
LESSON 2 - FILE MANAGEMENT



Objective

- Create a Folder
- Rename a Folder
- Create a folder structure
- Learn how to select files and folders
- Learn contiguous and non-contiguous selection
- Learn how to move or copy files and folders
- Learn how to delete files and folders.
- Default drag and drop copy versus move
- Learn how to find your files using Search.

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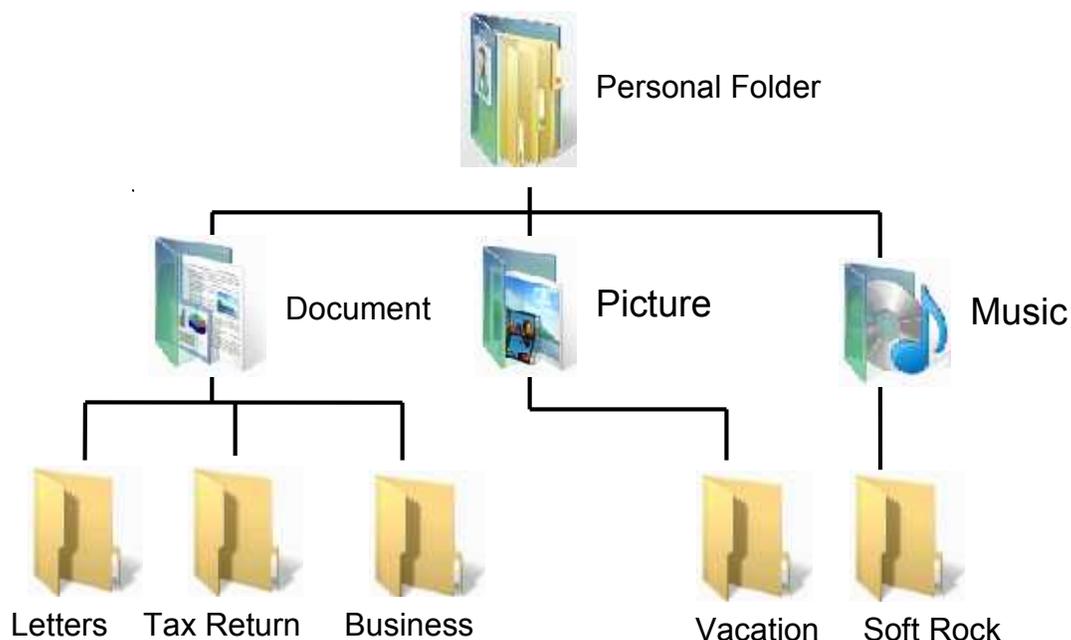
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Basic File Management

File Management is the most important task in Windows Vista. Learning how to size, move, minimize, restore, maximize your windows view ONLY facilitates the File Management process. File Management is the MOST IMPORTANT concept in learning any application. File management will allow you to create, select, copy, move, and rename files and folders on your computer.

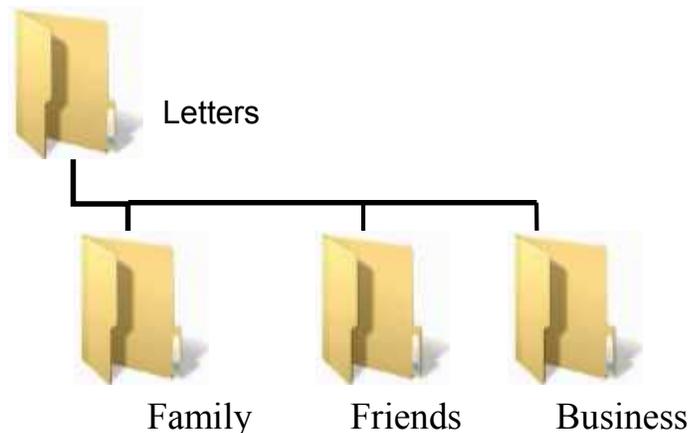
Windows Explorer is an application that provides detailed information about your files, folders, and drives. You can use it to see how your files are organized and to copy, move, and rename files, as well as perform other tasks pertaining to files, folders, and drives. Accessing Windows Explorer is not so obvious because there is not icon called “Windows Explorer”. Window Explorer comes in different forms. When we click Computer, Document and Pictures, these are all examples of Windows Explorer. All Drives, Folders and Files are represented in a Windows Explorer windows.

Building your own Folder Hierarchy



At some point, we find we have accumulated so many files in this folder that you can no longer easily find a particular document. To solve this problem, you need to separate our files into categories. We do that by creating folders and subfolders (folders within other folders).

For instance, perhaps you have a couple of year's worth of letters to family members, friends and businesses. In addition, you have pictures that have been e-mailed to us from long-distance relatives and friends. And let's say you also have several years of tax returns that we filed electronically. We might start by creating some subfolders within your "Document" folder called "Letters," "Business" and "Tax Returns". Then we move all the letters we've written into the "Letters" subfolder, all the pictures sent to us into the "Pictures" subfolder and all the tax returns into the "Tax Returns" subfolder. Later, as we add more letters to the "Letters" subfolder, we find we have the same problem.



We want to reprint the last letter we wrote and we can't find it among all the other files. So we create several new subfolders in the "Letters" subfolder called "Family", "Friends" and "Business" and move the corresponding files into their proper subfolders

WINDOWS EXPLORER

The Windows Explorer is an indispensable tool in an operating system, since with it we can organize and control the files and folders of the different storage systems at our disposal such as the hard drive, disk drive, etc.

The Windows Explorer is also known as the File Manager. Through it we can delete, see, copy, or move files and folders. There are many way to access Windows Explorer, first from the Start Menu under All programs>Accessories. Open Computer or your Personal Folder. Or open any virtual folder, Documents, Pictures, Music, Video, etc.

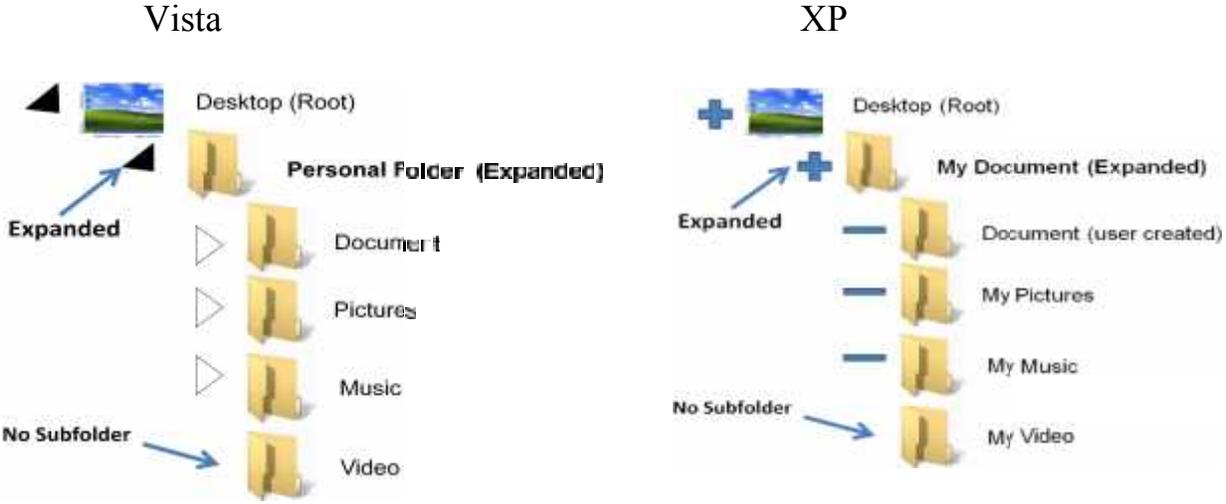
Windows Explorer can be seen from within any application that requires you to access you folders and files.

Vista Folder Hierarchy



Virtual Folders

XP's 'My Documents' has been replaced by a plain 'Documents' folder in Vista. However, if you take a step back and view the top level folder is not called "My Document", instead it uses the logon name of the user. Now you can appreciate that the Documents folder is part of a larger 'Filing Cabinet' on the desktop. Other virtual or special folders not show is Contacts, Searches, Download, Favorites and Links.



CREATE A FOLDER

In order to organize all of your file, you first need to create folder and subfolders(folder within a folder). Folder and files can be copied, moved, renamed and deleted.

Here are 3 basic methods to create a folder:

Method 1 – File Menu  (Alt Key) Select the source item and go to the File Menu - New>Folder
Method 2 – Organize Menu  (Vista)  (Win 7) Select the source item and go to the Organize>New Folder
Method 3 – Right-Click Right click on the selected item and select New . On the cascading menu mouse over the Folder and click on it.

RENAME A FOLDER

When you first create a new folder, you have that opportunity to name it. If you miss that, or you misnamed it you can rename it at any time.

Here are 3 methods to rename a folder. Do you notice a pattern?

Click on the folder you want to rename.

Method 1 – File Menu  (Alt Key) Select the source item and go to the File Menu - Rename
Method 2 – Organize Menu  Select the source item and go to the Organize>Rename
Method 3 – Right-Click Right click on the selected item and select Rename..



Method 4 – Click on the filename twice slowly

Click, pause, then click.

When the filename is highlighted in blue, you can retype a new name or deleted part of the name using the backspace or delete key.

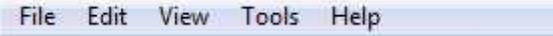
Rename This |

DELETE A FOLDER

You can delete a folder at any time. Please note that every subfolder and files will also be deleted.

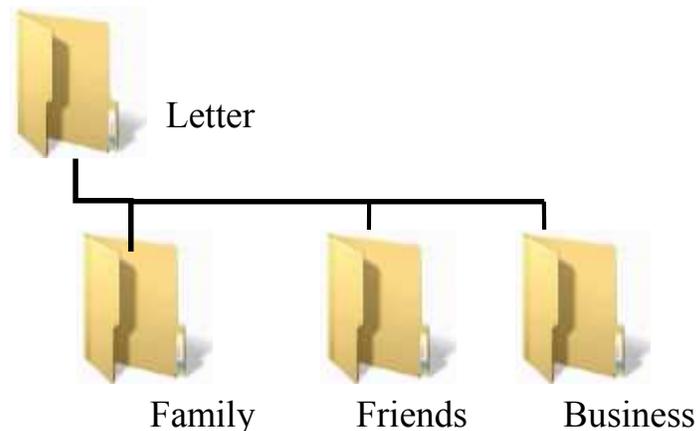
Here are 3 methods to rename a folder. Again, do you notice a pattern?

