


NEW PERSPECTIVES

Files and File Management

Microsoft® Office 2010



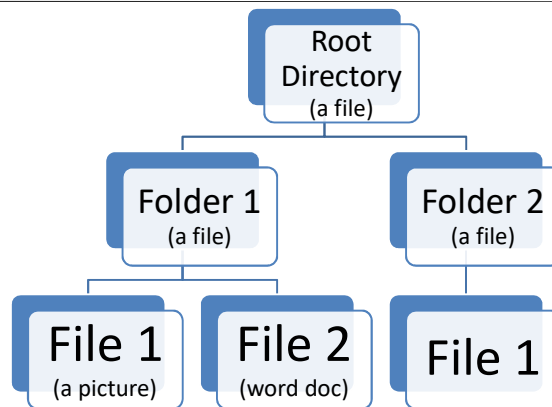
Objectives

- Understand computer files and file operations
- Create, name, copy, move, and delete folders
- Name, copy, move, and delete files

A file, in the computer world, is a self contained piece of information available to the operating system and any number of individual programs. Information inside the file could be anything but whatever the file contains is organized.

All information is represented as a string of 1's and 0's. Meaning is assigned by the program.

Folder or Directory Structure



Files and Folders in Windows and Mac

- The system organizes folders and files in an hierarchy, or file system.
- It stores the folders and important files it needs to turn on the computer in its root directory.
- Folders stored within other folders are called subfolders.
- Every File or Folder has a Unique Name and Path.
- The Directory File uses this name to look up the location on the drive that contains the file.
- Each File has an extension used to designate a pgm.

File Names, File Paths

Filename: File and Folders Student Exercises.docx
(the extension may not be shown)

Extension: .docx

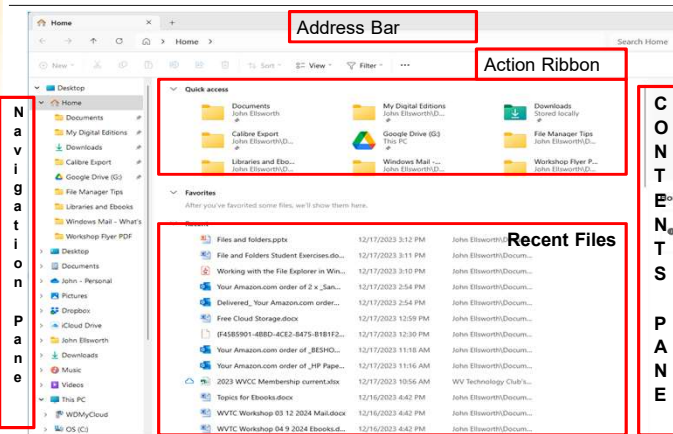
Path: E:/Instructor Files/

Full : E:/Instructor Files/File and Folders Student Exercises.docx

Commonly Used Extensions

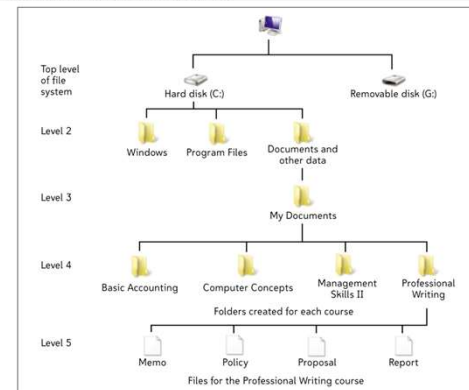
Extension	File Type
.exe	Program Application
.doc or .docx	Microsoft Word
.xls or .xlsx	Microsoft Excel
.ppt	Microsoft Power Point
.mdb	Microsoft Access
.pdf	Adobe Portable Doc Format
.txt	Simple Text
.htm or .html	Web Pages
.rtf	Rich Text Format
.jpeg or .jpg	Image Format

Windows 11 File Explorer



Organizing Files and Folders

Figure 2 Organizing folders and files on a hard disk



Navigating to Your Data Files

- Insert your Flash Drive Open File Explorer
- Select the Flash drive in Navigation Pane (single click)
- Go to the Contents pane and double click on “Student Files”
- You will put your files in the folders we create in Exercise 2.
- These files will be used in Exercise 3.
- Now go to the task bar and open a second instance of File Explorer.
- You do this by right click on the icon and select File Explorer. Alternately, you can press **Windows logo key** + **E**
- Make sure you arrange the windows so you can see each of them. Select “Student Flash” on the left and “Student Files” on the right.

Creating a New Folder


- Creating a folder
 - In the Navigation pane, click the drive or folder in which you want to create a folder.
 - Click New on the toolbar and select Folder.
 - Type a name for the folder- Exercise #, and then press the Enter key.

Moving or Copying Folders / Files

- Moving and Copying Files and Folders:
 - **Moving** a file removes it from its current location and places it in a new location you specify.
 - **Copying** places the file in both locations.

Do Exercise # 3

Exercise 5: Selecting Files and Rename

- Open Folder **Flowers**
- To select 1 file, click once on the name (highlights name)
- To select more than 1, hold down **Ctrl** key and click on each file name.
- To select a range of files, use the **Shift** key
- To Rename, click the  icon and type the new name.

Working with Folders and Files

- Deleting Files and Folders
 - Recycle Bin is an area on your hard disk that holds deleted files until you remove them permanently

If the File is on a USB drive, it is removed permanently.

Exercise # 6 –

New Icons in Win 11:      
Cut Copy Paste Rename Share Delete

Cloud Storage

- There are several cloud storage options.
- If you have a Microsoft account, you get 5GB free on OneDrive. Win 11 wants to backup your documents automatically.
- Google and Apple also offer storage with an account.
- If you install the App, the “drive” shows in File Explorer.

Free Cloud Storage

- [Google Drive](#) — 15GB free with document collaboration. 100GB @ \$2/per month
- [OneDrive](#) — 5GB free cloud storage but with a 100GB file size limit. 50GB @ \$1/Month
- [Amazon](#) AWS – 5GB of free space with great security and privacy. 100GB @ \$2/Month
- [Dropbox](#) — 2GB free with good syncing capabilities. 2000GB @ \$10/Month
- [iCloud Drive](#) — 5GB free online storage for Apple users. 50GB @ \$1/Month