space Available

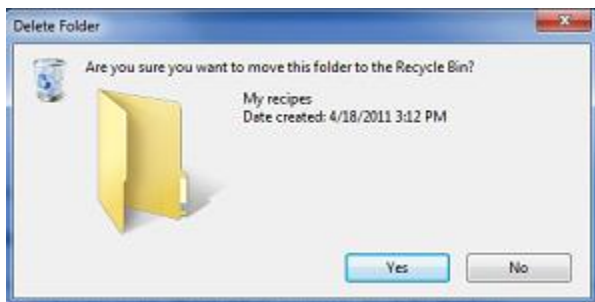
As you use your computer you will accumulate many files. These files will take up space on your hard drive so it is good to know how much is available. Your instructor will demonstrate this for you since this function is not available on the library computers.



VIII. Deleting Files

A. There are times when you will need to delete old files/folders or simply remove files/folders that you no longer need.

1. Select the file or folder; select the Recipe folder we just made.
2. Right click and choose delete.
3. Say 'Yes' to the question, "Are you sure you want to move this folder to the Recycle Bin?"
4. The folder is now in the recycle bin.



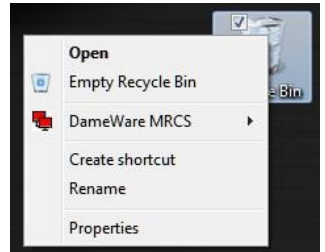


B. A folder or file located in the recycle bin is not deleted from your computer. It is still taking up space on your hard drive. To remove it from the computer you have to empty the recycle bin.

Open the recycle bin by right-clicking on the icon.

- Click on the “Empty the Recycle Bin” option on the left.
- “Are you sure you want to permanently delete these items?”
- Choose yes and the items are removed from your Recycle Bin

Note: You may also double click on the recycle bin and choose “Empty the Recycle Bin”.



C. If you change your mind before you empty the recycle bin you have the ability to restore all or selected items.

- Open the recycle bin
- Select a file or folder to restore; right click and it will return to its previous location

Thanks for Attending!

Please fill out the Comments and Suggestions sheet and place on the instructor’s desk.