First, click on the folder you want to rename.

Method 1 – File Menu  (Alt Key) Select the source item and go to the File Menu - Delete
Method 2 – Organize Menu  Select the source item and go to the Organize>Delete
Method 3 – Right-Click Right click on the selected item and select Delete..
Method 4 – Drag it to the Recycle Bin icon. Click, pause, then click. 

EXERCISE 1 - CREATE A FILE STRUCTURE

Under Vista virtual folder “Document”, create the follow structure for your document word files..



Here are 2 basic methods to create a folder structure:

Method 1 –Create in their proper sub-folder

1. Navigate to Document folder.
2. Create a new folder called “Letters”.
3. Double click on the **Letters** icon.
4. Create a new folder called “Family”.
5. Double click on the **Family** icon.
6. Create a new folder called “Business”.
7. Double click on the **Business** icon.

Method 2 –Create all folders first

1. Navigate to Document folder.
2. Create all folders: **Letters, Family, Friend and Business**
3. Drag **Family** folder icon over **Letters** until it turn blue.
4. Drag **Friends** folder icon over **Letters** until it turn blue.
5. Drag **Business** folder icon over **Letters** until it turn blue.

SELECTING FILES

Sorting Detailed View



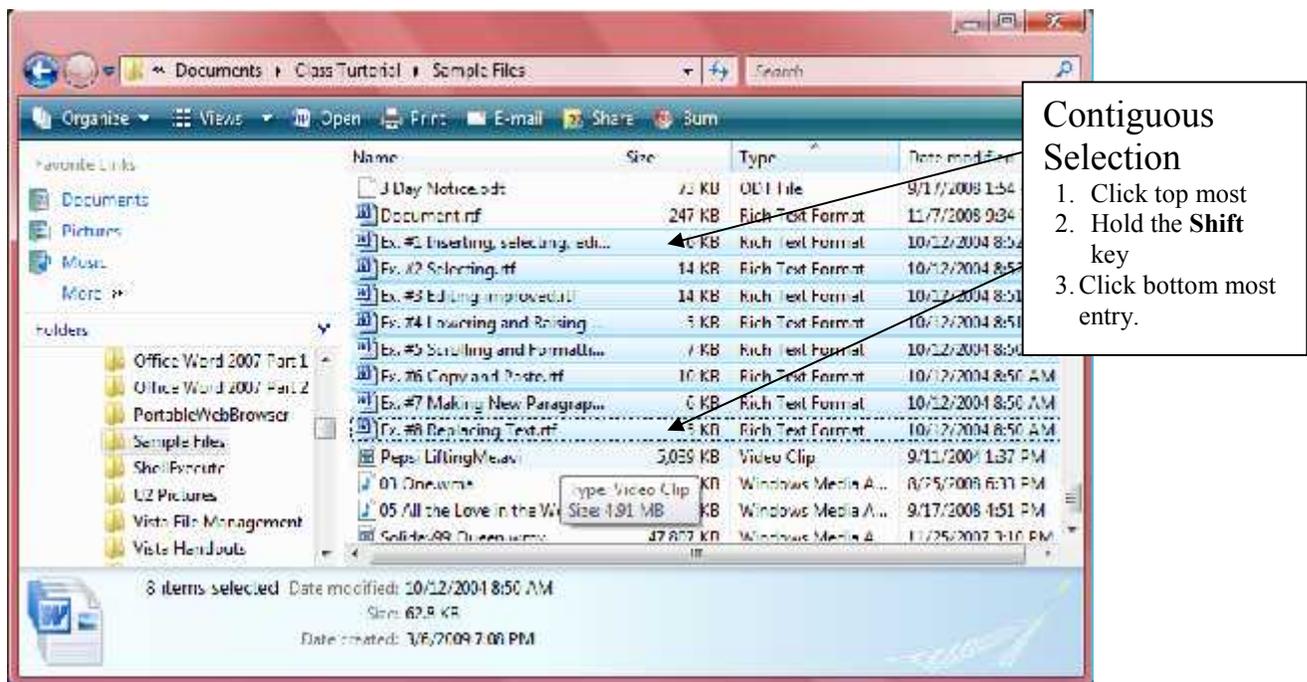
You can sort the detail view on any criteria that is currently in the header. For example, if you click on the Name heading, it will sort the file A to Z. And if you click it again the sort will be reversed, Z to A.

Contiguous Selection

After you have sorted the file list, you can select a set of files that are listed consecutively on the list. This will allow you to move or copy a block of files rather than one at a time.

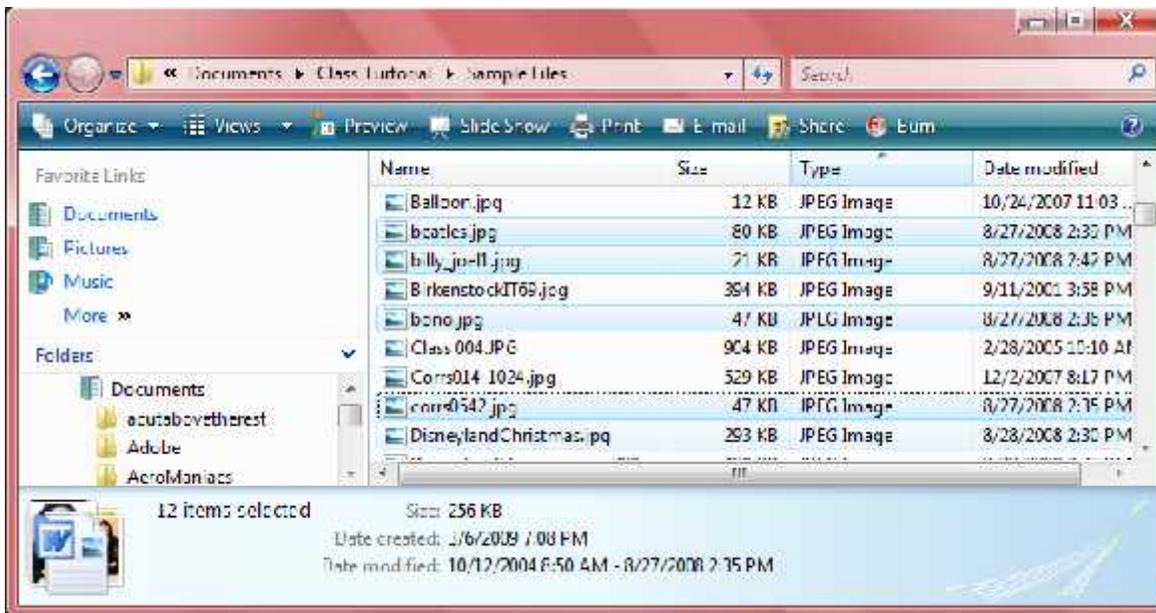
First select the topmost file on the list. The selected file will appear with a light blue background, hold the **Shift** key and immediately click on the bottom-most entry. All of the files should now appear with a light blue background.

Once the block is selected, you can move, copy, delete or rename it in a single procedure. Once selected, DO NOT click the mouse anywhere else, it will deselect your selection.



In the above example, we first sorted the detail view by Name. This allowed us to view the file names that begin with “Ex” on consecutive order. Now we can use Contiguous Selection to move these files to our “WordPad” Exercise folder.

Non-contiguous Selection



If you can not sort the list so that it falls into a contiguous pattern, you can use non-contiguous selection. Select the first entry. It does not have to be the top most. Hold down the Control (**Ctrl**) key while you click on other files.

Select All Files

From the **Edit** menu, click **Select All**.

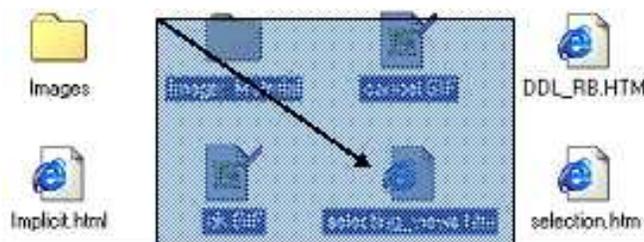
From the **Organize** menu, click **Select All**.

Ctrl- A

If you wish to select all file in the current folder, hold down the CTRL key and press the letter “A”. To de-select, just click on any white area.

Contiguous Selection by Dragging

Start on an open white area of the windows and draw a diagonal box around your file list or icons. Selection can be made from any desired view.



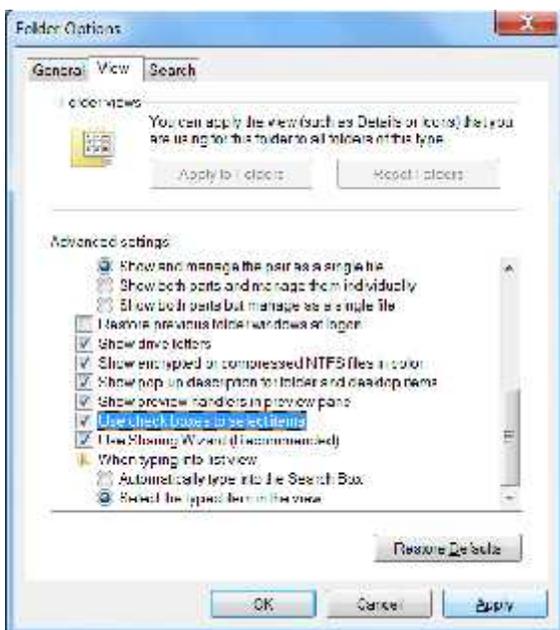
Another method of contiguous select it to draw a box around the file icons. This works at any view, but the icon view is better for this type of selection.



