

# Section 3

## File Management

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

Understand the Structure of Files and Folders on a Computer

Create Folders

Move and Copy Files and Folders

Select Multiple Files

Rename Files and Folders


Delete Files and Folders

Print File Structure

## Exercise 23 - Understanding Files and Folders


### Guidelines:

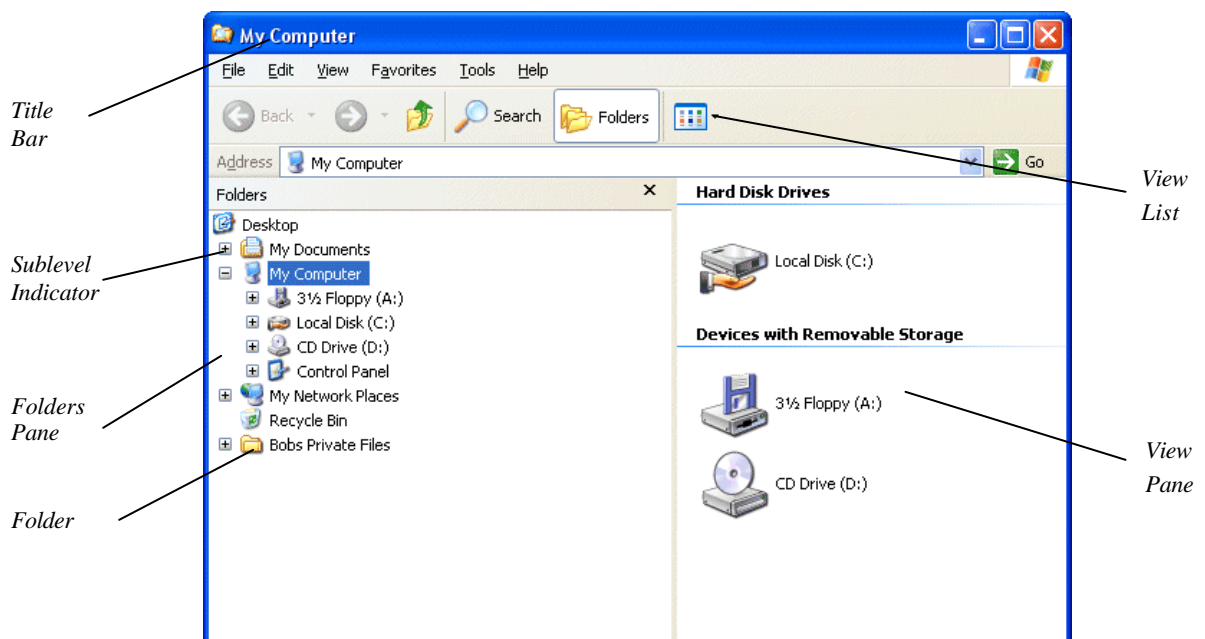
In order to assist in storing and finding files and programs on the hard disk, *Windows* uses **Folders**. The hard disk, CD and floppy disk are split into many folders, each containing files related to a specific task or purpose. You can create and delete your own folders, and move files around from folder to folder. A folder may also contain other folders, dividing the disk even further. The concept is like organising a filing cabinet by having separate drawers and files for each particular task.

A folder in *Windows* 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.

**Folder View** allows you to view and organise files and folders in any open window. It also controls the copying, moving, creating and deleting of files and folders, known as **File Management**.

### Actions:

1. Open the **My Computer** window.
2. To enter **Folder View**, click the **Folders** button, , on the toolbar to display the **Folders** pane. Click on **My Computer** on the left to display the folder structure in the **View** pane on the right.






*Note: The contents will be different to that above. There are also different views of the same information. The window above is viewed showing **Tiles**.*

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## Exercise 23 - 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. Scroll through the list of drives and folders in the **Folders pane**.
4. Click on the **My Documents** icon in the **Folders pane**. The contents of the folder are shown in the **View pane**.
5. Select **View | List**. The folder contents are now listed vertically.
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.

*Note: Different types of files are displayed with a different icon before the name.*

7. In the **Folders pane**, locate any folder with a  icon in front of it, meaning that the folder has subfolders. Click once on , the subfolders are displayed underneath the main folder and the icon changes to a  icon. This is called **expanding** a folder.

