Files and Folder in Windows 10 Session 2

Using File Explorer

Outline 2nd Session

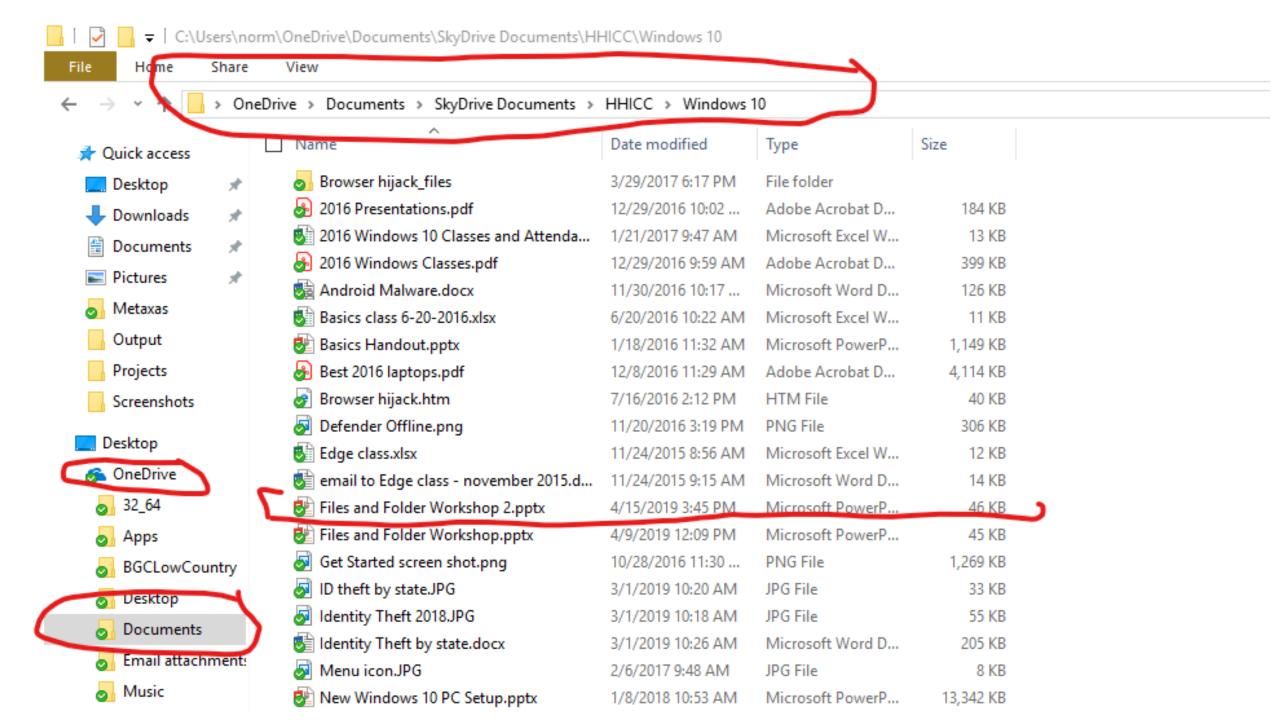
- Review
 - Files and Folders
- Look at File Explorer Options
- Manage a folder
- One Drive

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



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