Tip

It may be more difficult to locate the white area when the icon view is large. There is an invisible border around each icon. Try to click the white area just beyond the border.

Check Box Selection



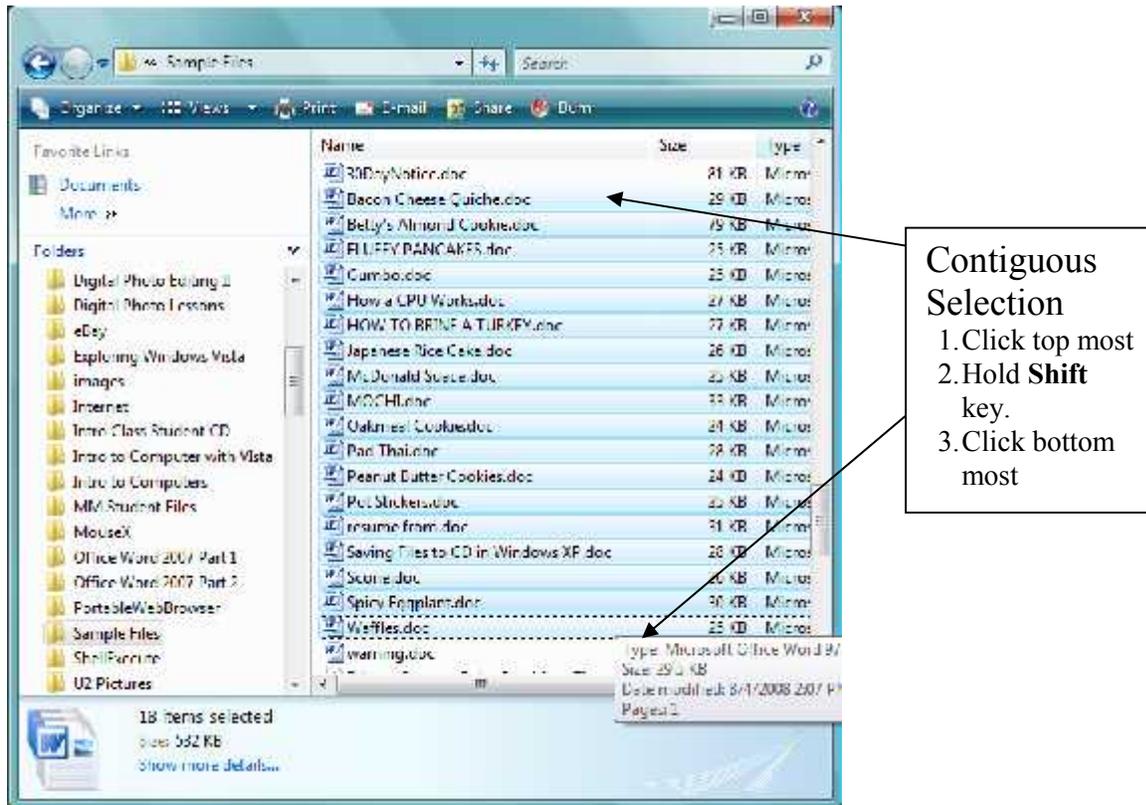
To turn on check box selection, go to **Organize>Folder and search options**. Select the **View** tab and check *Use check boxes to select items*.

The check box only appears when you mouse over the left side of the file name.

Combining Contiguous and Non-contiguous

Once you selected a contiguous block of file, you can use non-contiguous to deselect files.

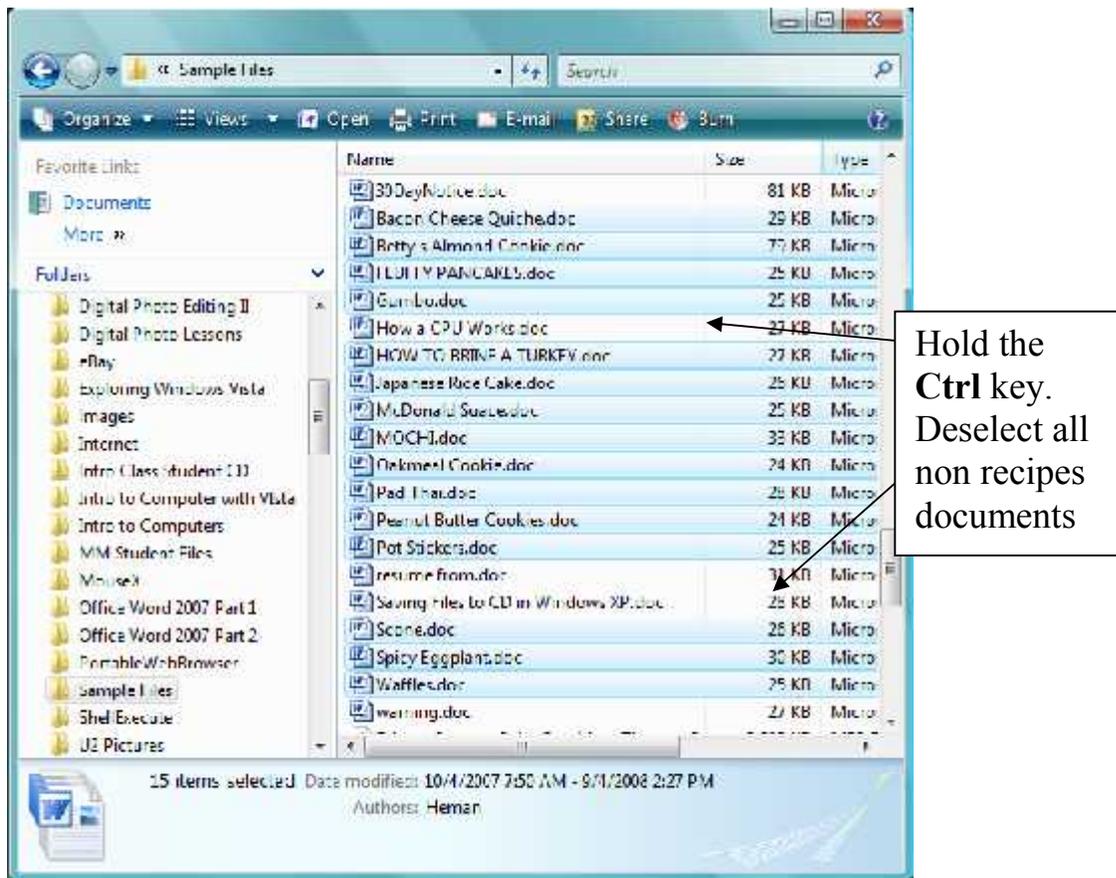
Example:



Optional Method

1. Select the first item.
2. Hold down the Shift key while using the down arrow key.

Use non-contiguous selection (Ctrl) to deselect the non recipe document from the current selection.



Invert Selection



Select **Invert selection** from the file menu. This will reverse the selection. In other word, it will select all file that were not selected.

In this example with the recipes files, we inverted the selection. Now we are going the move the non recipes file to another subfolder.

The Four Methods

Method 1 – File Menu – Copy/Move to Folder

File Edit View Tools Help

(Alt Key)

Select the source item and go to the **File Menu - Edit>Copy to folder** or select **Edit>Move to folder**.

Method 2 – Organize Menu



Select the source item and go to the **Organize>Copy or Cut (Move)**
Click on the destination windows white area, and select **Organize>Paste**.

Method 3 – Right-Click

Right click on the selected item and select **Cut** or **Copy**.

Right click on the destination windows and select **Paste**.

Use **Ctrl+X** for cut and **Ctrl+C** for copy, select destination and click **Ctrl+V** to **paste**.

Method 4 – Drag & Drop

For Drag & Drop from source to destination windows. Requires that both windows be visible at the same time. This required more resizing and positioning of your windows. Good mouse control is a must.

Con: You can easily loose files with a slip of the mouse.

CUT VS COPY

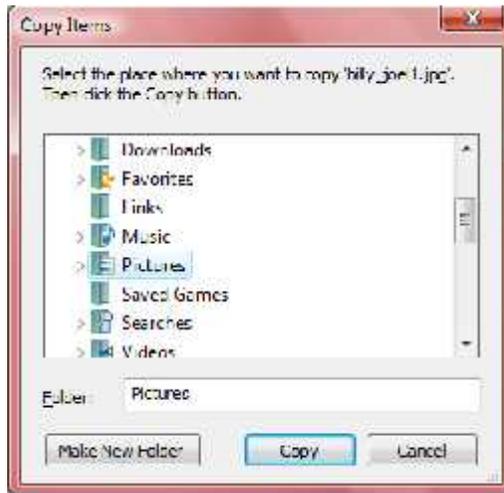
Moving files: Use Cut & Paste (Source file is deleted)

Copying files: Use Copy & Paste

The safe way to move files is to use **Copy & Paste**, then delete the source file after if performed a successful **Paste**.

MOVE TO FOLDER

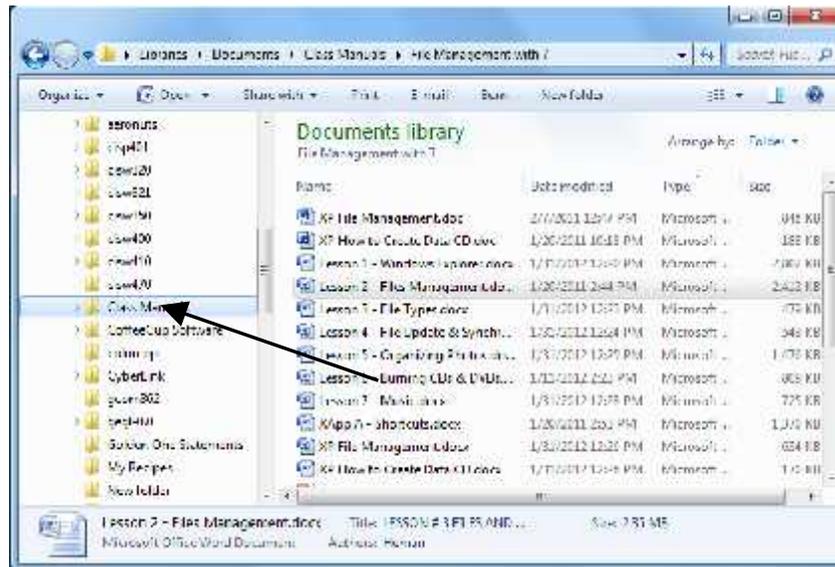
From the legacy type file menu and select Edit. From the drop down list select **Copy to Folder...** or **Move to Folder...** A destination dialog box will appear. Navigate the folder hierarchy the same way you would navigate the folder pane. Select the destination folder.