*Note: A folder containing subfolders can be called a **directory**.*

8. To hide the subfolders, click the  icon next to expanded folders. The  icon changes to a  icon again and the subfolders or files are hidden. This is called **collapsing** a folder.
9. Make sure the **My Documents** folder is expanded in the **Folders pane**.
10. Expand the **CIA DATA FILES** folder and the **New Clait 2006** folder.
11. Click on the supplied data folder, **Unit 1 Windows XP Data**. This will expand the folder in the **Folders pane** and display its contents in the **View pane**.

*Note: If the supplied data files were installed in a different folder, they should be located by navigating through the folder structure.*

12. Leave the **My Documents** window open, displaying the data files required for this unit.




## Exercise 24 - Creating a New Folder

### Guidelines:

A well-structured storage system makes it easy to locate the required files quickly. From time to time you will need to create new folders in which to store your files. A new folder can be created anywhere by clicking once with the **right** mouse button. A shortcut menu appears. Select **New** and then **Folder**. A new folder is created and its icon displayed. Enter the name of the new folder, then click once anywhere off the folder.

A new folder or subfolder (one inside the first folder) can also be created within a window using the menus.

### Actions:

1. With the **Unit 1 Windows XP Data** selected in the **Folders pane** under **My Documents**. Click in the **View** window once with the right mouse button (not on a file), to display the shortcut menu.
2. Select **New** and then **Folder** from the new menu. A new folder is created and the name is highlighted in blue. Enter the name **Test** and then press <Enter>.
3. The folder named **Test** is now created within the **Unit 1 Windows XP Data** folder and immediately appears in the **Folder** pane list. Open the **Test** folder, it is empty.
4. Close the **Test** folder using the **Back** button,  **Back**, on the toolbar.
5. Click the **Forward** button, , to open the **Test** folder.
6. From the menu select **File | New | Folder**.
7. Enter your first name as the title for this folder, press <Enter>. A new folder with this name is created within the **Test** folder.
8. Use the **Up** button, , until the contents of **My Documents** are displayed.

*Note: Depending upon the setup of your computer, a new window may appear on each click of the **Up** button. If this is the case, then close all windows except **My Documents**.*

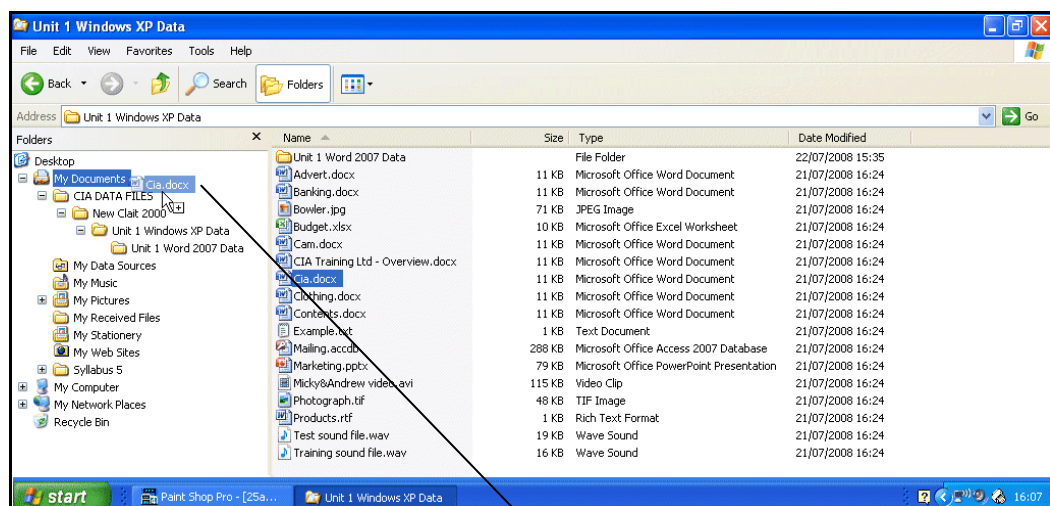
9. Leave **My Documents** open for the next exercise.

