

Section 2

Managing Files

By the end of this Section you should be able to:

Understand Drives, Files and Folders

Understand File Types

Backup to a Removable Storage Device

Copy, Move, Rename and Delete Files/Folders

Create Folders

Use the Recycle Bin

Search for Files/Folders

To gain an understanding of the above features, work through the **Driving Lessons** in this **Section**.

For each **Driving Lesson**, read the **Park and Read** instructions, without touching the keyboard, then work through the numbered steps of the **Manoeuvres** on the computer. Complete the **Revision Exercise(s)** at the end of the section to test your knowledge.

Driving Lesson 15 - File Storage

P Park and Read

Computer systems store their data and programs on a variety of **Storage Devices**. The type and number of these devices can vary from one computer to another, but the operating system will always display the contents of these devices in a number of useful ways.

The vast majority of computers have a **Hard Disk Drive** (HDD) which is the main storage device for the system. These can store many Gigabytes of data, which can be accessed very quickly (access times measured in milliseconds). Traditionally this is referred to as drive **C**. It is possible however to have further such drives installed, which would then become drive **D**, etc.

Hard Disk Drives that are part of the computer are known as **Local Drives**, but if the computer is part of a network it may be possible to access the drives of other connected computers. These drives are then known as **Network Drives**.

Computers usually have a few **USB** drives. These are used to connect various devices to the computer. **USB flash memory** sticks can be attached in this way and used as a form of storage.

Often, when computers are networked, there will be an area for data storage on another machine, i.e. you may save your data to a drive on a remote computer, rather than to a drive on your own computer. This is called a **network drive**.

Online file storage is a facility that is becoming more popular. It allows you to save files to a specific hard drive on the Internet. There are many web sites that provide free online storage. With this convenient service, you can access your own files and share files via any PC with Internet access.

In a similar manner a **Compact Disk Drive** uses compact disks as the storage media, each compact disk holding at present about 700 Mb. Some drives will only read from existing CDs, others (CD writers) allow data to be written onto a blank **CD**; this is a **CD-RW** drive (Read Write). Most computers now have a **DVD** or **DVD-RW** drive; they are almost identical in principle to **CD** drives, but can hold several Gigabytes of data. **CD/DVD** devices are assigned drive letters after the last hard disk drive.

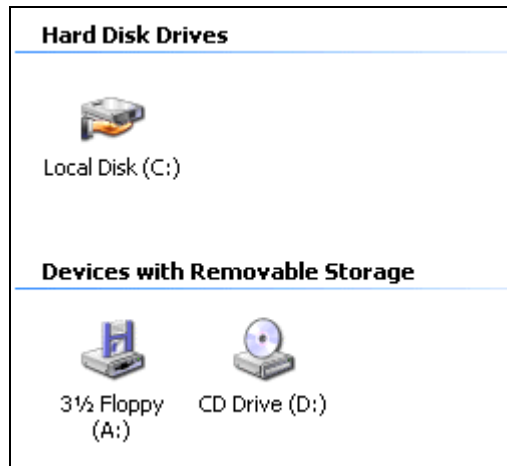


Driving Lesson 15 - Continued



Manoeuvres

1. Start up the computer and open the **My Computer** window to display the storage devices available on your computer.




2. If the display is not in this form, select **View | Icons**. All icons may be shown together rather than grouped, but the icons themselves will be the same.
3. This is the display for a typical system and may be different on other computers. The hand symbol in the **Local Disk** icon indicates that the device may be shared by other computers on the network. This may not apply on your system.
4. The contents of any device can be displayed by double clicking the icon. Double click **Local Disk (C:)** to see the contents of the hard disk.
5. Close any open windows.

Driving Lesson 16 - Folders and Files

P Park and Read

In order to assist in storing and finding files and programs on the hard disk, *Windows* uses **Folders**. Any storage device, hard disk, floppy disk, memory stick or CD/DVD, can be split into many folders, each containing all the files related to a specific task or program. A folder may also contain other folders, thus sub-dividing the disk even further. The concept is much like organising a filing cabinet by having separate drawers and files for each particular task.

A folder in *Windows XP* appears as an icon, , with the name of the folder printed next to or underneath it, depending on the view displayed. When the icon is double clicked, the folder opens, and its contents appear in a new window.



Manoeuvres


1. Select **Start** then **My Documents** to open that folder and display its contents.
2. If the data files which accompany this guide have been installed correctly there will be a folder **CIA DATA FILES** within the **My Documents** folder. Double click that folder icon to display its contents. There will be a folder **ECDL** in the contents. Double click **ECDL** to display its contents (the appearance of this display may be different).



3. Double click **2 Managing Files** to open the folder and display the files contained in it. Select **View | Details** to see the files listed in a more condensed view with more information.
4. If the file extensions are not displayed, select **Tools | Folder Options** and click on the **View** tab. Make sure that the **Hide extensions for known file types** is unchecked. Click **OK** to display the file extensions.



Files are identified by extensions, e.g. .doc for a Word document, after the file name.

5. There are 17 files displayed. These represent 10 different types of files. The **.avi** is a video file, **.wav** are sound files, the **.tif** and **.jpg** are image files, the **.docs** are *Word* documents, **.txt** is a basic text file, the **.xls** is an *Excel* workbook, the **.mdb** is an *Access* database, the **.ppt** is a *PowerPoint* presentation and **.zip** is a compressed archive. File types are covered in more detail in a later Driving Lesson.
6. Close the open window using the **Close** button, .