Destination Dialog Box

Copy File with the Same Window

You can navigate the folder pane (vista navigation pane) to the destination folder you wish to copy or move your selected item or items. The trick is to only expand or collapse the desired folder without opening it. This will leave the source windows intact. Select the file or folder and then drag the desired file over the destination until it turns light blue. When you release the mouse button the file will drop in to that folder.



Important Point

Navigating the folder pane is an important tool in file management. This will become apparent when performing the Copy and Move functions.

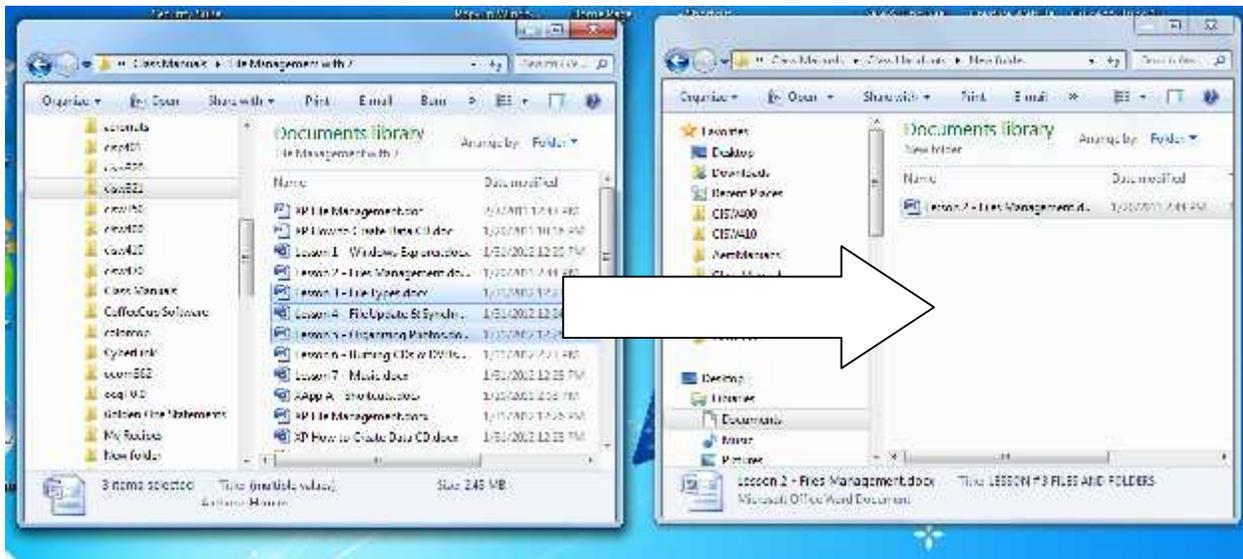
Use only the arrow to expand or collapse the folder and subfolder view. You must be able to use the scroll bar to view up and down the folder hierarchy. Notice that this does not affect the detail view. It is important that the detail view remain in the same view if you are going to drag it from source to destination.

Remember: Your destination can be any device on your computer. I can be a CD, Floppy or Flash drive.

Drag & Drop Selection use multiple Windows

You can use this method to copy or move any file from folder or different storage device. Whether or not your drag results in a file MOVE or COPY, depends on the condition of the move or copy. This will be explained in the Move Vs Copy section later.

Window to Window



Once you have found and select your file, you can open another instance of Windows Explorer to representing your destination folder. Resize your windows so that they are both visible on your desktop. Drag the original file from the source windows to your destination windows.

Note: You can change your Folder Options under **Organize>Folder and search options**, so that every windows opens into a new windows.

When you are moving or copying, the source can be individual files, group of files or folders. If you move a folder, all of its contents of moved as well.

Tip: Right-click on the task bar and select **Show windows side by side**.

Copy/Cut & Paste

This method uses less windows manipulation. Once you select the item or items to be copied or moved, you can select the copy or cut command. Use Cut to Move a file/folder. Anything that is cut or copied will automatically save to the Clipboard area in memory. When you select Paste the item will be copied from the Clipboard area to you current active windows.

You can select Copy and Paste from the Windows Explorer new Organize menu or XP type file menu or right click on the object.

Creating a Dual Pane

Most users feel that Windows Explorer should have an automatic “dual pane” feature. This would be a great feature in file management for copying and moving file from source to destination.

Here is some feature in Windows you can do to simulate this process.

First, open tow windows. If you already have your source windows open, Right-click on the desired destination folder in the folder pane and select “Open in new windows”. In XP, this can be done simply by a Ctrl + double-click. Not so in Vista or 7.

Vista

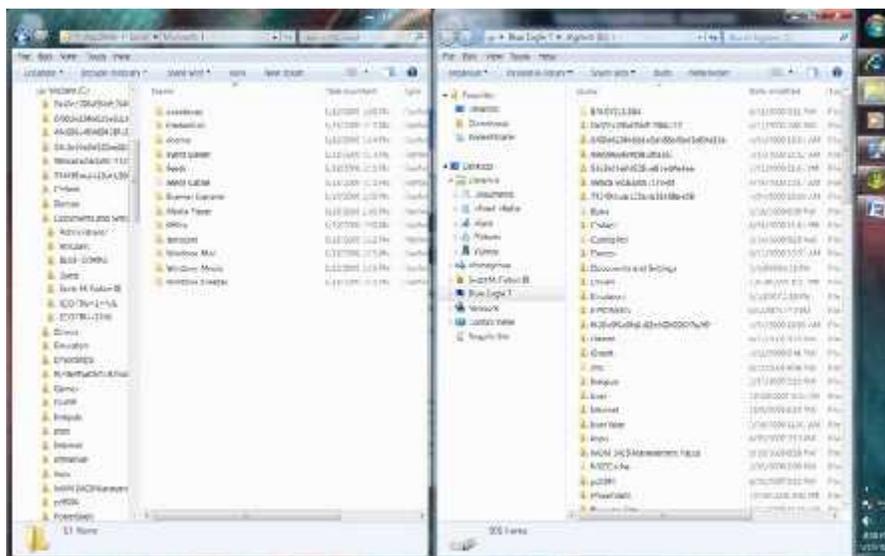
Open two windows, one for the source and the other for the destination. Right-Click in the taskbar and select **Show windows side by side**. In XP it is called **Tile Windows Horizontally**.

Windows 7

A new feature in Windows 7 almost simulates a dual pane window. Drag one window to the left as fast as you can. It will automatically split the screen on the left side. Do the same to the second windows.

New hotkey: Windows Key + ← and Windows Key + →. This will toggle the windows from left, center to right.

The result should look like this:

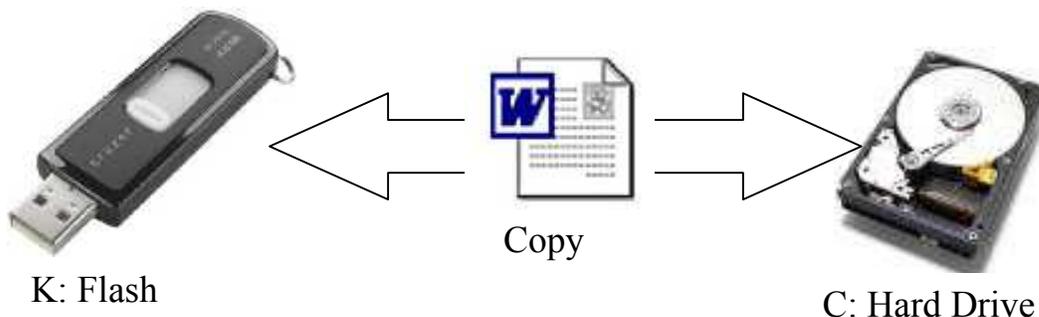


Drag and Drop Default (Copy vs Move)

When you drag a folder or file to another drive, Windows will not delete the original file or folder. Therefore it will also copy. If you drag files within the same drive letter, it will be a MOVE rather than a COPY. If you are not sure, always use the RIGHT BUTTON to select either COPY or MOVE.

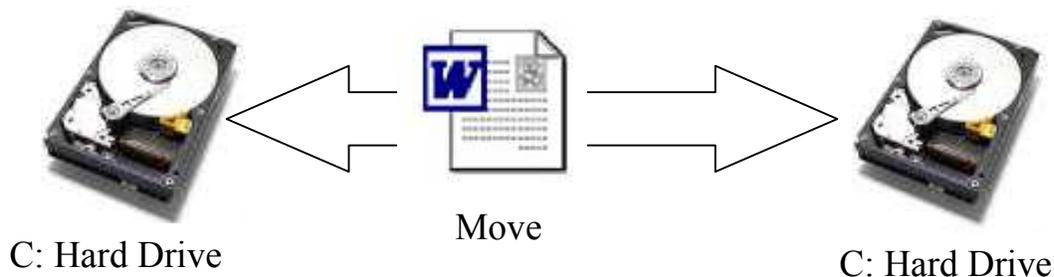
Copy (Different Drive)

If you drag and drop from two different drive letters or devices, the original file always remains in place, a copy is created in the destination folder.



Move (Same Drive)

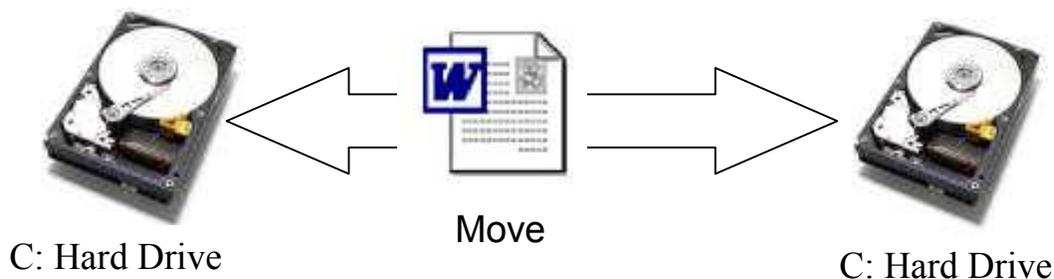
If you drag and drop within the same drive letter, only one instance of the file exists, it can be found in the folder location.



