2.2 FILE MANAGEMENT WITH WINDOWS 10

What is a Folder? A Folder is a container to save Files, Shortcuts icons and Sub Folder.

What is a Sub Folder/Sub Directory?

A Folder inside a Folder is called a Sub Folder. Folders can contain many different types of files, such as documents, music, pictures, videos, and programs. Windows enable the user to browse and manage the files and folders stored in the computer system in an easy and direct way. You can copy and move files from other locations, such as another folder, computer, or the Internet, to folders you create. You can even create folders within folders.

The following figure shows a view of a collection of folders and files. Folders always appear with a **yellow icon** and files take an icon representing the kind of information stored in it. For example, a word file is represented with an icon showing a document with a **big W** to its left.

2.2.1 WINDOWS EXPLORER

Windows Explorer is the file management application in Windows. To open Windows Explorer, click the **File Explorer icon**   on the taskbar, or double-click any folder on your desktop. The following picture shows parts of the windows explore window:
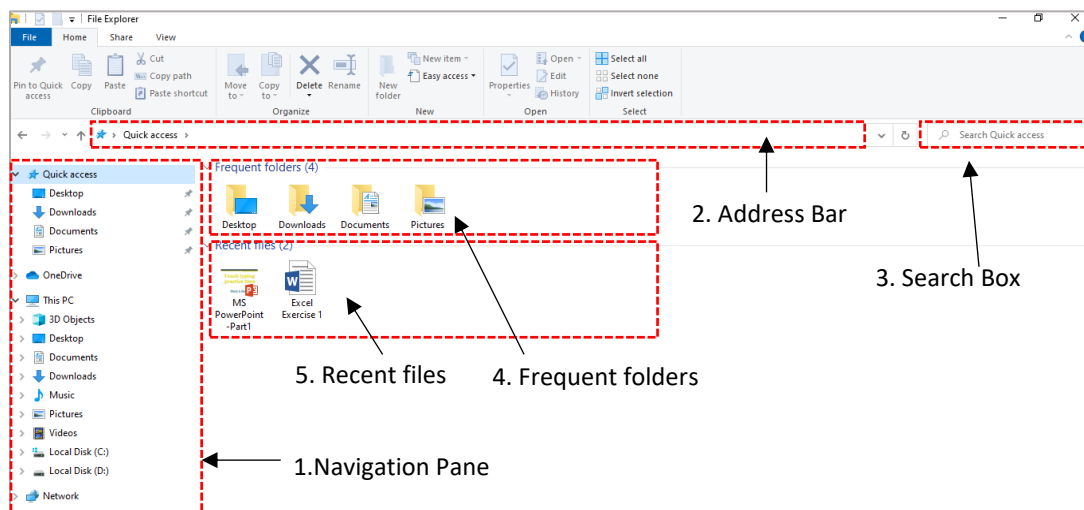
1. **Navigation Pane:** From the Navigation pane, you can view your computer's file and folder structure and access files and folders.

   - **OneDrive:** is a free cloud storage offered by Microsoft to anyone with a Microsoft account

   - **This PC**: contains all Folders, Hard Disk Partition Drives, External Hard drive, USB Flash Drive, CD/DVD Drive, Network Location Drives, etc.,

   - **Network**: if your computer in connected to a network, you can click it to access folders stored on the network.

2. **Address Bar:** displays the path of the currently selected folder.

3. **Search Box**: Allows you to search for subfolders or files in the current folder.

4. **Frequent folders**: Shows folders you open most frequently.

5. **Recent files:** Shows files you open most recently.

2.3 FILES AND FOLDERS OPERATIONS

2.3.1 Creating a new folder/file

- Click **Folder icon** on the **Taskbar** to open **File Explorer**.

- Select a drive or a folder where you want to create a new folder or subfolder.

- **Right click** on the right pane, a drop down menu display, click on New.

- In the sub-menu displayed, click on **Folder**.

- The folders will appear, being given a name determined by Windows, as "New Folder".

- Rename the folder by the name required.

