

Section 2

File Management

Topics contained within this section:

Understanding Files and Folders

Using a File Management System

Creating Folders

Saving Files

Printing Files

Copying Files and Folders

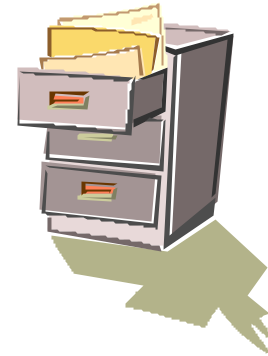
Moving Files and Folders

Renaming Files

Exercise 15 - Files and Folders

Everything that is stored on your computer is stored as a file of some kind. If you save text from a word processing application for example, it will be stored as a document file. If you import a photograph from your digital camera, it will be stored as an image file. Even the applications you are using are stored as program files.

To help to organise all the files on your computer, they can be grouped into **Folders**. Think of it like putting connected items into different folders in a filing cabinet.



The icon that *Windows* uses to represent a folder looks like



this,

Folders can also contain other folders (subfolders) so that a storage structure can be built up which will help to keep track of all your files. So you could set up a folder called **Personal** to contain all your personal files and then create 3 subfolders **Letters**, **Music**, **Photos** within it. Any files you save would then go into one of the 3 subfolders.

Whenever you save a file from any application, you will always be asked in which folder you want to save it. This is known as the **location** of the file.

When you install applications on to your computer they will create their own folder/file structure, but you can create your own folders wherever you want.

There is a feature in *Windows* called **Folder View** that allows you to view and organise files and folders. It also controls the copying, moving, creating and deleting of files and folders. This is known as **File Management**.

