

COMPUTER FILES MANAGEMENT



INTRODUCTION

Welcome to *Computer Files Management*

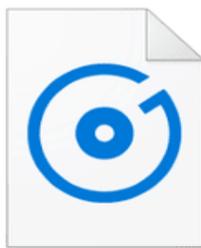
Understanding how to work with files and folders is an important part of using your computer. Once you understand how files and folders work, you'll use them all the time. In this class, we'll show you the basics of working with files, including how to open files, move your files into folders, and delete files.

Class Objectives:

This class will familiarize you with using computers. By the end of the session, you will be familiar with:

- Storing files
- Opening files
- Deleting files
- Flash drives
- Copying files
- Recognizing files
- Renaming files
- And more!

There are many different **types of files** you can use, such as Microsoft Word documents, digital photos, digital music, and digital videos are all types of files.



You might even think of a file as a **digital version** of a real-world object you can interact with on your computer.

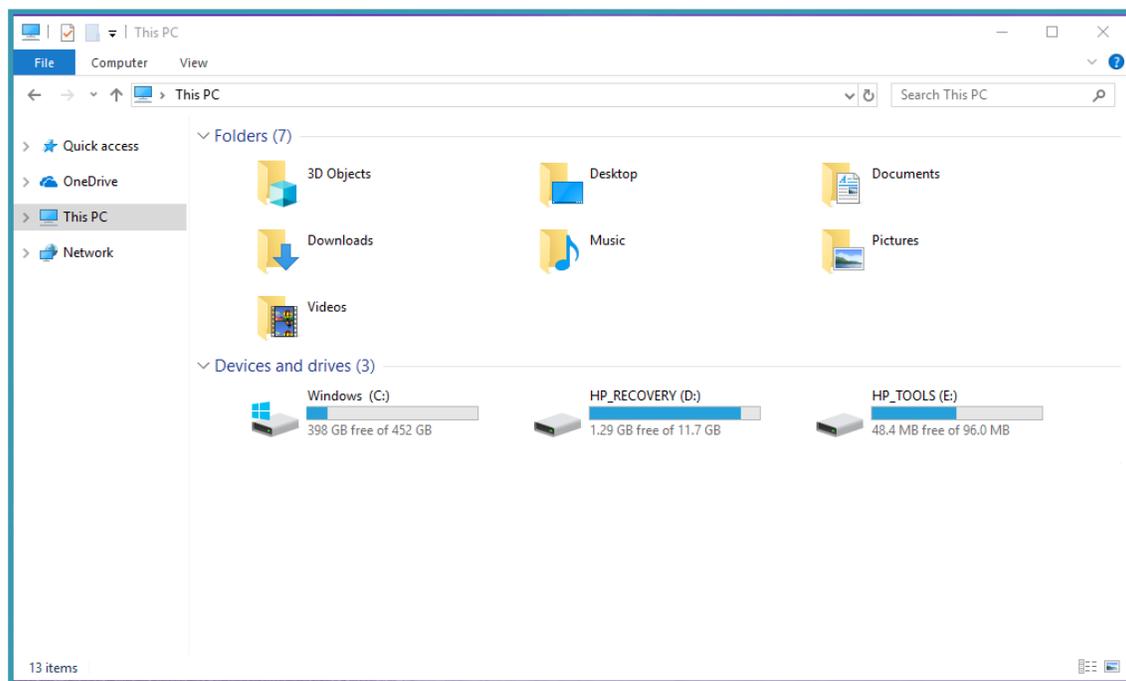
FILE EXPLORER

File Explorer

Files are all the information stored on your computer. This can include personal files such as documents, photos, videos, and more. To access these files, left-click twice on the **File Explorer** icon on the **Taskbar**.



After you double-click to open the **File Explorer**, you will see a screen that looks like this. This screen is how you will access all the files on your computer.



Double-clicking on the desired folder will show the contents of that folder. For example, double-clicking the **Pictures** folder will show you the picture files stored in that folder.