Driving Lesson 17 - Folder View


P Park and Read

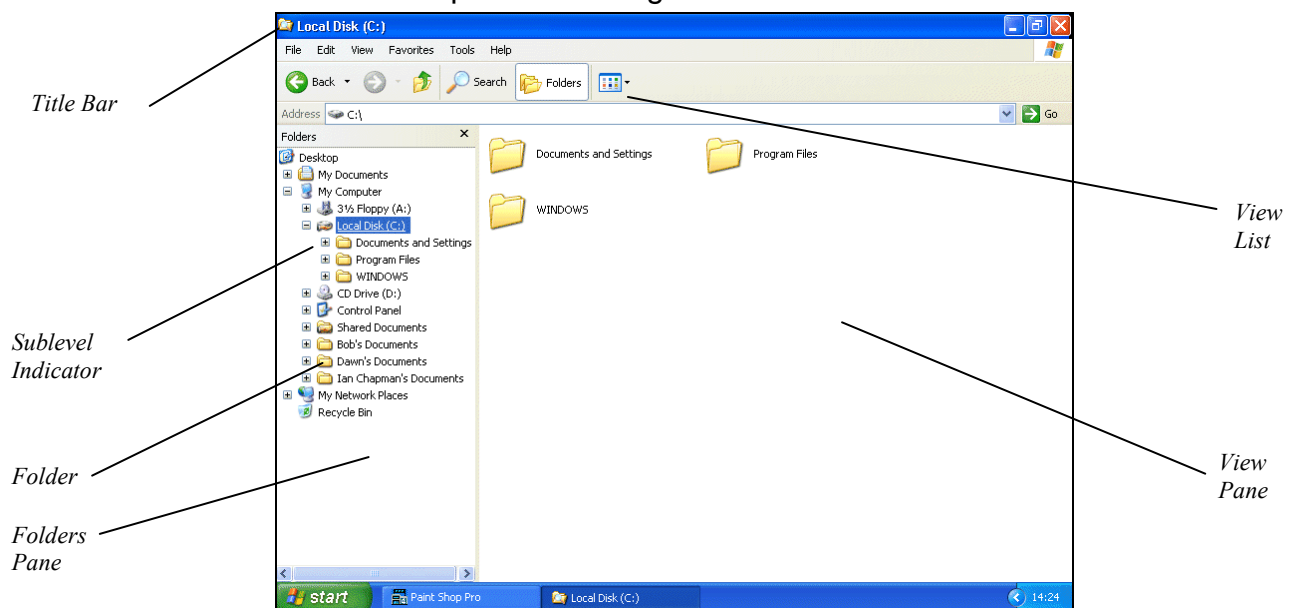
Folder View displays the organisation of files and folders in any open window. It organises the storage of data on a computer in a hierarchical way; that is, it will show the main devices available to the computer, each device can then be expanded to show the component folders and files, and each folder can be further expanded down to the lowest possible level. This view also shows the size of files and folders (see graphic on next page). They are measured in **KB**, **MB** and **GB**; the size of a spreadsheet file may be 50KB, a high quality image file perhaps 600KB, a folder containing many of these images possibly several MB. A folder containing your entire collection of digital photos may be several GB in size.

It can also be used to control the copying, moving, creating and deleting of files and folders, known as **File Management**. In previous versions of *Windows* this function was carried out using *Windows Explorer*. This program is still available and can be found under **Accessories**.



Manoeuvres






1. Select **Start** then **My Computer** to open that window. Maximise the window if necessary.
2. Click on the **Folders** button, , on the toolbar to display the **Folders** window. Click on **Local Disk (C:)** on the left to display the folder structure in the **View** pane on the right.

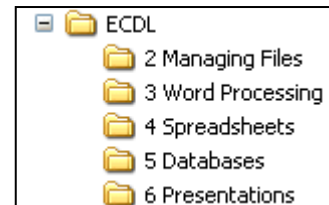


The contents will be different to the diagram above. There are also different views of the same information. The window shows **View | Tiles**.



Driving Lesson 17 - Continued

3. On the left is the **Folders** pane, which shows the drives and folders on the computer. On the right is the **View** pane, showing the contents of the selected drive or folder.
4. Click on any folder icon in the **Folders** pane. The contents of the folder are shown in the **View** pane.
5. Select **View | Icons**. The folder contents are now shown as small icons.
6. Select **View | Details**. The folder contents now have their name, size, type and date modified shown. This enables the smallest, largest, newest, oldest and files of the same type to be identified.
7. In the **Folders** pane, scroll to **My Documents**, (there may be more than one **My Documents** folder, use the one highest in the **Folders** list, just under the **Desktop** entry). The folder has a  icon denoting that it has subfolders. Click once on it, the subfolders are displayed underneath the folder and it changes to a  icon. This is called *expanding* a folder.
8. Expand the **CIA DATA FILES** folder. Expand the **ECDL** folder, this contains all the data files required to study for this qualification.
9. To hide the subfolders, click on the  icon next to expanded folders. A  icon changes to a  icon again and the subfolders or files are hidden. This is called *collapsing* a folder.



Views of drives can also be expanded and collapsed.

10. Expand the **ECDL** folder and then click once on the **2 Managing Files** folder to display the files in it. Make sure **Details** view is active.
11. Different types of files are displayed with a different icon before the name. Check the icons against the types. The size, type and date modified are all displayed.
12. There are no further folders within this display so no more expansion is possible. Leave the display open for the next exercise.

Name	Size	Type	Date Modified
Advert.doc	19 KB	Microsoft Word Doc...	29/10/2007 14:09
Banking.doc	19 KB	Microsoft Word Doc...	29/10/2007 14:09
Bowler.jpg	71 KB	JPEG Image	05/10/1999 08:34
Budget.xls	18 KB	Microsoft Excel Wor...	29/10/2007 14:09
Cam.doc	20 KB	Microsoft Word Doc...	29/10/2007 14:09
CIA Training Ltd - Overview.doc	20 KB	Microsoft Word Doc...	29/10/2007 14:09
Cia.doc	21 KB	Microsoft Word Doc...	29/10/2007 14:09
Clothing.doc	20 KB	Microsoft Word Doc...	29/10/2007 14:09
Contents.doc	19 KB	Microsoft Word Doc...	29/10/2007 14:09
Mailing.mdb	112 KB	Microsoft Access Ap...	29/10/2007 14:09
Marketing.ppt	58 KB	Microsoft PowerPoi...	29/10/2007 14:09
micky&andrew video.avi	115 KB	Video Clip	12/12/1999 03:11
Notepad file.txt	1 KB	Text Document	05/12/1995 18:20
Photograph.tif	48 KB	Paint Shop Pro Image	17/02/1993 11:24
product.zip	4 KB	WinZip File	29/10/2007 14:09
test sound file.wav	19 KB	Wave Sound	31/01/1999 12:02
training sound file.wav	16 KB	Wave Sound	31/01/1999 12:02

Driving Lesson 18 - File Types

Park and Read

File types are represented by a file extension of three or more characters after the file name to identify what type of file it is. When a file is created by an application, e.g. spreadsheet, the correct file extension is automatically added. You can identify what type of file it is by the extension and the icon before the file name.