## Exercise 25 - Moving Files and Folders

### Guidelines:

A file or folder can be moved from one location to another from within a single window. The **Folders** button is used to display the file structure on the computer and the required file can be dragged from its current position to its new destination. The result of the operation depends on the location of the source and destination. Dragging an item from one location to another on the same drive defaults to a MOVE operation, dragging from one drive to another results in a COPY operation.

When dragging, ensure that the destination for the file is visible in the **Folders pane** (expand a folder if necessary) at the left, and that the correct destination is highlighted in blue.



*File being moved from the contents of the Unit 1 Windows XP Data folder to My Documents (in this example)*

A message box may appear showing the file flying from one location to another. Alternatively, clicking and dragging a file icon with the **right** mouse button will produce a shortcut menu when the button is released.



The file can then be either moved or copied to the destination.


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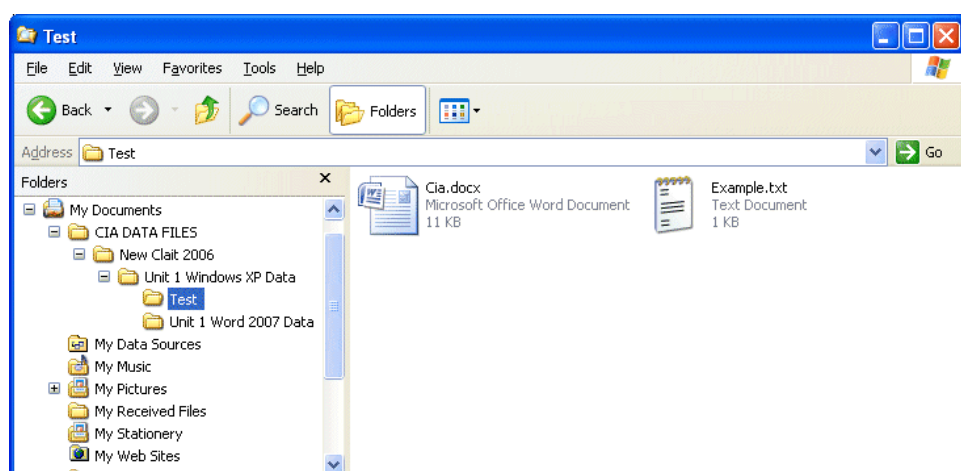
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## Exercise 25 - Continued

### Actions:

1. Open the **My Documents** folder if not already open.
2. If necessary click on the **Folders** button, , to reveal the file structure.
3. Click on the plus sign to the left of the **Unit 1 Windows XP Data** folder and then to the left of the **Test** folder. Click on the **Test** folder icon to display its contents.
4. Click and drag the your name folder from the **Test** window across to **My Documents** and then release the mouse button.
5. This is a move operation, notice how the **Your name** folder disappears from the **Test** folder and now appears under **My Documents**.
6. Click on the **Unit 1 Windows XP Data** folder to display the files in the folder.
7. Click and drag the **Cia.docx** file icon to the **Test** folder within the **Unit 1 Windows XP Data** folder. Release the mouse button.
8. Now move the file **Example** (within the **Unit 1 Windows XP Data** folder) to the **Test** folder.
9. View the contents of the **Test** folder by clicking on its folder in the left window. The two recently moved files should be there.



*The files above are viewed as Tiles.*

10. View the contents of the **Unit 1 Windows XP Data** folder. The files **Cia** and **Example** should no longer be listed. They have been moved.


## Exercise 26 - Copying Files and Folders

### Guidelines:

Files and folders can be copied in various ways, depending on where they are being copied to. When copying a file or folder between locations on the same drive, you must hold down the <Ctrl> key when dragging the file over its destination. A + sign appears next to the mouse pointer as you drag the file, indicating that it is being *copied*.

When copying a file from one drive to another, e.g. backing up from **C:** to the floppy drive **A:**, you only need to drag the file to its destination drive and it will be copied. To be sure of copying rather than moving a file, some people prefer to click and drag a file icon with the right mouse button. This displays a shortcut menu when the button is released, from which **Copy Here** can be selected.

