

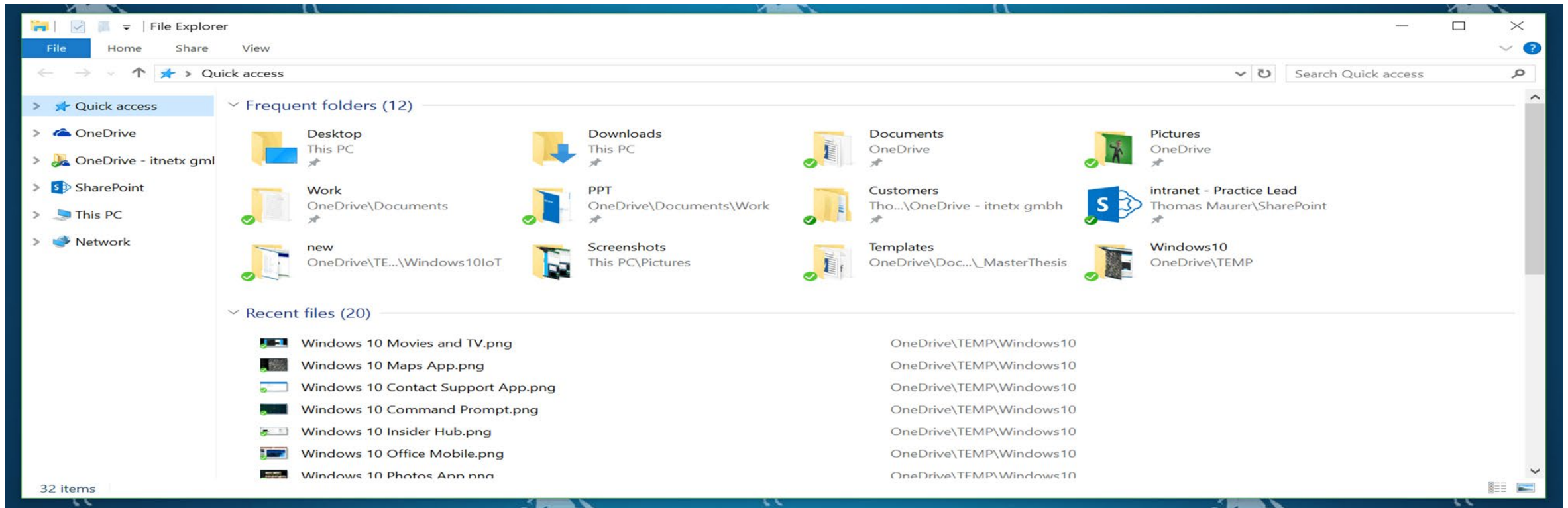
Windows 10 File Explorer



Windows File Explorer Secrets



Hilton Head Island Computer Club– September 12, 2022



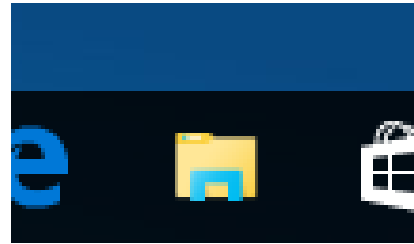
Windows 10 File Explorer

- File Explorer, previously known as the Windows File Explorer, is a file manager application that has been included with releases of the Microsoft Windows operating system (OS) from Windows 95 onwards. It provides a graphical user interface (GUI) for accessing the file systems. It is also a part of the OS that shows the files and folders contained in your hard drive (HD)

Windows 10 File Explorer

Opening File Explorer

- The easiest way to access File Explorer is by clicking the folder icon in the Taskbar. A shortcut key is Windows Key + E



- Other ways to open File Explorer is to right click on the start button and select file explorer OR
- Click on the folder section on the start menu and select file explorer. If it you do not see it, go to 'Settings' and select 'Personalization' then 'Start' then 'Choose which folders appear on Start', select 'File Explorer'. The File Explorer icon will appear on the folder section.

