



1.5 File Management

We are going to learn

- The difference between a file and a folder
- The difference between “save” and “save as”
- To Recognize at file types by their icons

We are going to learn

- How to create a folder
- How to change file and folder names
- How to copy, cut and paste files and folders
- How to drag and drop files and folders

We are going to learn

- The difference between cut and copy
- How to make changes to a file and save the changes
- The importance of keeping your files organized

File Management MATTERS!



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File Management

Between primary and secondary storage capabilities, your computer has the ability to store and retrieve VAST amounts of data!



File Management

However, if your files are not organized, in a way that makes sense to you, retrieving files could end up being a difficult task indeed.

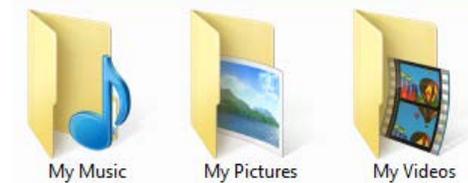


My Documents



One of the default locations in which the computer saves your files is called “My Documents.” This can be located on your computer’s hard drive and/or on a server on your network.

My Documents



If you don't "tell" the computer to do otherwise, it will save your:

- Music files to the **My Music** folder
- Pictures to the **My Pictures** folder
- Videos to the **My Video** folders

My Files

You have a USB drive with all of your work files on it. You have over 1000 files!

Can you imagine sorting through that many files?

How to Manage Files

Organizing files and saving them to a computer or external storage device is very similar to how we used to set up filing systems in a filing cabinet.

The screenshot shows a Windows Explorer window with the following menu items: File, Edit, View, Tools, Help. Below the menu is a toolbar with buttons for Organize, Share with, Burn, and New folder. The left sidebar shows Favorites (Desktop, Downloads, Recent Places), Libraries (Documents, Music, Pictures, Videos), and Computer (OS (C:), DVD RW Drive (D:), HUTCHISON (E:)). The main pane displays a list of files and folders with columns for Name, Date modified, Type, and Size.

| Name | Date modified | Type | Size |
|-------------------------------|--------------------|----------------------|----------|
| Pictures | 3/14/2012 9:34 AM | File folder | |
| 01 Computer Basics | 3/21/2012 9:13 AM | Microsoft PowerP... | 2,796 KB |
| 02 Mouse Training E&S | 3/20/2012 1:44 PM | Microsoft PowerP... | 283 KB |
| 02 Mouse Training | 3/20/2012 1:45 PM | Microsoft PowerP... | 246 KB |
| 03 Keyboarding | 3/21/2012 2:37 PM | Microsoft PowerP... | 341 KB |
| 04 File Management | 3/22/2012 2:45 PM | Microsoft PowerP... | 314 KB |
| BINGO | 3/21/2012 11:41 AM | Microsoft Excel W... | 23 KB |
| Computer Literacy Lesson Plan | 3/22/2012 12:02 PM | Microsoft Word D... | 26 KB |

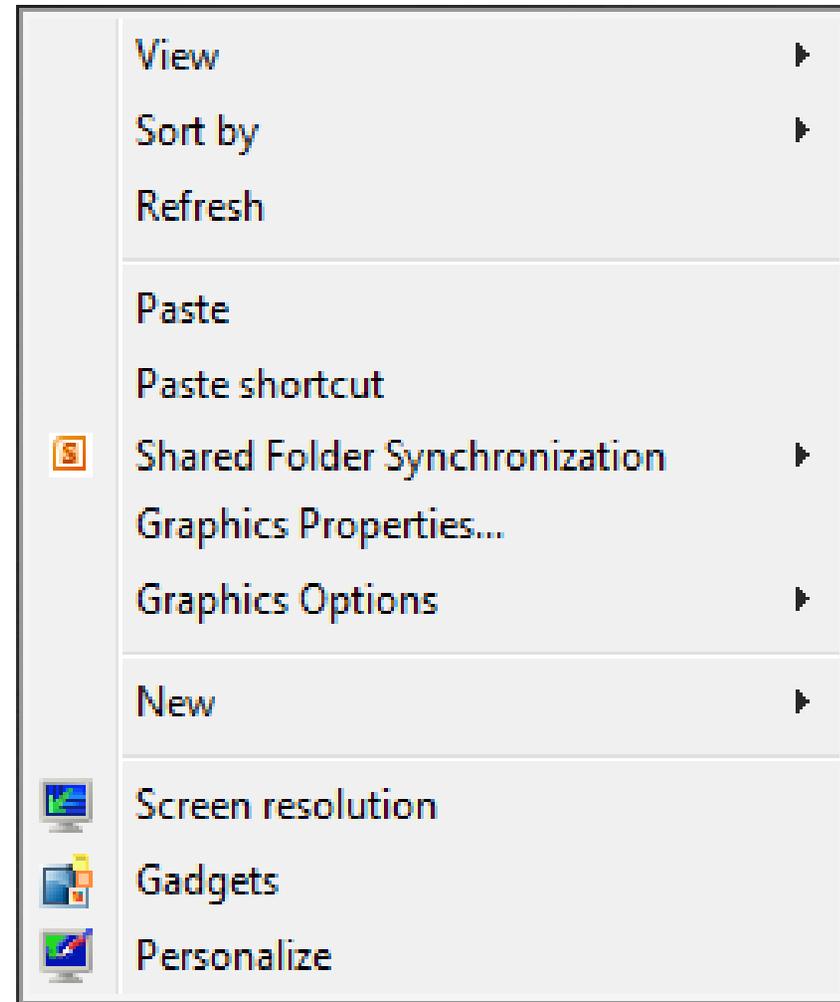
Notice the different icons for these files.

What kind of file type goes with each icon?

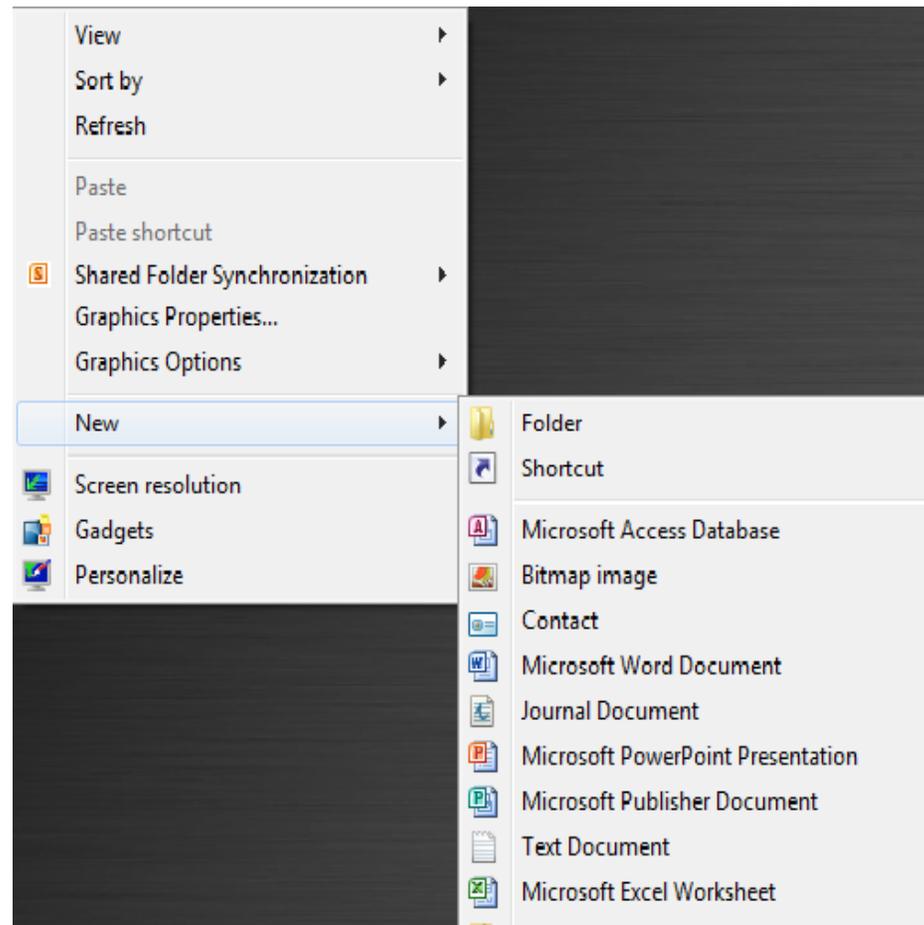
Time To Practice!