### Actions:

1. Display the contents of the **Test** folder. It should contain the two files, **Cia** and **Example** moved there in the last exercise.
2. To copy a file, click once on the **Cia** file and hold down the <Ctrl> key.
3. Drag the file over to **Unit 1 Windows XP Data**, (notice the + icon) and release the mouse button, then the <Ctrl> key, when over the folder. The file remains in **Test** but a copy will now exist in **Unit 1 Windows XP Data**.
4. To copy the **Test** folder, click on the **Unit 1 Windows XP Data** icon in the **Folder** pane to display its contents in the **View** pane. Click on the **Test** folder, hold down <Ctrl> and drag the folder to **Unit 1 Windows XP Data**. Release the mouse button then <Ctrl>. The folder is copied and the name changes to **Copy of Test** (duplicate names are not allowed). Look in the **Unit 1 Windows XP Data** folder. The **Copy of Test** folder icon appears.

*Note: If this folder is copied to any other location, the name will remain as **Test**.*

5. Using the **right** mouse button, click and drag the **Example** file icon from the **Test** folder (within **Unit 1 Windows XP Data**) back to the **Unit 1 Windows XP Data** folder. Release the mouse button and select **Copy Here** from the shortcut menu.

*Note: Click and drag with the **right** mouse button is the 'safe' option because it always gives a choice of **move** or **copy** regardless of the location and its destination.*

6. The files **Cia** and **Example** should both still be listed in the **Test** folder. Open the **Unit 1 Windows XP Data** folder and confirm that both files are also listed there.
7. Leave the **Unit 1 Windows XP Data** folder open for the next exercise.

*Note: **Cut**, **Copy** and **Paste** can also be used to copy and move files and folders.*

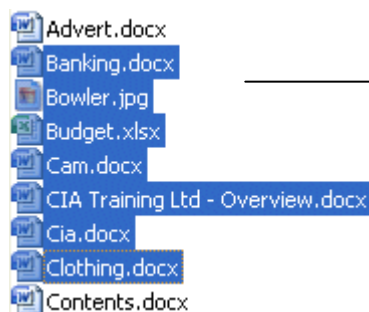
## Exercise 27 - Selecting Multiple Files

### Guidelines:

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. Use the following methods to select multiple files:

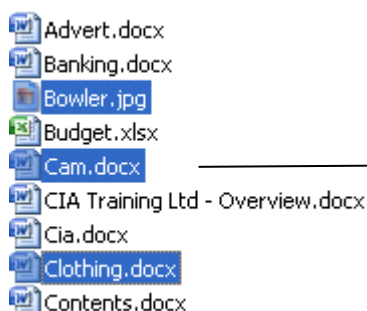
### Actions:

1. View the list of files in the **Unit 1 Windows XP Data** folder.
2. View the contents as a list, by selecting **View | List**.
3. To select a range of files, click once on the first of the files required, e.g. **Banking.docx**, hold down the **<Shift>** key on the keyboard, then click on the last file of the required range, e.g. **Clothing.docx**. Release the **<Shift>** key. All the files in between will be selected.



————— This range of files was selected by clicking on the icon for the **Banking.docx**, holding down **<Shift>**, then clicking on the **Clothing.docx** icon.

4. Click away from the selection to cancel it.
5. 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, as below.

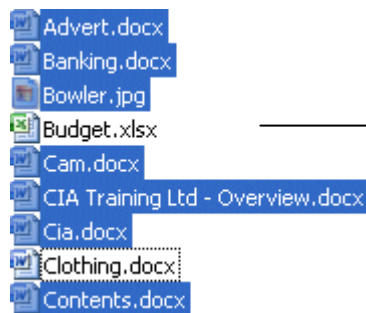


————— These files were selected by clicking on the icon for the **Bowler.jpg**, holding down **<Ctrl>**, then clicking on the **Cam.docx** and **Clothing.docx** icons.

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## Exercise 27 - Continued

6. Click away from the selection to cancel it.
7. To select all the files and folders in the **View** window, either select **Edit | Select All** or press <Ctrl A> on the keyboard.
8. Click away from the selection.
9. To select all the files and folders in the **View** window except for one or two, select the files not required, then select **Edit | Invert Selection** from the **Menu Bar**.