Care should be taken when copying or renaming files to maintain the correct file extension. Changing the file extension does not change the file contents but will confuse the computer operating system. For example, if a spreadsheet file is given a **.doc** extension and then double clicked, *Word* will attempt to open it and there will be an error.

Some common file types are listed here:

.doc	<i>Word</i> document.
.mdb	<i>Access</i> database.
.ppt	<i>PowerPoint</i> presentation.
.xls	<i>Excel</i> spreadsheet.
.avi, .mpeg	Video files.
.exe	Executable file, i.e. a program.
.jpg, .tif, .gif	Image files.
.tmp	Temporary file. One used by the system during a process and then deleted automatically.
.txt, .rtf	Generic text files.
.pdf	Portable document format files.
.wav, .mp3	Audio or Sound files.
.zip	A compressed (zipped) archive file. These are described in a later Section.



Manoeuvres

1. From the display of files in the **2 Managing Files** folder, identify each of the file types in the folder just by the icon and the file extension.
2. Display the contents of each of the other subfolders of **ECDL** in turn and identify all of the file types found there.

Driving Lesson 19 - Sorting File Displays

P Park and Read


The list of files shown in the **View Pane** of the **My Computer** display can be presented in different ways. As well as the different **View** options covered already, the files can be shown in different orders, i.e. sorted.

Manoeuvres

1. Use the **Folders Pane** to display a list of the files in the **2 Managing Files** folder. Adjust the column widths if necessary to display all data as below, To adjust the columns, click and drag the borders between columns on the **Header Bar**.

Name ▲	Size	Type	Date Modified
Advert.doc	19 KB	Microsoft Word Doc...	29/10/2007 14:09
Banking.doc	19 KB	Microsoft Word Doc...	29/10/2007 14:09
Bowler.jpg	71 KB	JPEG Image	05/10/1999 08:34
Budget.xls	18 KB	Microsoft Excel Wor...	29/10/2007 14:09
Cam.doc	20 KB	Microsoft Word Doc...	29/10/2007 14:09
CIA Training Ltd - Overview.doc	20 KB	Microsoft Word Doc...	29/10/2007 14:09
Cia.doc	21 KB	Microsoft Word Doc...	29/10/2007 14:09
Clothing.doc	20 KB	Microsoft Word Doc...	29/10/2007 14:09
Contents.doc	19 KB	Microsoft Word Doc...	29/10/2007 14:09
Mailing.mdb	112 KB	Microsoft Access Ap...	29/10/2007 14:09
Marketing.ppt	58 KB	Microsoft PowerPoi...	29/10/2007 14:09
micky&andrew video.avi	115 KB	Video Clip	12/12/1999 03:11
Notepad file.txt	1 KB	Text Document	05/12/1995 18:20
Photograph.tif	48 KB	Paint Shop Pro Image	17/02/1993 11:24
product.zip	4 KB	WinZip File	29/10/2007 14:09
test sound file.wav	19 KB	Wave Sound	31/01/1999 12:02
training sound file.wav	16 KB	Wave Sound	31/01/1999 12:02

Header Bar

2. The default sequence for the display is alphabetical by name. This is useful if you need to find a specifically named file. Click the **Name** column heading  to change the display to reverse alphabetic order.
3. Click the **Size** column heading to change the display order to ascending by size. Click it again to display in reverse order (descending), largest first. This is useful to find the largest files in a folder.
4. Click the **Type** column heading to sort the display by **File Type**. This will group all similar files and is useful if you want to see and count all the files of one type, e.g. all the *Word* documents.
5. The **Date Modified** column heading can be used to change the display order to the date the file was last accessed. This is useful to order the files in a folder so show those most recently used at the top.
6. Change the folder display back to alphabetical order by **Name** and then close the **My Computer** window.

Driving Lesson 20 - Creating New Folders

P Park and Read


New folders are created to organise files and keep files relating to a similar subject together. The **File | New | Folder** command can be used to create a new folder. Alternatively right clicking in the **View** pane of a folder and selecting **New | Folder** will create a new folder there. A folder within another folder is called a **subfolder**. When creating new folders (and files), take care to use meaningful names, so you will easily be able to organise and identify them later.

Manoeuvres

1. Open the **My Documents** window and display **Folders** view, expand **CIA DATA FILES** then **ECDL**. Click on the **2 Managing Files** folder to display its contents.
2. To create a subfolder, select **File | New | Folder**. A new folder will appear with its name highlighted in blue, ready for the new name to be entered,



New Folder

3. Type in the name **Reports**.
4. Press **<Enter>** to complete the process. The folder is now created and named. Notice the **+** sign next to **2 Managing Files** in the **Folders** window.
5. Right click in a blank area of the **View** pane of **2 Managing Files**. From the shortcut menu select **New** then **Folder** and name the new folder **Media**, press **<Enter>**. These folders within other folders are called **subfolders**.
6. Now select the **My Documents** folder in the **Folders** pane.
7. Select **File | New | Folder** from the menu. A new folder is created. Enter your own first name as the folder name and press **<Enter>**.
8. Select this new folder, create a subfolder within it and call the subfolder **Sample**. Your folder now has a **+** next to it.
9. Click on this to see the **Sample** subfolder within your own folder.
10. Open the **Sample** folder, it is empty.
11. Click the **Up** button,  until you can view the contents of the **Desktop**.