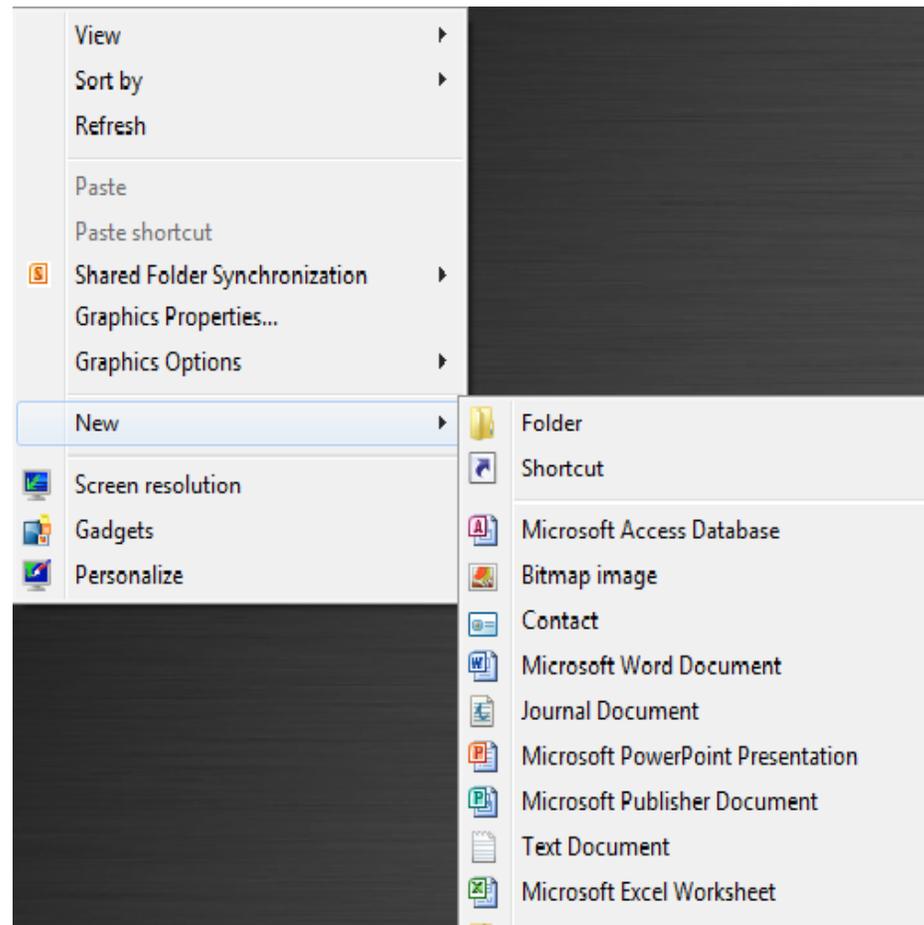
Right Mouse
Click on any
empty space
on your
desktop to get
this pop up
menu.



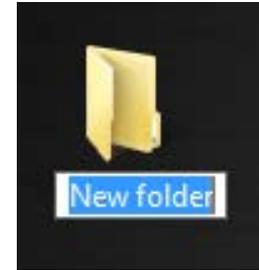
Click the New option to get the side bar menu pictured at the right.



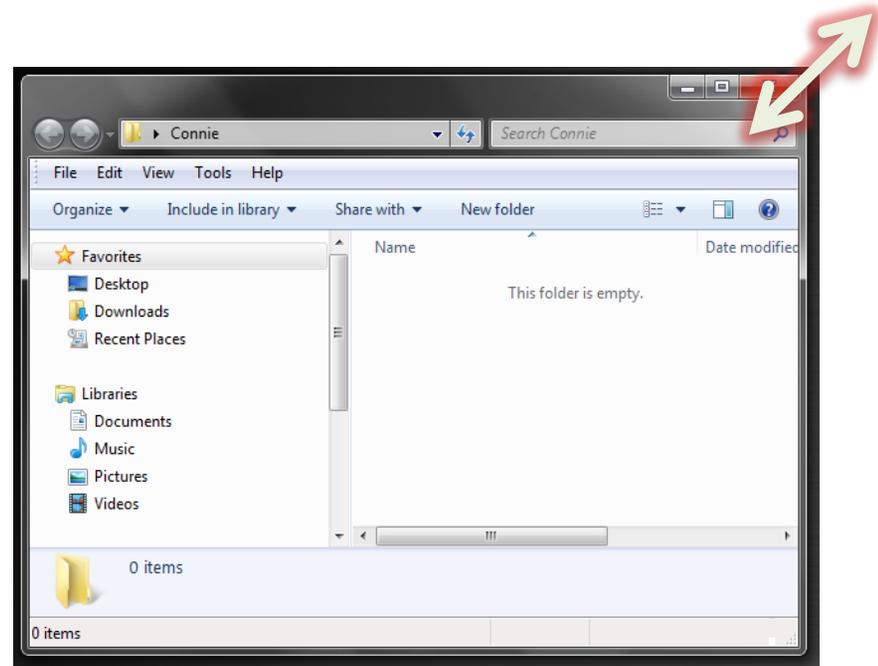
Click the Folder Option.



- A new yellow folder will appear on your desktop
- Type your name in place of the words new folder
- Connie is our example student



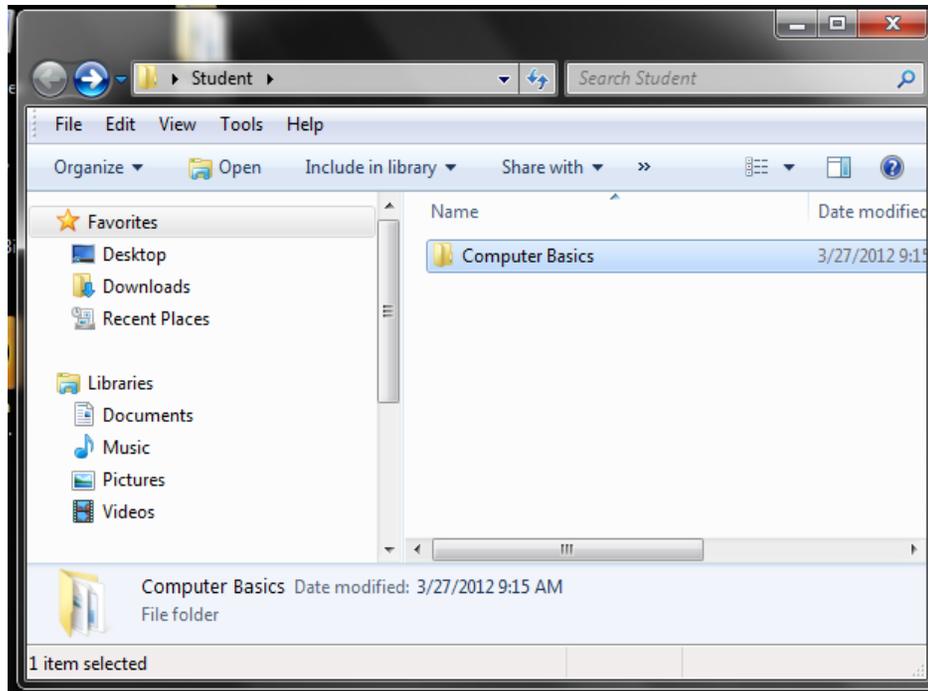
Double Click
the folder with
your name on
it to open it.
It is empty.



Click on the edge of the window with
your mouse and drag to resize the
window so it is smaller.