These files were selected by selecting **Budget.xlsx** and **Clothing.docx**, then selecting **Edit | Invert Selection**.

*Note: This action will also include any sub folders displayed within the window.*

10. Click away from the selection to cancel it.

*Note: Once multiple files have been selected, dragging and dropping any one of the selected files will move or copy all the files in the selection. Multiple files can also be selected for deletion.*

11. Leave the window open.

## Exercise 28 - Renaming Files and Folders

### Guidelines:

Files and folders can be renamed at any time to help with their management.

### Actions:

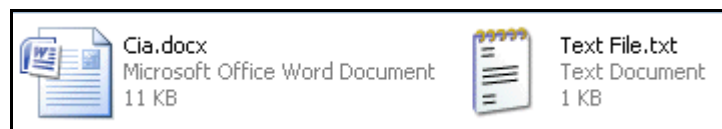
1. After creating a copy of the folder **Test** in Exercise 26, there are now two folders with the same name. The **Copy of Test** folder within **Unit 1 Windows XP Data** is to be renamed to avoid confusion. In the **View** pane, right click on the **Copy of Test** folder. A shortcut menu will appear, similar to that below.



2. Select the **Rename** option from the shortcut menu.
3. The **Copy of Test** name is highlighted. Type in **Exercises**. Press <Enter>.

*Note: If you click on a file or folder, wait, and click again it is possible to rename it. This happens accidentally sometimes when a double click is performed too slowly.*

4. Renaming files is performed in the same way. Display the contents of the **Exercises** folder. Right click on the **Example** file and select **Rename** from the shortcut menu.
5. Type in **Text File.txt** as the new name and press <Enter>.



6. Leave the **Exercises** folder window open for the next exercise.


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## Exercise 29 - Deleting Files

### Guidelines:

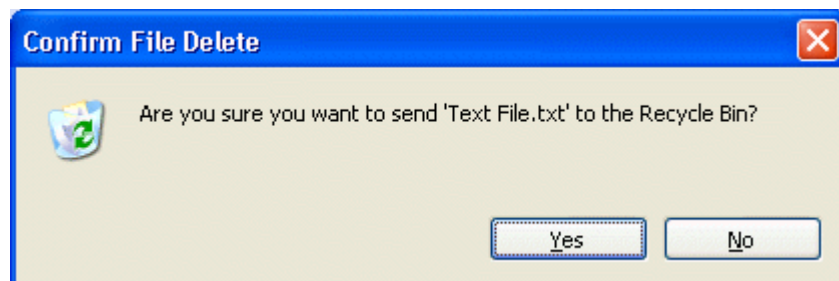
Files and folders can be deleted in four main ways:

- Select the icon by clicking it, then press the <**Delete**> key.
- 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 in **Folders** view,  Recycle Bin, then release the icon "into" the bin (the **Recycle Bin** is covered in the next exercise).
- Select the file and click on the **Delete** button on the toolbar.

*Note: The result of deleting files depends on where the files are located. If the file is on a hard disk, then the file is removed (after a confirmation prompt), and placed in the **Recycle Bin**. If the file is on a floppy disk, a message appears checking if the user is sure that the file is to be deleted, as it will be deleted permanently.*

### Actions:

1. In the **Exercises** window, click on the **Text File** icon to select it, if not already selected. Press the <**Delete**> key. A message appears, confirming that the file is to be removed.





2. Clicking **Yes** would move the file to the **Recycle Bin**, but for now select **No**.
3. Click once on the **Text File** icon with the right mouse button, then select **Delete** from the shortcut menu. At the message, select **No** to keep the file.
4. Click and drag the **Text File** icon over the **Recycle Bin** icon in the **Folders** window and release the mouse button.
5. The icon disappears from the **Exercises** window and the file is moved to the **Recycle Bin**. Delete the **Test** and **Your name** folders from **Unit 1 Windows XP Data** and **My Documents** respectively, using any of the above methods.