Driving Lesson 21 - Copying Files and Folders



P Park and Read

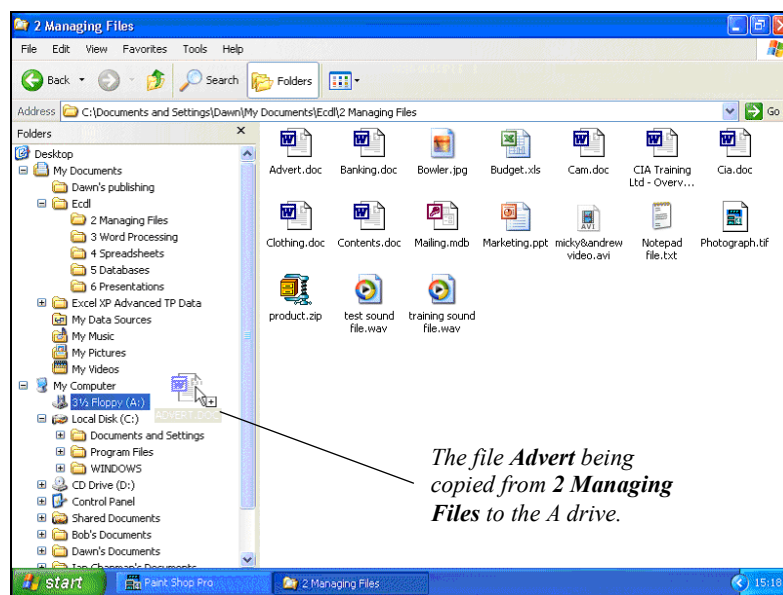
To work with a file, click on it once, this highlights the file showing that it is selected. Selected files can be copied in a variety of ways: by dragging from one location to another using the left or right mouse button or by using toolbar buttons. Folders are copied in the same way.



Copying important files from the hard disk to a different drive, usually a CD or DVD, is known as creating a **backup**. These backup copies are an insurance against the original data ever being lost or corrupted, due to virus action, accidental deletion or catastrophic hard disk failure, for example. Backups should be made regularly and stored off site.

Manoeuvres

1. Make sure a blank disk is in the floppy disk drive or an external storage device is attached to receive the copies.
2. In the **Folders** pane of the **Desktop**, expand the **My Documents** folder, (if the **Folders** pane is not displayed, click the  button).
3. Expand the **CIA DATA FILES** folder then **ECDL**. Click on the **2 Managing Files** folder to display its contents in the **View** pane.
4. Expand **My Computer**, click and drag the file **Advert** across to the floppy disk  icon or other storage device in the **Folders** pane. Notice that the mouse pointer has a plus sign next to it, meaning that the file is being *copied*.



Driving Lesson 21 - Continued

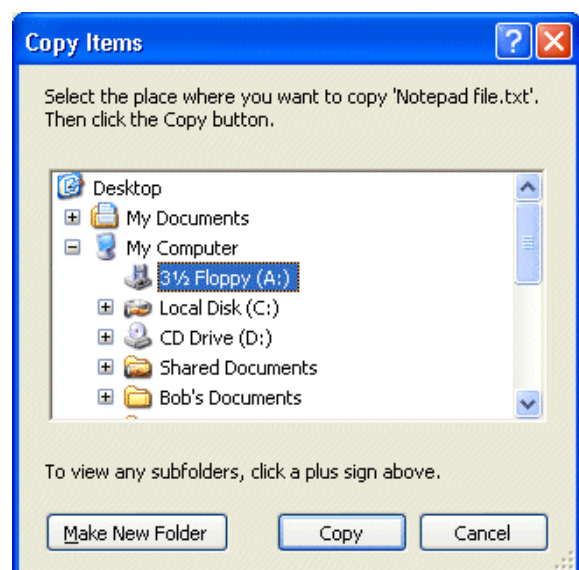
- Release the mouse button. Because the file was dragged from one drive to another, **Copy** is the default action. An animation may be displayed.



When dragging within the same drive, hold down <Ctrl> to ensure a copy.

- Repeat this process and drag across the **Banking** file to the same storage device.
- Click on the storage device icon to check that there are two files present.
- An alternative method of copying is to use the **Copy To Folder** command. Select the **2 Managing Files** folder and click once on the icon to select **Notepad file**.

- Select **Edit | Copy To Folder**. A **Copy Items** dialog box is displayed.



- Select the storage device, expanding **My Computer**, if necessary (**Floppy** drive shown in the diagram).

- Click **Copy** to copy the file, then view the contents of the floppy disk to check that there are three files present.



The copying of important files from the hard drive to an external storage device is known as creating a **Backup**. The copy can be made by any method including dragging and the key presses <Ctrl C> for **Copy** and <Ctrl V> for **Paste**.

- View the contents of **2 Managing Files**. Another way to copy files is to use the right mouse button. Using the right mouse button click and drag the **Cam** icon to the external storage device. Release the mouse button.



- Select **Copy Here** from the shortcut menu to copy the file.



The menu commands, **Edit | Copy** and **Edit | Paste**, can also be used to copy files or folders.

- Copying within the same folder produces a duplicate copy of a file. View the contents of the folder **2 Managing Files**. Click on the **Notepad file**, then use copy & paste to create **Copy of Notepad file** in the same folder.
- Folders are copied in the same way as files. Select the **Sample** subfolder within your own folder and use any method already shown to copy the folder to **My Documents**.

Driving Lesson 22 - Moving Files and Folders

Park and Read


Moving files and folders is similar to copying files and folders. A file or folder can be moved from one location to another on the same drive by dragging and dropping using the left mouse button (hold down **Shift** if moving to a different drive). Alternatively the **Move To** or **Cut and Paste** commands could be used to move files or folders to any location.



Clicking and dragging a file icon with the **right** mouse button will produce a shortcut menu when the button is released, select **Move Here**.