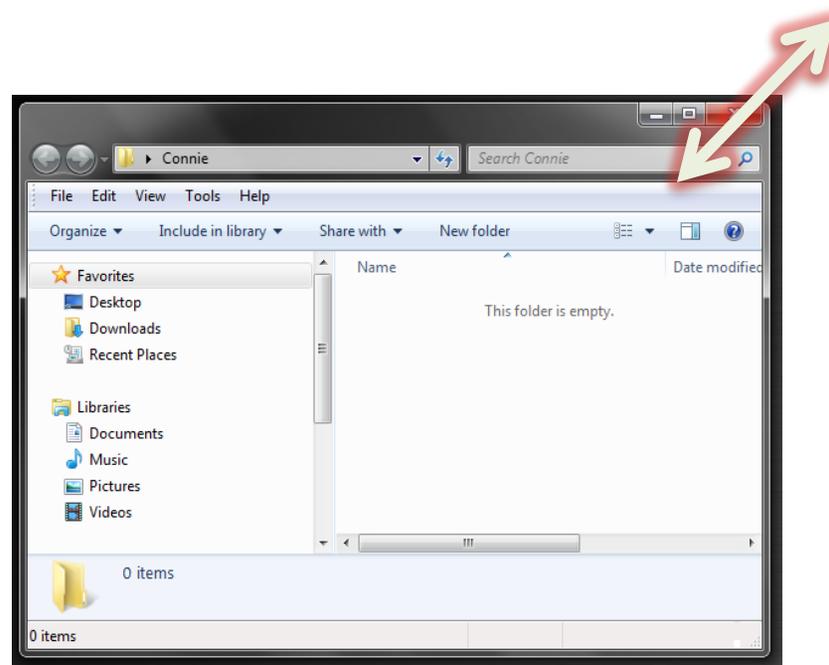
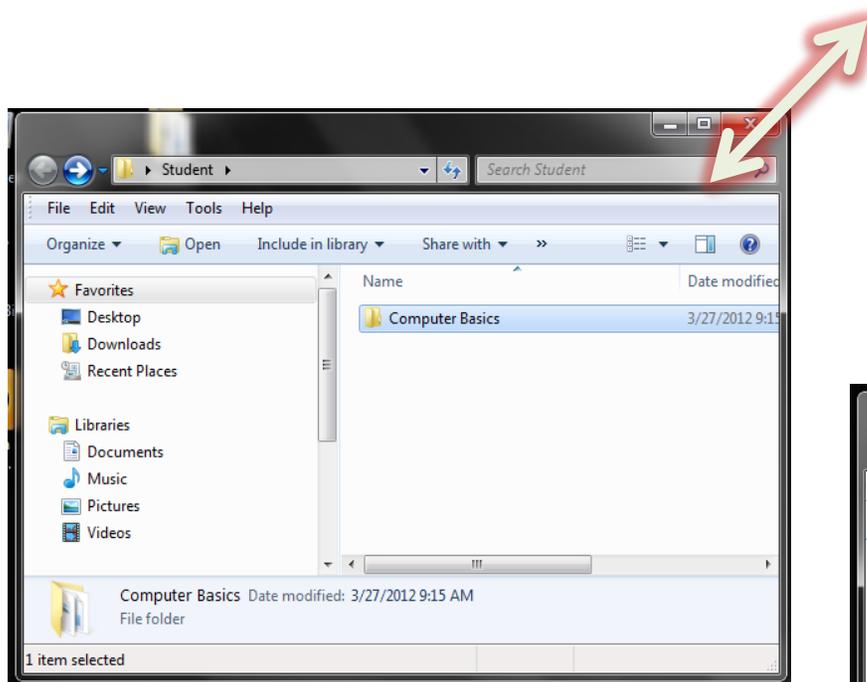


Double Click on
the Student Folder.

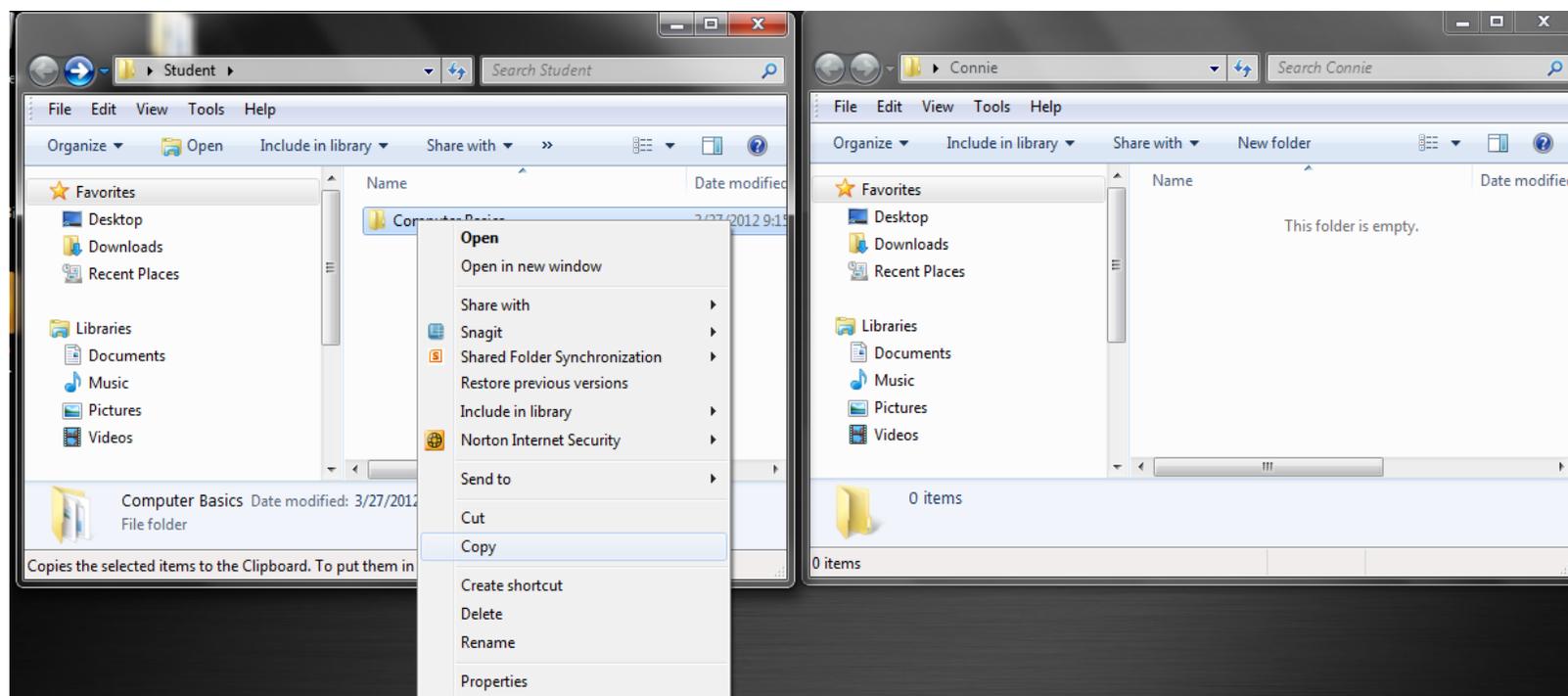


Notice the
Computer
Basics Folder
inside the
Student
Folder.