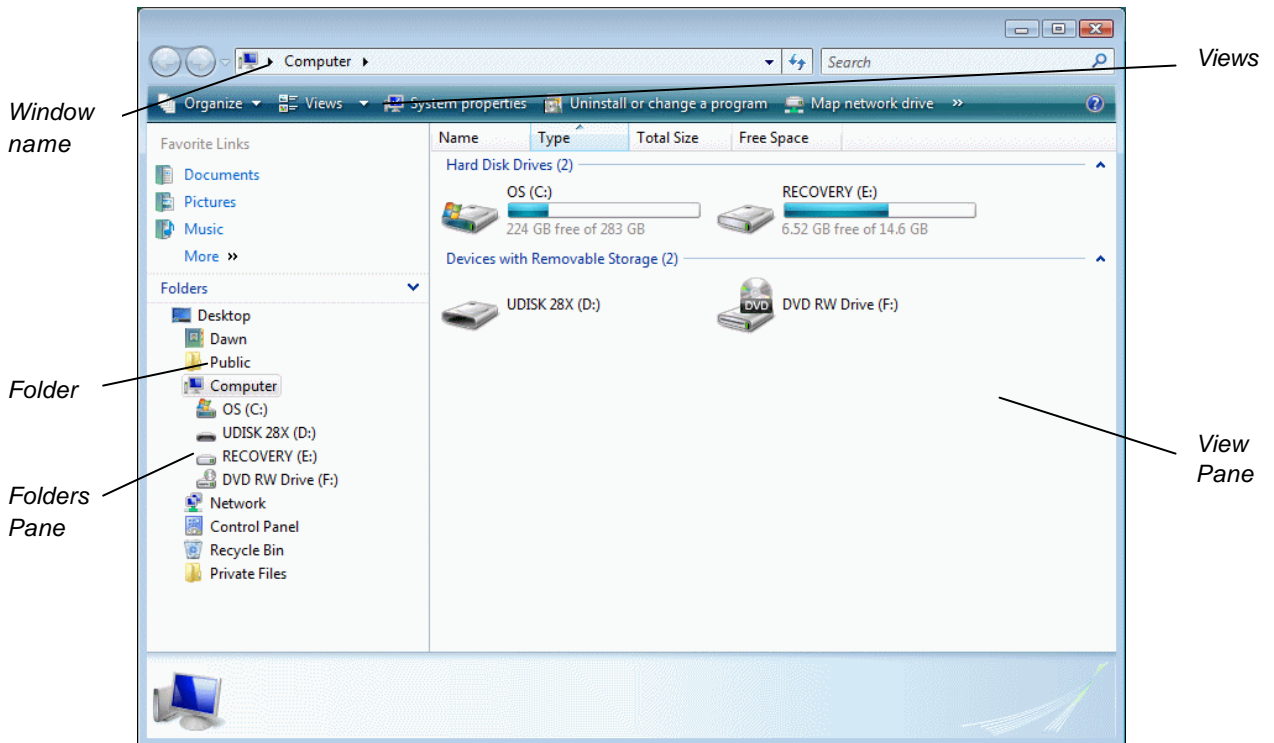
Activity

1. Make sure your computer is switched on and the **Desktop** is shown.
2. Find the **Computer** icon on the desktop and double click on it. This will open the **Computer** window.

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Exercise 15 - Continued

3. The window is shown in **Folder View**. There is a blue heading, **Folders**, at the left and a list below it. The display lists the devices and folders that make up your system in a panel on the left called the **Folders Pane**. The contents of the selected item in the **Folders Pane** are shown in the panel on the right, called the **View Pane**.



Info

Don't worry if you do not have a **Folders View** option. Some older systems are different. This will be covered in the next exercise.

4. This sample display shows a system with a hard disk drive (**Drive C:**), a flash disk drive (**Drive D:**), a recovery drive (**Drive E**) and a DVD drive, (**Drive F:**). Apart from some system supplied folders there is one created folder, **Private Files**.
5. Your display will not be the same as this because you will have different devices and folders present. You may also have a different **View** setting (the way the files are shown). Click on the arrow at the right of the **Views** button to see what **View** settings are possible. The example shown above is in **Tiles** view.
6. Leave the **Computer** window open for the next exercise.

Exercise 16 - File Management

You can use the File Management system to examine all the contents of your computer.

You can also use it to help you organise files and folders by moving, copying, renaming and deleting objects. These tasks are covered in the following exercises.

Activity






1. If you are continuing from the previous exercise, the **Computer** window will already be displayed in **Folders View**, if not, open the **Computer** window.

Info

You may not have a **Folders View** option. On some computers the file management system is a separate application which needs to be started. *Windows Explorer* is an example of a file management system.

To start *Windows Explorer*, press the **Start** button in the lower left of the display and select **All Programs** (or **Programs**).

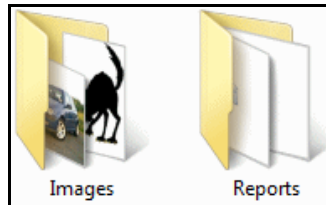
Find the application (*Windows Explorer* is probably in **Accessories**) and click the application name to start it.

2. Look in the **Folders** pane at the entry for your user name. It should have an arrow,  to the left, showing that there are more folders inside this one. An example is shown here:  Dawn.
3. Click on the  to show all the folders inside your user area. This is called expanding the folder.
4. There will be a folder named **Documents** (this is a special folder used as a place to keep your documents). Click on the arrow at the left of **Documents** to expand this folder.
5. There may be many folders inside. Look for one called **Unit 001 Data**. This contains the data for this unit which should have been installed in **Documents**,  Unit 001 Data.
6. This time instead of clicking the icon , click on the folder name.