Windows 10 File Explorer

The File Explorer Window

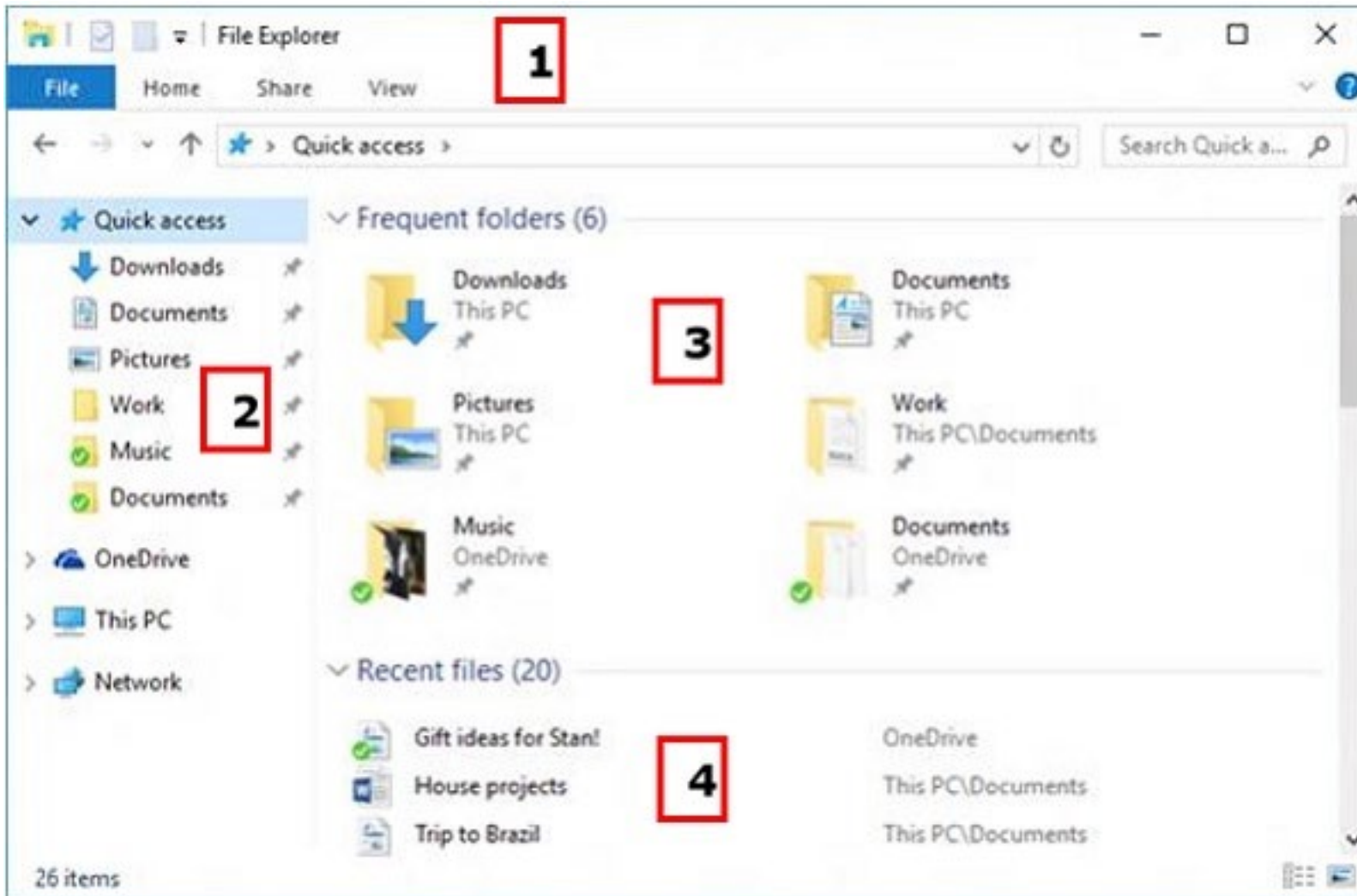
The **File Explorer ribbon** that resembles the Microsoft Office ribbon. It has buttons for common tasks we can perform with our files and folders.

The **Navigation pane** which lets us access to your libraries of documents and pictures, as well as your storage devices. It also features frequently used folders and network devices.

The **Frequent folders section** on the right of the window features the folders you've worked with recently to allow for quick access to them.

The **Recent files** section in the lower part of the window features files and documents that you've opened recently.