FILE CREATION

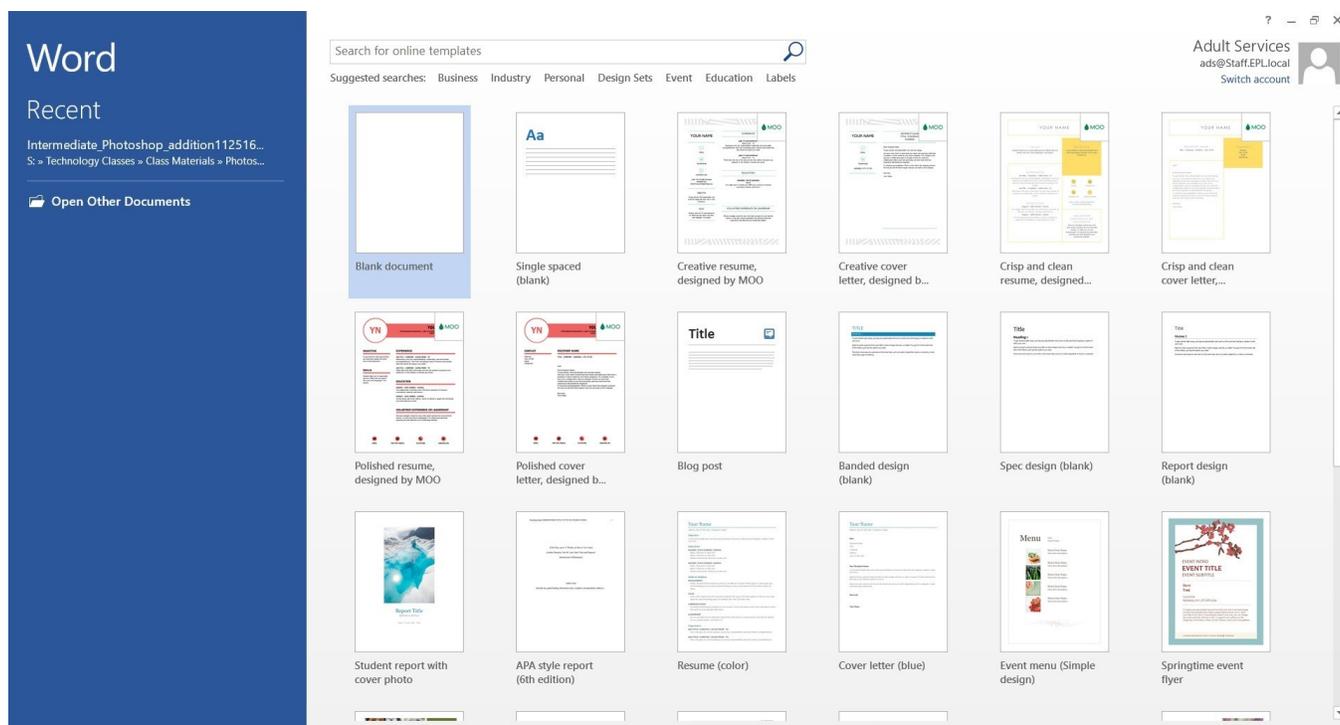
Creating a File

Now we are going to create a file. It is important to note that each file type is unique and can require certain software. For instance, to type a document you will need word processing software installed on your computer. The most common word processing software is **Microsoft Word**, which we will be using today.

Microsoft Word is part of the larger **Microsoft Office Suite** that includes Word, Excel, and PowerPoint, and each program produces a different file type.

To create a Word document, we first need to open the Word application. From the Word start page, we are going to select “**Blank Document.**” This will produce a blank document that we can start typing in using keyboard.

Once you master the file creation process in one application, the rest of Microsoft Office will follow the same basic protocols.