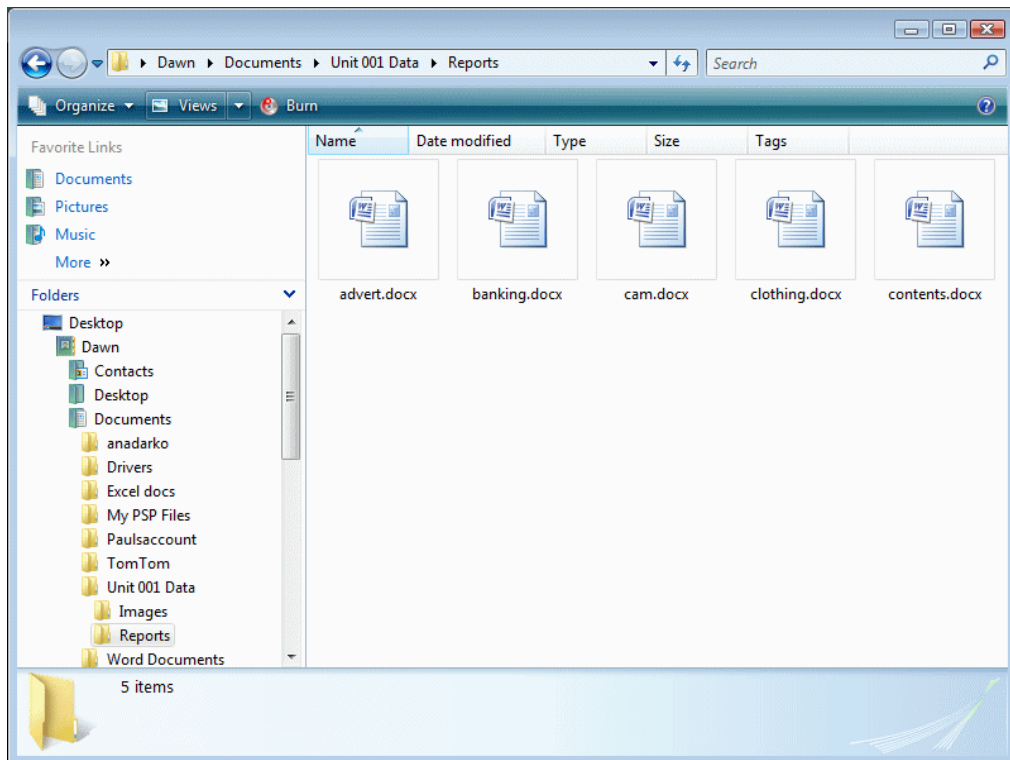
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Exercise 16 - Continued

7. The **View** pane on the right shows the contents of the folder. The folder contains a further 2 folders.




8. Finally, click on the **Reports** folder in the **Folders** pane. The files contained in this folder are shown in the **View** pane on the right. The display will now look something like this.



Info

Depending on the settings on your computer, file names can be displayed with or without an extension which shows what kind of file it is. So a file may be shown for example as **advert.docx**, or as **advert**. This does not affect how any of the file management tasks work.

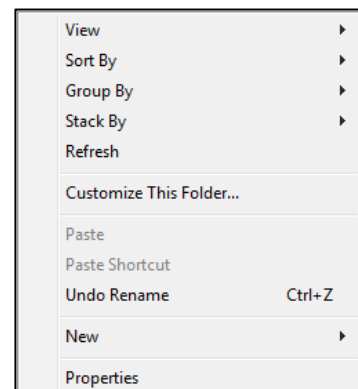
9. Click the **Back** button, , in the top left corner of the window so that the contents of the **Unit 001 Data** folder are displayed again. Leave the display open for the next exercise.

Exercise 17 - Creating Folders

New folders can be created at any time and in any location, even on memory sticks.

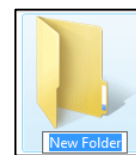
Activity

1. If you are continuing from the previous exercise, the **Computer** window will already be displayed, showing the contents of the **Unit 001 Data** folder. If not, open the **Computer** window (with Folders shown), expand the **Documents** folder in the **Folders** pane and then click on the **Unit 001 Data** folder to display the contents.

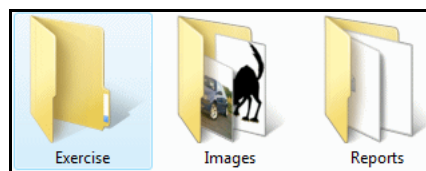


2. Right click in a blank area of the **View** pane to display a shortcut menu.
3. Move the pointer over the **New** option then click on **Folder** from the list.

4. A new folder is created with the name highlighted.



5. Type **Exercise** and press <Enter>. The folder name is changed.



6. Insert a memory stick in an empty **USB port** (if a **What do you want Windows to do** message is displayed, click **Cancel**) or alternatively insert a blank formatted disk in the floppy drive of your computer. Both of these are examples of removable memory devices.
7. Find the removable device in the **Folders** pane you may have to scroll to find it. Collapse **Documents**. Click on the device.
8. Right click in the empty **View** pane to display the shortcut menu. Create a new folder and name it, **FolderA**. You have now created a new folder on the removable media.