Windows 10 File Explorer



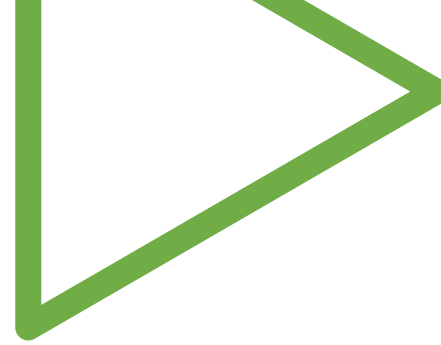
The Four Sections:

1. File Explorer Ribbon
2. Navigational Pane
3. Frequent Folders
4. Recent Files

Windows 10 File Explorer

Navigational Pane

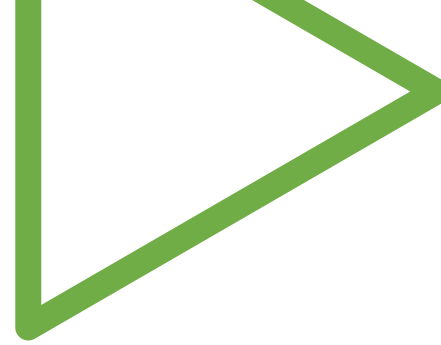
- The Navigation Pane lists all of the drives, history, desktop, and downloads
- You can use the Navigation Pane to browse locations such as Quick access, OneDrive, Libraries, This PC, Network.
- You can also move or copy items directly to a destination in the navigation pane



Windows 10 File Explorer

Quick Access

- Creates shortcuts that allows you access to files and folders that you frequently use. You can pin files and folders from a library or storage area.
- Use Drag and Drop to move files and folders to Quick Access easily and quickly.
- Quick Access is dynamic, it can show up to fifty files and folders. You can pin those that you do not want to roll off.