Manoeuvres

1. Display the files within the **2 Managing Files** folder.
2. Make sure that the **2 Managing Files** folder is expanded to display the **Reports** and **Media** subfolders in the **Folders** pane.
3. Click and drag the file icon **Advert** from the **View** pane, to the **Reports** folder in the **Folders** pane, releasing the mouse button when over the folder. Notice that there is no  icon, indicating that the file is going to be *moved*. The file icon will disappear from the **2 Managing Files** pane (if a message appears, asking to confirm the move, select **Yes**).
4. Display the **Reports** folder. The **Advert** icon is displayed.
5. Select the **Cam** icon from the **2 Managing Files** folder and select **Edit | Move To Folder**.
6. The **Move Items** dialog box is displayed. Expand the **My Documents**, **CIA DATA FILES**, **ECDL** and **2 Managing Files** folders and then click on the **Reports** folder.
7. Click **Move** to move **Cam** to the **Reports** folder.
8. Drag to move the **CIA Training Ltd - Overview** and **Cia** files from the **2 Managing Files** folder to the **Reports** folder.
9. Select **Copy of Notepad file** from the **2 Managing Files** folder then hold down the right mouse button and drag the file to the external storage device.
10. Release the mouse and select **Move Here** from the shortcut menu.
11. Move the following files from **2 Managing Files** to the **Media** folder: **micky&andrew video**, **test sound file** and **training sound file**.
12. Use **Cut and Paste** to move the **Sample** folder that is in **My Documents** (not the copy in your folder) to the **ECDL** folder.

Driving Lesson 23 - Selecting Multiple Files

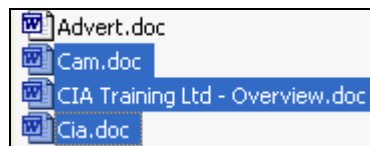
P Park and Read

Often in file management, more than one file at a time needs to be copied, moved or deleted. This means that multiple files need to be selected; there are various ways of doing this.

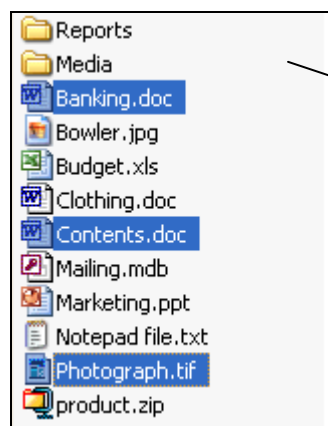


Manoeuvres

1. View the list of files within the folder **Reports**.
2. View the contents as a list, by selecting **View | List**.
3. To select a range of files, click once on the second file in the list, **Cam**, hold down the <Shift> key on the keyboard, then click on the last file in the list, **Cia**. Release the <Shift> key. All the files in between will be selected.



4. Click away from the selection to deselect all files.
5. Display the files in the **2 Managing Files** folder and view the contents as a list.
6. To select multiple files that are not in a range, hold down <Ctrl> on the keyboard and click on all the files to be selected. Use <Ctrl> to select files as in the following diagram.



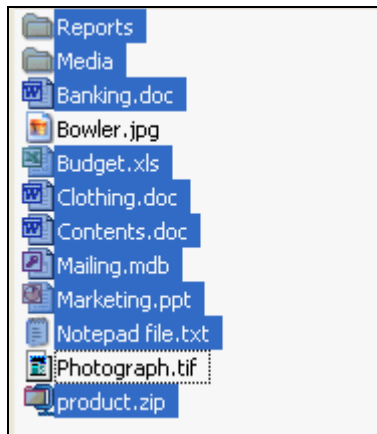
*These files were selected by holding down <Ctrl> and then clicking on **Banking**, **Contents** and **Photograph** in any order.*

7. Click away from the selection.



Driving Lesson 23 - Continued

8. To select all the files and folders in the **View** window, select **Edit | Select All**. Click away from the selection.
9. Alternatively, the key press **<Ctrl A>** on the keyboard can be used to select all files. Press **<Ctrl A>** to select all the files.
10. Click anywhere in the **View** pane, away from the selected files, to remove the selection.
11. All the files and folders in the **View** window except for one or two can be easily selected. Select the files not required, e.g. **Bowler** and **Photograph** (using **<Ctrl>**), then select **Edit | Invert Selection** from the **Menu Bar**. All files apart from the original two will now be selected.



12. Click away from the selection.
13. Once multiple files have been selected, dragging and dropping any one of the selected files will move or copy all the files. Multiple files can also be selected for deletion.



All the instructions in this Driving Lesson and the two previous lessons, which refer to files, apply in exactly the same way to folders. Folders and files can be selected, copied and moved in an identical manner. Mixtures of files and folders can be selected, copied or moved in the same operation.

Driving Lesson 24 - Viewing Object Properties

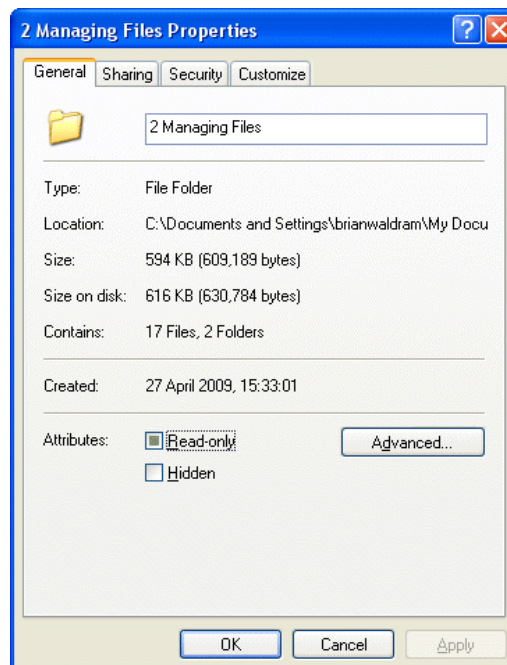
P Park and Read

To view the properties of any object (folder or file), right click on it and select **Properties**. A properties dialog box appears giving information about the **Type**, **Location**, **Size**, when **Created**, **Modified** and the **Attributes** of the object.



Manoeuvres

1. To view the properties of an object, point and right click on it. Right click on the folder **2 Managing Files**.
2. Click **Properties** to display the **Properties** dialog box.