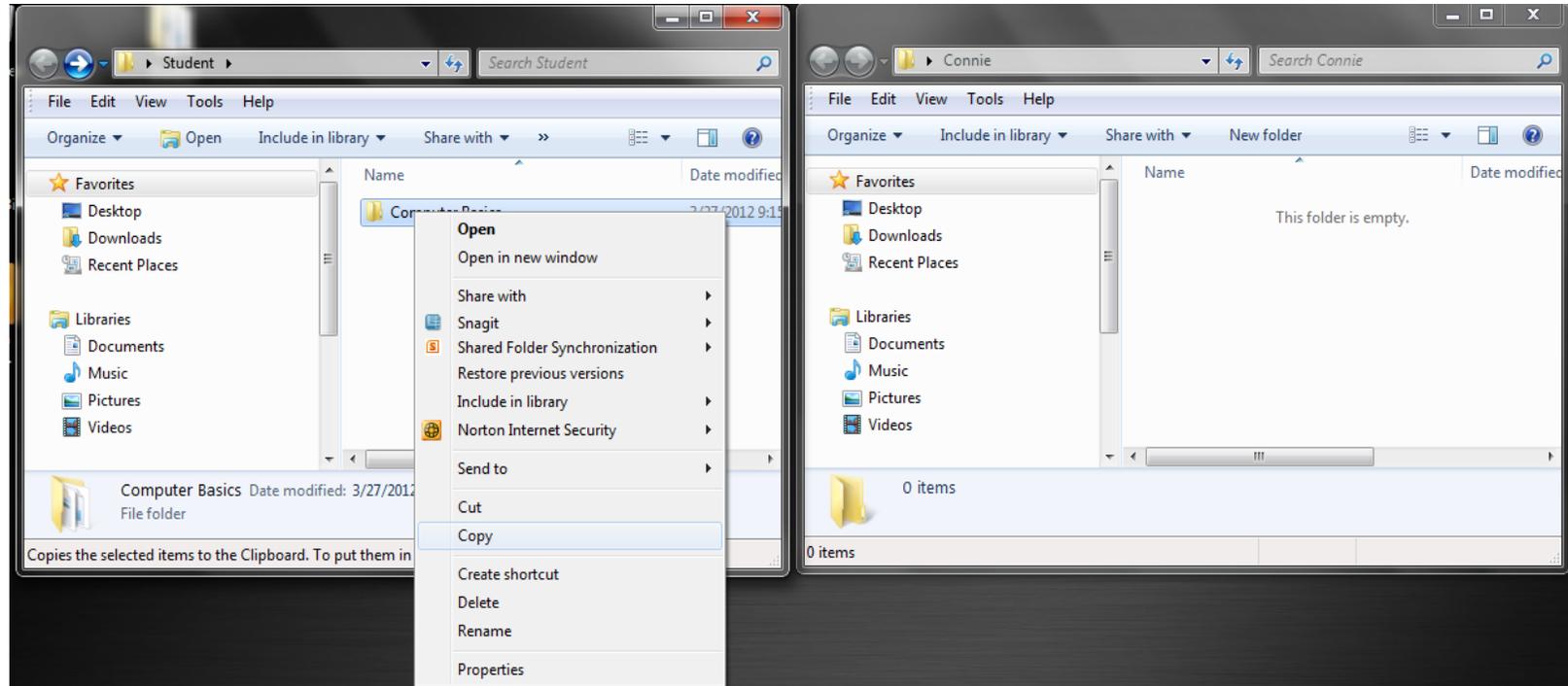
Resize your 2 folder windows so you can see both at the same time.



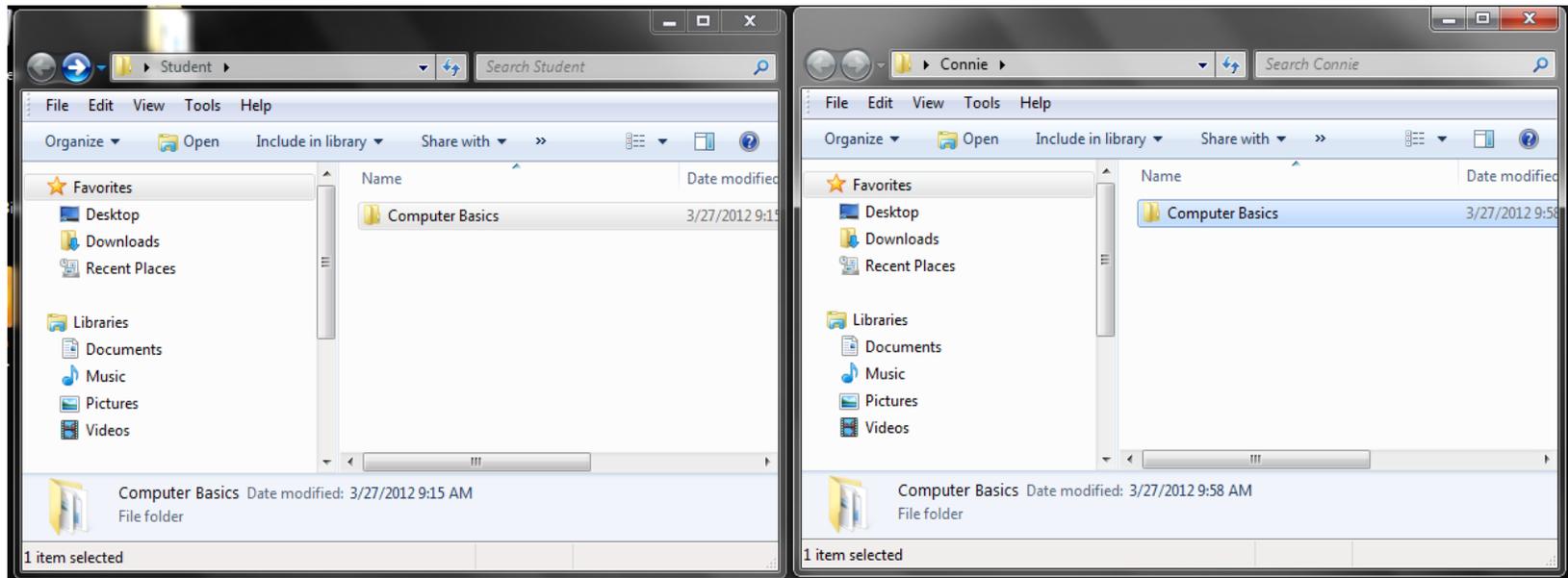
Right Mouse Click on the Computer Basics folder in the Student Folder and click the copy option.



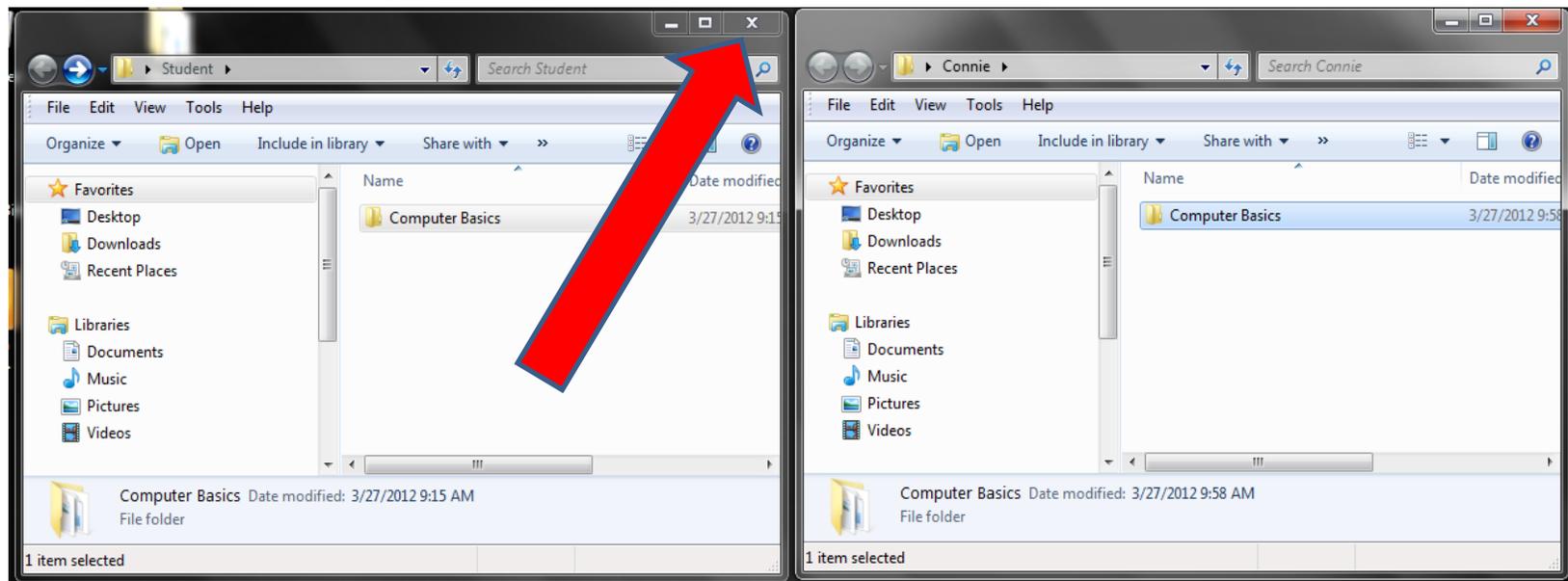
Now Right Mouse Click in the blank area in the folder with your name and click the paste option.