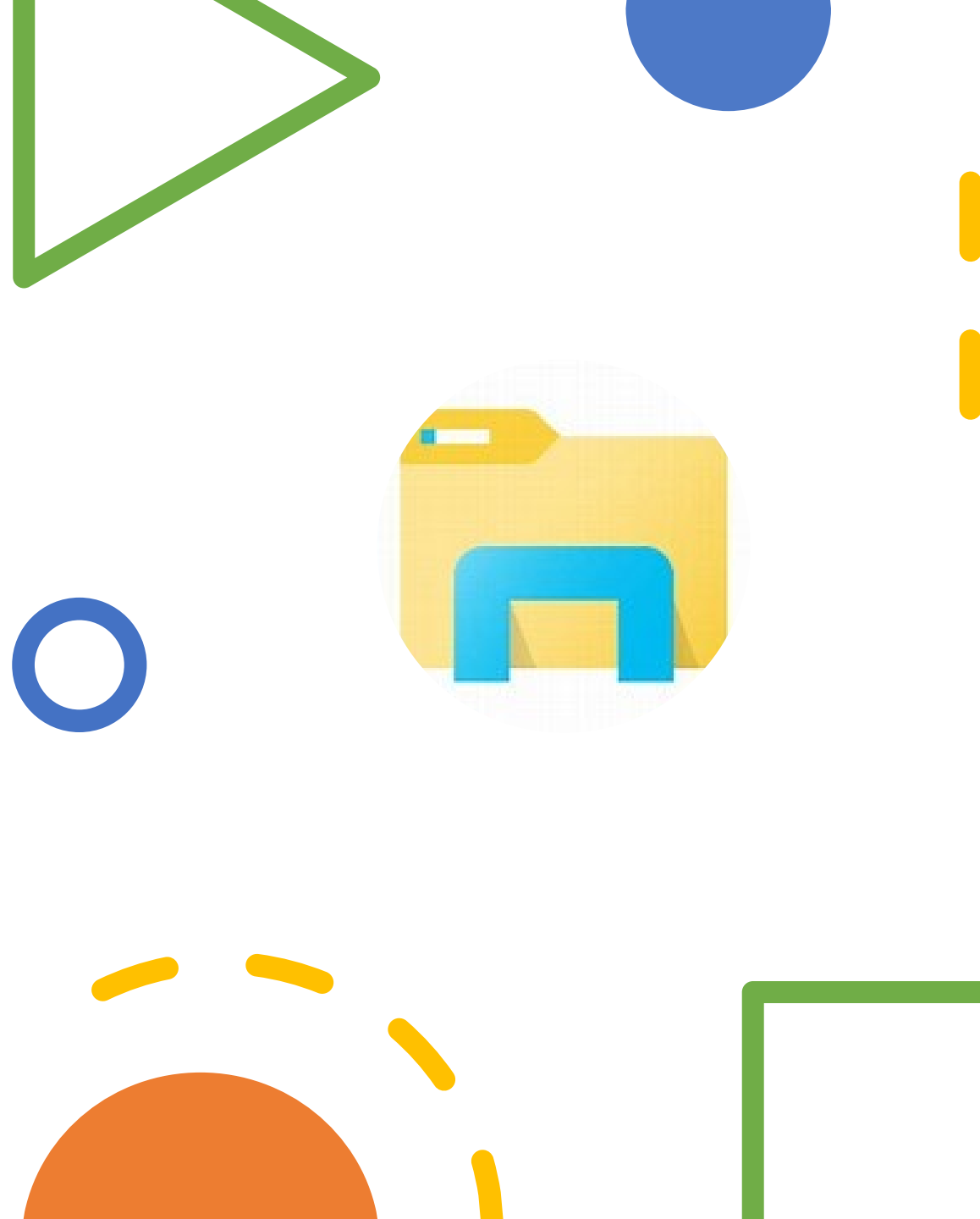


Windows 10 File Explorer

Managing Cloud Storage

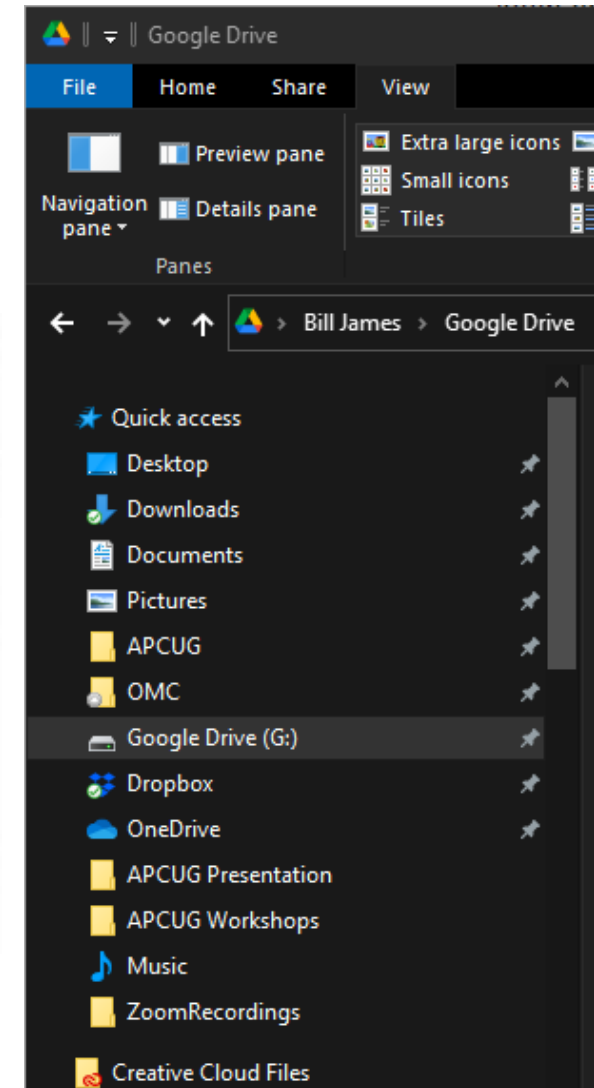
Managing cloud storage can be done in the same manner as any other physical drive

- You can create and delete folders
- Save files and delete files
- Move and rename files
- Examples of Virtual Drives that you can manage
 - One Drive
 - Google Drive
 - Drop Box



Windows 10 File Explorer

- **Managing Cloud Storage**
- Quick Access
- One Drive
- Google Drive (G)
- DropBox



Windows 10 File Explorer

- **Managing Cloud Storage**
- **Status**



Name	Status
2019 Taxes	☁
2020 Taxes	☁
APCUG	☁
APCUG 2018 Animals	☁
APCUG Presentation	☁
APCUG Workshops	☁
ArrowBackup	☁
AVR1300W	☁
BackupManual	☁
Bill J's Photo Album	☁
Bingo	☁
Bits&Bytes	☁
Blog images	☁
Blood Pressure Logs	☁
ccokc	☁
Club Documents	☁
CyberSecurity	☁
D162013	☁
Downloads	☁
Email attachments	☁
eMonitor2013	☁
Epson Connect	☁
Family Tree Maker Backup	☁

Windows 10 File Explorer

This PC

View and manage desktop, documents downloads, music, pictures, videos and physical and moveable drives, (Right click to view properties of installed and moveable drives.