Exercise 18 - Copying Files and Folders

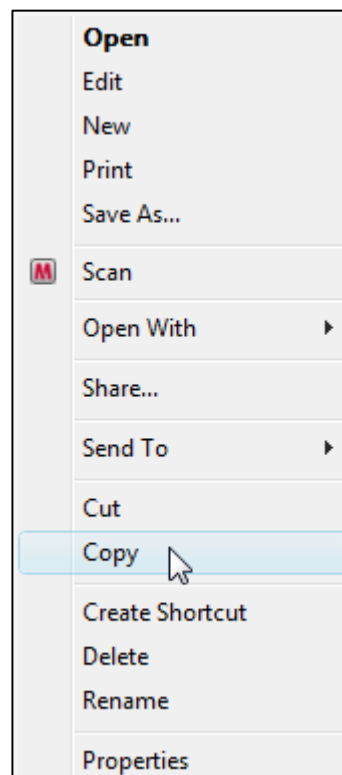
Files can be copied from one folder to another or from one drive to another. Copying always leaves the original file unaffected and creates a new version of the file. Copying a file twice will result in three identical files. Folders can be copied in the same way.

Copying a file or folder to removable media such as a floppy disk or CD, allows a copy of important data to be taken away for safety. This process is called **backing up** or **creating backups**. Removable media can be kept in a completely different place from your computer, so in the event of a major disaster such as fire or flood, a copy of your data would still be safe.

Many organisations will copy all of their data files weekly or even daily, and keep the copies in a secure place.

Activity

1. If you are continuing from the previous exercise, the **Computer** window will already be displayed in **Folders** view, if not, open the **Computer** window and select the **Folders** view option.
2. In the **Folders** pane, expand the **Documents** folder and click on the **Unit 001 Data** folder to display the folders within it.
3. Click on the **Reports** folder to display its contents in the **View** pane on the right.
4. In the **View** pane, click on the **advert** document to select it.
5. Click with the right mouse button on the file to display a shortcut menu and then move the pointer over the **Copy** option.
6. Click with the left mouse button to copy the file.




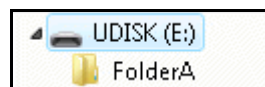
continued over

Exercise 18 - Continued



A short way of describing this process would be to say select **Copy** from the shortcut menu.

7. In the **Folders** pane, click on the **Exercise** folder to display its contents. This is the folder created in the previous exercise. It should be empty and so the **View** pane will be blank.
8. Click with the right mouse button in an empty area of the **View pane** and then select **Paste**. A copy of the **advert** document will be placed in this folder.
9. Display the contents of the **Reports** folder. The original **advert** is still there.
10. Right click on the **banking** file and select **Copy** from the shortcut menu.
11. Click on the removable drive symbol, e.g.  **UDISK (E:)** in the **Folders** pane.



Info

Memory sticks are sometimes named by the manufacturer, as is this one, **UDISK**, other examples are **DISGO** and **KINGSTON**. Otherwise they are simply named **Removable Disk**. All are followed by the next available drive letter, usually **E**.

12. Click on **FolderA** just underneath it.
13. Right click in an empty area of the **View pane** and then select **Paste**. A copy of the **banking** document will be placed in this folder. You have copied a file on to a removable device.
14. Display the contents of the **Reports** folder. The **banking** file is still there.

continued over


Exercise 18 - Continued

Info

Another way of copying or moving files is to use the drag and drop technique described earlier. A file can be dragged from the **View** pane over to any folder in the **Folder** pane and dropped there. But there are some rules to remember:

Between folders on the same drive, the file will be moved. Hold down the <Ctrl> key while dragging and dropping to make sure it is copied instead.

Between folders on different drives, the file will be copied. Hold down the <Shift> key while dragging and dropping to make sure it is moved.