3. Note that the **Contains** value shows the total number of files and other folders within this folder, even if some of those objects are in subfolders.
4. Click on the **Cancel** button to close the dialog box.
5. Right click on any **.doc**, **.ppt** or **.xls** file, select **Properties** and view the information. Click the **Summary** tab, then the **Advanced** button, to see useful statistical information about the file. Return to the **General** tab.
6. If the **Read-only** attribute for a file is set, that file can be opened and read but cannot be amended under its own name; the file is locked. To allow a file to be amended (Read/Write access), this attribute must be unchecked.



*If the **Read-only** attribute for a folder is set or cleared, there is an option to apply the change to all files and subfolders.*

7. Close the dialog box and close all open windows.

Driving Lesson 25 - Renaming Files and Folders

P Park and Read

Files and **Folders** can be renamed to help with their management. Care should be taken not to change file extensions when renaming, as file extensions determine what application is used when a file is opened.



Manoeuvres

1. Open the **My Computer** window and display the **Folders** view.
2. Expand the **My Documents**, **CIA DATA FILES**, **ECDL** and **2 Managing Files** folders within the **C:** drive.
3. Click on the **Media** folder to open it, then click with the **right** mouse button on the **micky&andrew video** icon. A shortcut menu will appear, similar to that below (you will probably have more entries displayed).



4. Select the **Rename** option from the menu.



*Alternatively, selecting **File | Rename** can also be used to rename a file or a folder.*

5. The name **micky&andrew video** is now highlighted. Type in **Video file** (if the file extension is displayed add **.avi** after the name). Press **<Enter>**.

6. If a message of confirmation appears, select **Yes**.



If the user clicks on a file, waits, and clicks again, it is possible to rename it. This happens accidentally sometimes when a double click is performed too slowly.

7. Folder names can be changed in a similar way. Change the **Media** folder name to **Video Clips**.

Driving Lesson 26 - Deleting Files and Folders

P Park and Read

Files and folders can be deleted in four main ways:

- Select the icon by clicking on it, then press the <**Delete**> key or the **Delete** button on the toolbar (if it has been configured).
- Click once on the file/folder with the **right** mouse button then select **Delete**.
- Click and drag the file / folder over the **Recycle Bin** icon on the **Desktop** or the entry in **Folders** view, then release the icon "into" the bin (the Recycle Bin is covered in the next Driving Lesson).
- Select the file/folder and select **File | Delete** from the menu.




*The result of deleting a file depends on its location. If the file is deleted from the hard disk, the file is moved to the **Recycle Bin**. If the file is deleted from a floppy disk or portable storage device, then it is deleted permanently.*



Manoeuvres

- In the **Folders** pane, click on the **Reports** folder, to select it. Press the <**Delete**> key.



- A message appears, confirming that the folder and its contents are to be deleted. Select **Yes** and the folder will be removed to the **Recycle Bin**.
- Click once on the **Notepad file** icon, within the **2 Managing Files** folder with the **right** mouse button, then select **Delete** from the shortcut menu. At the message, select **No**, to keep the file.
- Click and drag the **Notepad file** icon over the **Recycle Bin** icon in the **Folders** pane and release the mouse button. The icon disappears from the **View** window and the file is deleted (if a **Confirm File Delete** box appears click **Yes**).
- Delete the **Sample** subfolder from within your own folder in **My Documents** using the **Delete** button,  on the toolbar. If the button is not present use the **File | Delete** command from the **Menu Bar**.
- Confirm the deletion, then close the **My Computer** window.

Driving Lesson 27 - The Recycle Bin

P Park and Read

When files or folders are deleted, they are not instantly removed from the hard disk. They are held in the **Recycle Bin**, whose icon can be seen on the **Desktop** (or in **Folders** view). All deleted items are stored there until the **Recycle Bin** is emptied. Until then, the files can be restored. Objects deleted from a floppy disk or other portable storage devices are **not** held in the **Recycle Bin**, but are deleted instantly.



Manoeuvres


1. The **Recycle Bin** is situated on the **Desktop** and the icon changes



according to whether it contains any files, **Recycle Bin**, or is empty, **Recycle Bin**.

2. Double click on the **Recycle Bin** icon. The **Recycle Bin** window opens, showing a list of all items that have been deleted. Select **View | Details**.
3. There may be many items listed if the **Recycle Bin** has not been emptied recently but the three most recent items should be those deleted in the last exercise. Click the **Date Deleted** header twice to sort in descending date order if necessary.

Name	Original Location	Date Deleted
Sample	C:\Documents and Settings\Brian Waldram\My Documents	08/08/2007 21:20
Notepad file.txt	C:\Documents and Settings\Brian Waldram\My Documents\CIA DATA FILES\ECDL\2 Managing Files	08/08/2007 21:20
Reports	C:\Documents and Settings\Brian Waldram\My Documents\CIA DATA FILES\ECDL\2 Managing Files	08/08/2007 21:19

4. Click **Notepad file** to select it, then either select **File | Restore** from the menu or click  from the **Recycle Bin Tasks** area (a confirmation may be required). The file is removed from the **Recycle Bin** and placed where it was before deletion. If the folder that contained the file has also been deleted, the **Recycle Bin** recreates the folder in which to place the file.
5. Restore the **Reports** folder in a similar manner then close the **Recycle Bin** window.
6. Click with the **right** mouse button on the **Recycle Bin** icon.
7. From the shortcut menu, select **Empty Recycle Bin** (if there are no files in the **Recycle Bin**, this option is not available). A confirmation message appears.
8. Clicking **Yes** would permanently remove all contents of the **Recycle Bin**. To protect documents from deletion, select **No** at this time.
9. Display the contents of the **ECDL** data folder and delete the **Sample** folder, within it, to send it to the **Recycle Bin**.