Hold down the Shift to override to Move.

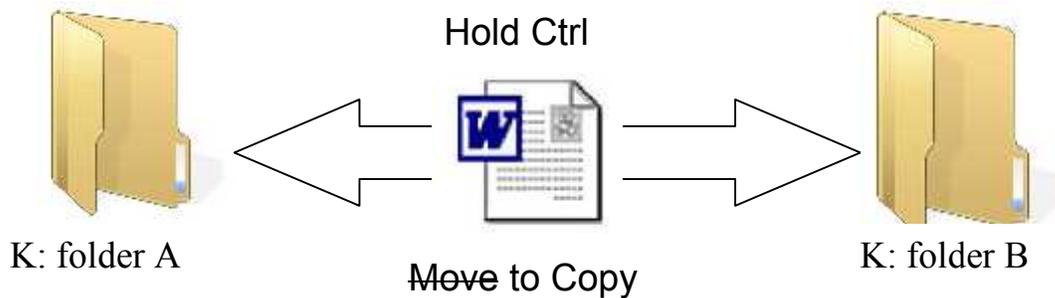
Move (Same Drive)

If you drag and drop within the same drive letter, only one instance of the file exists, it can be found in the folder location.



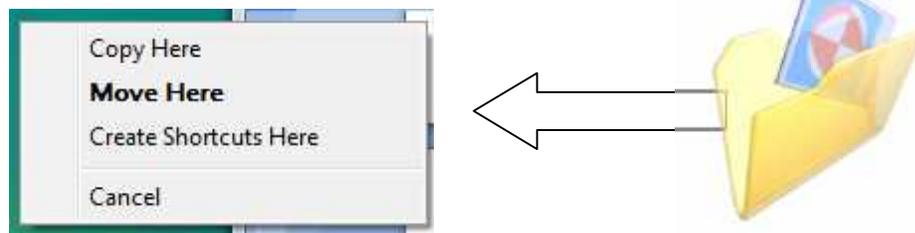
Hold down the Ctrl to override to Copy.

This is typical when you drag file from folder to folder on the same hard drive. Remember that most of you data is store on a single hard drive until you partitioned it to have more than one drive letter.



OVERRIDE DEFAULT COPY/MOVE

Right Click Drag



You can override any default copy or move by use the right-click drag method. To move between drive letters, hold down the right button while dragging. When you drop the item to it proper destination a menu will appear.

Ctrl Key Copy (Overrides Default Move)

To copy with the same drive letter, hold down the **Ctrl** key while dragging. The same rules apply if you are moving or copying between windows

Shirt Key Copy (Overrides Default Copy)

To move files to different drive letter (ie. Flash Drive to Documents), hold down the **Shift** key while dragging.

THE RECYCLE BIN

Right click on the File or Folder.

Click Delete. Another method: Select File/Folder and press delete on the keyboard.

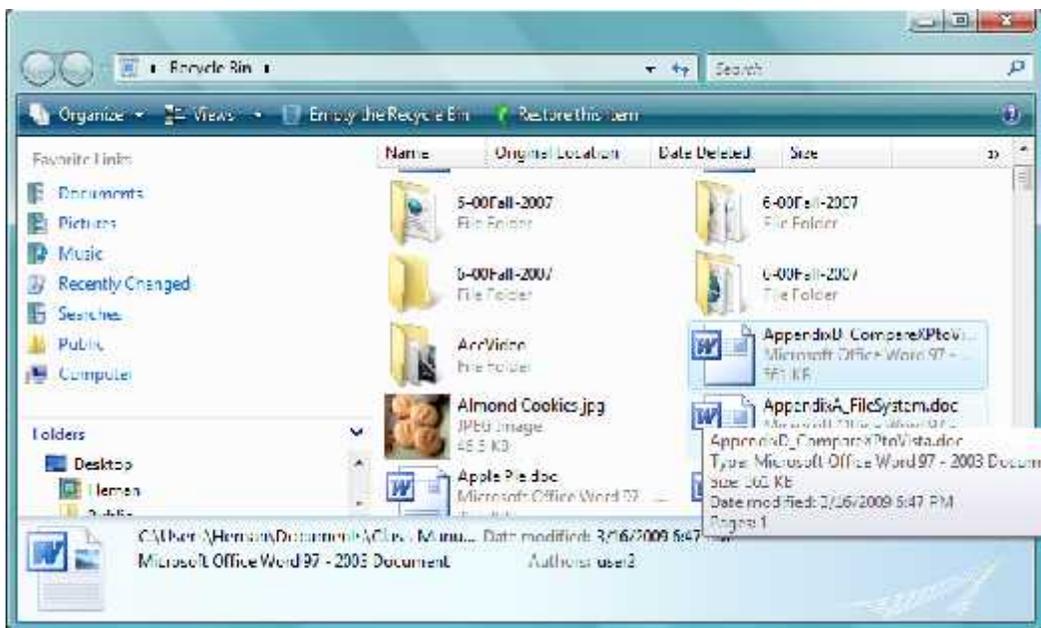
A message appears to confirm your command. Click “yes.”

The deleted material goes to the “Recycle Bin.”



Recover Deleted Files

Usually 10% of the hard drive is allocated to the Recycle Bin. Items in the Recycle Bin are not permanently deleted until you decide to “empty the recycle bin”.



Recover files from the Recycle Bin:

Method 1 – File Menu (Alt Key to display temporarily)

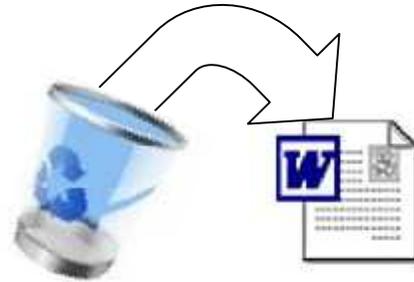
Select the source item and go to the **File>Restore**

Method 2 – Tool Bar. (Alt Key)

On the tool bar click on  button.

Method 3 – Right-Click

Right click on the selected item and select **Restore**.



Method 4 – Drag out of the Recycle Bin.

Select file or files, drag it out to your destination folder.

EMPTY RECYCLE BIN

The only way to recover new disk space is to periodically empty it. Once the Recycle Bin is emptied, files cannot be recovered without have to use a 3rd party disk recovery software.



Permanently delete a file:

Method 1 – File Menu (Alt Key to display temporarily)

Select the source item and go to the **File> Empty Recycle Bin**

Method 2 – Tool Bar. (Alt Key)

On the tool bar click the  button

Method 3 – Right-Click

Right click on the selected item and select **Empty Recycle Bin**

Method 4 – Right-Click on each file.

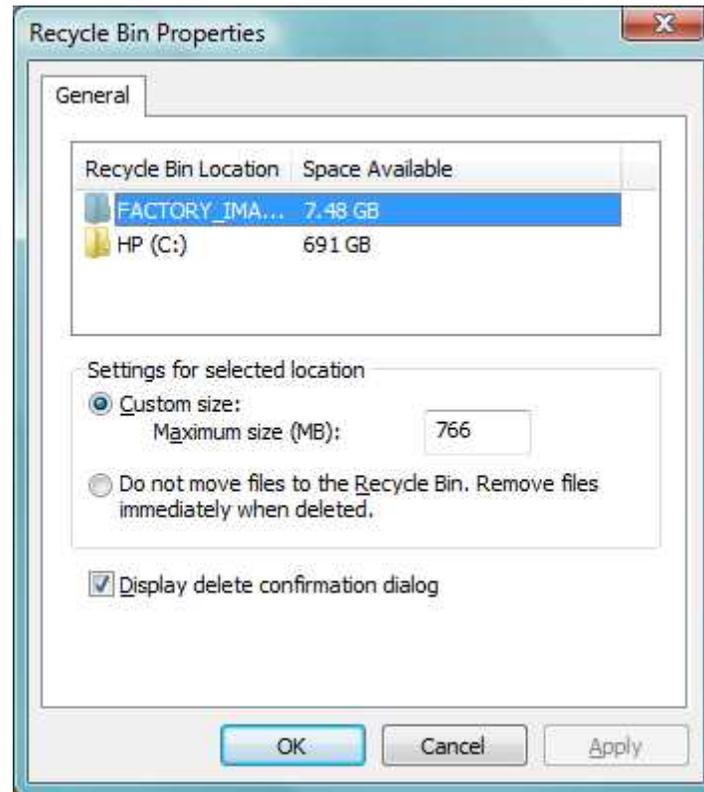
Right click on the selected item and click Delete.

Deleting any item in the recycle bin will permanently delete the selected file without of the empty the whole bin.

INCREASE THE SIZE OF THE RECYCLE BIN

To change the capacity of the Recycle Bin

On the desktop, right-click the Recycle Bin icon and then click "**Properties.**"



Recycle Bin Properties

Under Custom size, enter the amount in MB (Mega Bytes). If you are working with large files especially high resolution picture and videos, I would increase the size of the recycle bin to 2-4 GB. For 2GM in the number 2000.

