File Explorer on Windows 11

- File Explorer is a graphical user interface (GUI) on the Windows operating system that allows users to navigate, manage, and access files and folders on their computer.

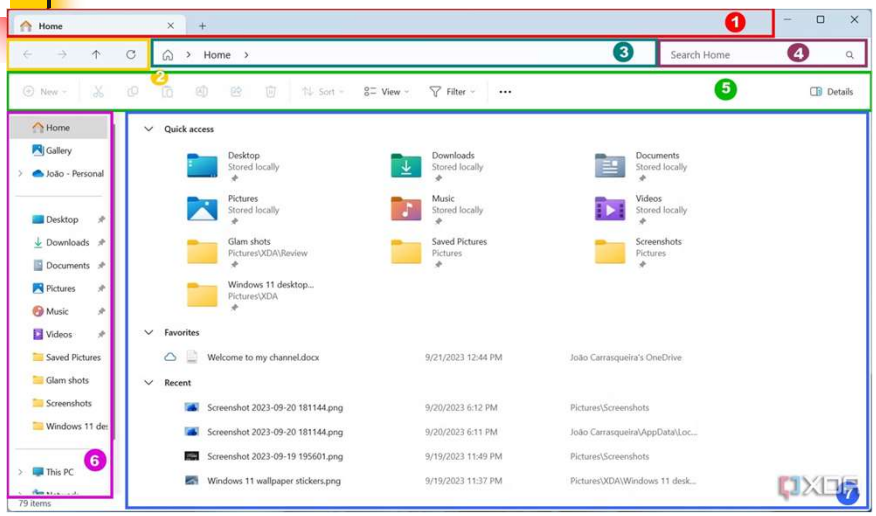
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Let's Get Started:

- Open File Explorer – **WINDOWS + E**
  - (There are 5 different ways to do this!)
- Here is a screenshot of what you might see:
  - (The numbers refer to the following items.)

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File Explorer Panes



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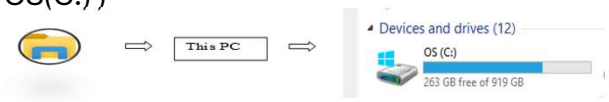
The primary elements

1. **Tab bar:** You'll see the titles of your open tabs and you can switch between them here.
2. **Navigation buttons:** Includes back, forward, up, and refresh buttons.
3. **Address bar:** Shows the current path in the main view and lets you navigate the folder structure.
4. **Search bar:** Lets you search for items in the current view (including sub-folders).
5. **Ribbon:** The ribbon contains file management tools like copy, cut, delete, and rename, as well as filtering and sorting options for your current view
6. **Navigation pane:** Shows the folder structure of your PC and highlights the current folder in the main view.
7. **Main view:** Shows you the files and folders in the path you're currently in. You can double-click a file or folder to open it.

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Exercise 1 – Explore the C-Drive

- Click File Explorer > This PC and then double click on the C-drive (OS(C:))



Look at the list of directories on the left pane and the files on the C-Drive.

Double click on the **Users** folder to open it. Double click on your name

These are all the files you own on the internal drive.

The full address shows in the top line. [This PC > OS(C:) > Users > You]

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Now Single Click on the View Tab

See the appearance change as you select each view – extra large icons, etc. Check the item you prefer.

Select the Details view; Change the display order by clicking on the column heading or the **Sort** icon.

Return to A-Z on Name. Close the open tab by clicking on the X in the tab.

For Your Understanding

Files hold things: pictures, programs, saved emails.

Folders hold files and can hold other folders.

Each File and Folder has a unique address. The address tells the computer where to find the file or folder.

When a program (like Word or Excel) opens a file, it opens the file in place. It does not move the file unless you tell it to move the file and tell it where you want it moved to.

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Exercise 2 – Creating a New "Practice" Folder

- Go to the **Documents** folder, right-click on an empty space, select **New**, and select **Folder**. Type *My Practice Folder* to replace "New folder" and enter. Double click to open the folder.
- Repeat the process to create two new folders:
  - Documents
  - Pictures
- Under Documents create a folder Recipes

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Exercise 3 – Selecting and Copying Files

- To begin, insert the supplied USB Drive.
- If a new Tab opens, OK, otherwise open one and find the USB drive. Open the folder "Student Files"
- Copy "Microsoft…..l.docx" using the copy icon  Then move to the tab with the "*Documents*" folder – double click to open, and Paste the file using the paste icon  . If you wanted to move the file, you would use the Cut icon
- <ctrl>C, <ctrl>V, and <ctrl> X are the keyboard equivalents.

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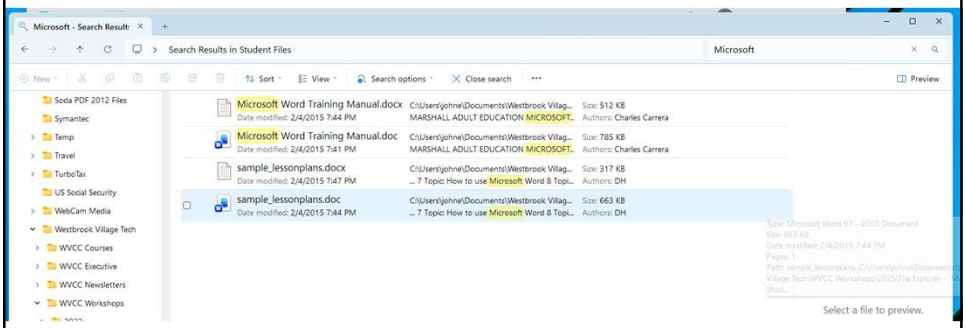
Selecting Multiple Files

- If you wish to move multiple files in one step, you select the first file (left click) and then select the last file of the group while holding down the "*Shift Key*".
  - To select parts of a list use the *"ctrl key"* to add each file individually to the selection.
  - As an aside, there are 2 other ways to do copy/move – "drag and drop" and (right click) selection.