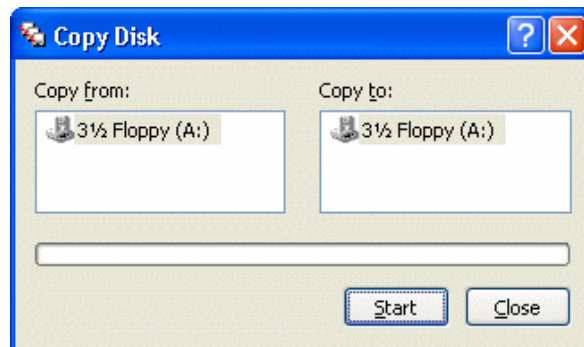
Driving Lesson 28 - Copy a Floppy Disk

P Park and Read

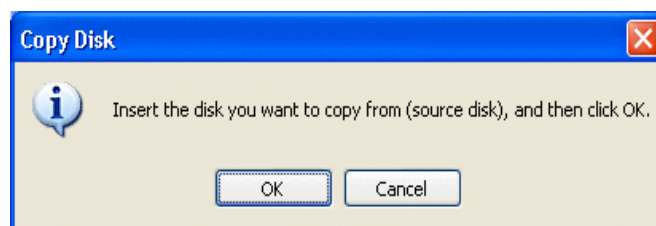
Important files can be **copied** to a floppy disk as described earlier, in case of a hard drive failure. This lesson describes how to make a copy of a floppy disk.

Manoeuvres

1. If your computer does not have a floppy disk drive or you do not have a floppy disk containing some data and a blank floppy disk to copy to then read this for information only, then progress to the next Driving Lesson.
2. Open the **My Computer** window. Check the contents of a floppy disk in drive **A** to make sure that it contains data files.
3. **Right click** on the **(A:)** drive icon, then select **Copy Disk**. The **Copy Disk** dialog box appears.



4. To start the operation, click on the **Start** button. A prompt to insert the source disk appears.



5. Insert the floppy disk to copy, if not already in the drive and click **OK**.
6. The contents of the floppy disk are now read and a prompt to insert the destination disk appears.
7. **Remove** the source disk and **insert** the destination disk. Click **OK**.
8. The contents of the source disk are now copied to the destination disk. An exact copy is created. Any original data on the destination disk is lost.
9. Select **Close** when completed.
10. Close **My Computer** and remove the floppy disk from the drive.


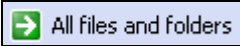
Driving Lesson 29 - Searching for Files/Folders

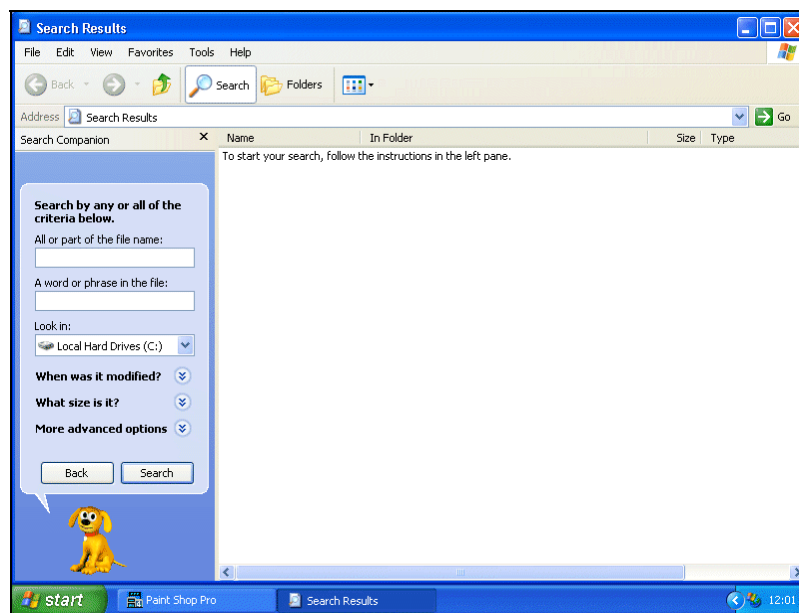
P Park and Read

Not too long after purchasing the computer the user will probably have a large number of files stored in a variety of folders. It can become difficult to remember where every file is stored (this is where a well designed folder system is essential). If you cannot find a file, *Windows* has the ability to search for a required file or folder based on several criteria.


Search Options can be used to narrow down the search. All files that match the set criteria will be listed with their locations. Searches can be made on partial file names or on file content, e.g. words in a document.

Manoeuvres

1. Select the **Start** button, then **Search**, .
2. Select  from the **Search Companion** options.



3. Click in the **All or part of the file name** box and enter **ECDL**.
4. Make sure the **Look in** box shows **Local Hard Drives (C:)** and click the **Search** button.



Name	In Folder	Size	Type
 ECDL	C:\My Documents\CIA DATA FILES		File Folder

5. The **ECDL** folder will be found and details shown on the right. Make sure **View | Details** is selected. The actual path to the data may be different.




Driving Lesson 29 - Continued

- By default the search word can be found anywhere in the name of the file or folder. Click in the **Search Companion** pane, then in the **All or part of the file name** box overtype **ECDL** with the text **video**.
- Click on the drop down arrow to the right of the **Look in** box, select **Browse** and locate and select the **2 Managing Files** folder in the **ECDL** folder, within **My Documents** and click **OK**.
- Click the **Search** button. The **2 Managing Files** folder will now be searched for any objects that have **video** in their name. After a couple of seconds, the search results should appear in the main part of the screen.

Name	In Folder	Size	Type
 Video Clips	C:\My Documents\CIA DATA FILES\ECDL\2 Managing Files		File Folder
 Video file.avi	C:\My Documents\CIA DATA FILES\ECDL\2 Managing Files\Video Clips	115 KB	AVI File



- Wildcards may be used in the search. Click , clear the **All or part of the file name** box and enter **m***. This will search for names that begin with **m** followed by any number of other characters. Click **Search**.

Name	In Folder	Size	Type
 Mailing.mdb	C:\My Documents\CIA DATA FILES\ECDL\2 Managing Files	112 KB	Microsoft Access ..
 Marketing.ppt	C:\My Documents\CIA DATA FILES\ECDL\2 Managing Files	58 KB	Microsoft PowerP..