*Note: When a folder is deleted, a **Confirm Folder Delete** message is displayed, click **Yes** to move the folder and all its contents to the **Recycle Bin**.*

## Exercise 30 - The Recycle Bin

### Guidelines:

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 any **Folders** pane. The **Recycle Bin Desktop** icon changes according to

whether it contains any files, , or is empty, . All deleted items are stored there until the **Recycle Bin** is emptied. Until then, the files can be restored to their original location.

Once the **Recycle Bin** is emptied the contents are **permanently** deleted and **can no longer be recovered**. Deleting individual items from the **Recycle Bin** also permanently removes them.

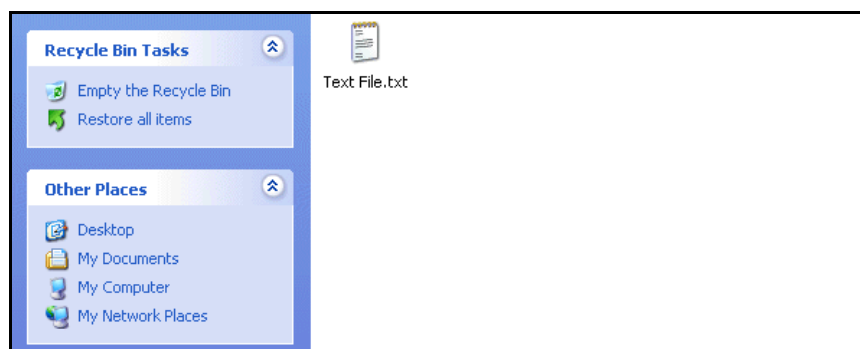
*Note: Files or folders deleted from a floppy disk are **not** held in the **Recycle Bin**, but are deleted directly.*

### Actions:

1. Click the **Recycle Bin** icon in any **Folders** pane to display its contents, a list of all items that have been deleted.

*Note: The content of the **Recycle Bin** is dependent on when it was last emptied. **Text File.txt** will be in the **Recycle Bin**. You may need to scroll to see it.*

2. Click the **Folders** button to close the **Folders** pane and the **Restore** pane will be displayed. There are options to **Restore all items** the listed files and to **Empty the Recycle Bin** (permanently delete all the listed items).



3. To restore a file or a folder, select it from the list, the **Restore all items** text will change to **Restore this item**. Click **Text File.txt** and click **Restore this item**, the file is removed from the **Recycle Bin** and placed where it was before deletion (missing folders will be recreated where necessary).
4. Close the **Recycle Bin** window.
5. Click with the right mouse button on the **Recycle Bin** icon on the **Desktop**. From the shortcut menu, select **Empty Recycle Bin**. A message appears confirming the action. Normally, you would select **Yes**, but in this case, to protect documents from deletion, select **No**.

## Exercise 31 - Printing File Structure

### Guidelines:

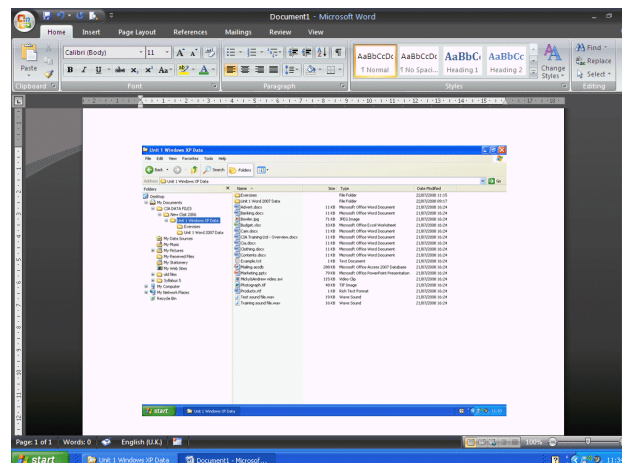
As part of the assessment for this unit, you will be required to make a printout of the file structure. This is to demonstrate that you have been able to move and copy files and folders, create new folders and so on. Before starting this Exercise, make sure the printer is correctly loaded with paper.


