

# Files and Folder in Windows 10 Session 2

Using File Explorer

# Outline 2<sup>nd</sup> Session

- Review
  - Files and Folders
- Look at File Explorer Options
- Manage a folder
- One Drive

# 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
  - The file type depends on the program(s) that created or will change or view it.

# What's a folder?

- A Place to store files or other folders to help you stay organized

C:\Users\norm\OneDrive\Documents\SkyDrive Documents\HHICC\Windows 10

File Home Share View

OneDrive > Documents > SkyDrive Documents > HHICC > Windows 10

Quick access

- Desktop
- Downloads
- Documents
- Pictures
- Metaxas
- Output
- Projects
- Screenshots

Desktop

OneDrive

- 32\_64
- Apps
- BGCLowCountry
- Desktop
- Documents
- Email attachment:
- Music

Name	Date modified	Type	Size
Browser hijack_files	3/29/2017 6:17 PM	File folder	
2016 Presentations.pdf	12/29/2016 10:02 ...	Adobe Acrobat D...	184 KB
2016 Windows 10 Classes and Attenda...	1/21/2017 9:47 AM	Microsoft Excel W...	13 KB
2016 Windows Classes.pdf	12/29/2016 9:59 AM	Adobe Acrobat D...	399 KB
Android Malware.docx	11/30/2016 10:17 ...	Microsoft Word D...	126 KB
Basics class 6-20-2016.xlsx	6/20/2016 10:22 AM	Microsoft Excel W...	11 KB
Basics Handout.pptx	1/18/2016 11:32 AM	Microsoft PowerP...	1,149 KB
Best 2016 laptops.pdf	12/8/2016 11:29 AM	Adobe Acrobat D...	4,114 KB
Browser hijack.htm	7/16/2016 2:12 PM	HTM File	40 KB
Defender Offline.png	11/20/2016 3:19 PM	PNG File	306 KB
Edge class.xlsx	11/24/2015 8:56 AM	Microsoft Excel W...	12 KB
email to Edge class - november 2015.d...	11/24/2015 9:15 AM	Microsoft Word D...	14 KB
Files and Folder Workshop 2.pptx	4/15/2019 3:45 PM	Microsoft PowerP...	46 KB
Files and Folder Workshop.pptx	4/9/2019 12:09 PM	Microsoft PowerP...	45 KB
Get Started screen shot.png	10/28/2016 11:30 ...	PNG File	1,269 KB
ID theft by state.JPG	3/1/2019 10:20 AM	JPG File	33 KB
Identity Theft 2018.JPG	3/1/2019 10:18 AM	JPG File	55 KB
Identity Theft by state.docx	3/1/2019 10:26 AM	Microsoft Word D...	205 KB
Menu icon.JPG	2/6/2017 9:48 AM	JPG File	8 KB
New Windows 10 PC Setup.pptx	1/8/2018 10:53 AM	Microsoft PowerP...	13,342 KB

# Navigate in File Explorer

- Open File Explorer
- In the Left Panel, Click on My PC
  - Note C: drive and One 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
- In the Left Panel, Click on Quick Access
  - Look at Recent list
  - Hover over some Frequent Folders

# Review – Create a Folder and a File

- Open File Explorer
- Navigate to Documents
- Create a Folder called Practice
  - Right Click in white space/Select New /Select folder/ Name Practice
- Open WordPad and create and save a test document in Practice folder
  - Type WordPad in the Universal Search Bar
  - Type something in the WordPad program
  - File/ Save As/ Browse PC/Documents/Practice folder
  - Name the file **First Practice File**
- Close Wordpad
- Using File Explorer, navigate to the Practice folder and open First Practice File

# File Explorer Options

- File Explorer/View/Options
- General
  - Open File Explorer to (Quick Access or This PC)
  - Click items as follows - Single or Double Click
  - Privacy Show recent files and folders
- View
  - Leave defaults
  - Show Hidden Folders if you know what you are doing
- Search
  - Leave defaults

# Download Practice

- In Browser go to HHICC.org
- Go to Club Information/Presentations
- Click on **Files and Folders 2**
- Select Save and navigate to downloads
- Close Browser and Navigate to Practice Folder
- Open **Files and Folder Workshop 2**



# Last Practice – Rename and Move

- Navigate to the Practice folder
  - Go to View on the Command bar and select each different option
  - Select “Details” view option
  - Right click on First Practice File
  - Rename the file to **Renamed File**
- Right click on the Practice folder
  - Cut
  - Navigate to One Drive / Documents
  - Paste