*This is different to searching just for **m**. That search would find all objects that contained the character **m** anywhere in the name.*

- Searches can be made based on content. Click , clear the **All or part of the file name** box and enter **sales** in the **A word or phrase in the file** box. This will search for any file that has the word **sales** in the content. Click **Search**.

Name	In Folder	Size	Type
 Budget.xls	C:\My Documents\CIA DATA FILES\ECDL\2 Managing Files	18 KB	Microsoft Excel ...
 Marketing.ppt	C:\My Documents\CIA DATA FILES\ECDL\2 Managing Files	58 KB	Microsoft PowerP..

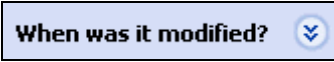
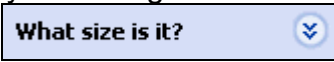
- All search criteria can be combined to form more complex searches. Click , leave the **sales** criteria and enter **m*** in the **All or part of the file name** box. This will search for files beginning with **m** that contain the word **sales**.
- Click **Search**. Only the **Marketing.ppt** file is found.
- Change the entry in the **Look in** box to point to the **ECDL** folder and practise searching for files there.
- Clear the criteria boxes in the **Search Companion** pane, leave **ECDL** in the **Look in** box and leave the **Search Results** window open.

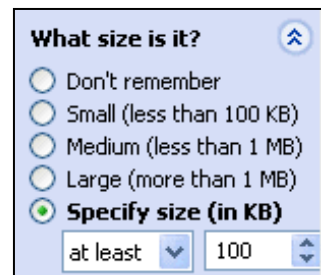
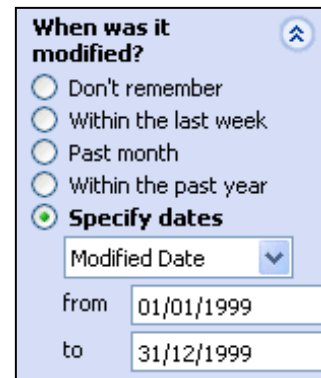
Driving Lesson 30 - Advanced Searching

P Park and Read

More advanced searches can be performed in *Windows*. It is possible to search for files of a certain size or type, or those which have been modified on or between specific dates.

Manoeuvres

1. With the **Search Results** window open and **ECDL** in the **Look in** box, click the  link.
2. Select **Specify dates** and enter the dates **01/01/1999** and **31/12/1999** in the **from** and **to** date fields respectively.
3. Click **Search**. Scroll down the list to view the results.
4. Click **Back** and change **Modified Date** to **Created Date** in the drop down list. Change the search criteria to **Within the past year**; this will search for files created or modified recently. Click **Search**.
5. Searches can be made based on file size. Click **Back**, cancel the date search by selecting the **Don't remember** option, then scroll down and click the  link.
6. Click the **Specify size (in KB)** option. Set the criteria to **at least** and the size to **100**.
7. Click **Search** to see all files in the **ECDL** folder that are **100 KB** or more.
8. Click **Back** and cancel the size search by selecting the **Don't remember** option.
9. Searches can be made based on file type. Click the **More advanced options** link and expand the drop down list for **Type of file**.
10. Scroll down and select **JPEG Image**. Click **Search** to see all that type of file in the **ECDL** folder.
11. Click **Back** and cancel the file type search by selecting **(All Files and Folders)** from the **Type of file** drop down list.
12. Close the **Search Results** window.



Driving Lesson 31 - Revision

This Driving Lesson covers the features introduced in this section. Try not to refer to the previous Driving Lessons while completing it.

1. Obtain a floppy disk or any other portable storage device.
2. Create a backup copy of the files in the **Reports** folder to the floppy disk or another storage device.
3. Create a subfolder within your own named folder (in **My Documents**) and name it **Organisation**.
4. Copy the **Advert** and **CIA Training Ltd - Overview** files from **Reports** into the **Organisation** folder.
5. **Advert** was copied in error. Check that **Advert** is still in the **Reports** folder then delete it from the **Organisation** folder.
6. Open the **Organisation** folder and rename the **CIA Training Ltd - Overview** as **CIA Background**.
7. Delete your folder (your name) and all of its contents.
8. Delete the **Photograph** file from **2 Managing Files**.
9. **Photograph** has been deleted in error. Restore it from the **Recycle Bin** to its original location.
10. View the **Properties** of **Photograph**. What is shown as the **Modified** date?
11. Find any **Microsoft Word Document** files in **My Documents** that contain the text **sewing machine**. What is the name of the file?
12. Close the **Search** dialog box.



Answers to this revision exercise can be found at the end of this guide.

If you experienced any difficulty completing this exercise refer back to the Driving Lessons in this section. Then redo the Revision Exercise.

Driving Lesson 32 - Revision

This Driving Lesson covers the features introduced in this section. Try not to refer to the previous Driving Lessons while completing it.

1. Somewhere within the **ECDL** folder is a file that has information on advertising. Search the folder for any file containing the text '**advertising**'. What is the name and type of the relevant file?
2. Create a new folder within the supplied **ECDL** folder and call it **Revision**.
3. Search the **2 Managing Files** folder for all files that are **Microsoft Word Documents**.
4. Select all the files from the **Search** dialog box and use **Edit | Copy** to copy them all.
5. Close the **Search** dialog box and open the new **Revision** folder. Use **Edit | Paste** to add the copied files to the folder.
6. Copy all the files within **Revision** so as to produce duplicates within the same folder. How many files are in the folder?
7. Search for all the files in **2 Managing Files** that are at least **100Kb**, and copy them to the **Revision** folder. How many files are now in the folder?
8. Delete the folder **Revision** including all its contents.
9. Close any open windows.



Answers to this revision exercise can be found at the end of this guide.

If you experienced any difficulty completing this exercise refer back to the Driving Lessons in this section. Then redo the Revision Exercise.

Once you are confident with the features, complete the Record of Achievement Matrix referring to the section at the end of the guide. Only when competent move on to the next Section.