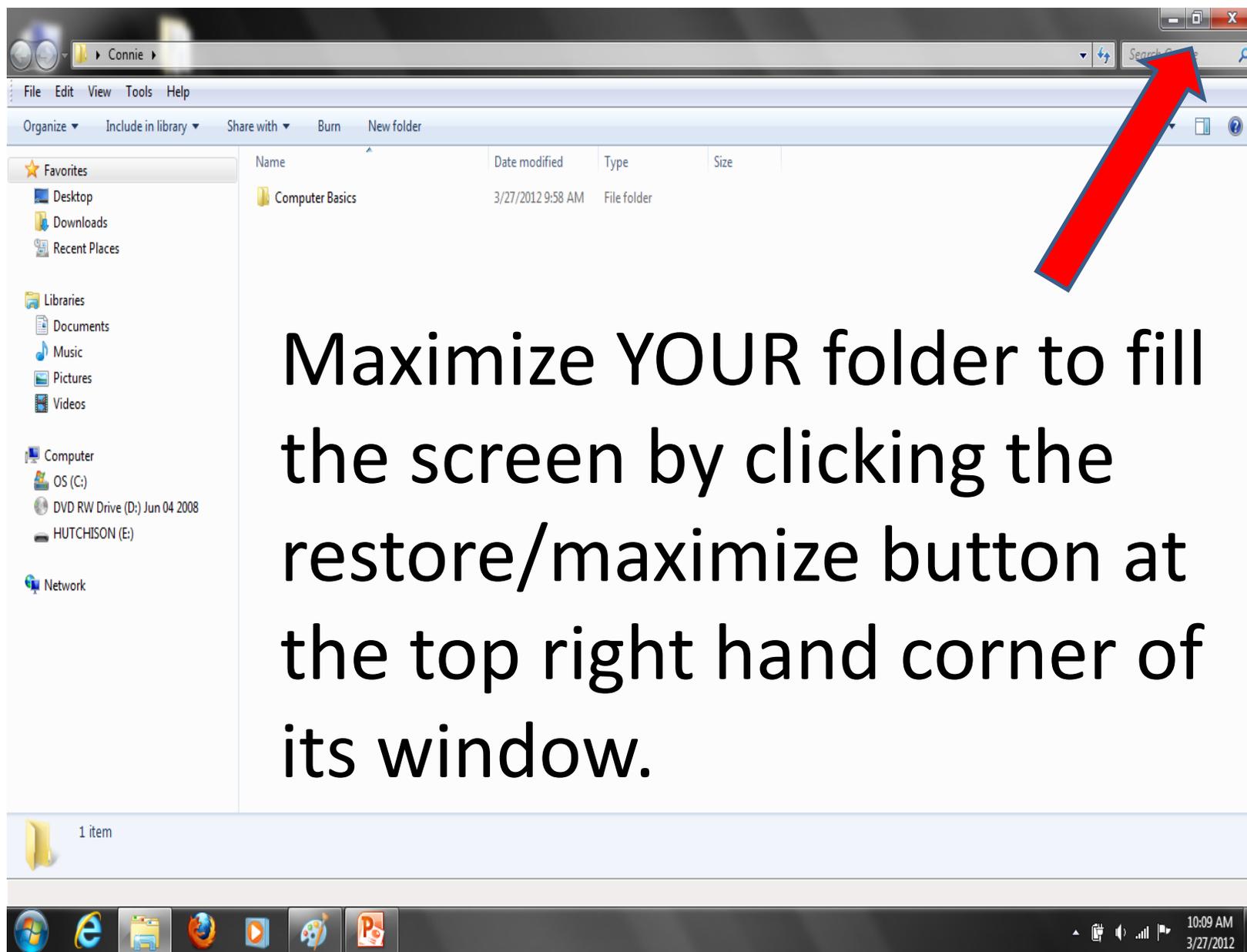


An exact copy of the student folder will appear in the folder with your name.