<div align="center">OR</div>

Click **Home** ribbon, then click **New Folder**: A folder appears, ready for you to type in its name.
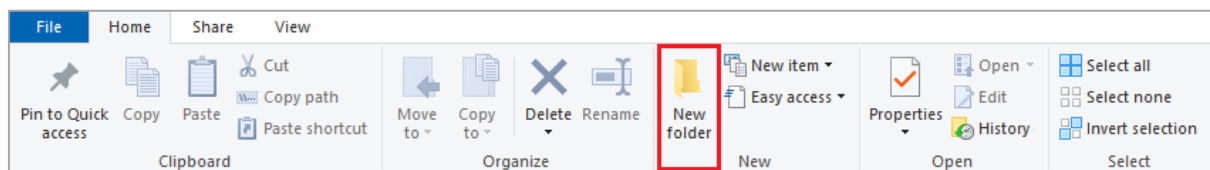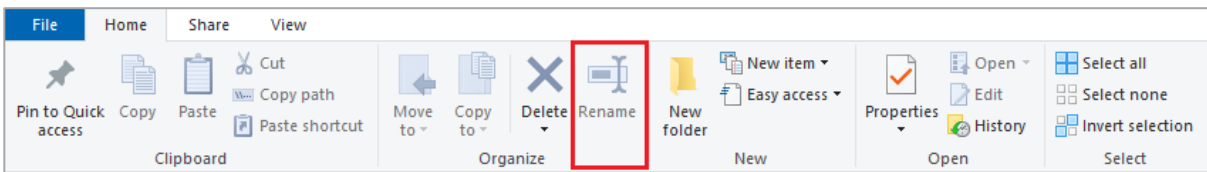
2.3.2 Renaming a folder/file

- **Right click** on the file/folder you wish to rename, and choose rename from the menu
- Type the name, and then press **Enter.**

<div align="center">**OR**</div>

- Click on the file/folder you wish to rename.
- Click on **Home** ribbon, then click **Rename.**
- Type the name, and then press **Enter.**

  Note. You can't rename a file or folder if it is opened.

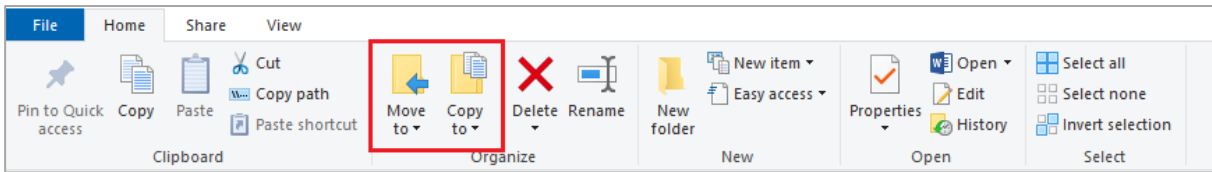## 2.3.3 Selecting a folder/file

- For selecting one item, click on the folder/file.
- For selecting all items, click on **CTRL+A**, or use the mouse to select all items.
- For selecting several items, hold on the **CTRL key** and select the items one after another.
- For selecting several folders/files next to each other, click on the first item, then hold on the **SHIFT key** as you click on the last item.
- **Alternatively,** On **Home** ribbon you can use **Select all**, **Select none**, or **Invert selections**.
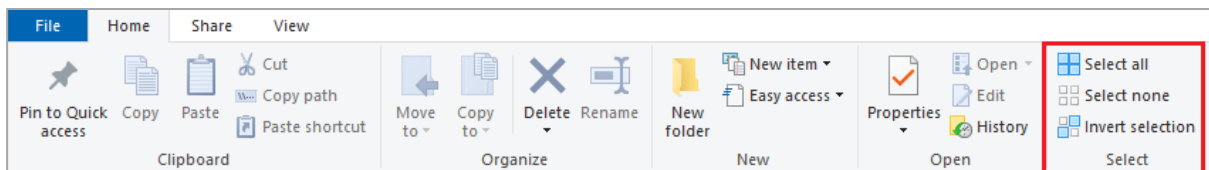

2.3.4 Copying a folder/file

- Right click on the folder/file, then choose **Copy** from the menu, or choose **Cut** if you want to move the folder/file to another folder.
- Right click on the destination folder, then choose paste.

- Alternatively, click on the folder/file you wish to copy/cut, then on **Home** ribbon click on **Copy to** or **Move to,** then choose the destination folder.


2.3.5 Deleting a folder/file

- Right click on the folder/file, then choose **delete** from the menu, or press the **Delete key** from the keyboard.

- A pop-up message will appear to confirm your request, so click "**Yes**" to confirm the deletion, or click on "**NO**" for not deleting.