SEARCH FOR FILES

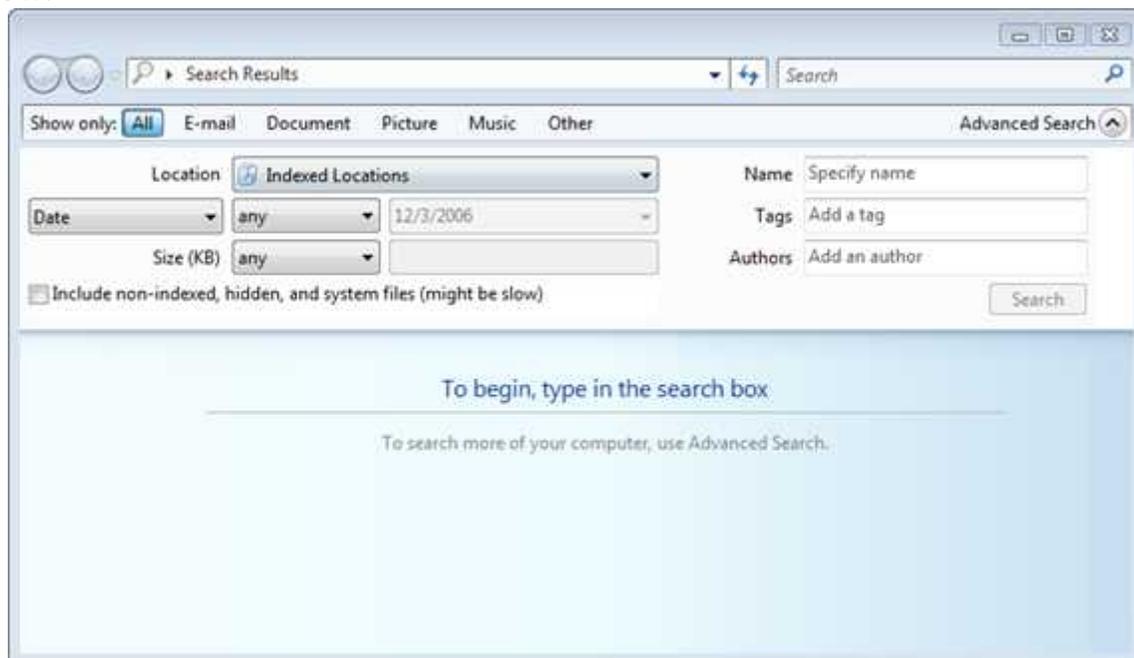
The Search Box



The Search box is used to search for a particular file or sub folder in the currently opened folder. The search begins as soon as one starts typing into the search box. This means as soon as one types “Y”, all files starting with “Y” will get listed in the file list view.

You can also use the Search box located at the top right of any folder to look for any file or application on your computer. Once completed, you may opt to click Save Search and save it as a pre-saved search criteria as mentioned above.

There’s also the Search feature available in the Start menu. The Advanced feature button lets you supply additional information that can facilitate searches, as shown below.



File Search using Wildcards

Boolean

Use Boolean or logical operators (NOT, OR, AND) can use used to narrow you search. To use they must be in all UPPERCASE letters. You cannot use two keywords (for example, NOT and OR) in the same query.

Search: **yosemite OR valley**

Search: **Kona OR coffee**

Search: Kona AND coffee

Search: Date:>06/26/2009

Search: **Type:jpg**

Result: All file JPG files

Wildcard

Sometimes you're not really sure what you're looking for, or at least can't pinpoint some of the finer details. Wildcards can help you find files for which you only have partial details. Adding the asterisk (*) in your search term uses a wildcard for a string of letters or numbers, whereas the question mark (?) is a single character wildcard.

Search: **Yosemite ***

Returns:

Yosemite 01	Yosemite 012	Yosemite Valley	Yosemite River
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Search: **???Yosemite**

01 Yosemite	103Yosemite Valley	TopYosemite
012Yosemite	032Yosemite River	

Search: **Yos?mite**

Yosemite	Yosamite	Yosimite
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Increase Search Speed

Windows uses the index to perform very fast searches of the most common files on your computer. Here are answers to some common questions about the index. (For information about advanced indexing options, see Change advanced indexing options.)

By default , Vista indexes the user's Document Folders, as well as his/her Outlook mailbox and Offline folders. This setting actually makes searches for files which aren't placed under those directories quite time consuming.

Here's a neat trick that you can implement in order to speed up files search in Vista. The basic idea is to get more folders indexed by Windows, and thus speed up the file search functionality.

1. Click Start, click **Control Panel**
2. Click **System and Maintenance**
3. Click **Indexing Options**
4. Click **Modify**
5. Select additional folders you'll like to include in the index. I recommend you to scan the entire partition that stores your documents
6. Click **OK**

EXERCISE

Use the Search Box

1. Use Student CD.
2. Open **Computer**.
3. Enter "**Yosemite**" in Search Box.
4. See the result.

Using Wildcard *

1. Enter "***Yosemite**" in Search Box.
2. See the result
3. Save the search as "**Yosemite Trip Photos**".

Using Wildcard ?

1. Enter "**??yosemite**" in Search Box.
2. See the result.

Search for content

I wrote a letter to Jorgen, but I can not find it. Jorgen is not in the filename.

1. Enter "**Jorgen**" in Search Box.
2. See the result.

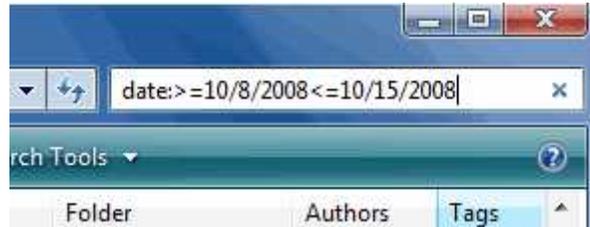
Search using Boolean Logic

1. Enter "**salt AND flour**" in the search box.

2. See the result

Search by Date later than:

1. Enter **“Date:>01/01/2009”** in the search box.
2. See the result



Search by Date later than:

1. Enter **“date>=10/8/2008<=10/15/2008”** in the search box.
2. See the result

Search by file type:

1. Enter **“Type:jpg”**
2. See the result
3. Save result as **“All Sample Pictures”**

Search by Date and Type:

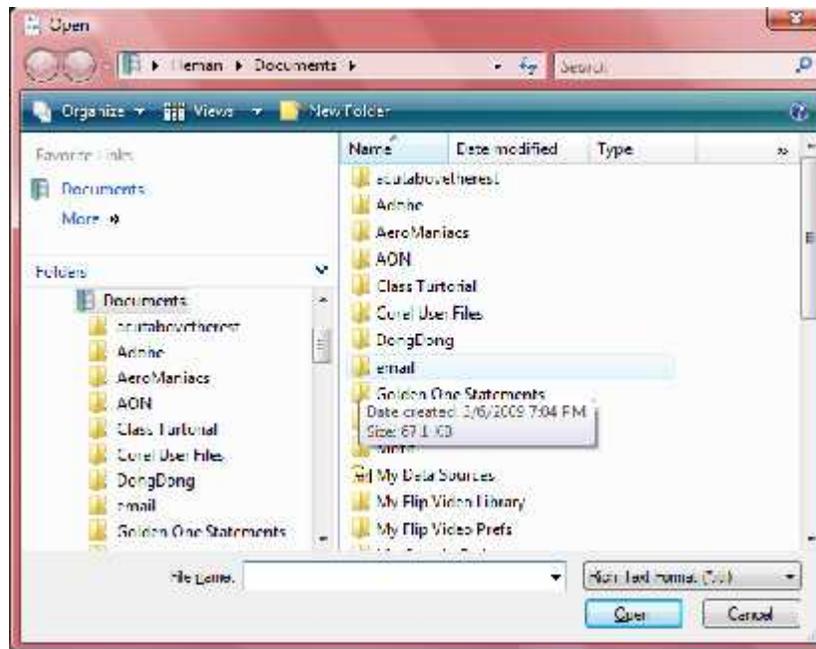
1. Enter **“date>=10/8/2008<=10/15/2008 type:doc”** in the search box.
2. See the result

HOW TO FIND A FILE WITHIN A PROGRAM

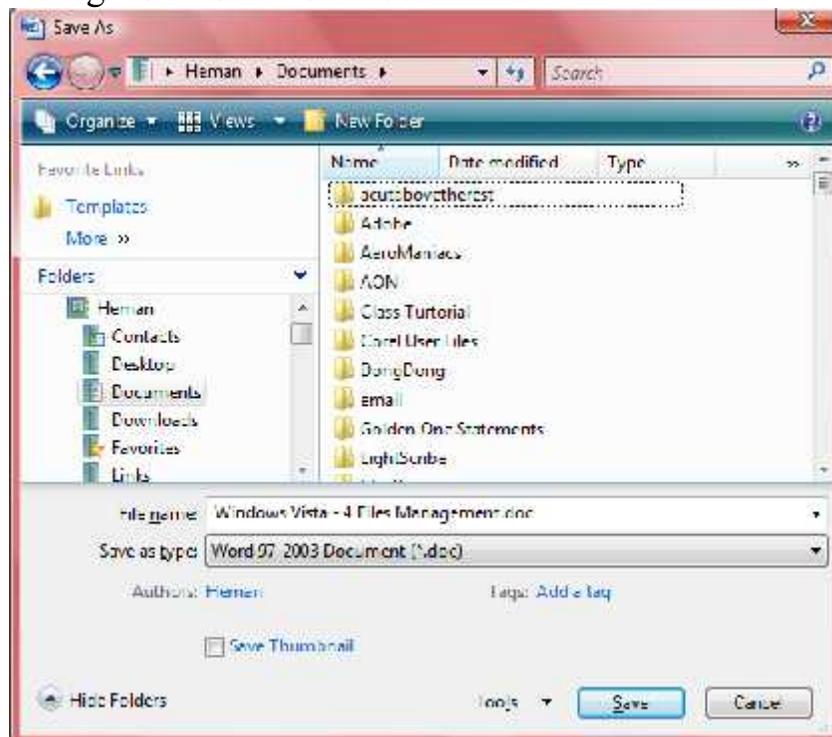
You will see the same Windows Explorer dialog box in many applications such as Word 2007, Wordpad, Excel, MSMail, Outlook and Powerpoint.

Function such as Save As, Open, Browse, Insert File, Insert Picture use the same program API (Application Program Interface).