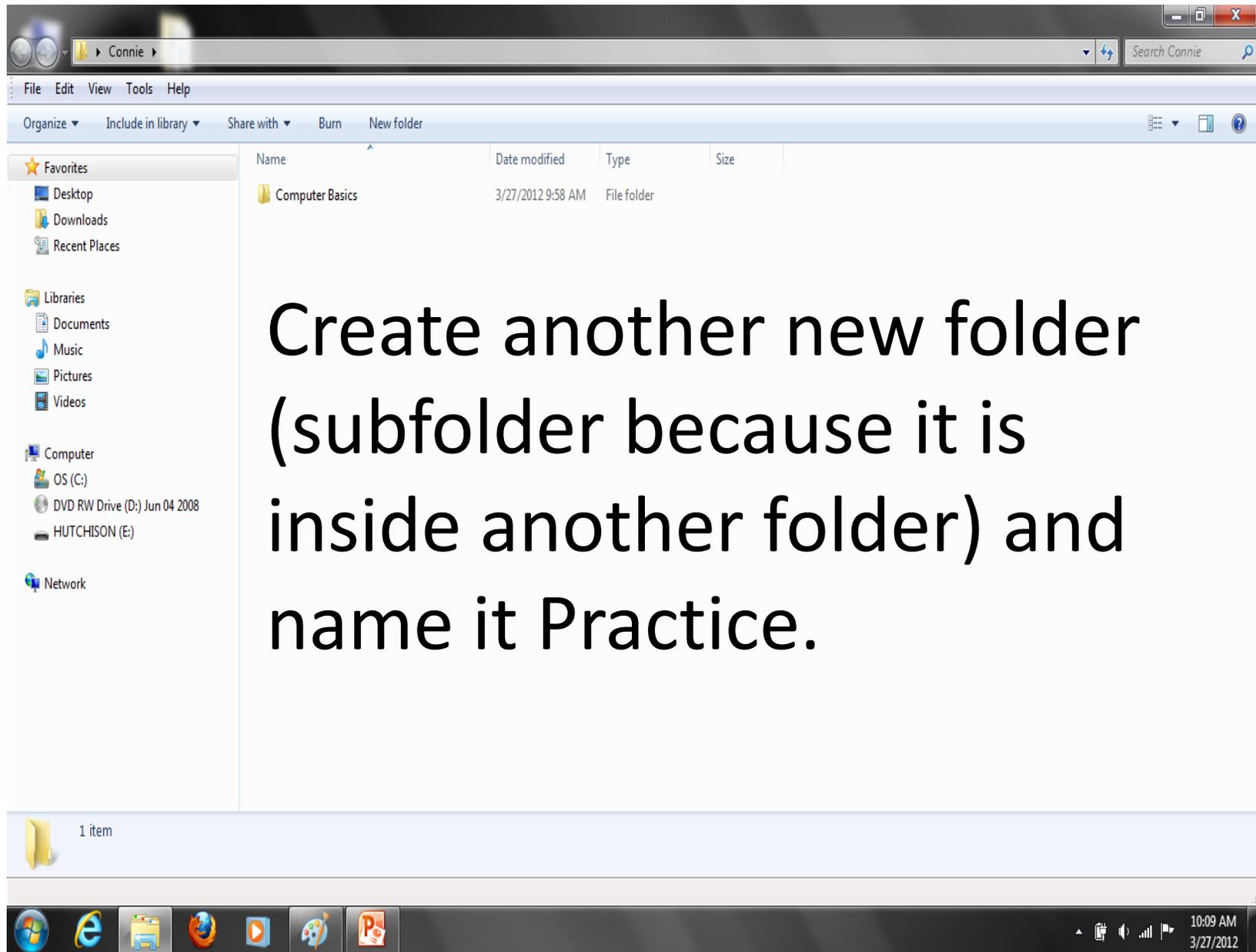


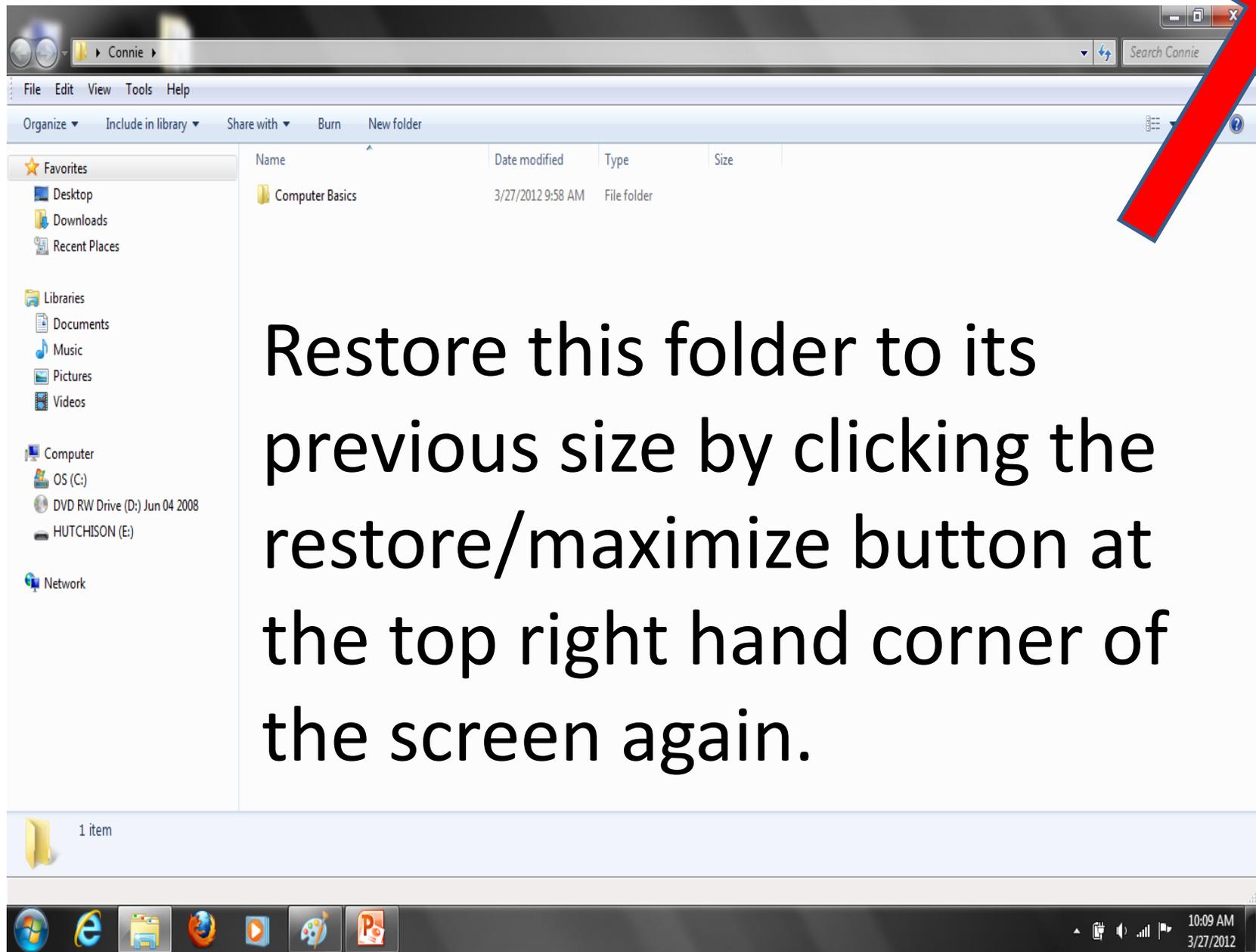
Close the student folder by clicking the X at the upper right hand corner of its window.





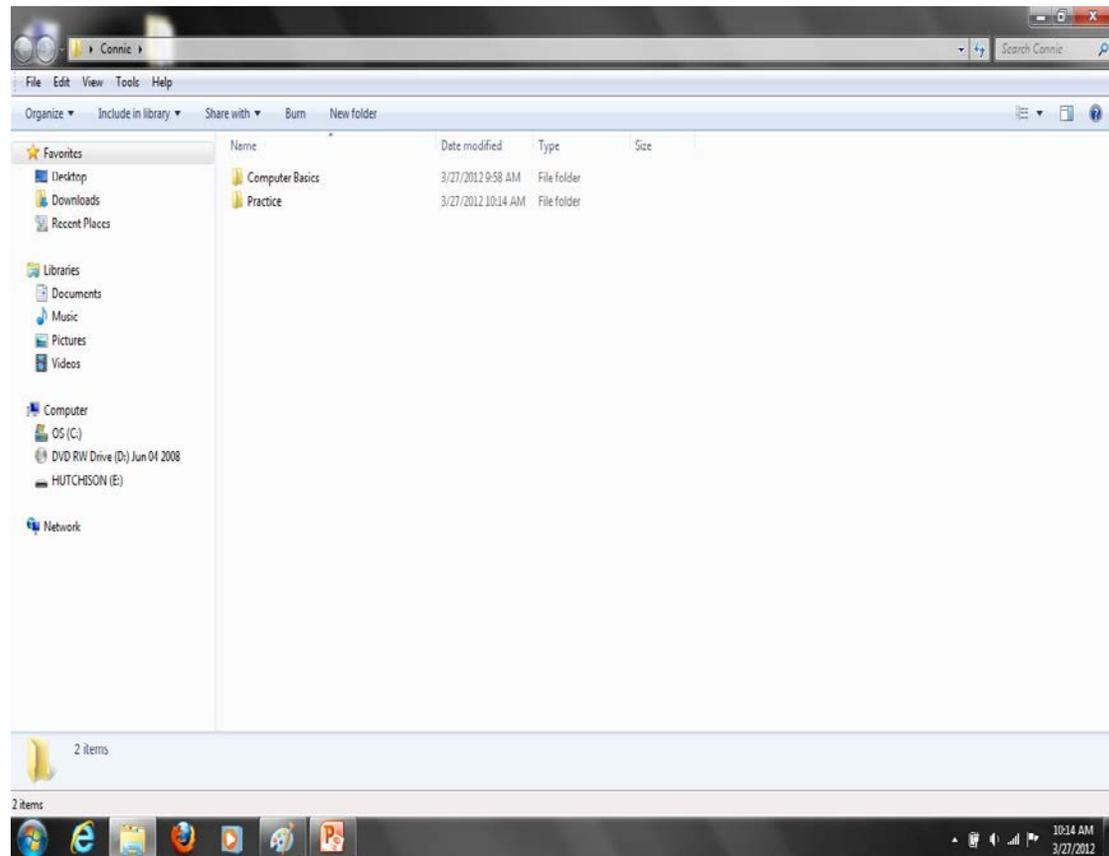
Maximize YOUR folder to fill the screen by clicking the restore/maximize button at the top right hand corner of its window.



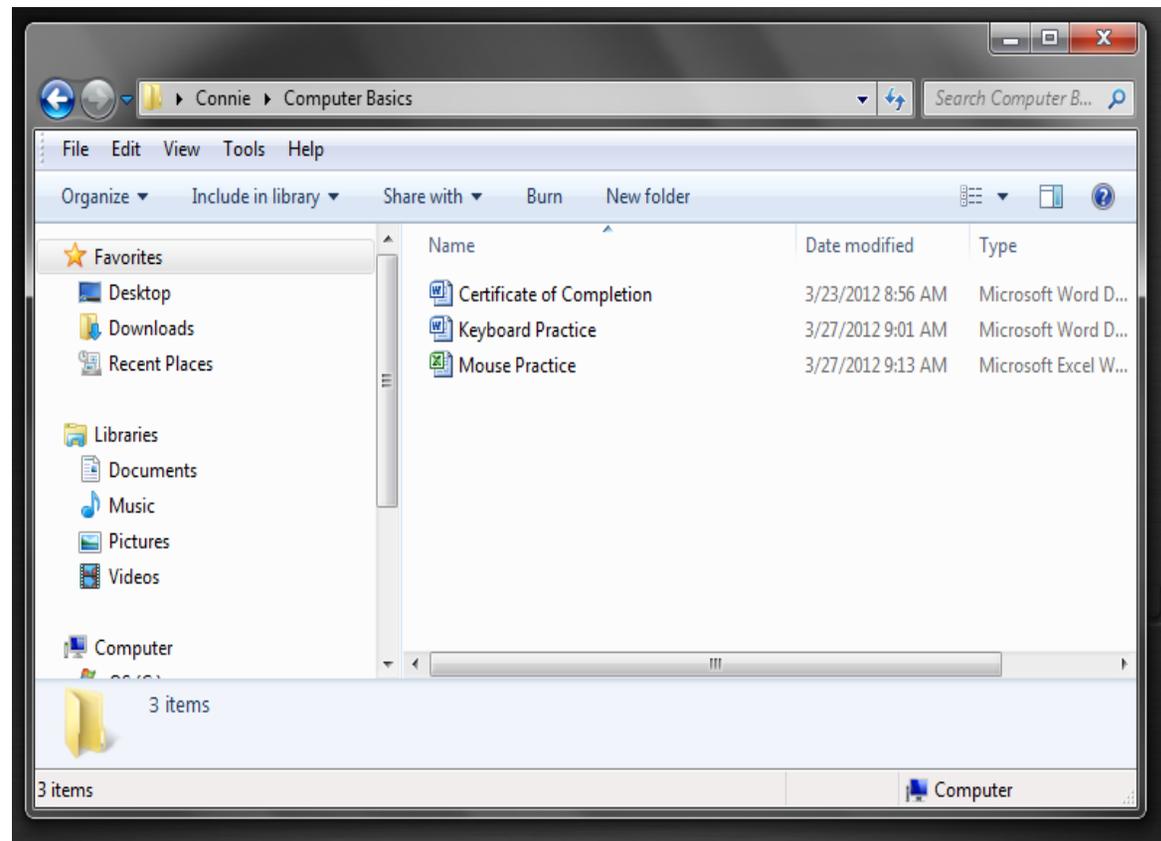


Restore this folder to its previous size by clicking the restore/maximize button at the top right hand corner of the screen again.

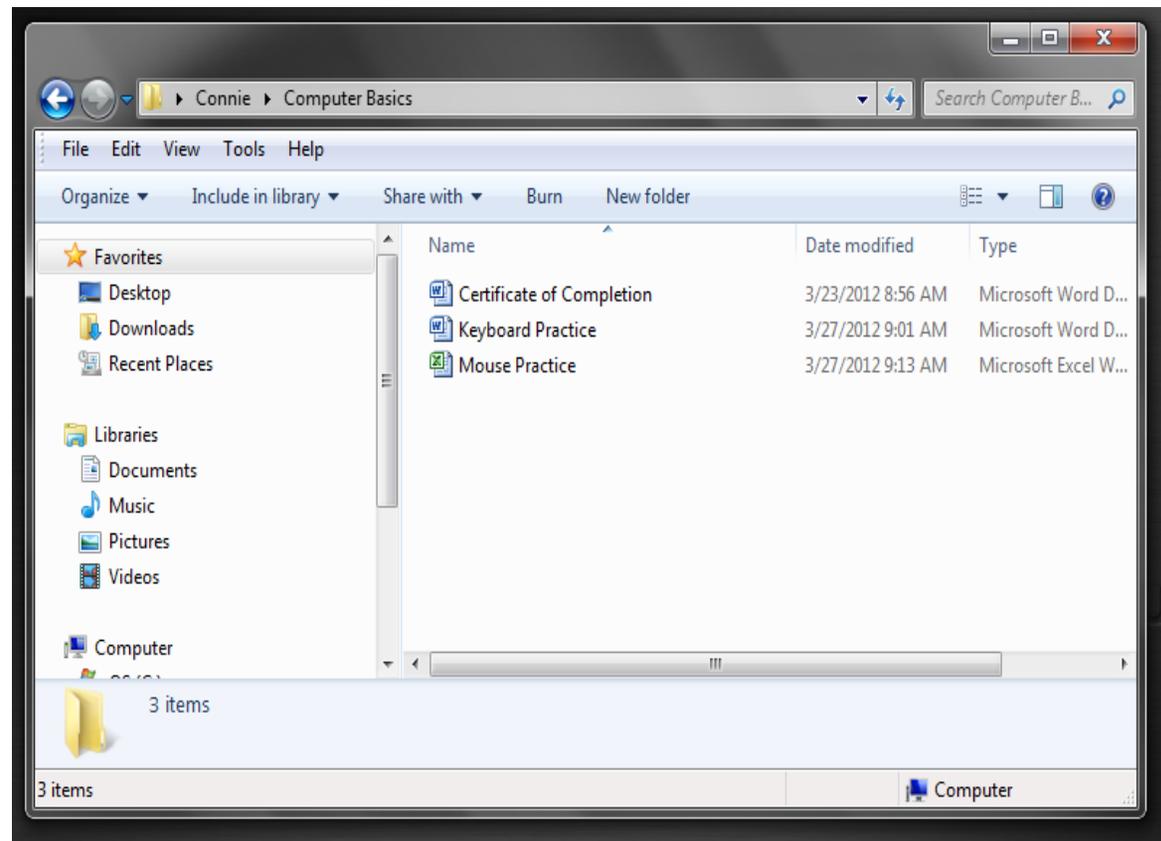
Double Click on the Computer Basics folder to open it.



Notice the different icons.

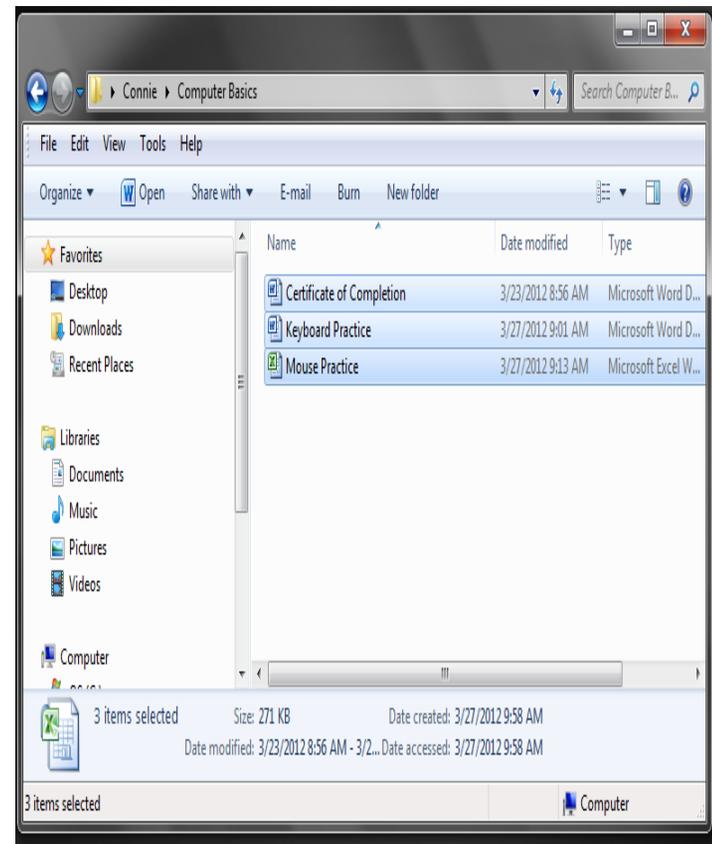


Click one time on the first file and hold down the shift key while clicking on the last file.