- Alternatively, click on the folder/file you wish to delete, then on **Home** ribbon click on **Delete**.
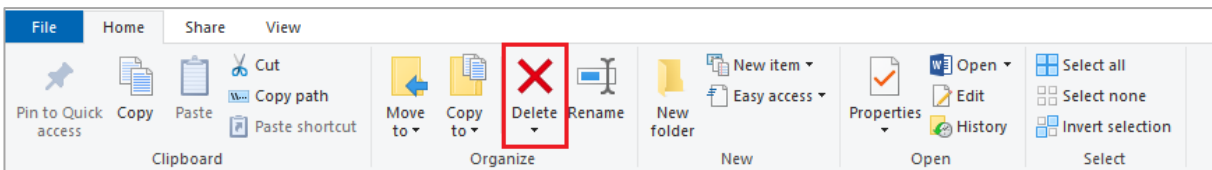

2.3.6 CHANGING VIEWS OF FILES AND FOLDERS.

- The appearance of the Windows Explorer contents window may be customized to display file and folder objects in different views.

- The different views can be selected via the **View** ribbon → **Layout** Section.
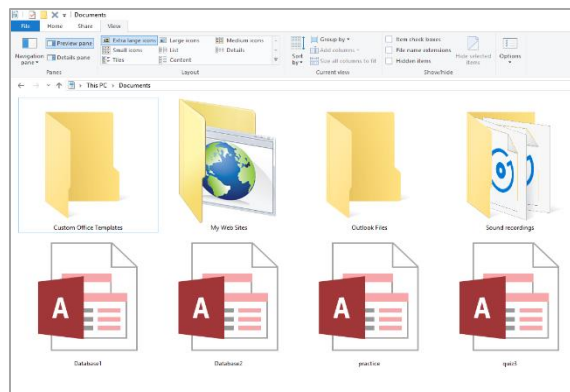
- In Layout Section, it has different views:

1. Extra Large Icons	5. List
2. Large Icons	6. Details
3. Medium Icons	7. Tiles
4. Small Icons	8. Content

- Select **Detail** view to see the **Name**, **Date Modified**, **Type** and Size as:
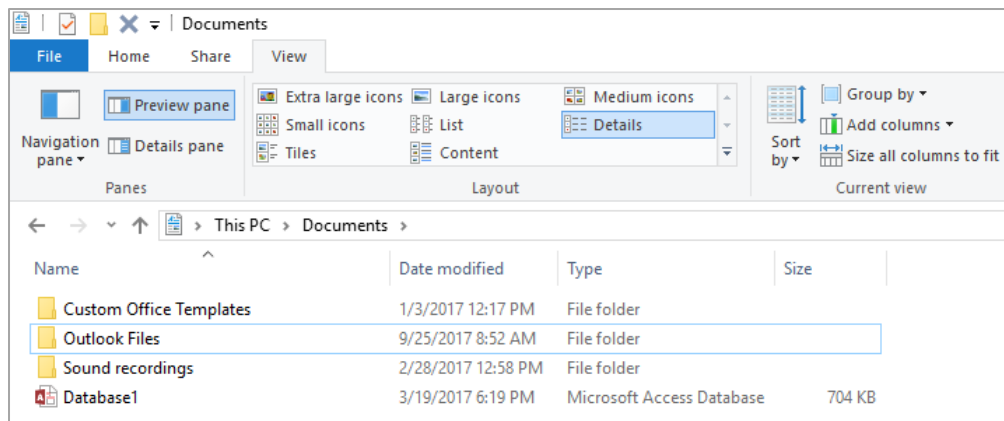

2.3.7 SEARCHING FOR FILES AND FOLDERS:

Window 10 provides several ways to find files and folders. A quick way to get to your files in your Windows 10 is by using Cortana's search feature. Sure, you can use **File Explorer** to search for files or folders, but searching using Cortana will probably be faster. Cortana can search your PC and the web from the taskbar to find help, apps, files, and settings.

Searching for a file or a folder using the search box on the Start menu:

You can use the search box on the Start menu to find files, folders, programs, and e-mail messages stored on your computer.

To find an item using the search from the **Task Bar,** type a word or part of a word in the search box. As you type, items that match your text will appear on the Start menu.
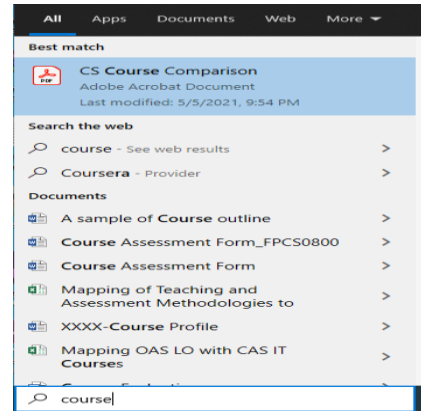
Searching for a file or folder by using the search box in File Explorer:

You're often likely to be looking for a file that you know is in a particular folder, such as Documents or Pictures. Browsing for the file might mean looking through hundreds of files and subfolders. To save time and effort, use the search box at the top of the open window.
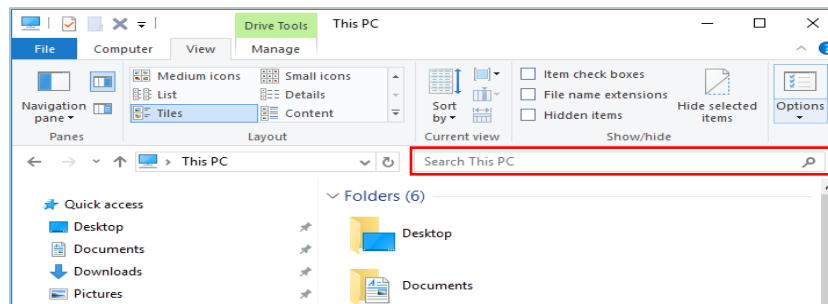
The search box filters the current view based on text that you type. The search looks for text in the file name and contents. Once you start typing the file name or part of it, the search results will appear.
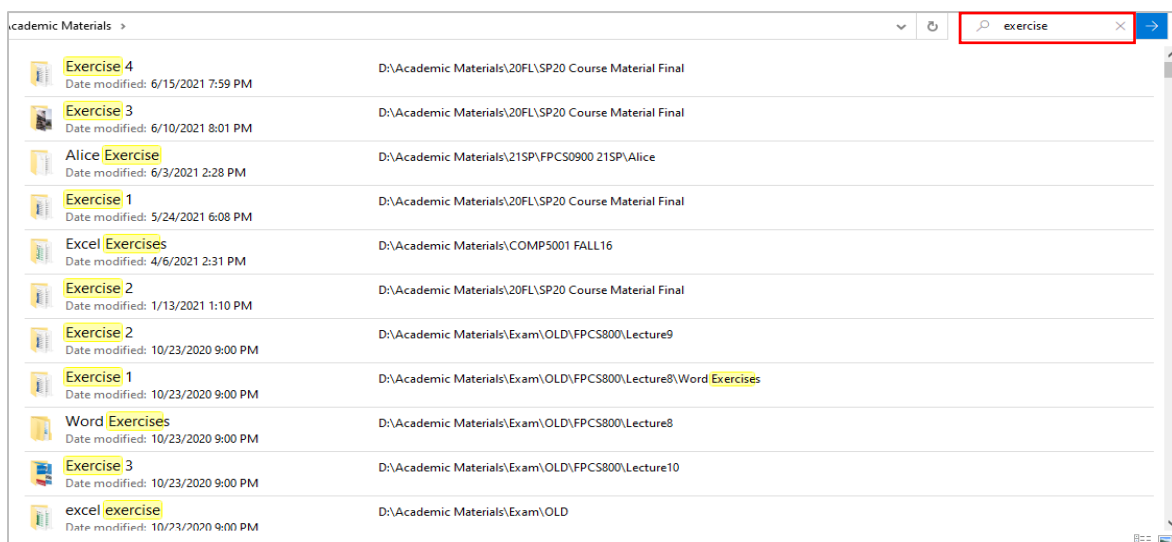
If you can't remember the name of the file, you can use wild cards to search files. For example, you can type ***.docx** to search for files with extension, or type **ex*.docx** to search for files starting with **ex** and with extension **.docx**.

Also, after typing a text in the search box and pressing **Enter** key to get the search results, A **Search** ribbon appears on the top of the window. On the search ribbon you can apply some commands to refine the search results by **kind, size, date modified**, and other **properties**. For example, if you click on **Size**, you can choose an option from the drop-down menu such as **Medium (1-128MB),** so you will narrow the search results to the specific file.

2.4 FILE AND FOLDERS PROPERTIES.

Right Click on file or folder and select **Properties** from the list as:

So you will be able to see the following of the file or folder.

- ➢ File/Folder name
- ➢ Type of File and Folder
- ➢ Opens with
- ➢ Location
- ➢ Size
- ➢ Size on Disk
- ➢ Created
- ➢ Modified
- ➢ Accessed
- ➢ Attributes
  - a. Read only
  - b. Hidden
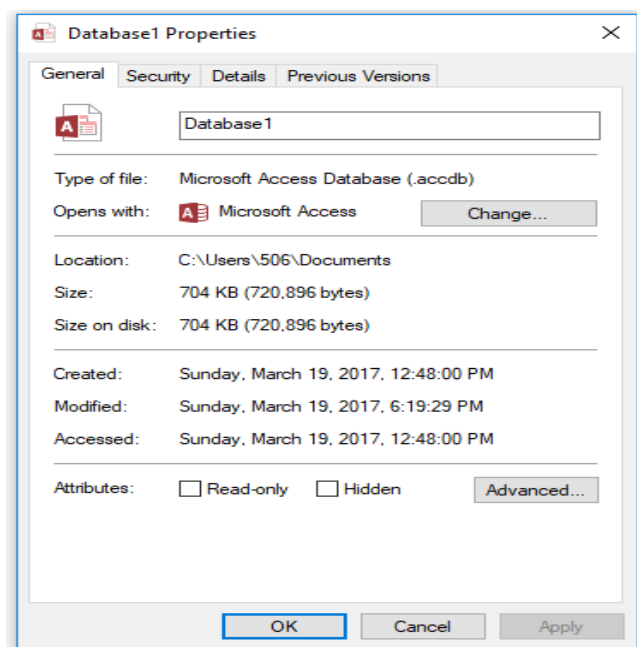
With the help of Properties, you can rename the file/folder, can view the location, size and size on disk of file /folder and contain mean how many files and subfolders are there in the folder. Attributes mean characteristics of file/folders. Such as we can make the file or folder as read only (not editable) or hidden.

2.5 DIFFERENT TYPES OF FILES WITH THEIR EXTENSIONS.

In a folder there can be different types of files, how the files can be different, it depends on which program it has been created. Each application represents its own **file extension**.
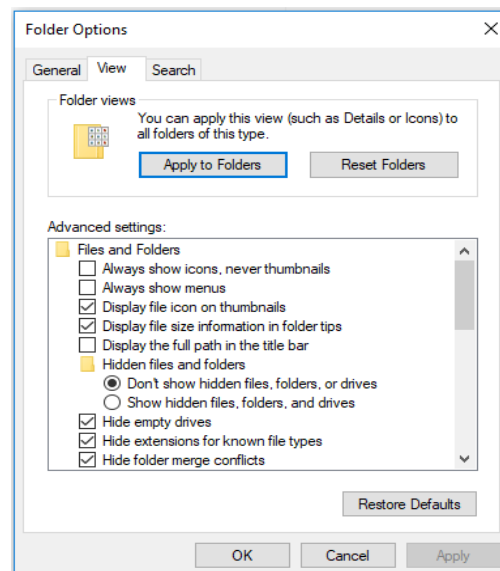
What is a File extension?

The extension name that appears after the dot at the end of the file name, you can display the extension of all files as:

Click **Folder Icon** from the Task Bar and click the down **File** Menu then you get the following dropdown list:
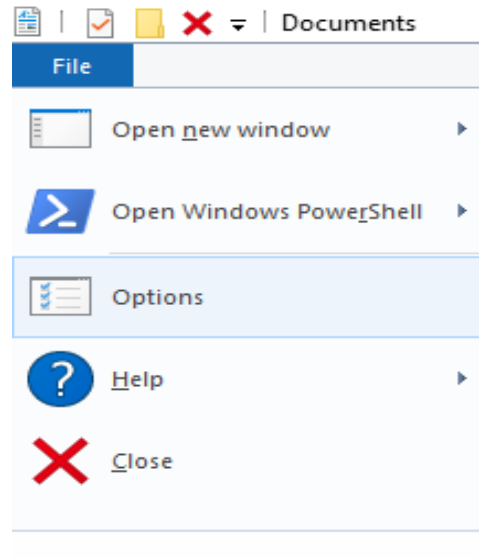
Click the **options** command then you get the following dialogue box click **View** button and remove the selection of the option **Hide extension for known file types**

After that, if you display the files name you get such as the following sample:

The following table shows different types of files with their extensions and with their application programs:

Extension	File Type	Application used
.txt	Text file	Note pad
.rtf	Text file	Word Pad
.docx	Document file	MS. Word
.xlsx	Spreadsheet	MS. Excel
.pptx	Presentation	MS. Power point
.accdb	Database	MS. Access
.bmp	Image file	MS. Paint
.jpeg	Image file	Windows Picture viewer
.zip	Compressed file	Win zip
.rar	Compressed file	Win rar
.html	Web Pages	Any Web Browser
.wav, .mp3	Sound File	Any Media Player
.mov, .avi, mp4	Movie Files	Any Media Player
.tmp, .temp	Temporary File	None