

Introduction to file management in Windows

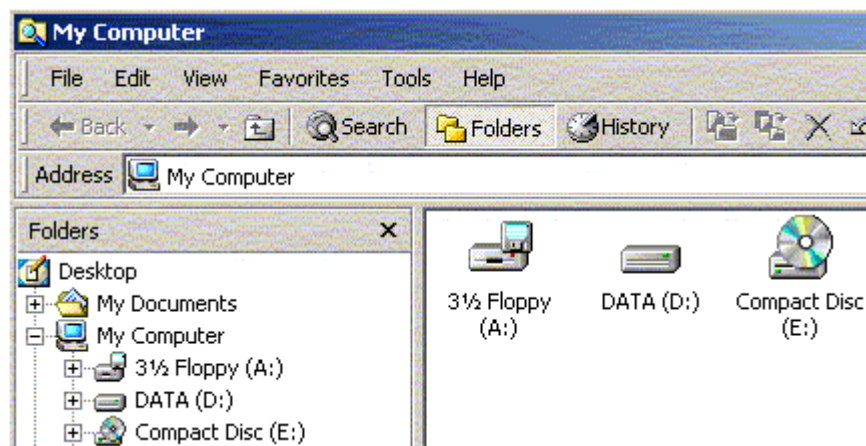
Keeping track of computer files can be a problem once you get busy with study and are creating several assignments. It is important to manage your files so that they are kept safe and are easy to find.

My Computer

You can use **My Computer** to see where your programs, folders and files are stored. **My Computer** is located on your computer's **Desktop** (screen).

My Computer: drives, folders and files

Double click on the **My Computer** icon. → 



This Window will open:

This shows you the **Drives** you have on your computer.

What are Drives?

Drives are where your programs and files are stored. To understand this, think of your computer as a filing cabinet. A filing cabinet has several drawers which hold dozens of folders, each of which may hold more folders and papers.

In a computer, the filing cabinet is referred to as the hard drive(s). The hard drive contains folders and files which store information.

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Think of your floppy and CD-ROM drives as additional filing cabinets, or maybe briefcases, as they are small compared with your hard drive. They are used to make transportable files and folders.

- The floppy drive on a PC is usually called **A**.
- The first hard drive is usually called **C**.
- Additional drives are called **D**, **E** etc. The CD-ROM drive is lettered after the hard drives.
- Almost all computers today have at least one floppy drive, one hard drive and a CD-ROM drive.

Folders and Files

Folders and files are given names, stored in drives and represented by icons. If you click on an icon representing a drive in the **My Computer** window you will see the folders and files that are stored in that drive.

Note: if you are using a new computer, you will not see very many folders or files.



Sociology A

Folders

Folders have names which indicate their contents. You use folders to store items that are related. For example, you may create folders for each unit you are enrolled in for this semester: a folder named 'Sociology A' or 'HGA 101'. You can then keep all of your assignments and notes for that unit in the one folder.



Soc
Assignment 1

Files

The documents you create, such as letters, spreadsheets, and graphics, are stored as files. Each file has a name. You can tell the type of file (word document, spreadsheet, database), by the icon which appears next to its name. For example, if you typed a letter using the Word program, the file's icon will be similar to the Word icon.

The computer adds an extension to the name you give a file. This also indicates what type of file it is. For example:

- **.doc** is a word processing file;
- **.xls** is a spreadsheet, and
- **.ppt** is a PowerPoint (a Microsoft Application) file.

Working with files and folders

When you are working with files and folders, you may want to:

- Find a folder or file.
- View the size of folders or files.
- Rename folders.
- Create a new folder.
- Copy folders or files.
- Move folders or files.
- Delete folders or files.

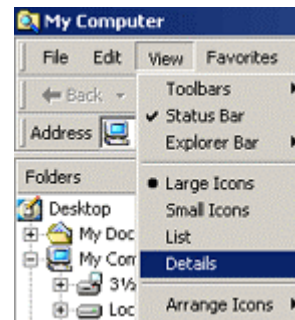
My Computer allows you to do this easily.

To find a folder or file

- Double click on **My Computer**.
- Double click on the icon for the **D Drive**. You should see some folders and maybe a file or two.
- Open the folders by double clicking—you will see files and maybe more folders.
- Open files by clicking on them. Close the files by clicking on the **X** at the top right hand corner of the page.

To view the size of folders or files

- Choose View from the menu bar.
- Click on Details.
- You can then view the name, size, type of file and when it was created.



	Netscape		File Folder	14/06/2002 3:22 PM
	centre_about	24 KB	Microsoft Word Doc...	8/09/2002 6:59 PM
	Scrolling	53 KB	Microsoft Word Doc...	8/11/2002 5:01 PM



This button, located at the top of the window, allows you to move back to the previous window.

To view folders and files stored on floppy disks or CD ROMs

- Make sure there is a disk in the appropriate drive.
- Some CD ROMs start automatically as soon as you put them into the Drive. If not, you will need to click on My Computer.
- Click on **My Computer**, then on **A**, or the appropriate drive.
- You should now be able to view the contents of the disk/CD ROM.

To rename a file or folder

- Click on the file or folder to select it.
- Right click with the mouse.
- Click on **Rename**.
- Type the new name in the name box.

Be careful not to alter any file extensions (letters after the dot), as these identify the type of file for the computer. If you change the extension, the computer may not be able to open the file.

To create a new folder

- Locate the mouse in the window or folder where you want to create the folder.
- Right click with the mouse.
- Click on **New**.
- Right click on **Folder**.
- A new folder will appear. It will be named **New Folder!**
- Give the folder a useful name.

To copy folders or files

- Click on the file or folder to select it.
- Right click with the mouse.
- Click on **Copy**.
- Locate the mouse pointer in the window where you want the new copy to go.
- Right click.
- Click **Paste**.

Note: To select more than one file to copy, hold down your Ctrl key as you click on each file. (Use the Shift key to select several files which are together.)

Note: it is important to **back-up** your work by ensuring you have a copy of your files on another disk.

To copy a file or folder onto a floppy disk

- Make sure there is a disk in the floppy drive.
- Click on the file or folder to select it.
- Right click with the mouse.
- Click on **Copy**.
- Click on **My Computer**, then on the **A** drive.
- Locate the mouse pointer in the **A** drive window.
- Right click.
- Click **Paste**.

To copy a file from a disk to your hard drive

- Make sure there is the disk is in the A drive.
- Click on **My Computer**, then in the A drive.
- Click on the file or folder you want to copy.
- Right click and click on **Copy**.
- Locate the mouse pointer in the folder on the D or P drive you want to copy the file to.
- Right click.
- Click **Paste**.

Note: you cannot copy files and folders onto a CD ROM unless you have a CD ROM burner.

You can also use the menu bar to copy and paste files

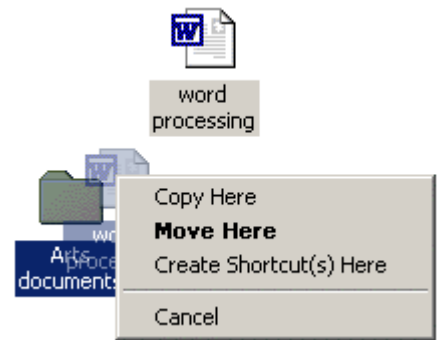
- Select the folder or file you want to copy by clicking on it.
- Click on **Edit** in the Menu bar.
- Click on **Copy**.
- Locate the mouse pointer in the drive and/or folder you want to copy the file to.
- Click on **Edit** in the Menu bar.
- Click on **Paste**.

Edit	View	Favorites	Tools
Undo Copy			Ctrl+Z
Cut			Ctrl+X
Copy			Ctrl+C
Paste			Ctrl+V
Paste Shortcut			
Copy To Folder...			
Move To Folder...			
Select All			Ctrl+A
Invert Selection			

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To move folders or files

- Click on the folder or file to select it.
- Right click and drag the file or folder to where you would like it moved.
- Release the mouse button—a menu will appear.
- With the left mouse button, click on **Move Here** from the menu.



To delete folders or files

- Click on the folder or file to select it.
- Right click with the mouse.
- Click on **Delete**.
- A dialogue box will appear asking you to confirm that you want to delete the file or folder.

Viewing your disk

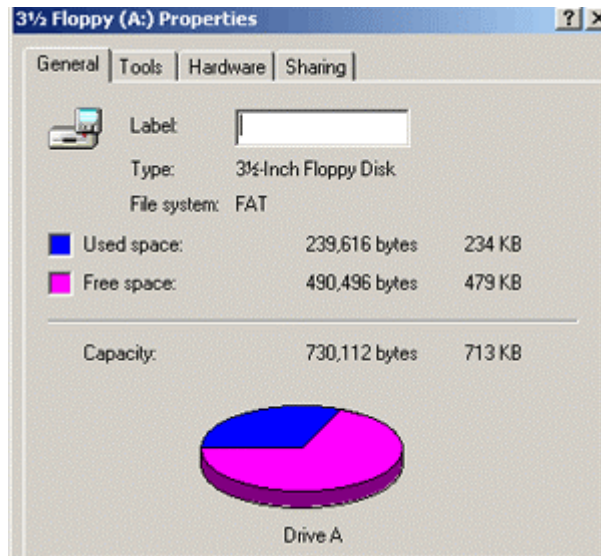
With all of this copying, creating and renaming, you may need to know how much space is left on your disk.

To view how much space is on your disk

- From My Computer, right click on the disk you want to view.
- Click on Properties.
- The dialogue box will show the used space and the free space available on your disk.



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