SAVING FILES

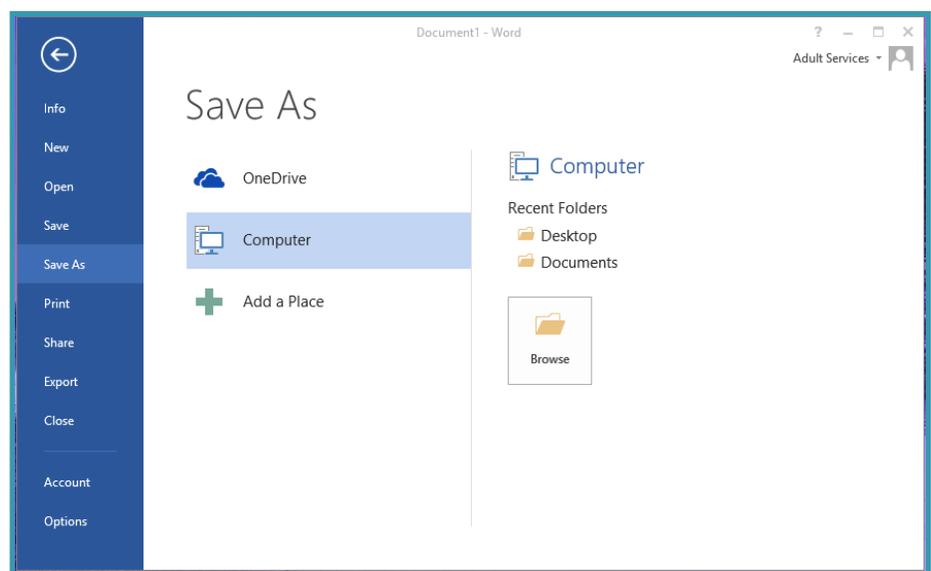
Saving the File

Each application has a slightly different process to save your file, but the process often has similar steps. Let's take a look at a Microsoft Word document. To **Save** your Word document, select **File** in the upper left. Select **Save As** from the **File Menu**.

To ensure the file is in the correct folder on your computer, select **Computer** and then **Browse**. A browsing window (pictured) will appear.

This browsing window gives you the option to save the file to your preferred folder (Desktop, Documents, etc.) and give the file a name.

We will name our file as "Test," in the **File Name** section. To save it to **Documents**, double-click the **Documents** folder. Then select **Save**.



Remember to save your files often as you're working.

The Difference Between "Save" and "Save As"

Save As will allow you to verify the location of your file and the file name. This feature is useful for saving multiple versions of your file, like when you make updates or revisions. It also lets you save the file in multiple locations, like on a flash drive.

Save overwrites the current file with the same name and keeps the file in the same place. This is useful if you want to keep one master file, instead of cluttering your computer with multiple versions.

USING FILES

Opening a File

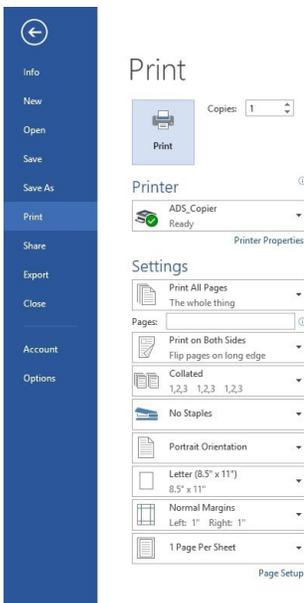
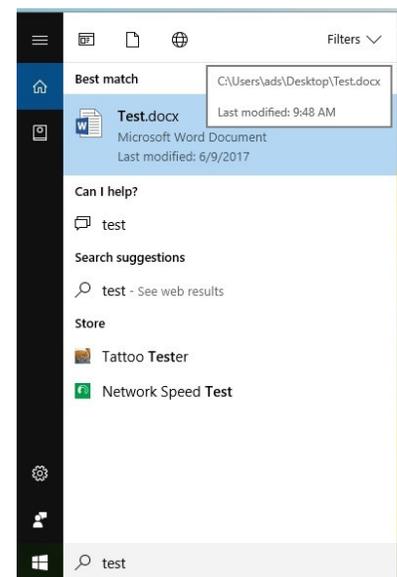
Now that we've created our first file we will practice opening that file. To open that file, we first want to open the **File Explorer**. If you recall, we saved our "Test" document in the **Documents** folder, so let's double-click the **Documents** folder. We should then see "Test" listed within the **Documents** folder. Double-clicking the icon for the "Test" file will open that file in its designated application, in this case **Word**. If we wanted, we could edit or add to this Word document.

Finding a File

If you can't recall the location where the file was saved but remember the file name, you can use **Cortana** to search and find the file. To do so, left-click the "Type here to search" box in the bottom left.



Begin typing the name of the file and Cortana will list your possible matches (as pictured).



Printing

Just like **Saving**, each application has a similar but slightly different process to **Print**. For **Word**, you would select the **File** button, and then select **Print**. A printing menu will open, providing options to select your printer, number of copies, and more. Selecting "Print" from this menu will send the Word document to the printer.



The keyboard shortcut CTRL + P is another way to print a file.

ORGANIZING FILES

Copy a File

It's a good idea to backup your files. One way to do so is by using a flash drive or portable hard drive. You can make an exact copy of your file and add it to your drive.

Once you have located the file in its saved location, **right-click** on it and select **"Copy"** from the pop-up context menu. Locate the folder you want it to be copied to, right-click and select **"Paste"** from the pop-up context menu.

Move a File

There are also times when you want to move your file from one location to another. This can be accomplished in the same fashion as copying a file, except that you choose **"Cut"** from the pop-up context menu instead of **"Copy."**

Another way to move a file is to **drag the file** to another location by clicking on the file and holding down either mouse button. Then you can drag the file to another location. Let go of the button once you've put the file where you want it.

NOTE: *This will move the entire file, not make a second copy of it.*

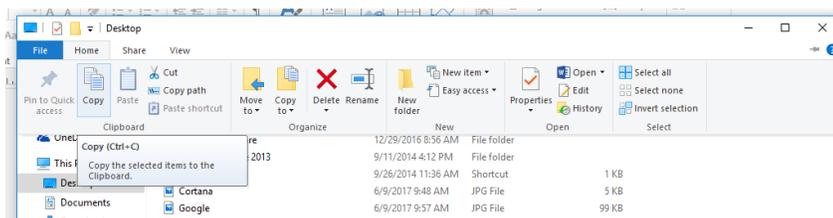
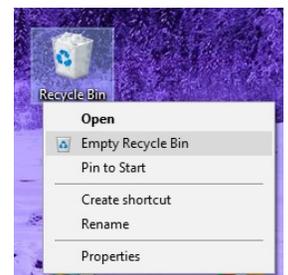
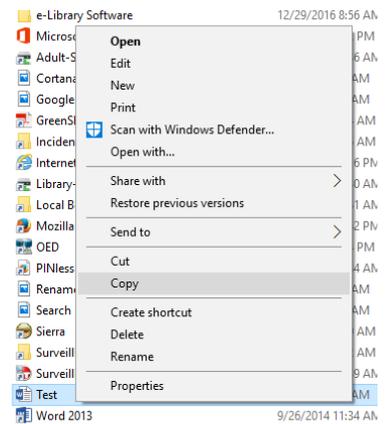
Delete a File

When you no longer need a file, you can delete it to save space on your storage device. To delete a file, **right-click** on the file and choose **"Delete"** from the context menu.

Once you delete a file, it is erased and cannot be recovered unless the file was deleted from the hard drive. Files deleted from your hard drive are first moved to the **Recycle Bin**. To finish deleting the file, **right-click** on the **Recycle Bin** and choose **"Empty Recycle Bin."**

Create a New Folder

You may need to create a new folder to help with organizing your files. Go to **"This PC"** and click on the C drive. Click on **"New Folder"** then **"Make a new folder."** Name your new folder and remember where you put it. You can now save files from different applications in this folder. For example, a folder named Travel can contain files for both a Word document listing your itinerary as well as photos transferred from your digital camera.



All of these functions—**Copy, Paste, Cut, Move To, Delete, New Folder**—can also be located in the **Home Tab**.

USB DRIVES & TIPS

A USB drive (also called a flash drive or a thumb drive) is small, ultra-portable storage device. Flash drives connect to computers and other devices via a built-in USB plug.



Nest Your Folders

Create other folders within these main folders as need arises. For instance, a folder called "Invoices" might contain folders called "2018", "2017" and "2016". The goal is to have every file in a folder rather than having a bunch of orphan files listed.

Be Specific and Consistent

Give electronic files logical, specific names and include dates in file names if possible. The goal when naming files is to be able to tell what the file is about without having to open it and look.

File As You Go

The best time to file a document is when you first create it. So get in the habit of using the "Save As" dialogue box to file your document as well as name it, putting it in the right place in the first place.

Make It Work for You

If there are folders or files that you use a lot, force them to the top of the file list by renaming them with a ! or an AA at the beginning of the file name.

Spring (File) Cleaning

Sometimes what's old is obvious as in the example of the folder named "Invoices" above. If it's not, keep your folders uncluttered by clearing out the old files. If you're ever concerned about deleting a file permanently, consider an external backup option (like the previously mentioned flash drives). This will give you the option to continue to access the file, but it won't be cluttering up your day-to-day files or taking up extra space.

Drop In Technology Help!

Thursdays 5—8:30 PM

Saturdays 1—4:30 PM



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