# 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
  - 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 any type of files, but may be set to optimize certain types of files – such as video files
- Let's watch the video
- Review File Explorer Interface
  - View/Options
  - Quick Access vs. This PC vs. C: drive
  - Command Ribbon
  - File Views

### First Practice — 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
- Create a Word document (file) and Save it in Practice folder
  - File/ Save As/ Browse PC/Documents/Practice folder
  - Name the file First Practice File
- 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 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
- 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 "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 folder
  - Paste

### Fourth Practice — Download and Save As

- In Browser go to HHICC.org
- Go to Club Information/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

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

- Review
  - Files and Folders
- Look at File Explorer Options
- Manage a folder
  - Create a new one and move everything from one to the other
  - Rename a file and folder
- One Drive
  - Open Onedrive.com
  - Drill down on OneDrive in File Explore
  - Move folder and files to OneDrive
  - Look at version history in OneDrive .com