- HD/SSD
- USB Drives
- CD/DVD



Windows 10 File Explorer

Network

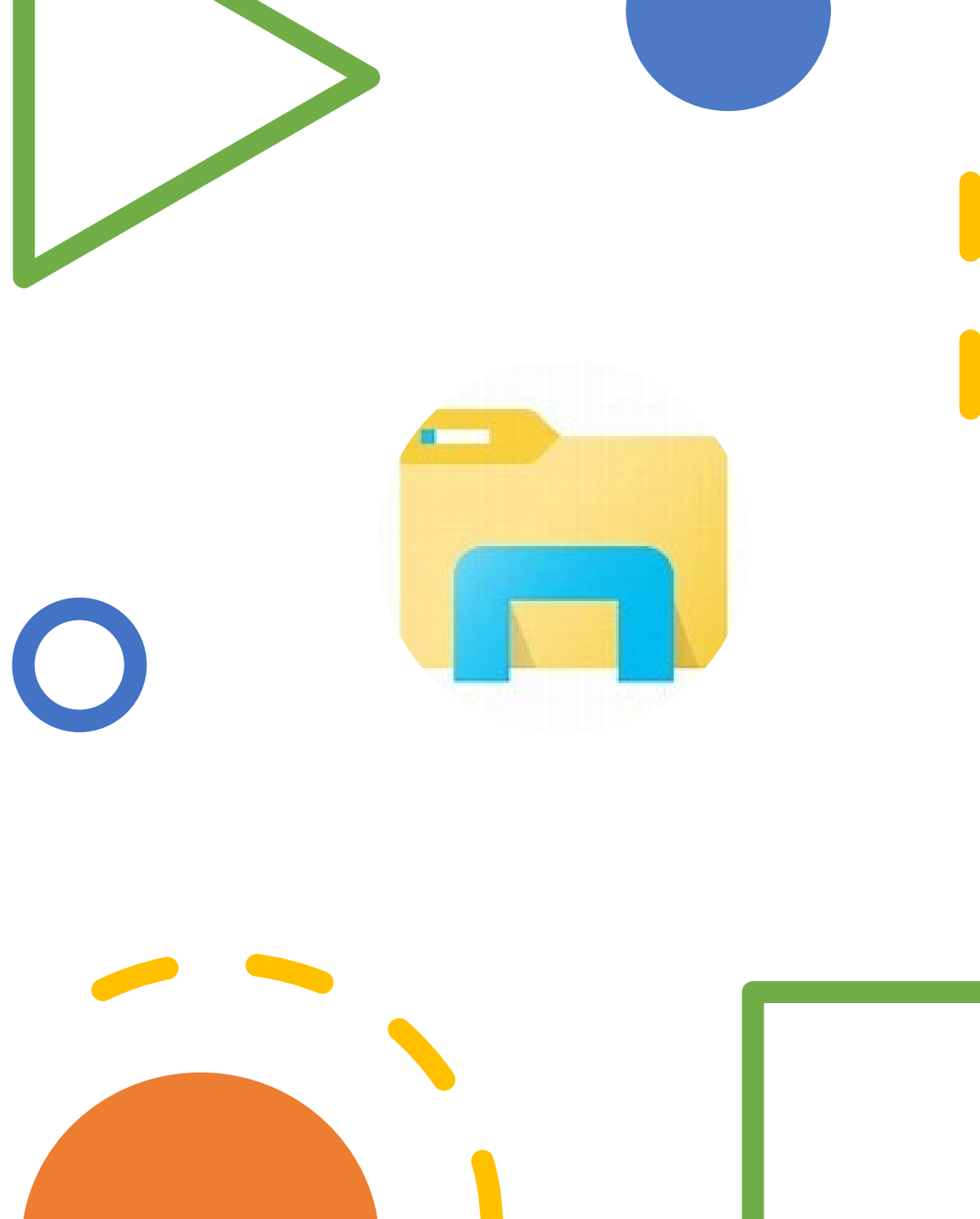
- View and manage your Network devices.
- Map a network drive to get to it from File Explorer in Windows without having to look for it or type its network address each time.



Windows 10 File Explorer

Frequent Folders/Recent Files

In Windows 10, File Explorer opens to Quick access by default which shows your Frequent folders and Recent files. Frequent folders = Displays up to ten folders that you frequently opened on the system. Recent files = Displays up to twenty files that you most recently opened.



Windows 10 File Explorer

Ribbon Bar

GUI that allows selection of functions and features.

Tabs:

- Home
- Share
- View
- Options



Windows 10 File Explorer

Q and A

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