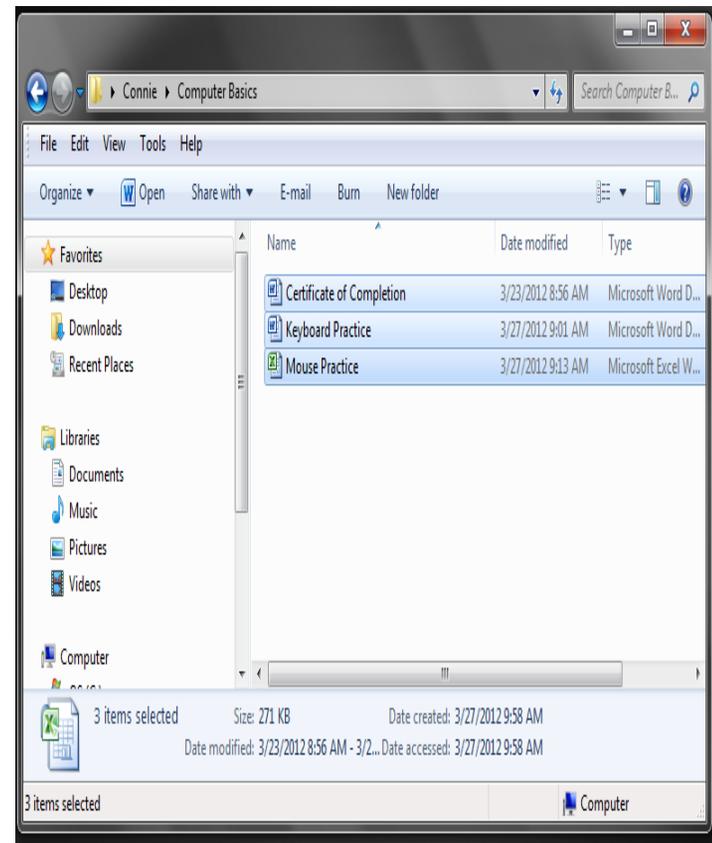


The three files are now selected.
BE CAREFUL!!!

Right mouse click on any of the files
and click copy.

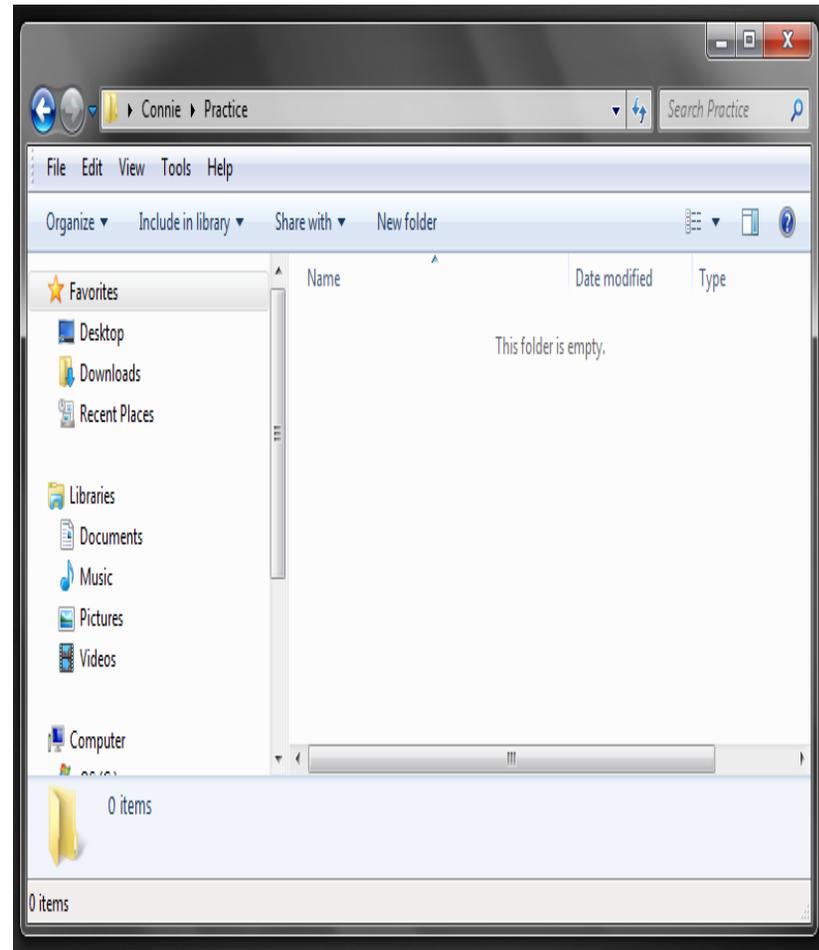


Close this folder.



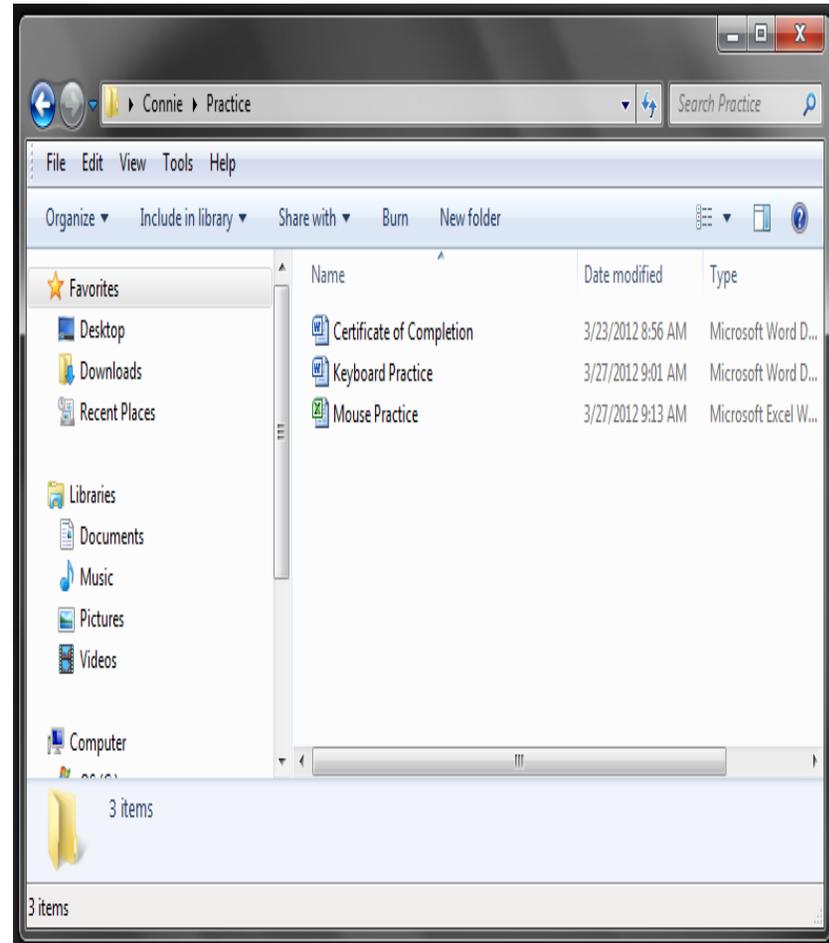
Double Click on
the folder with
your name on it
to open it.

Then open the
practice folder.



Right mouse
click in the blank
space and click
the paste option.

You now have a
copy of each file
in each folder.



- You can also cut and paste files between files using the right mouse click method

OR

- By using the Ctrl X to cut and Ctrl V to paste method you learned in the keyboarding practice document

This practice session was done using existing files.

Even though you can move files from one folder to another, it is **IMPORTANT** that you know how to save a file to the correct location when you create it!

File Management Practice

DEMONSTRATION

File Management Practice

Follow your handout and what I am doing to complete this practice.

You will start by opening Microsoft Word on your computer.

File Management Practice

- Click the start button at the bottom left hand corner of your desktop.
- Click on “All Programs”
- Use your mouse to scroll or the arrow keys to choose “Microsoft Office”
- Then click “Microsoft Word”