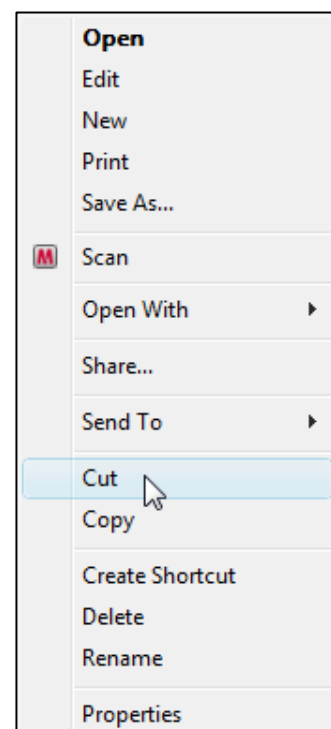
15. In the **Folders** pane, click on the **Unit 001 Data** folder to display the 3 folders within it.
16. In the **View** pane, right click on the **Images** folder. Copy the folder.
17. In the **Folders** pane, click on the removable drive, e.g.  UDISK (E:). Paste the folder.
18. Now you have copied the **Images** folder to the memory stick. Notice how copying a folder is done in exactly the same way as copying a file.

Exercise 19 - Moving Files and Folders

Files can be moved from one folder to another or from one drive to another. Moving a file means that the file no longer exists in its original location. If you move a file several times there will still only be one file. Folders can be moved in the same way.

Activity

1. If the **Reports** folder is not displayed, then open the **Computer** window and the **Folders** view option. In the **Folders** pane, expand the **Documents** and **Unit 001 Data** folders.
2. Click on the **Reports** folder to display its contents in the **View** pane.
3. In the **View** pane, right click on the **clothing** document.
4. From the shortcut menu, move the pointer over the **Cut** option.
5. Click with the left mouse button to cut the file.
6. In the **Folders** pane, click on the **Exercise** folder to display its contents.
7. Right click in an empty area of the **View pane** and from the shortcut menu select **Paste**. The **clothing** file will be placed in this folder. There are now 2 files: **advert** and **clothing**.
8. Display the contents of the **Reports** folder. The **clothing** file has gone. It has been moved to the **Exercise** folder.




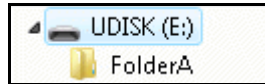
Info

Sometimes this method of moving files is called **Cut and Paste**.

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Exercise 19 - Continued


9. Right click on the **contents** file, then select **Cut** from the shortcut menu.
10. Click on  UDISK (E:) in the **Folders** pane.



11. Click on **FolderA** just underneath it.
12. Right click in a blank area of the **View pane** and from the shortcut menu select **Paste**. The **contents** document will be placed in this folder. You have moved a file from the hard drive to a memory stick.
13. Display the contents of the **Reports** folder which is in the **Unit 001 Data** folder. The original **contents** file is gone.

Info

Remember **Drag and Drop** can also be used to move files. See the previous exercise.

14. Click on the **Unit 001 Data** folder in the **Folders** pane. Right click on the **Exercise** folder. From the shortcut menu, select **Cut**.
15. Now select  UDISK (E:) again in the **Folders** pane. Right click in a blank area of the **View pane** and select **Paste**. The **Exercise** folder is moved to the memory stick.
16. Check the folders you have been working with. If you have completed Exercises 18 and 19 they should contain the following files:

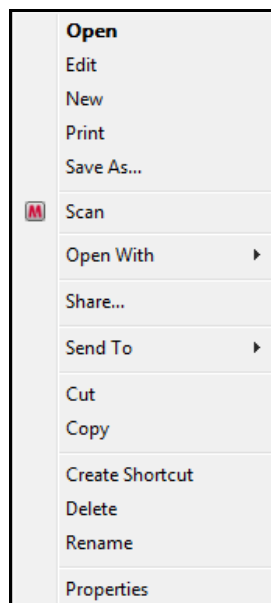
In Unit 001 Data	Reports advert, banking, cam
	Images blackcat, car
On removable media	Exercise advert, clothing
	FolderA banking, contents
	Images blackcat, car
17. Display the contents of the **Reports** folder which is in the **Unit 001 Data** folder. The original **contents file** is gone.
18. Close the **Computer** window.

Exercise 20 - Renaming Files

Files can be easily renamed in the file management system. This does not move or copy the file, it just changes the name by which the file is recognised. Files which are in use by another application, e.g. open in a word processing application, cannot be renamed.

Activity

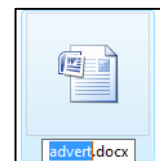
1. Open the **Computer** window and display **Folders** view.
2. Expand the **Documents** and **Unit 001 Data** folders and display the contents of the **Reports** folder.
3. Move the pointer over the **advert** file and click with the right mouse button. A shortcut menu will be displayed.



Info

There may be more or less options on this menu depending on the setup of your computer.

4. Click the **Rename** option. The file is shown with the file name highlighted.
5. Type the text **promotion** (or **promotion.docx** if the file extension is displayed) and press the <Enter> key. The text **promotion** will overwrite the existing name and become the new name for the file.
6. Close the **Computer** window and remove the memory stick from the drive.



Exercise 21 - Naming and Saving Files

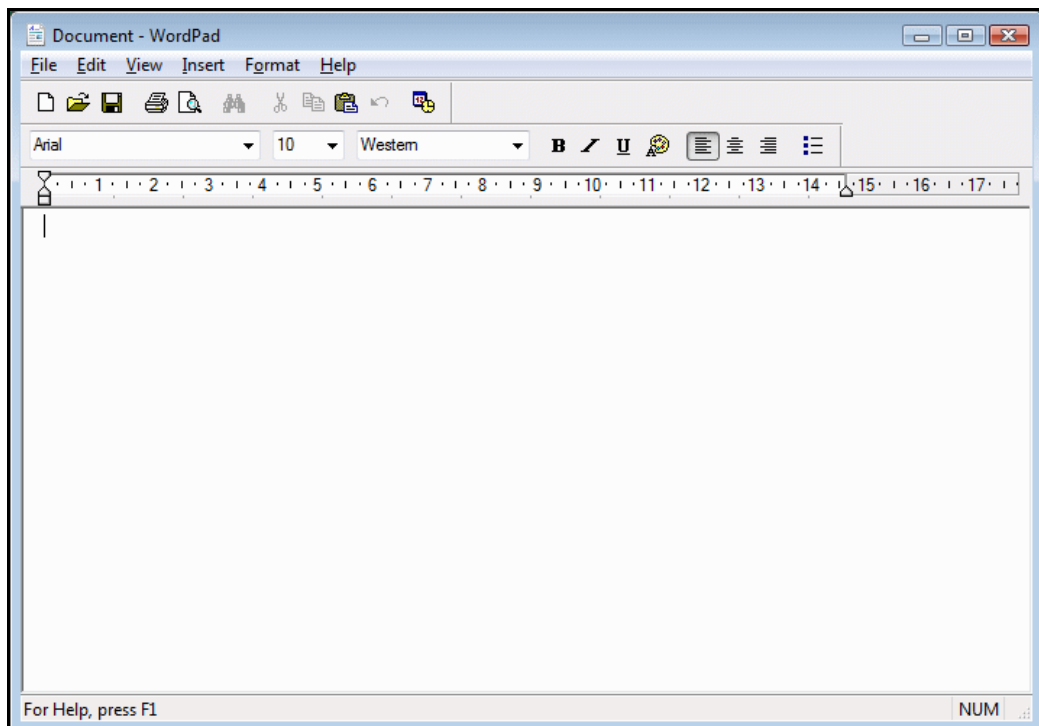
Most *Microsoft Office* applications allow you to save your work as a file. When you save a file it is usually possible to set the name of the file and the location where it is to be stored. Sometimes the type of file can be changed as well, but usually the type of application will fix the file type. For example, word processors will save document files and photo editors will save image files.

Info

It can be a bit more complicated as there is sometimes more than one type of document or image file to choose from.


Activity

1. Click the **Start** button in the lower left corner of the **Desktop** to display a **Start** menu.
2. Click **All Programs** from that menu to display a list of folders and programs.
3. Click **Accessories** from this list to display a list of **Accessories** programs.
4. Click **WordPad** from this list to start the application **WordPad**. This is a simple word processing application that is supplied with *Microsoft Windows*.



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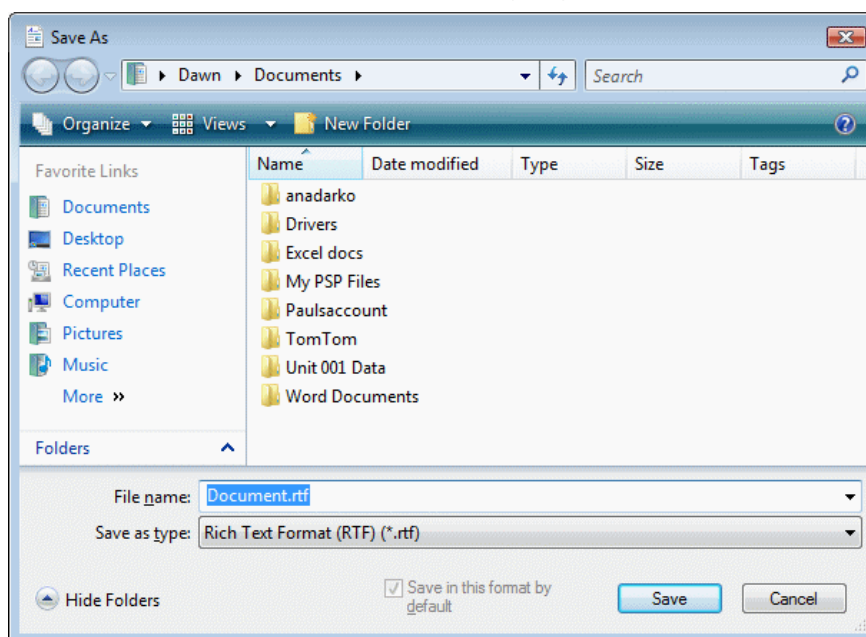
Exercise 21 - Continued

5. Use the keyboard to type in the following text (do not worry if you make any mistakes): **This is a word processed document.**
6. Press the **Enter** key twice to create a space and then type in your name.
7. To save the file, click the **Save** button,  on the **Toolbar** below the **Menu Bar**.

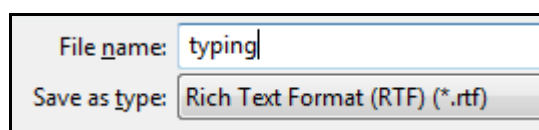
Info

You can also select the **File** menu and then **Save**.

8. The **Save As** dialog box appears with the contents of **Documents** displayed (if the contents are not shown, click the **Browse Folders** option in the lower left corner). The area for the file name is highlighted in blue.



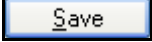
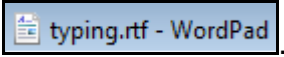
9. *WordPad* files are normally saved in rich text format – this is already selected in the **Save as type** box. To change the name, just use the keyboard to enter **typing**. The highlighted name is replaced.



10. The file is to be saved in the **Unit 001 Data** folder. Double click on the folder shown in the main area of the dialog box.

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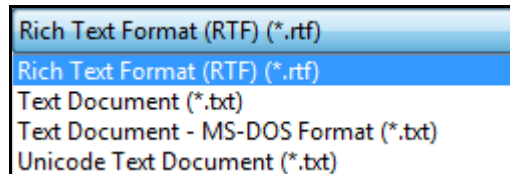
Exercise 21 - Continued

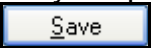
11. Click . The saving process is now complete. On the blue **Title bar** at the top of *WordPad*, the name is shown, .
12. To close the document and *WordPad* click the **File** menu and then **Exit**.
13. Start *WordPad* again (**Start | All Programs | Accessories | WordPad**).
14. To see the **typing** document, click the **File** menu and then **Open**.
15. Click on the file **typing.rtf** then click the **Open** button.

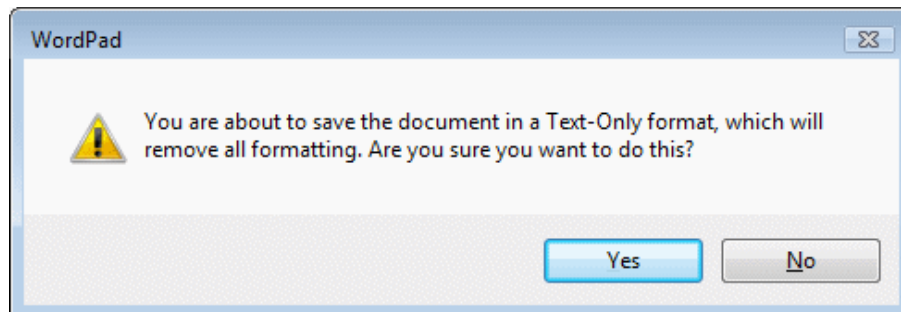
Tip

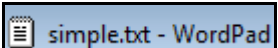
Double clicking on the file name will also open it.

16. The file can be saved again in a different format. Click the **File** menu and then **Save As**. The contents of the **Unit 001 Data** folder are shown.
17. Type over the existing name with the new name, **simple**.
18. Click the arrow at the right of the **Save as type** box.



19. Select **Text Document** (a very simple text format that can be opened in most programs) and click . A message appears.




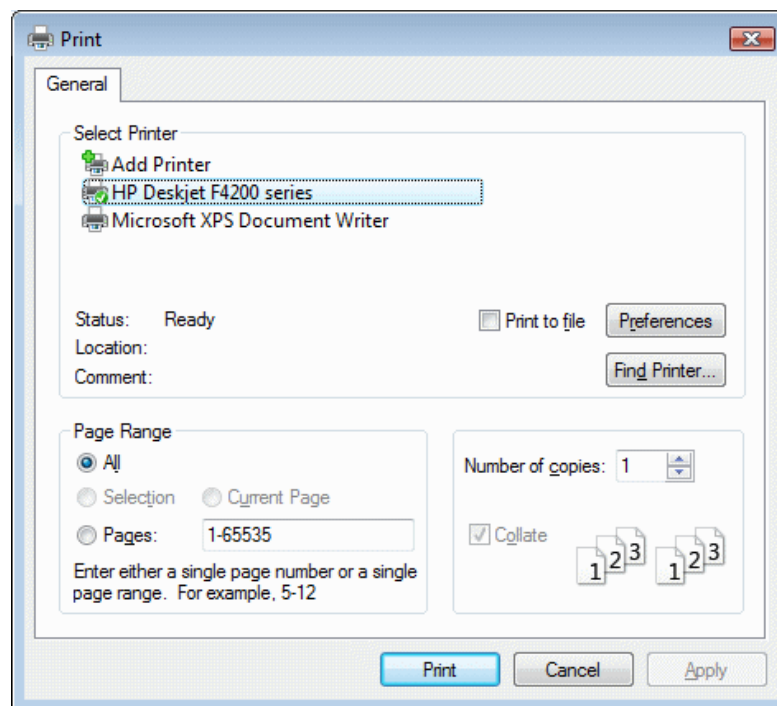
20. Click **Yes**. The name on the **Title bar** changes to show the new details, .
21. Close *WordPad*.


Exercise 22 - Using a Printer

When you're using a computer, you might want to keep a copy of what you can see on the screen. If you have a printer connected to your computer, or have access to a network printer, you can create a "hard copy" of your work.


Activity

1. Start the *WordPad* program.
2. Click the **Open** button,  and open the **typing** file.
3. To print the file, select **File** and the **Print**. The **Print** dialog box appears.



4. If it's not already selected, click on the name of the printer you want to use.
5. Look at the options. You can print more than one copy, or certain pages or areas of a document.
6. To print a single copy of the **typing** document, click .

Tip

To print a single copy of a document quickly, click **Print**, . If you want to change settings and print more than one copy, or just certain pages, use the **Print** dialog box.

7. Close *WordPad*.

Exercise 23 - Revision

1. Display the **Computer** window.
2. Create a new folder in the **Unit 001 Data** folder, called **Test**.
3. Copy the **banking** file from the **Reports** folder to the **Test** folder.
4. Copy the **blackcat** file from the **Images** folder to the **Test** folder.
5. Move the **car** file from the **Images** folder to the **Test** folder.
6. Rename the **blackcat** file as **cat** (or **cat.gif** if the file extension is displayed).
7. Copy the **banking** file in the **Test** folder and paste it into the same folder.
What is the name of the copied file?
8. Do you think that files with same names can be stored within the same folder?
9. Does the **Images** folder contain any files, if so, what?
10. How many files are in the **Test** folder and what are they?
11. Create a new *WordPad* document and type in one or two sentences about yourself.
12. Save the document as a rich text format file, in the **Unit 001 Data** folder, and name it **myself**.
13. Print one copy of the document.
14. Close *WordPad*.
15. Close the **Computer** window.

Info

The answers are listed in the **Answers** section at the end of the guide.