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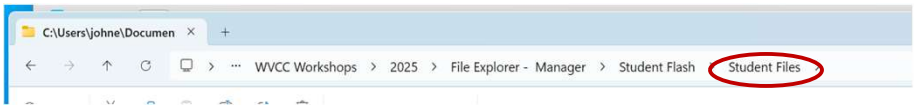
Exercise 4 – Searching Using the Search Box

- The search box in File Explorer (top right corner) will look in the current folder and any subfolders for any files containing the search term.
  - Open a tab pointing to you flash drive:
    In the search box, type "Microsoft" then the Enter key.

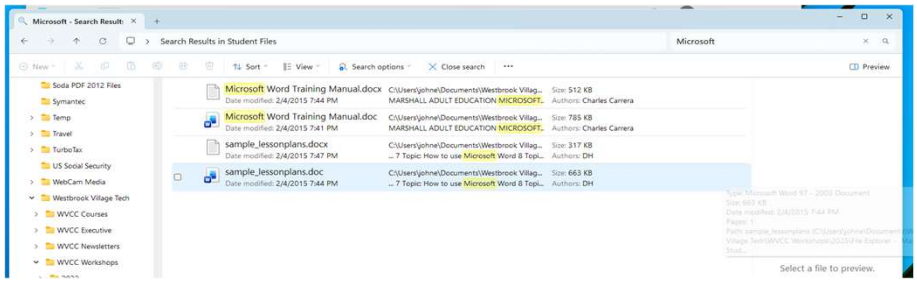


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- You can open one of the displayed files with a double click. You can right click on the file and select "Open file location" to change to the containing folder.



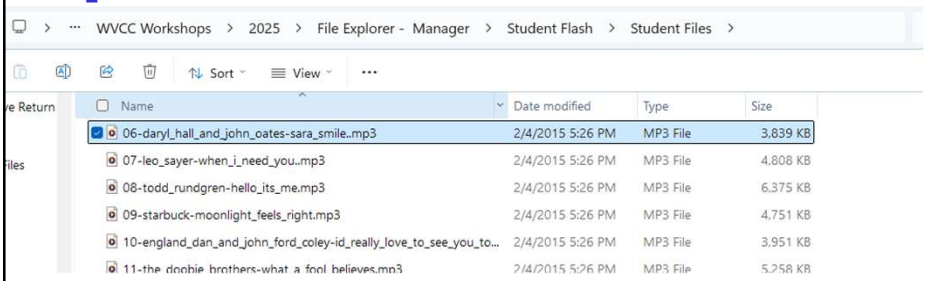
You are now displaying the contents of that folder. The "Back Arrow" will return you to the search result.



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Exercise 5 – Renaming a File

- Select the file to be renamed:



Select the "A" icon and the name will turn blue. Then replace or edit the name with the keyboard.

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Exercise 6 – Deleting a File

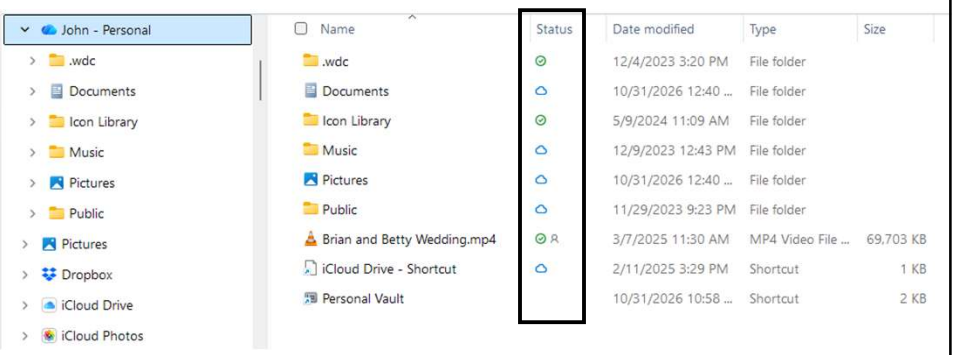
- As before, select the file to be deleted:
- Select the "Trash" icon and the file will be removed (It will be moved to the Recycle Bin). To permanently delete it. Hold the shift key when selecting "Trash"

  Alternately, you could use the keyboard "delete key" instead of "Trash"
- Look at the "Recycle Bin". (it may be on your Desktop). You should see the deleted file. You can return it to the original folder by right click "Restore"

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Cloud Storage – Shows as a Drive

- File Explorer displays cloud storage as dedicated folders in the left navigation pane and top-level directories that integrate cloud files seamlessly alongside local drives.



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Cloud Storage – Status Icons

File Explorer uses small overlay badges next to file and folder names to show whether they live locally or only in the cloud:

- **Blue Cloud Outline / Gray Cloud:** The file is **online-only**. It requires an internet connection to open.
- **Green Checkmark (White/Green Fill):** The file is **locally available**. It was downloaded previously or opened recently and currently takes up space on your device.
- **Solid Green Circle with White Checkmark:** The file is marked **always keep on this device**. It is permanently stored locally even when offline.
- **Blue Syncing Arrows:** The file or folder is **actively syncing** changes between your computer and the cloud.

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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

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