

Proicere, Inc.

Windows: File Management

Lesson Notes

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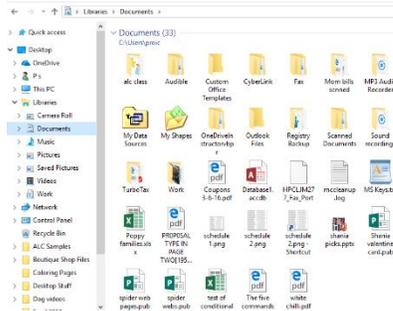
File Folders

File Folders/Directories are the way the computer organizes the storage devices. File Folders can be created one inside another.

One way to look at the systems file folders is to go into Windows Explorer.

(Keyboard shortcut – Windows logo key  and the letter E) **+E**

The **left side** of the screen displays the tree (drives & file folders / directories)



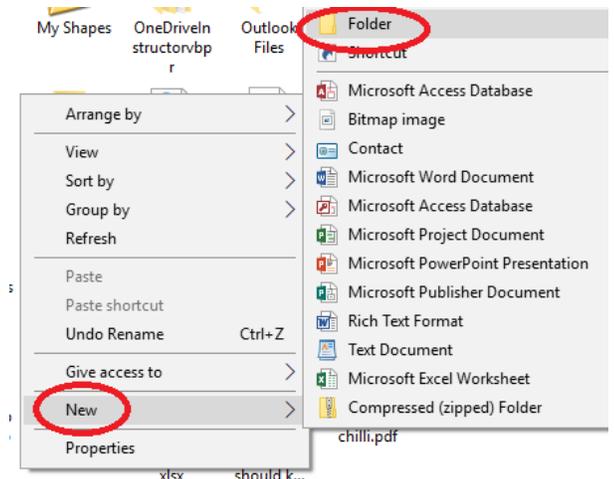
The **right side** displays the contents of the file folder opened on the left. (file folders / directories & files)

Creating a new folder

In the left window, open the folder in which the new folder is to be created.

Right click in a blank area in the window on the right.

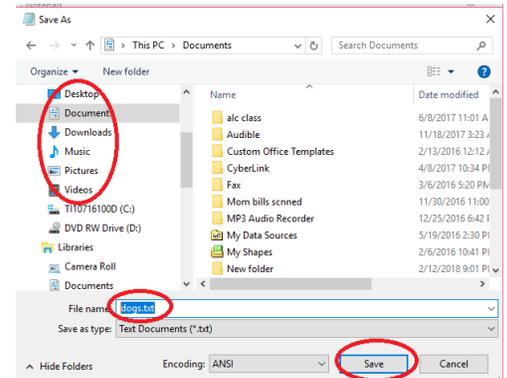
From the popup menu choose: New, Folder



Saving a Document into a File Folder

In the Save as dialog box, key in the file name and open the file folder in which to save the file.

Once the file has been saved, File, Save does a quick save over the original file, File, Save as will always bring up the Save as dialog box (*note: this will create a new file*).



Copying/Moving Files

One way to copy/move a file is to use Files Explorer and the click and drag method.

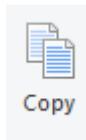
Note: opening two windows then drag the files between the windows.

*Note: If the left mouse button is used for dragging the file(s), the following are the defaults:
if source and destination are on the same physical device, the file(s) will be moved
if source and destination are between physical devices, the file(s) will be copied.. If the right mouse button is used for dragging files, a menu will appear when the mouse button is released. This menu will override the system's defaults.*

Cut, Copy, and Paste Tools

Copy

CTRL+C



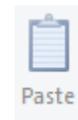
Cut

CTRL+X



Paste

CTRL+V



To Copy/Move One File

Find the file to be copied or moved.

Click and drag file to new location.

To Copy/Move Several Selected Files

Click the first file, then with the CTRL key held down, click on all other desired files.

Let go of the CTRL key, click and drag one of the selected files, all selected files will copy/ove.

To Copy/Move Groups of Files

Click on the first file

Hold down the Shift key and select the last file of the group

Let go of the Shift key, click and drag one of the selected files to the new location, all selected files will copy/move.