### Actions:

1. Double click the **My Documents** icon on the **Desktop** and in **Folder** view, expand the folders beneath **My Documents** until the **Unit 1 Windows XP Data** folder is displayed.
2. Select the **Unit 1 Windows XP Data** folder in the **Folder** pane so that its contents are displayed. Select **Details** view for the contents.
3. To make a copy of what you can see on the screen (this is called a screen dump), press the **Print Screen** key at the top right of the keyboard.

*Note: The image is copied to the Windows **Clipboard**, which will be discussed later.*

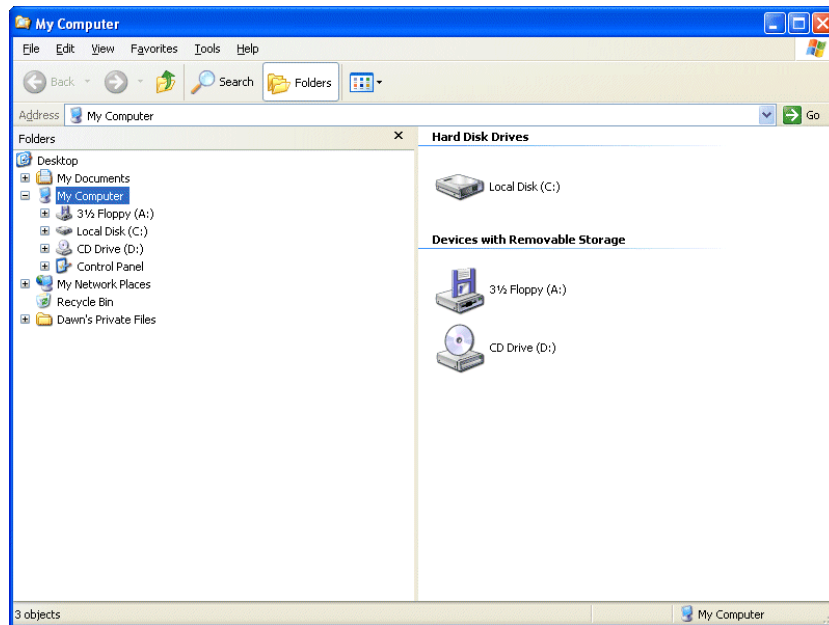
4. Now you need to start a program that allows you to paste in the image and print it out. You are going to use *Word*. Select **Start | All Programs | Microsoft Office | Microsoft Office Word 2007**.
5. *Word* starts. To paste in the image, click the **Paste** button, in the **Clipboard** group on the **Home** tab. The page now shows the screen dump.



6. To obtain a printout, click the **Office Button**, , then select **Print** and then **Quick Print**.
7. Close *Word* by the **Office Button** and then **Exit Word**. Do not save if prompted. Close all open windows.

## Exercise 32 - Revision

1. Open the **My Computer** window.
2. Change to **Folders View**.



3. Expand the folder where the supplied data files are stored, e.g. **Unit 1 Windows XP Data**.
4. How many yellow folders does it contain?
5. Collapse the folder where the files are stored.
6. Remove **Folders View**.
7. Close the **My Computer** window.

*Note: Answers for this exercise are listed in the **Answers** section at the end of this guide.*

## Exercise 33 - Revision

1. In **Folder View**, create a new folder within **My Documents**.
2. Name it **Structure**.
3. Copy the following files from the **Unit 1 Windows XP Data** folder to the new folder (**Structure**): **Banking**, **Mickey&Andrew video**, **Marketing**, and **Test sound file**.
4. Create another new folder within **Structure** and name it **Media**.
5. Move **Mickey&Andrew video** and **Test sound file** from **Structure** to the **Media** folder.
6. Print the file structure, with the **My Documents** and **Structure** folders expanded and the contents of **Structure** being displayed in **Details** view.
7. Copy the **Banking** file from **Structure** to the same location.
8. Rename the **Copy of Banking** file – call it **Money**.

*Note: If file extensions are shown you will have to enter **Money.docx**.*

9. Print the file structure again, displaying the contents of the **Structure** folder.
10. Delete the **Structure** and **Exercises** folders and all their contents.
11. Close the window.

*Note: Answers and samples for this exercise are listed in the **Answers** section at the end of this guide.*