Files and Folder in Windows 10

Using File Explorer

What's a file?

- A single piece of information that is stored on a computer
  - A Word Document (no matter how long)
  - A picture
  - A song
  - A program

- A file has a name and a type
  - The name can be anything you call it (not   / \ : * ? " < > |)
  - The file type depends on the program(s) that created or will change or view it.

- File Explorer is used to manage files
  - Desktop app
  - Program app to Save or Save As

What is a Folder

- A folder contains Files or Folders
- A folder can hold files of any type

- [Let's watch the video](#)

- Review File Explorer Interface
  - View/Options
  - Quick Access vs. This PC vs. C: drive
  - Command Ribbon : Home; Share; View
  - File Views; Hidden Folders

First Practice – Create a Folder and a File

- Open File Explorer
- Navigate to This PC>Documents (Norm will show you two ways)
- Create a Folder called Practice Using the Home Command bar
- Create a Word document (file) and Save it in Practice folder
    - File/ <mark>Save As</mark>/ Browse PC/Documents/Practice folder
    - Name the file <mark>First Practice File</mark>
- Close Word
- Using File Explorer, navigate to the Practice folder and open First Practice File

Second Practice – Navigate in File Explorer

- Open File Explorer
- In the Left Panel, Click on My PC
    - Note C: drive and any other drives
    - Drill down on C: drive C:/Users/yourname/documents/
    - In the Address Bar, click on yourname then downloads
- In the Left Panel, Click on OneDrive
    - Drill down on OneDrive
- Look at Quick Access on Left Panel
- Look at Recent list

Third Practice – Rename and Move

- Navigate to the Practice folder
    - Go to View on the Command bar and select each different option
    - Select "Item Check Boxes"
    - Select "Details" view option
    - Select the "First Practice File"
    - Rename the file using the Home command bar to <mark>Renamed File</mark>
- Move the Practice folder to OneDrive using the Home Command bar
    - Move To
    - "Select Location"
    - OneDrive/Documents

Fourth Practice – Download and Save As

- In Browser go to HHICC.org
- Go to Club Presentations
- Click on File Explorer
- Select Save As and navigate to Practice Folder
- Close Browser and Navigate to Practice Folder
- Open Files and Folder Workshop