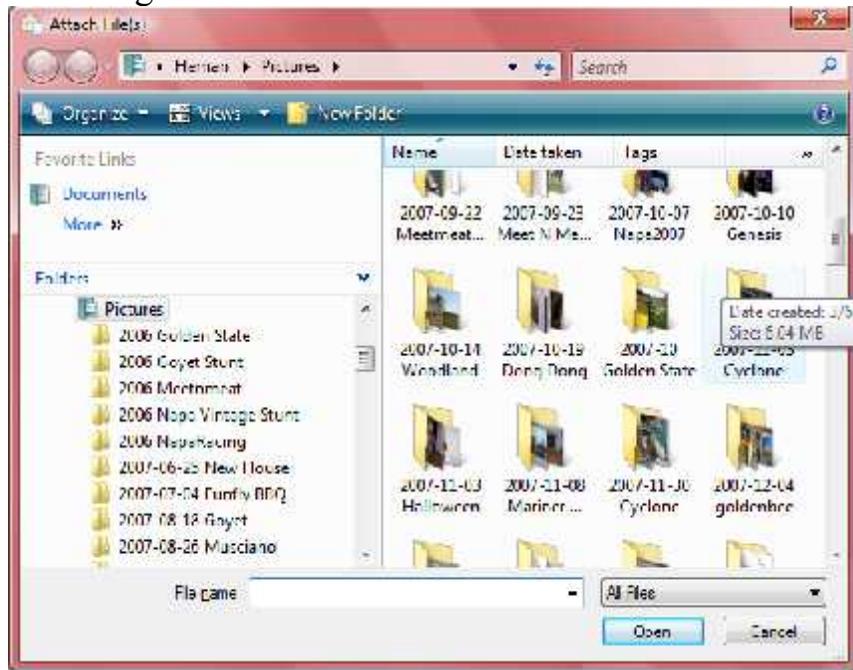
The Open Dialog Box from WordPad



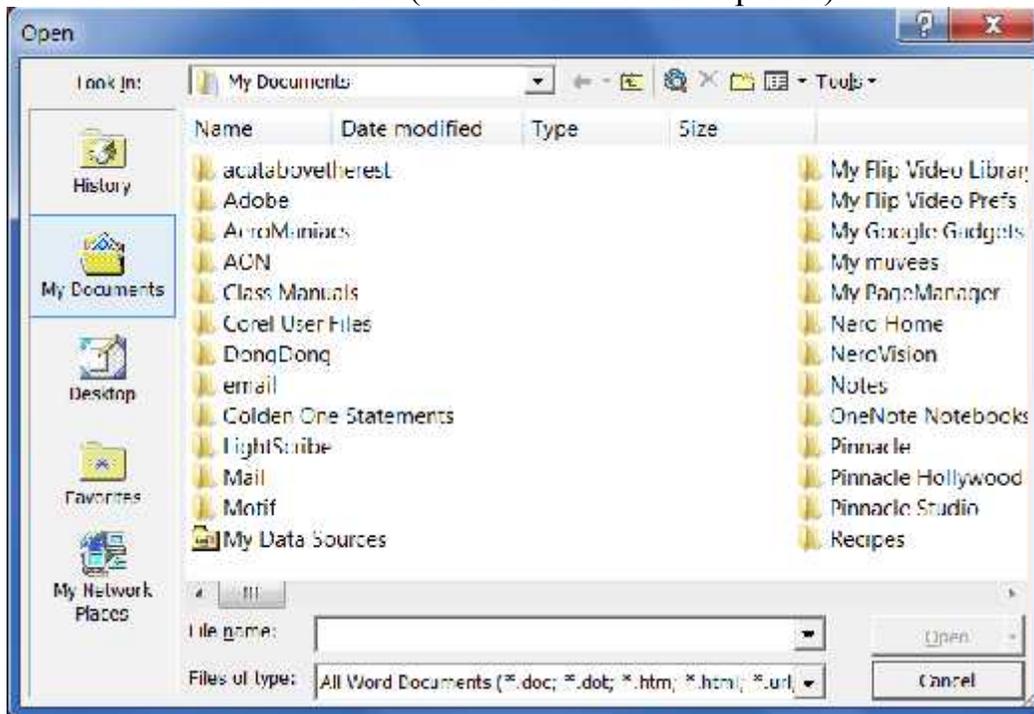
The Save As Dialog Box from Word 2007



The Attach File Dialog Box from MS Mail

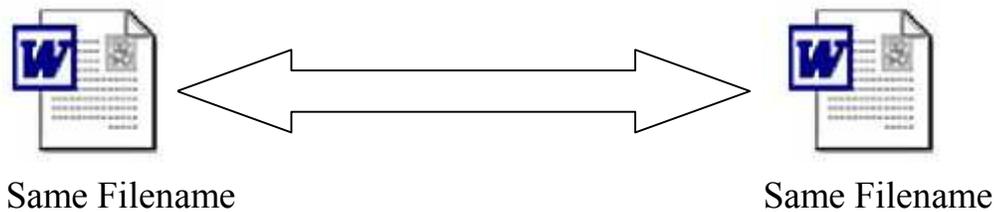


Open command from Word 2003 (Windows XP like Explorer)

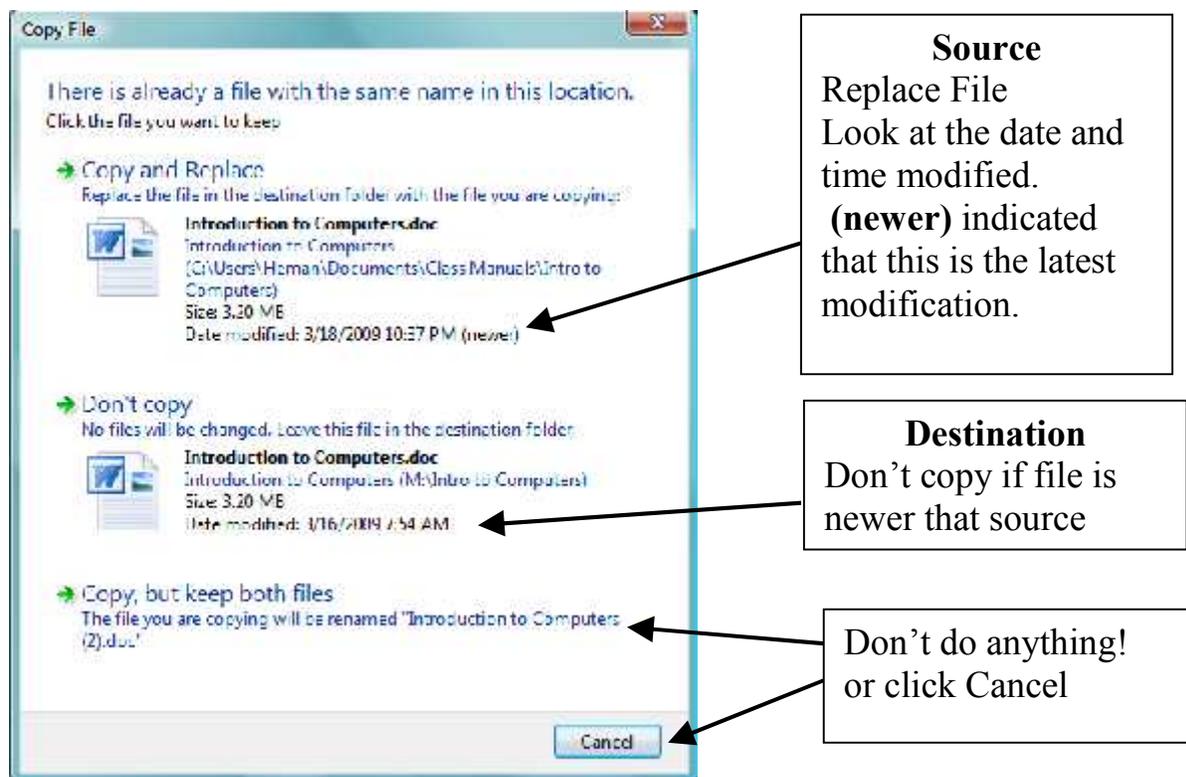


Notice that all these screens look similar and for the most part functions exactly like Windows Explorer. However, be aware that some older applications may still use a XP like Windows Explorer interface. You can still execute all file management function like copy, move, rename and delete.

UPDATING FILES



When you copy over a file with the same name, windows will automatically present the follow dialog box regardless of the files modification date. This will prevent you from updating a newer file with an older file. The dialog box will give you the opportunity to cancel this operation.



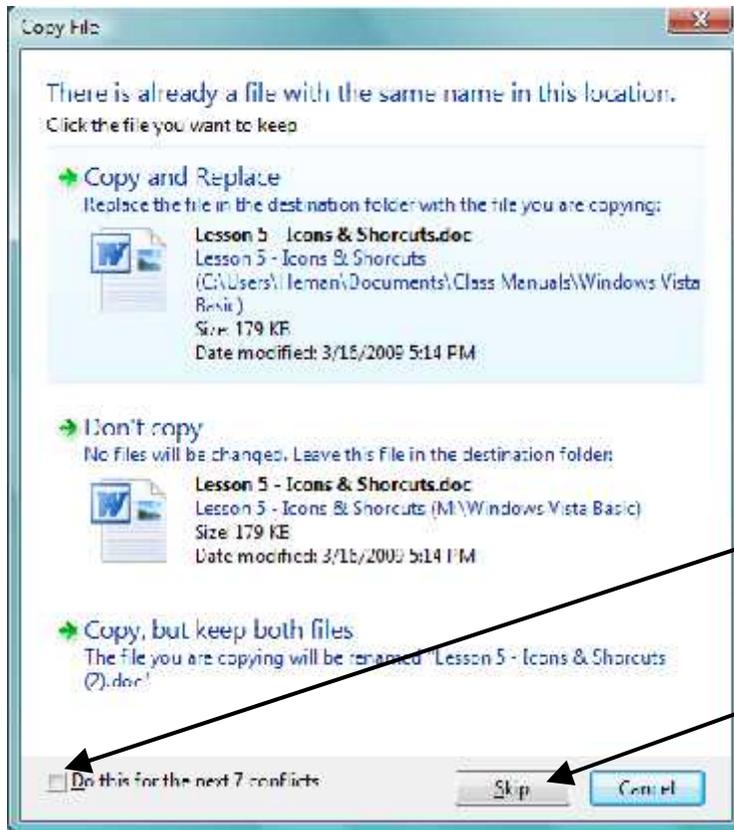
If you are copying more that one file, a check box will appear to enable you to “Do it for all...”

