



Managing Files

Find Files

Open and Edit Files

Open Folders

Delete Folder

Rename Folder

Save

Print

FILE ORGANIZATION IS IMPORTANT!

Imagine trying to find a file, picture, document, or program if there were no organizational folders.

It would be like opening the drawer to find random items tossed everywhere.

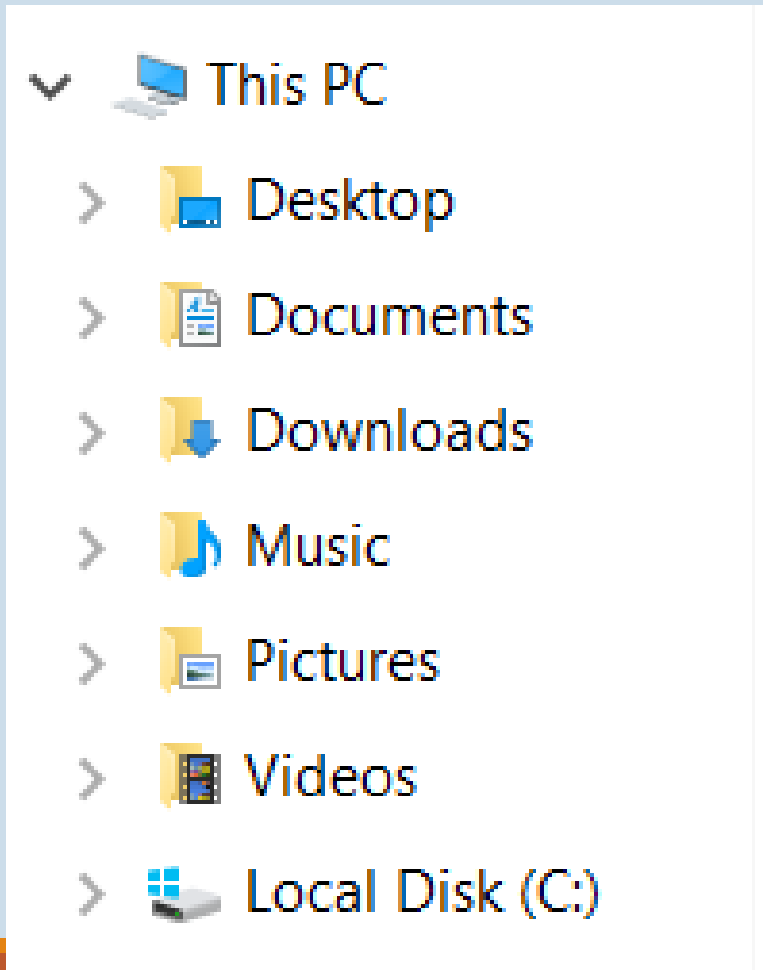
Good luck finding what you need.



STANDARD MICROSOFT FILE FOLDERS

1. Documents = DOCUMENTS Folder
2. Pictures – PICTURES folder
3. Music – MUSIC folder

Desktop should be reserved for Program Icons, OR 1 or 2 folders that contain a mix of files you access frequently.



DOCUMENTS - Basic Tasks

1. Open Program
2. Create new file
3. Enter one line of text
4. Save File to your computer
5. Re-open existing file
6. Edit File
7. Re-save file to USB key
8. Explore Print Options

OPENING A PROGRAM

For this example, we will open a text program used to write a letter.

- Click “start button” in lower left corner of the Task Bar to view the Windows Program menu
- Click on desired program (Microsoft Word or Notepad). You will now have a blank document window where you will create your letter.

OPEN WINDOWS FILE EXPLORER

On windows 10, click the yellow folder found on the bottom task bar.

FILE EXPLORER

- Organization of your data files by folder and sub folder
- • Create sub-folder in the DOCUMENTS folder
- • Rename a folder
- • Save a file to the folder
- • Move a file to another folder
- • Delete a folder

CREATE NEW FOLDER

- Place mouse over the main folder where you want to create your new sub folder.
- Right click to display folder options menu
- Hover mouse over the word “NEW” – menu pops out
- Left click on “FOLDER”
- Immediately type the desired name for the folder
- Press “ENTER” key on keyboard

RENAME FOLDER

- Right click on the existing folder name to get menu options
- Left click on “rename”
- Type new desired name
- Press “enter” key

DELETE A FOLDER

- Right click to display the options menu
- Left click on the word “DELETE”

MOVE FILES BETWEEN FOLDERS

Copy and Paste is the easiest way to move files from one folder to another.

1. Right Click on the file you want to move.
2. Select CUT if you want to remove it from the current folder.
3. OR select COPY if you want to duplicate it into another folder.
4. Right Click on the folder where you want the file to go.
5. Select PASTE.

OPEN AN EXISTING FILE

There are two ways to open an existing file:

1. Go to “FILE EXPLORER” and locate the file you wish to open, then double click the file name. The proper program will automatically open with your file displayed.

2. Open the program first (such as Word), then at the top tool bar click “FILE”, then “OPEN”, then locate the file you want and double click it.

Note: this method works best for files you recently saved. When you click OPEN, list of recently saved files is displayed also.

EDIT AN EXISTING FILE

Review of following commands:

- HOME key(moves cursor to front of the line)
- END key (moves cursor to the end of the line)
- CAPS LOCK key (all letters will be capitalized)
- To select text (click and drag over text to select, or double click a word, or triple click a sentence/paragraph.
- CUT (shortcut = CTRL + X)
- COPY (shortcut = CTRL + C)
- PASTE (shortcut – CTRL + V)

SAVE FILE TO FOLDER

- WHEN saving your data, use the “SAVE AS” command.
- Navigate to the folder you just created
- Double click the folder name to select it
- Be sure you have entered your desired file name
- Click “SAVE”

PRINTING A DOCUMENT

Printing can be performed three ways.

1. Click the “PRINT” icon on the top tool bar
2. Press CTRL P
3. Click “FILE”, then select “PRINT” from the menu.

2 and #3 options display the printer options window where you can select which pages to print, and how many copies to print.

USB Flash Drives

- Popular storage device with a built-in connector that plugs into USB port
- About the size of a cigarette lighter
- Nicknamed “jump drives” or “thumb drives”
- Up to 256 GB capacity
- Open, edit, delete, and run files, just like you would on your computer’s hard drive

USB Flash Drives

Advantages

- Small, portable
- Durable
- Fast access to data
- Holds data even when not connected to power source

Figure
1-27



SUMMARY OF DAY 3 — FILE MANAGEMENT

- File Explorer
- Create Folders
- Rename Folders
- Delete Folders
- Move contents between folders
- Open Existing Files
- Editing Existing Files
- Save File to Folder
- Print files

ACCESS YOUR BONUS MATERIAL

There is more helpful online tutorial waiting for you at my website.

1. open the Browser you like to use (Edge, FireFox or Chrome)
2. At the URL field (top line that starts with http://) enter this website address:

cpu-onsite.com/learn/bcs-bonus

3. To view the presentations for each day, click on the text links/
4. You may click on any of the resource links. There are many more items that you will find helpful.

THANK YOU FOR ATTENDING!

I look forward to EMPOWERING you
again soon!

~Tori Moody