Warning:

If you Click the **Do it for the next X conflicts**, Windows does not check if you are updating with the newest file. So be careful not to Copy and Replace with an older file.

MULTIPLY FILE UPDATE

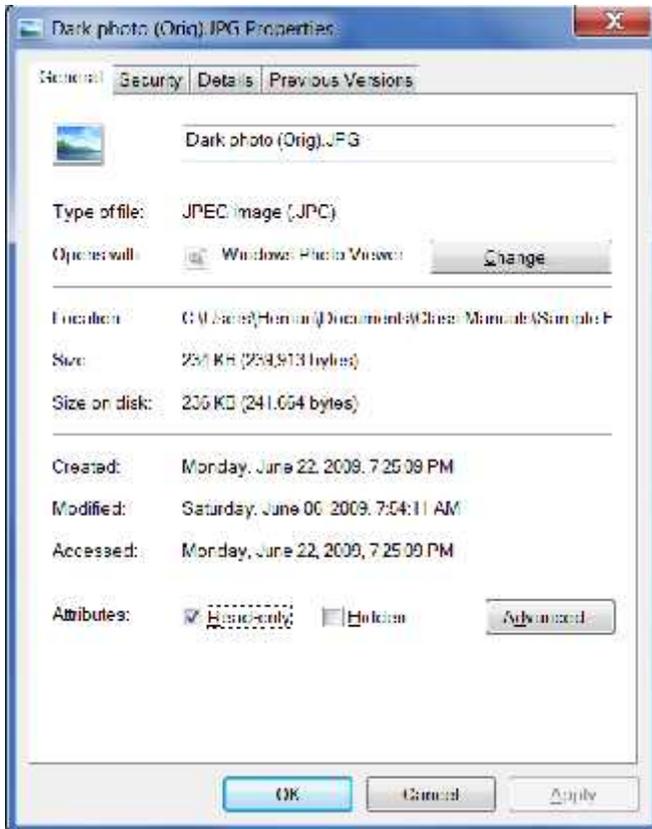
If you copy more than one file at a time, windows will issue the following dialog box. You can skip as many as you like and continue for the last remaining conflicts simply by checking the next to **“Do thing for next X conflicts”**.



Click the box:
Do to for next X
conflict.

Skip and go on to the
next file.

File Attribute



To access the attribute dialog box, right-click on the file. File attributes are maintained in the file system's directories, and typical attributes are Read-Only, Hidden, System and Archive.

Read-Only

A Read-Only file can be viewed, but not changed.

Hidden and System

Files marked Hidden and System do not normally display unless the file manager option to display them is selected. Any file can be marked as Hidden; however, operating system and other control program files are marked as System files as a means of identification.



Archive

The archive attribute is used for backup. When a file is created, the archive bit is turned on.

When a backup program copies the file, it turns off the archive attribute.

Encryption

For even more security, you can click the **Encrypt ...** check box.

Encryption is the process of converting data into a format that cannot be easily read by others without known the key. The file key is like a password. You can use EFS to automatically encrypt your data when it is stored on the hard disk.

Chapter 2 – File Management: Review Questions

1) File management can be performed?

- a. From the Organize menu.
- b. From the File menu.
- c. Right-clicking on the folder or file.
- d. Control keys (ctrl+c to copy)
- e. Drag and drop from window to window.
- f. All of the above.

2) How to a move a file using copy & paste?

- a. Use copy and paste command.
- b. Use the move command.
- c. Use the cut and paste command.
- d. All of the above.

3) Using copy & paste is best because?

- a. You don't have to have multiply windows opened.
- b. It requires less windows manipulation.
- c. It is safer because you don't have to cut the file.
- d. You are less likely the make a mouse error.
- e. All of the above.

4) If I drag and drop a file from flash drive to my Picture folder.

- a. The file is deleted.
- b. I just moved the file to my Picture folder.
- c. It is a copy by default, the file remains in both place.
- d. It' is moved to the C: drive.

5) Contiguous selection uses the:

- a. Ctrl key to select files that are in contiguous order..
- b. Shift key to select file that are in contiguous order.
- c. Alt key.
- d. Delete key to select files.

6) If I drag and drop files from my Document folder to my Picture folder,

- a. The file is deleted.
- b. I just moved the file to my Picture folder.

- c. It is a move by default, the file is gone from the source.
- d. It' is moved to the C: drive.

7) Files can be recovered from the Recycle Bin:

- a. The file is deleted permanently.
- b. as long as you don't clean your drive..
- c. Can not be recovered.
- d. As long you have not emptied it.

8) What is the purpose of the "Right-Click Drag & Drop"

- a. Gives you a menu.
- b. You can choose what to do.
- c. to override the default copy/move.
- d. Allows you to copy the file to the same folder.

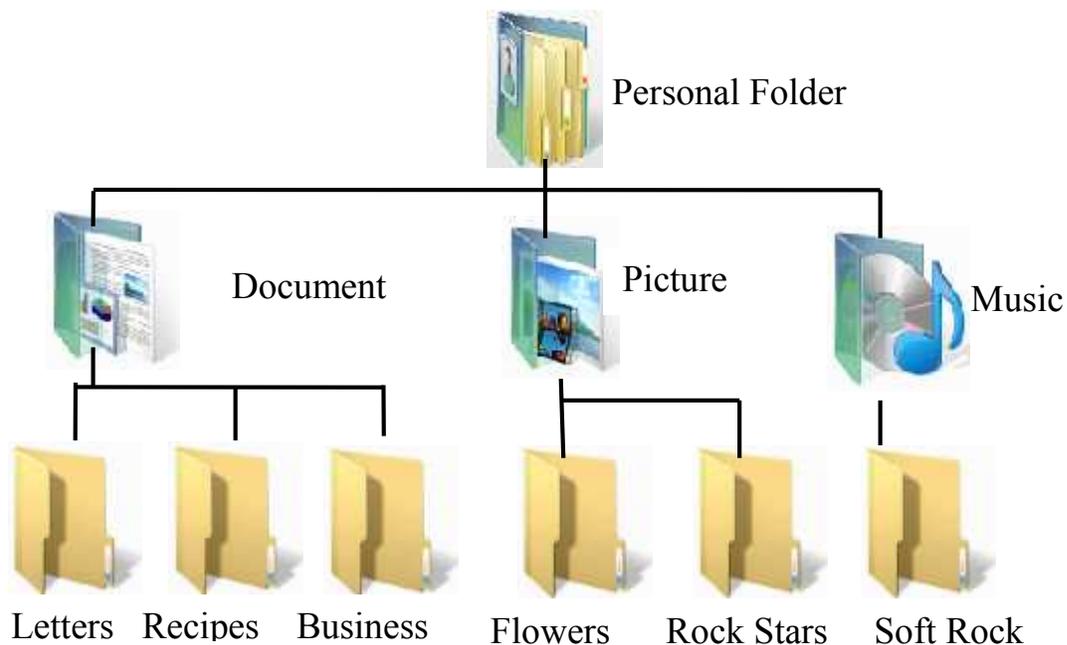
File Management Exercises

Instructor: Heman Lee

Exercise 1 – Creating Folders

1. Create the following folders structure under your personal folder (student?) in the proper subfolder:
 - a. Student?>Document>Letters
 - b. Student?>Document>Recipes
 - c. Student?>Document>Business
 - d. Student?>Pictures>Rock Stars
 - e. Student?>Pictures>Flowers
 - f. Student?>Music>Soft Rock

Your folder structure should look like this:



Exercise 2 - Change the View (Sort)

1. Find and expand all folders on the “**Sample Files**” CD or Flash Drive in the navigation pane.
2. Display the content of the **Sample Files** in the **Large icon, Medium icon, List and Detail View**.
3. Sort the Detail View by Filename.

4. Sort the list by file **Type**. (if **Type** is not present, add it)

Note: Right-click in the header area to add or delete file detail column.

Exercise 3 – Copying Documents

1. Leave the Detail Pane in the **Detail** view.
2. Use **Contiguous Selection** to select all recipes document file.
3. Use **Non-contiguous** Selection to de-select unwanted documents that are not recipes.
4. Copy selected recipes file to your new folder **Student?>Document>Recipes**

Hint: Drag and drop from Detail Pane to Navigation Pane, or use Copy and Paste.

Exercise 4 – Copy Rock Star Pictures

1. Display the content of the **Sample File** in the **Detail Pane**.
2. Use the Navigation pane to expand the **Student?** folder.
3. Change View to **Medium Icons**.
4. Use Contiguous Selection or Non-contiguous Selection to copy pictures to folder:
Student?>Pictures>Rock Stars

Exercise 5 – Copy Flower Pictures

1. Display the content of the **Sample File** in the **Detail Pane**.
2. Use the Navigation pane to expand the **Student?** folder.
3. Change View to **Large Icons**.
4. Use Contiguous Selection or Non-contiguous Selection to copy pictures to folder:
Student?>Pictures>Flowers

Exercise 6 – Group Rename

In this exercise you will rename all files with the contain the name Yosemite to Yosemite(1), Yosemite(2)....

1. Enter search criteria: ***Yosemite***
2. Select all files.
3. Right-click on any file and select **Rename**.
4. Rename file to **“Yosemite”**.

Exercise 7 – Group Delete

1. Sort by Name in Detail View.
2. Select all of the **Mariner** files.
3. Right-click on any file and select **Delete**.

Exercise 8 – Group Files

1. In Sample Files folder, right-click in an open white area.
2. Select Group by, then select Type.

Exercise 9 – Search

1. Enter “**disney**” in the search box.
2. Save Search as “**Disneyland Pictures**”.

Exercise 10 – Creating shortcuts

Create a shortcut to these 4 new folders on your desktop

Hint: **Right-Click>Send To>Desktop (create shortcut)**

Shift key for contiguous selection

Ctrl key for non-contiguous selection

Notes: