File Management Tutorial

Just a reminder...

Files: any individual item on your computer that contains data. E.g. document, photo, spreadsheet, email, PowerPoint, etc.

Folders: "containers" for your files to keep them organized. You can put folders inside folder

A. Creating and Saving a file

1. To **create** a file,
   - **double click** on the **Microsoft Office Word icon** on your desktop (the main screen of your computer). If you have difficulty double clicking – **single click** on the icon and then hit the **Enter button** on your keyboard.
   - When a blank Word document appears, **type** your name on the blank page (you just created a file!)
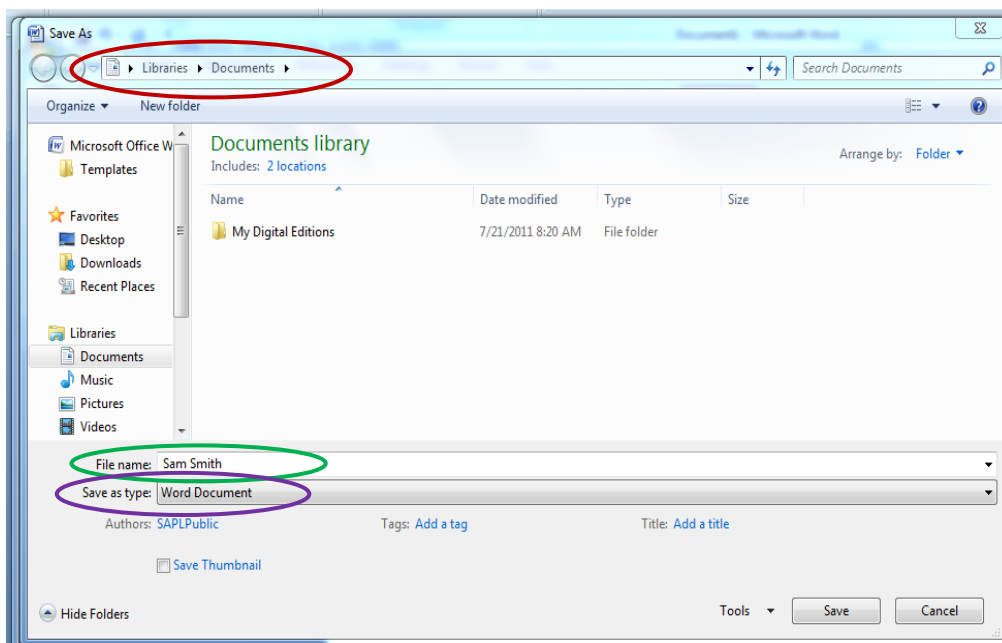2. Let's **save** this document by:
   - Clicking on the **Microsoft Office icon** (top left hand corner of the screen)
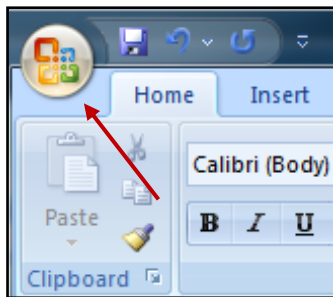
   - Click on **Save** in the next drop-down menu that appears:

     ❖ Notice the screen that comes up:

The location that the file will be saved in displays in the address bar

The name of the file is listed under File Name

The type of document is listed under Save as Type. (In this case it is being saved as a Word Document.)

- Click on **Save**. This will the save this word document named "Sam Smith" to the Documents folder (which is a folder on the hard drive of your computer).
- Close window by clicking on the [X] in the upper right hand corner of the screen.

3. To view the saved file in the Documents folder:

- From the Desktop click on the **Start** button [icon] - bottom left hand corner of screen
- Click on **Documents** in the next screen
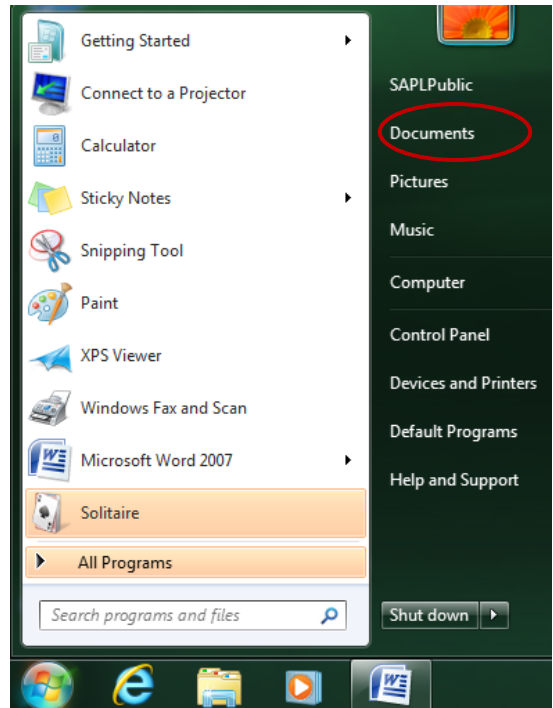
❖ On the next screen you will see the files in the Documents folder
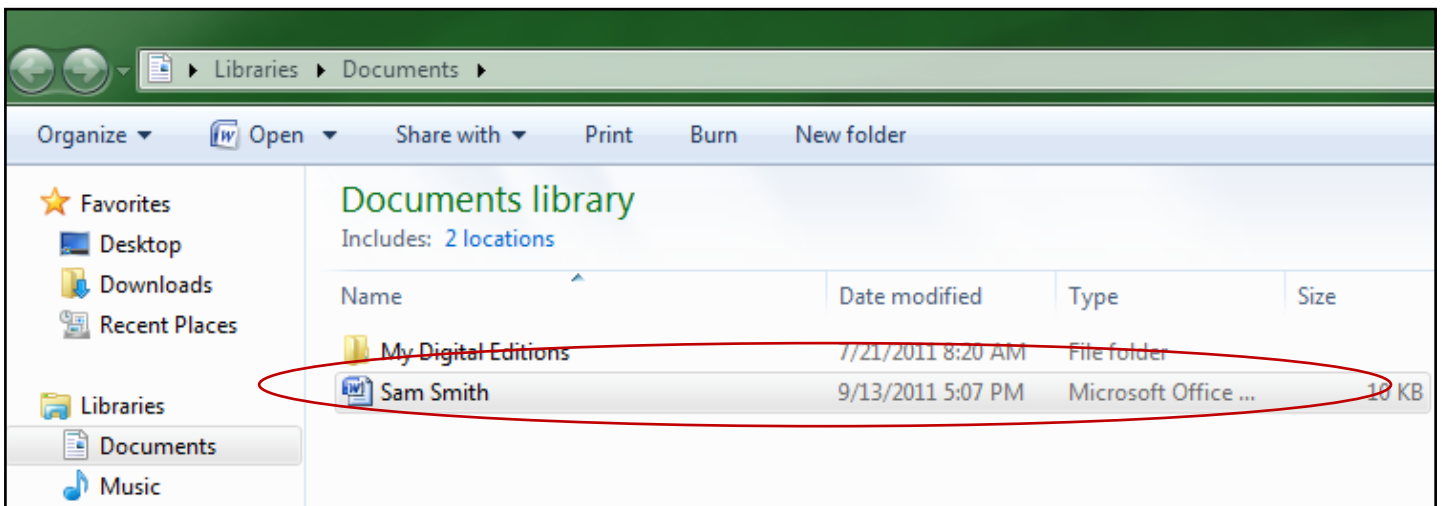
By **double clicking** on this file (or single clicking and hitting the enter key on your keyboard) you can bring this document back up on your computer screen.
- Close the Word document by clicking on the [X] on the upper right hand corner of the screen.
- Close the Documents folder by clicking on the [X] on the upper right hand corner of the screen.

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Let's create a <u>second</u> document to see what happens if you try to close a document *before* you have saved it.

- From the desktop **double click** on the **Microsoft Office Word icon** [W]. If you have difficulty double clicking – **single click** on the icon and then hit the **Enter** button.
- When the blank Word document appears, **type** your address on the blank page
- Close this document by clicking on the ▀X▀ in the upper right hand corner of the page.
  - ❖ The following dialogue box will pop up asking you if you want to save this document:
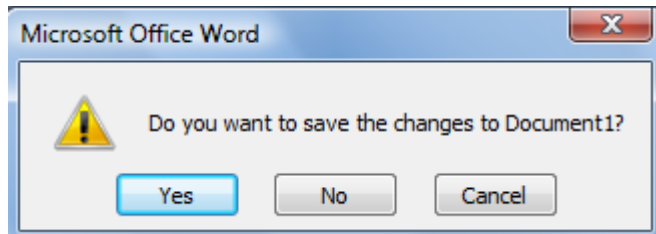

- Click on the **Yes** button to save this file. So, even if you forget to save a document by the method described previously, you will not lose the document when you close down unless you answer No in the above dialogue box.
  - ❖ Clicking on **Yes** will bring up the following screen which we have seen before:
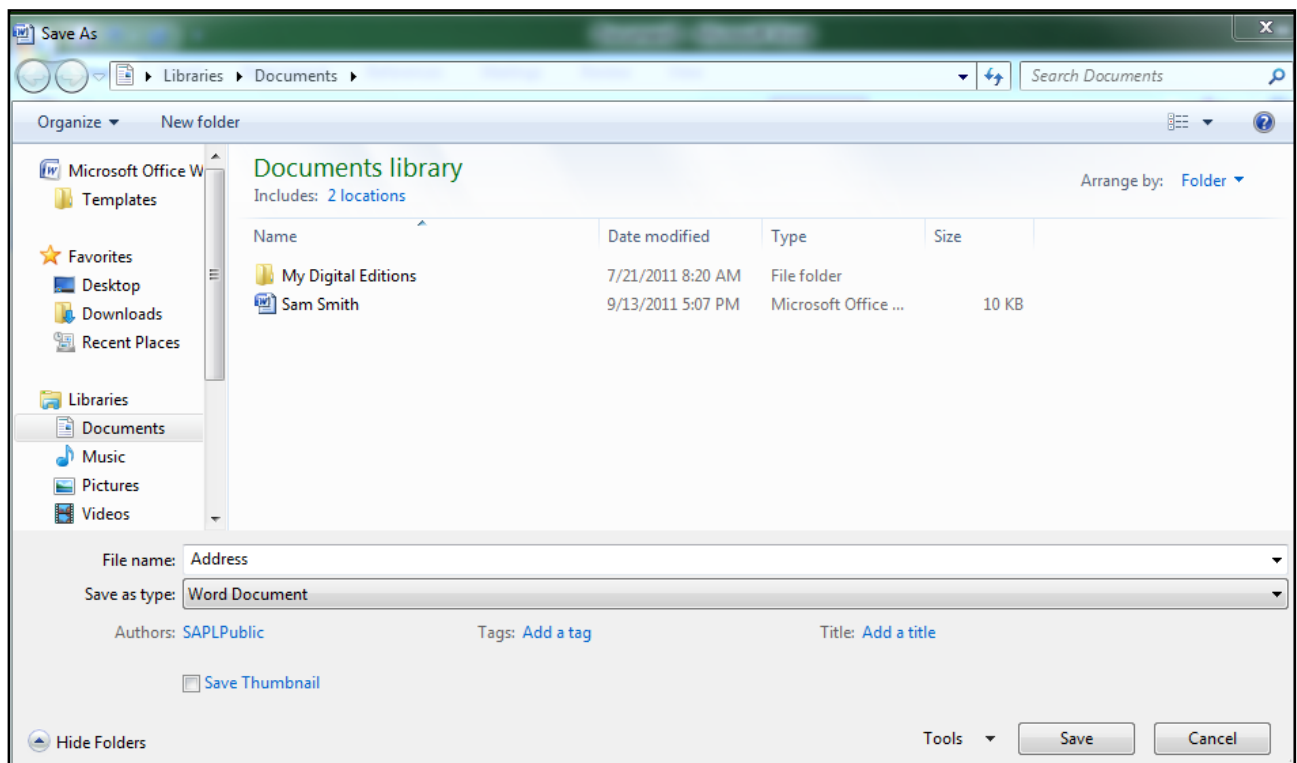

- Confirm that the file is being saved to the documents folder and then click on **Save** in the bottom right hand corner of this box. This will save this second Word Document named "*address*" in the **Documents** folder of the computer.

Saving a document to a <u>different location</u>:

- Open up **Microsoft Word** *one more time*. From the desktop **double click** on the **Microsoft Office** Word icon [WE icon]. If you have difficulty double clicking – **single** click on the icon and then hit the **Enter** button.

- When blank Word document appears, **type** the following into the blank document:

  I am creating a third file that I will now save to the Desktop of the Computer.

- **Save** the document as you did the first time:

  - Click on the Microsoft Office icon
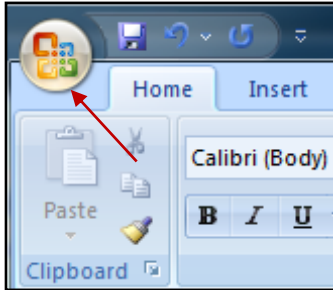
  - Click on Save:
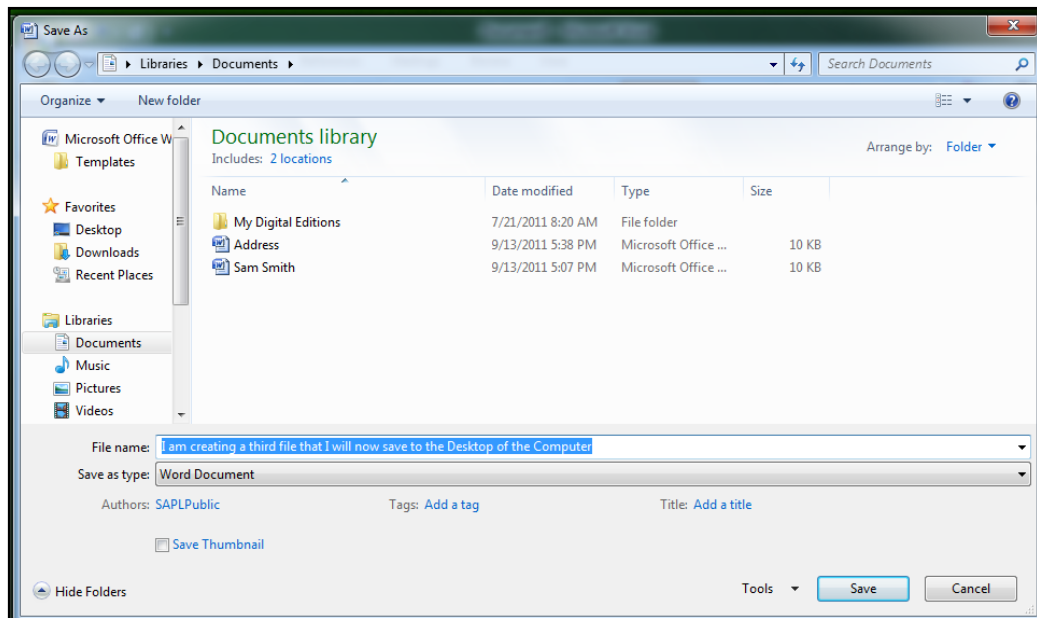
> ❖ The next the screen that comes up is the one we have seen previously:

The **File Name** is currently "**I am creating a third file that I will now save to the Desktop of the computer**". Let's change this **File Name** to "**Test Document**". To do this:

- Type *Test Document*. You do not have to use the mouse to click anywhere - just start typing. What you type will replace the area that is highlighted in blue (the previous name of the document.)

Right now this file is set to be saved in Documents. This time let's save the file to the **Desktop** instead of the Documents Folder.

- Click on **Desktop** on the left hand side of the screen and then on the **Save button** at the bottom of the screen. This will the save this word document named "Test Document" to the **Desktop**.
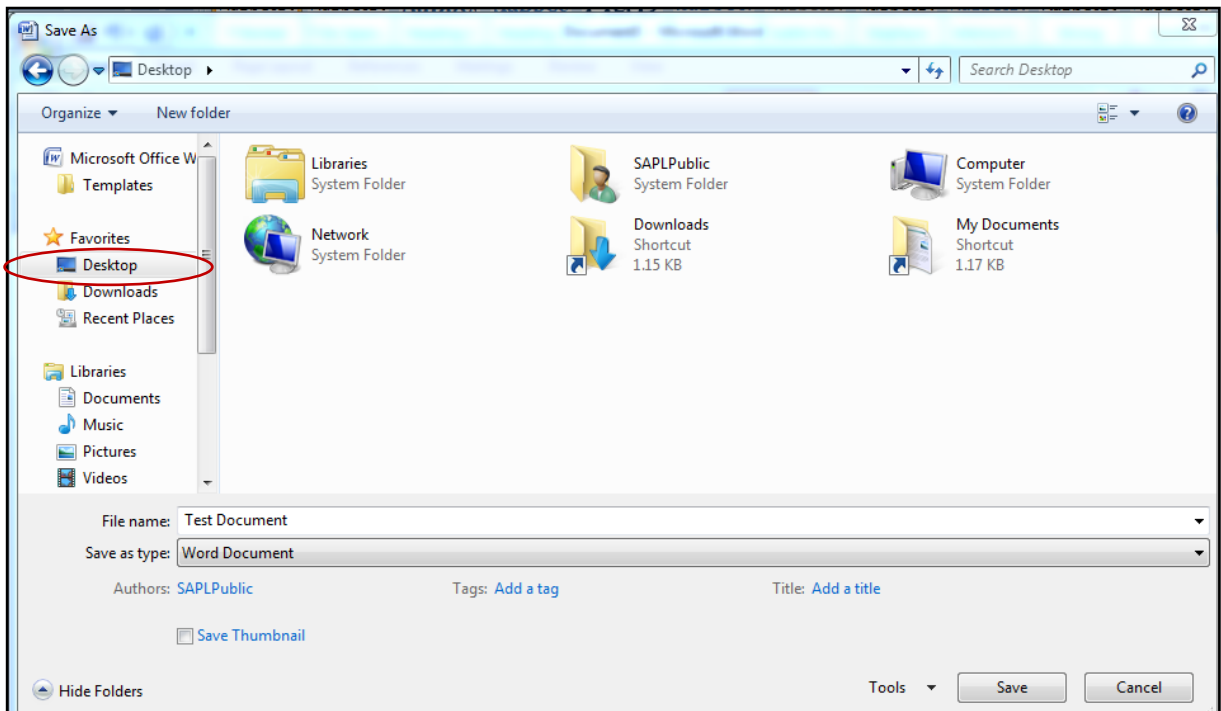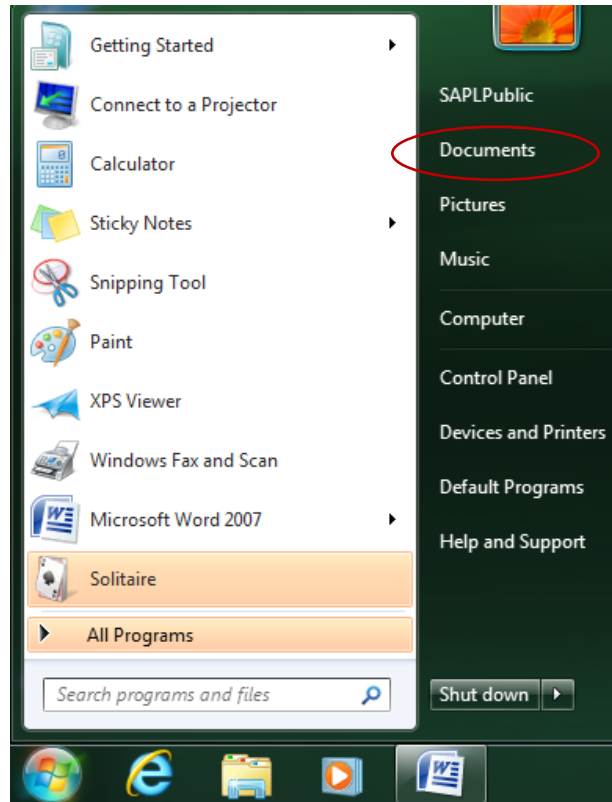

- Close out the file by clicking on the in the upper right hand corner of the screen.
- Take a look at the Desktop of your computer. Locate this new file on the desktop.
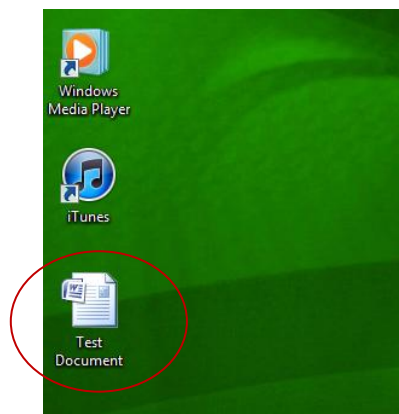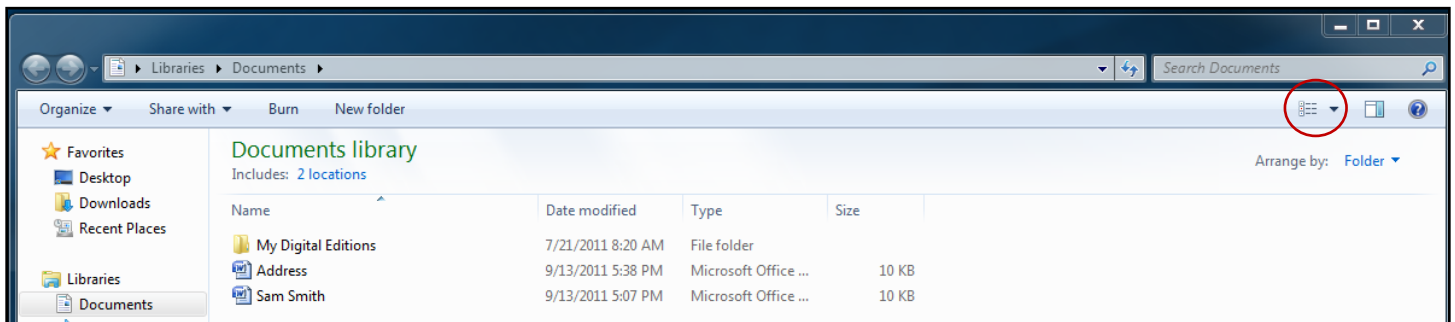
B. Different views for your folders:

1. Open your documents folder:

   - From the Desktop click on the **Start** button - bottom left hand corner of screen
   - Click on **Documents** in the next screen

❖ On the next screen you will see all the files in the Documents folder.

2. To change your current view click on the drop-down arrow beside the "Change your view" icon (circled in red).

The current view above is the **Details** option.

- Gradually work through each of the different options (**click** on one option at a time on the Change Your View menu) to see how the files are displayed with each option.

  There are 8 different options available. Notice in each case that the information (files) *stays the same*, it is just the way that you see the content that changes.

  ❖ Which view option do you prefer? _____
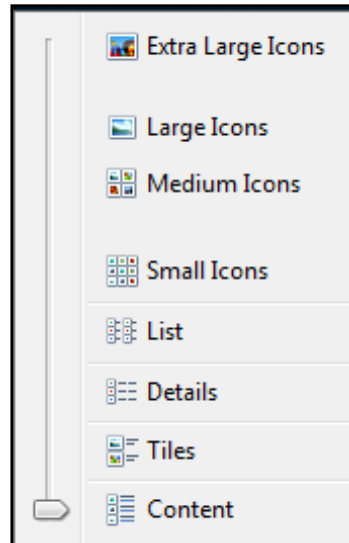
3. You can also sort the files by Date, Name etc. by **clicking** on the word *Folder* to see the drop- down options.
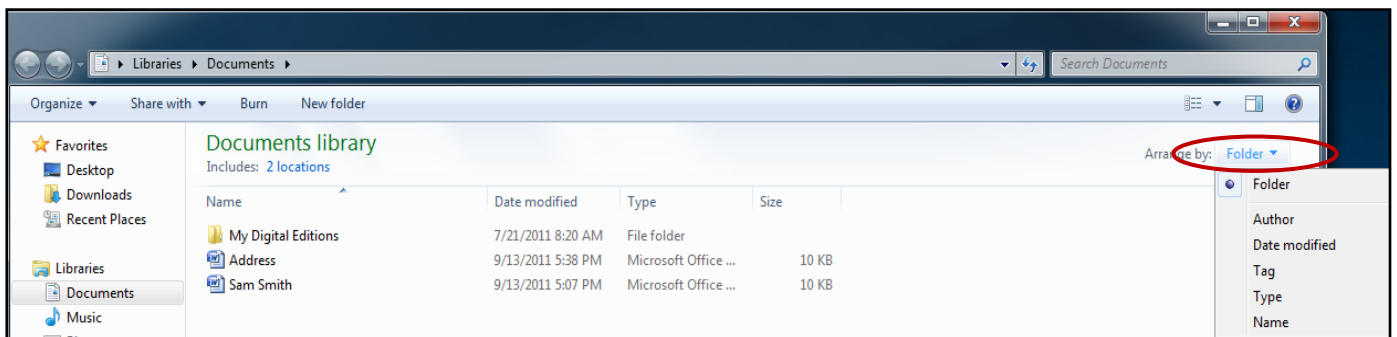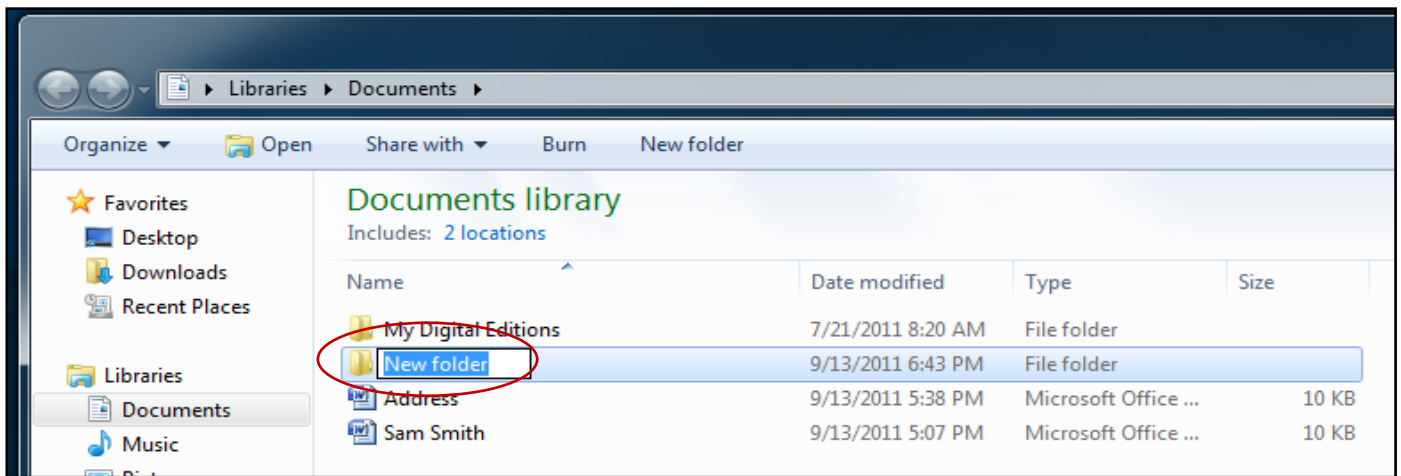

- Click on each of the drop-down options like *Author* to see how the files are rearranged when you do this.

C. Creating a new folder:

1. Make sure your documents are "Arranged by: Folder" otherwise, the option for "New folder" will not be available.
2. Click on the **New folder** tab
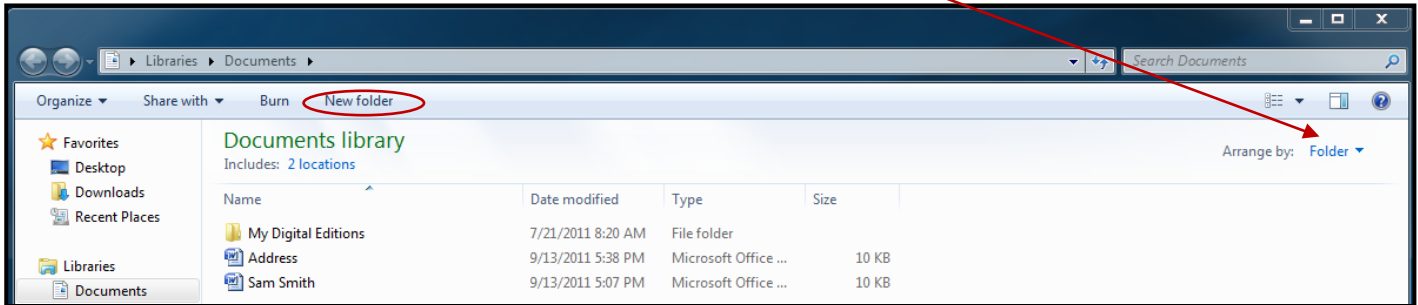
❖ The computer will create a new folder for you which will require a name:

3. **Renaming your document:** Notice that the name ("New Folder") is currently highlighted in blue. This means that this area is *already selected* for you. All you need to do it start typing the name for this new folder and it will be entered for you. We are going to name this folder "**Vacation**". Type the word **Vacation** and then hit the **Enter** key.

4. If you make an error when typing, you can change the name of the file by **right clicking** on the folder and then choosing **Rename** from the drop-down list.
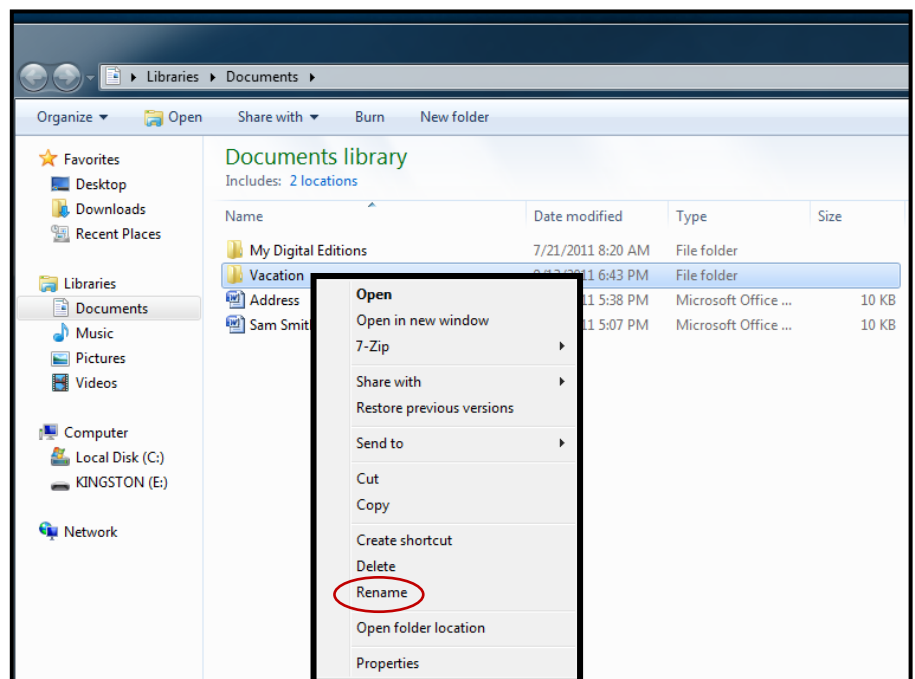
Also from this drop-down box, notice the other options available to you:

- **Open** – opens the file or folder selected.
- **Send to** - allows you to send the file/folder to another location on your computer. Here you could create a shortcut to the Desktop.
- **Cut** – used to cut (remove) the file or folder from this location for pasting (adding) it in another location.
- **Copy** – creates a copy of the file which you can paste somewhere else.
- **Create Shortcut** – allows you to create a shortcut to a file. This shortcut you can then drag to a new location.
- **Delete** – gets rid of the file. It will now be in the recycle bin.
- **Properties** – displays the properties of the file – size, location etc.

D. Moving Files and Folder

There are many different ways to move documents among your folders. We will look at a couple of different ways of doing this.

1. **Clicking and dragging**: Left click on the document you want to move – hold the click (do not end the click). Move the mouse to drag the file/folder to its new location.

- **Left click** on the file with your name (in this example Sam Smith) and drag it to the **Vacation** folder.
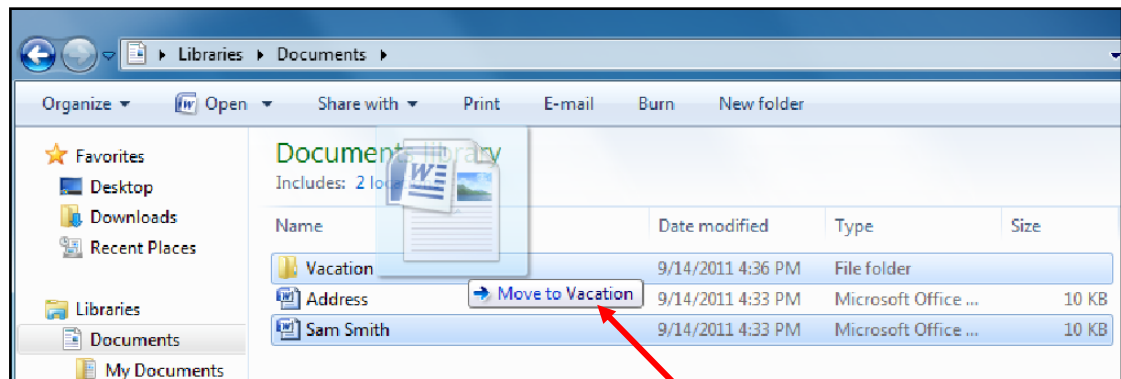

- Watch for the **Move to Vacation** message to display. When it is lined up properly, release your click on the mouse.
- Now the file no longer shows up under **Documents** but you will see it in the **Vacation** folder. You can confirm this by **double clicking** on the **Vacation** folder.
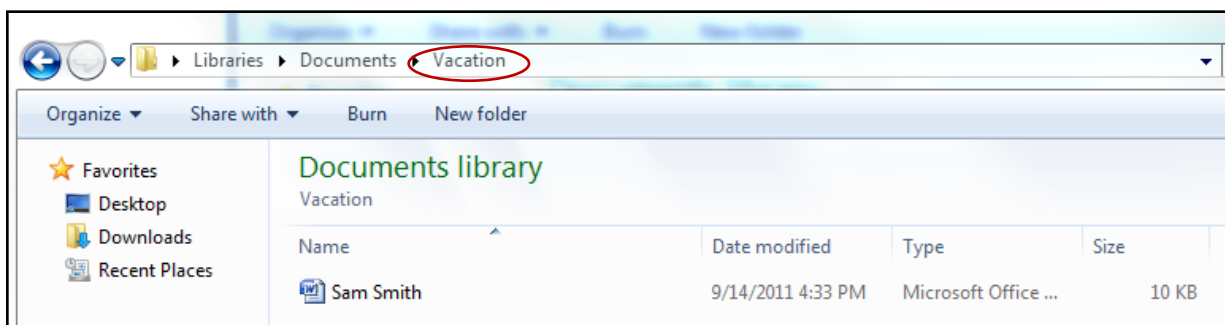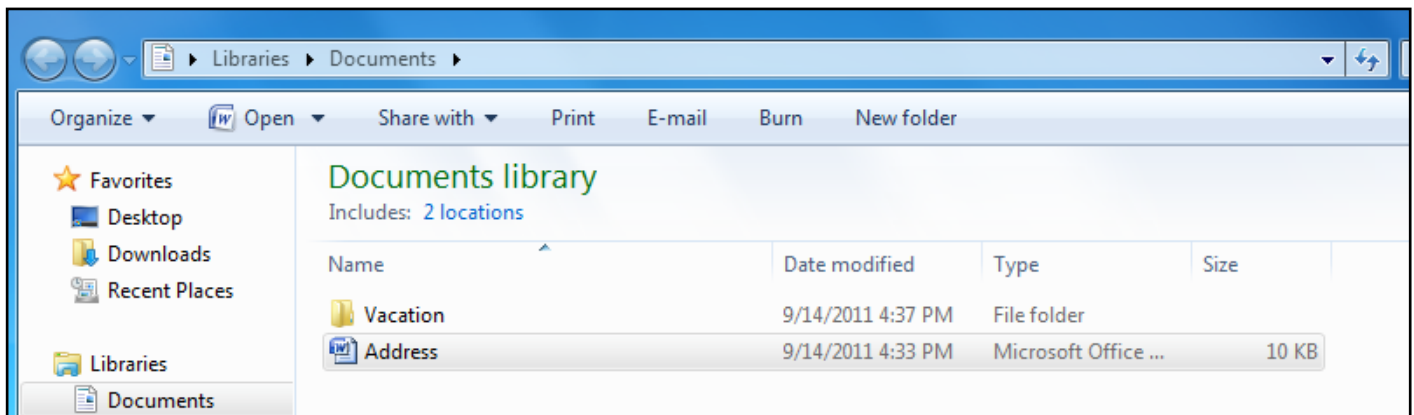

- Close out the current window by clicking on the [X].

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2. **Using Copy/Cut and Paste to move a file/folder:**
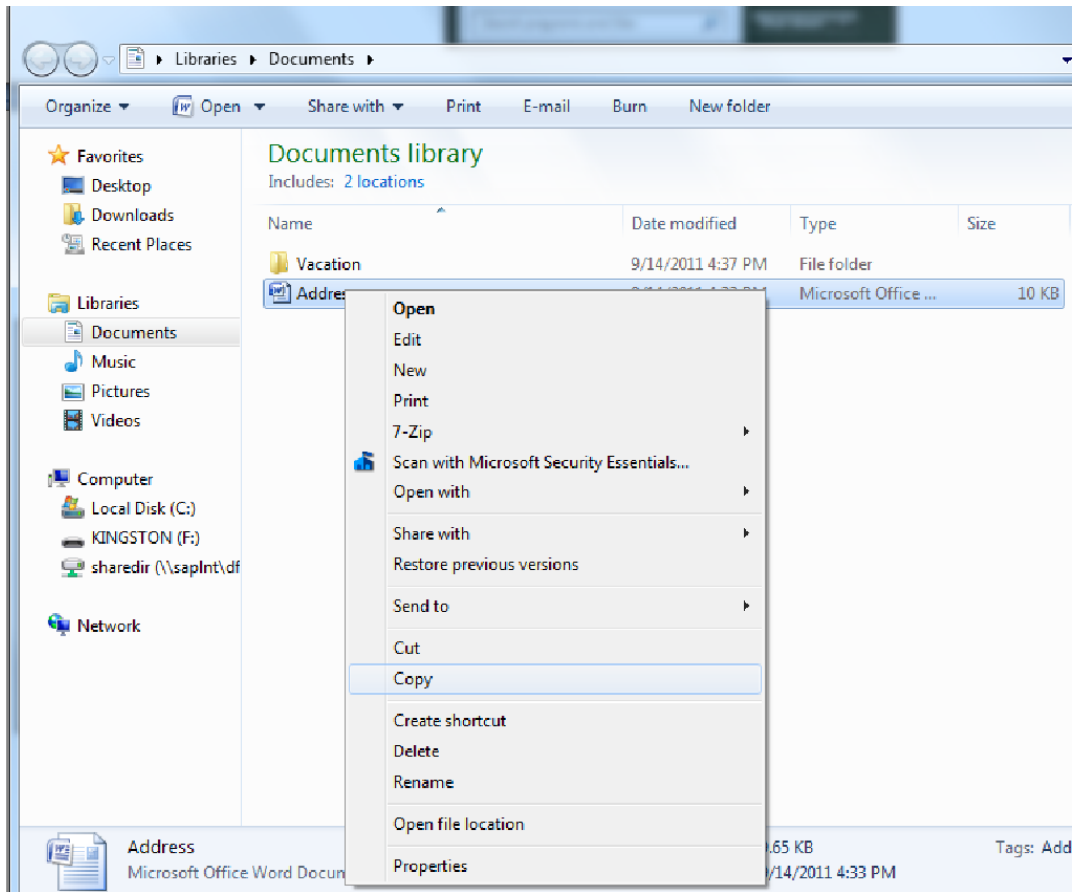
   a. From the Desktop click on the **Start** button - bottom left hand corner of screen

   b. Click on **Documents** in the next screen
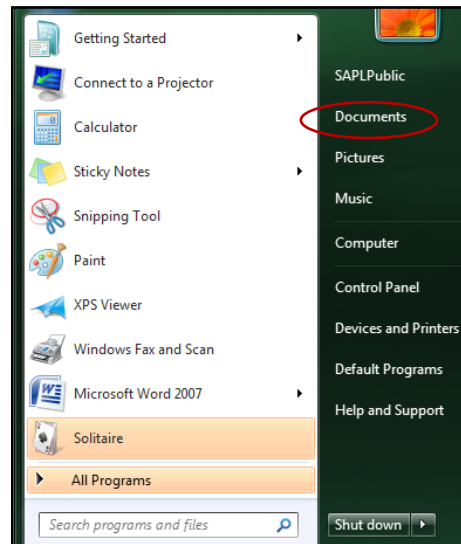
   c. On the next screen you will see all the files in the **Document**s folder.


   d. From **Documents** folder - right click on your **Address** file.

   e. Choose **Copy** from the drop-down menu displayed. This will put a copy of the file into the Clipboard of the computer.

f. **Double click** on the **Vacation** folder to open it up.
g. **Right click** *anywhere* in the blank space of the window.
h. Choose **Paste** from the drop-down menu displayed.
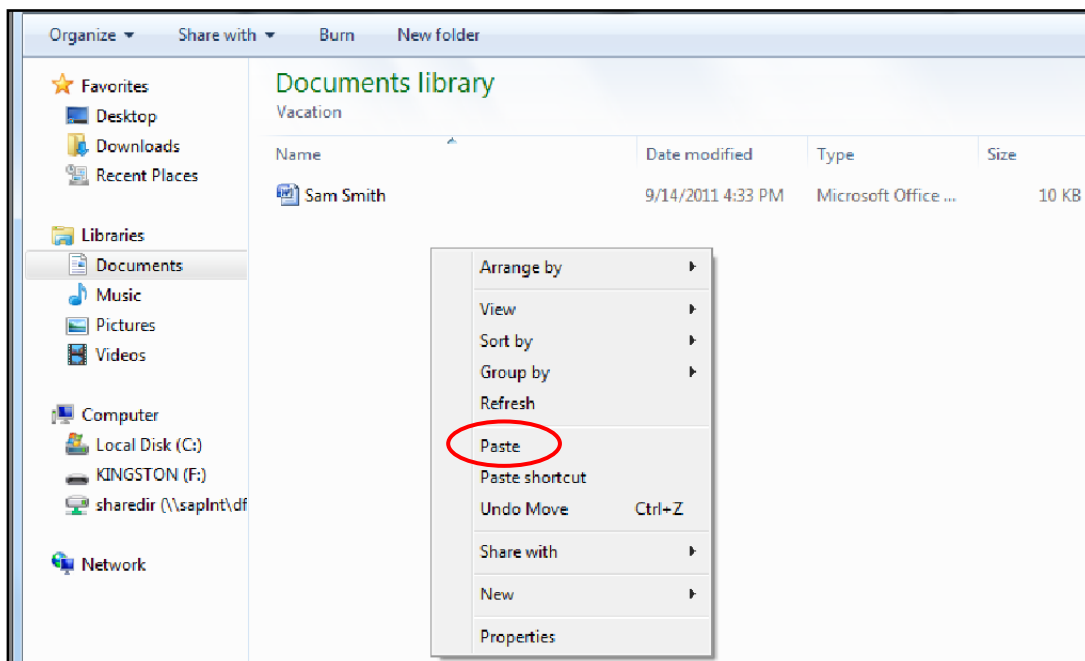
i. The file is now pasted into the **Vacation** folder.
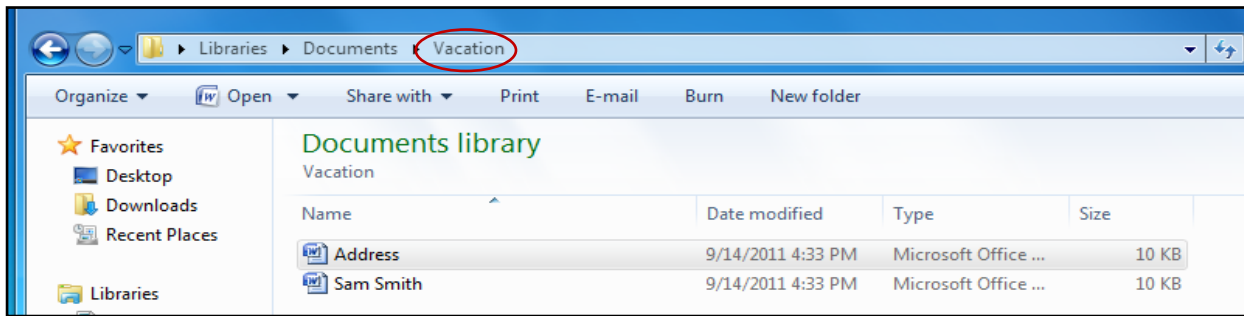
Using **copy and paste** creates a copy of the file. In this instance you now have the file in *both* **Documents** and the **Vacation** folder.

To move the file/document without creating a copy you would use **Cut** instead of Copy. **Cut** *removes* the file/document from its current location, and then allows you to paste it into the new desired location.

j. Close this window by clicking on the in the upper right hand corner of the screen.
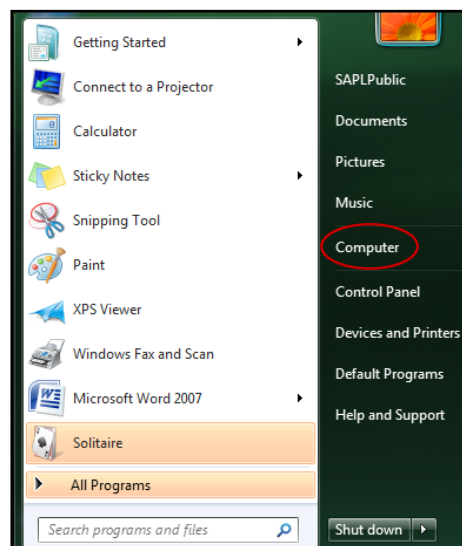
E. Saving to Removable Storage Devices

We are going to go through two different methods for saving your documents to a removable storage device (CD or USB flash drive).
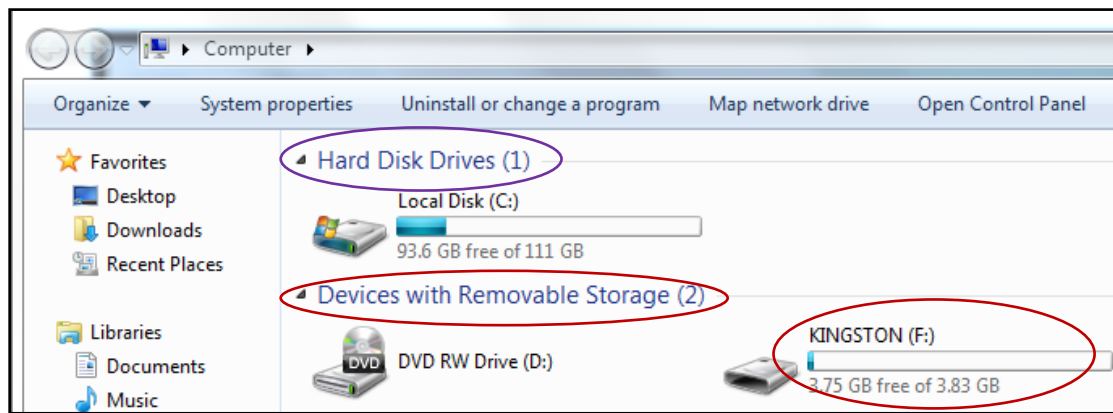
1. **Method One:**

a. Click on the Start button - bottom left hand corner of the screen.

b. From the following screen click on **Computer:**

The following screen displays your **drives** (where documents are stored):


Hard Drive – Local Disk (C:) – this is where the previous files that we were working with in Documents are stored.

Devices with Removable Storage – Shown here is the DVD/RW Drive (D:) and the USB drive (F:) where the flash drive is inserted.

In order to view the files on any of these drives you need to **double click** on the drive you wish to view. You can also access the drives from the **menu on the left hand side of the page** using a **single** click.

c. On the left hand side of the page, single click on **Documents** to access the documents which we were working with previously.
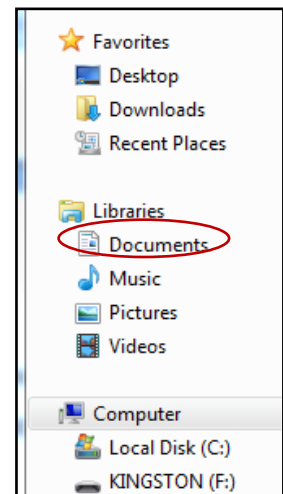

d. Double click on the **Vacation** folder to bring up the files in this folder.
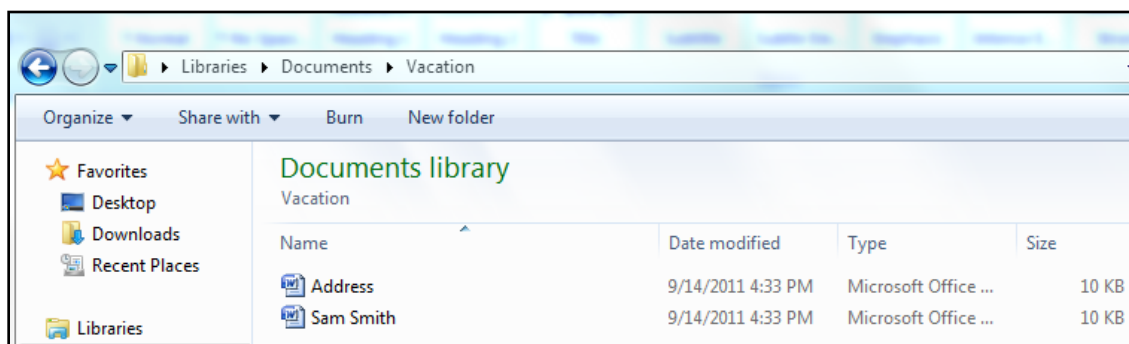
e. Double click on *your name file* (Sam Smith in this instance) to bring it up on the screen.

f. We are going to save this file to a **flash drive. Insert** the flash drive into the USB port on the front of the computer tower.

g. Click on the **Microsoft Office button** in the upper left hand corner of the screen:

h.   Click on **Save As** in the drop-down menu.

i. From the next box that displays click on **KINGSTON (F:)** (brand name of your USB flash stick or sometimes it shows as Drive E:) on the left hand side of the screen.
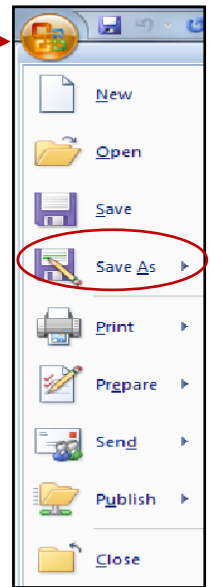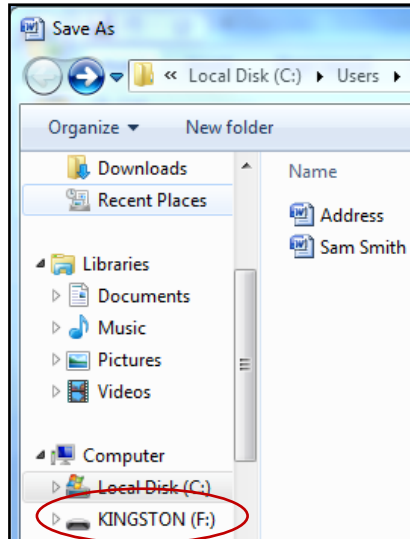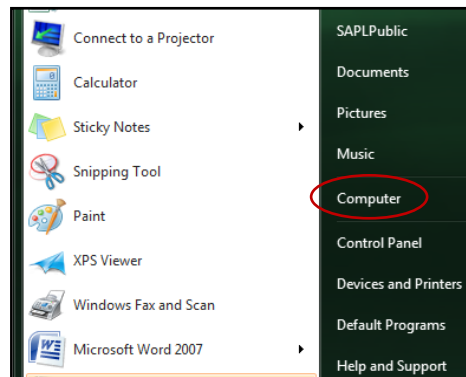
j. Click on the **Save** button at the bottom right of the window.   The file is now saved to the flash drive.
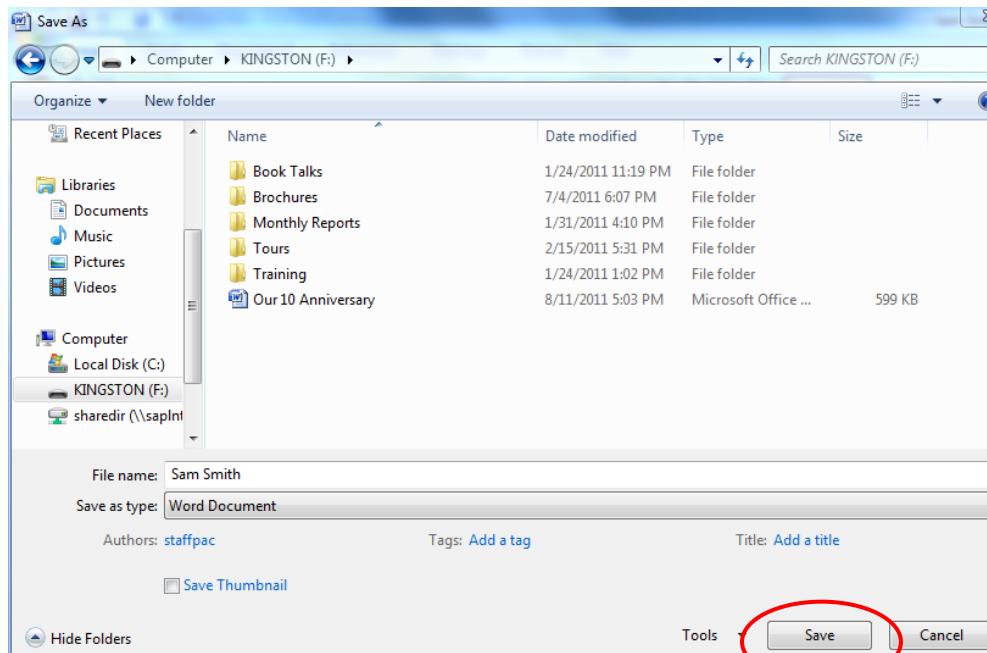
Let's check to make sure the file is actually on the flash drive.

k. Click on the **Start button** (bottom left hand corner of the screen) .

l. Click on **Computer** in the next screen:

m. **Double click** on the flash drive (KINGSTON (F:)) (brand name of your USB flash stick or sometimes it shows as Drive E:)to view the files on the flash drive.
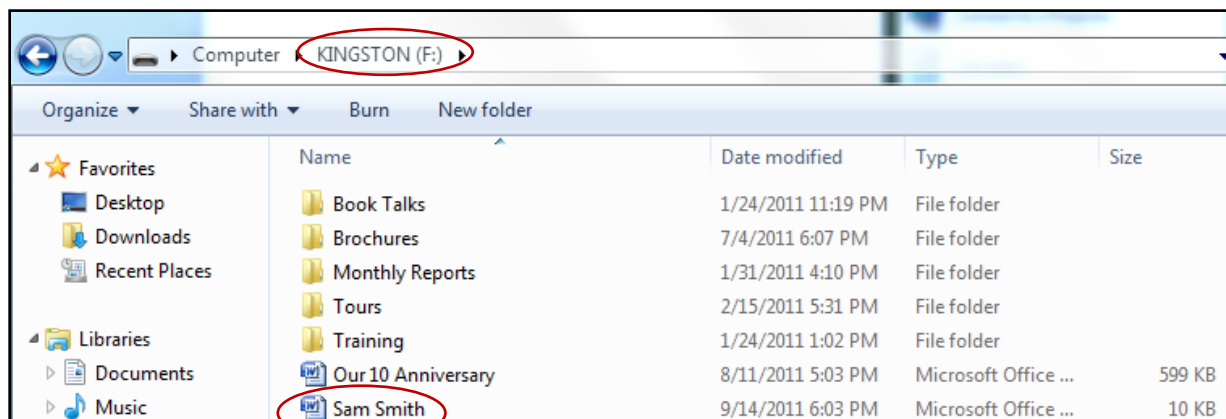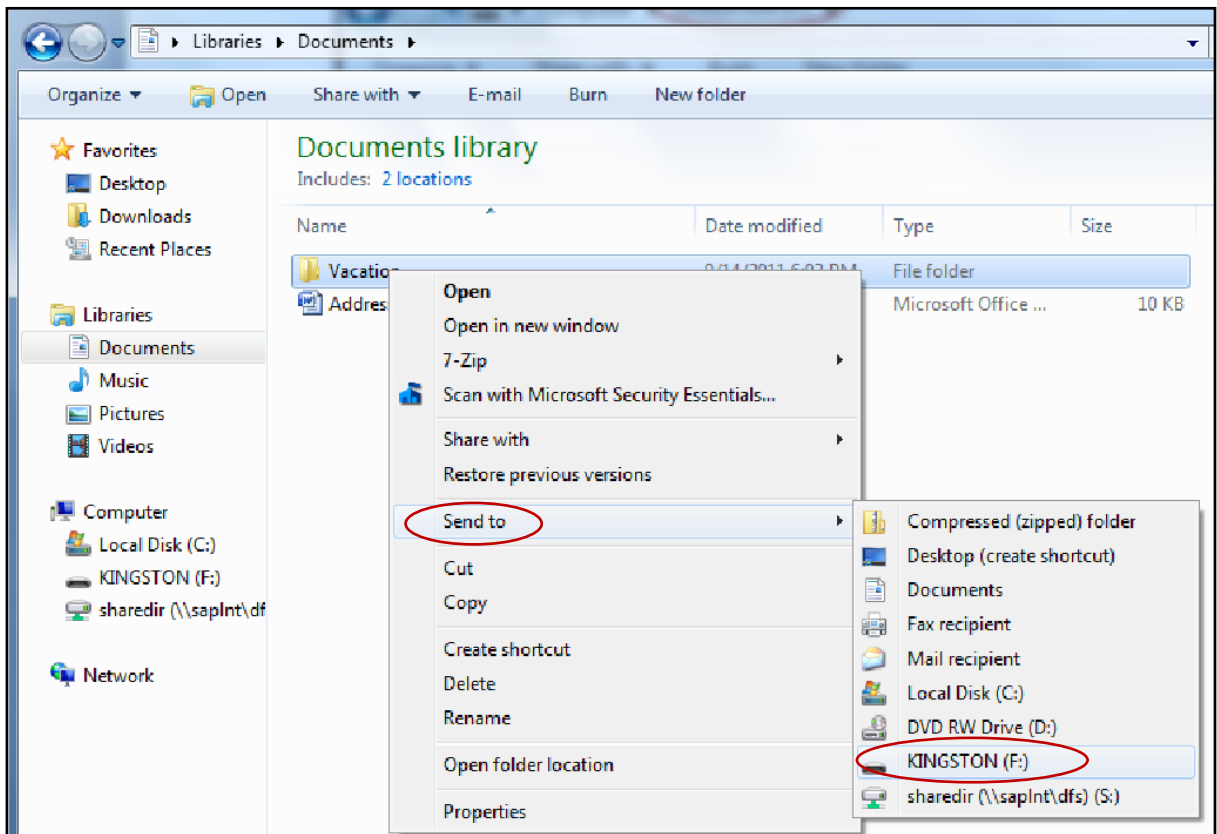

Notice your file listed on the flash drive.

2nd Method:

Follow steps **a-c** in **Method One** instructions.

- **Right click** on your **Vacation** folder.
- In the drop-down menu, move the mouse pointer *over* the option **Send to,** which will open another drop-down menu.
- Click on KINGSTON (F:) (brand name of your USB flash stick or sometimes it shows as Drive E:)

File is now saved to the Flash Drive.
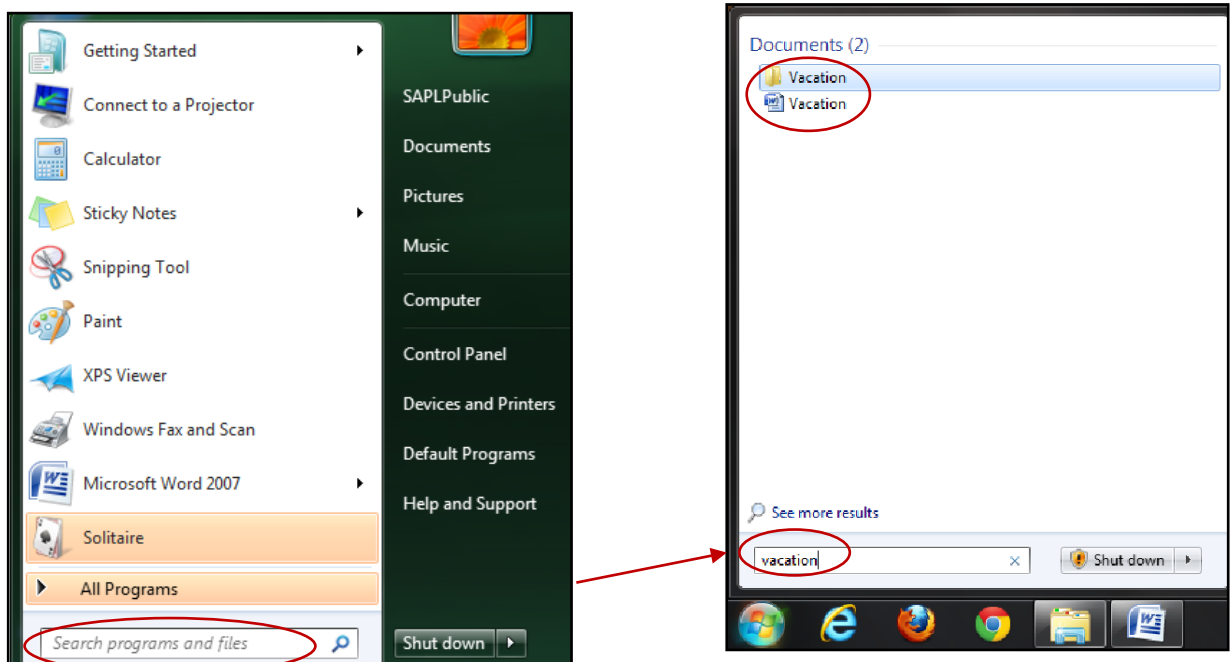
- Follow steps **k-m** from **Method One** to verify that the file is on the flash drive.

F. Searching for a File/Folder

If you are having trouble locating one of your files you can always search for it on your computer in the following manner:

- Click on the **Start** button. In the following screen you will notice the **Search programs and files** box at the bottom of the screen.

- Type into this search box what you remember of the title of your file – this could just be a fragment of the title. For our purposes type in **vacation** into this search box.
- This will bring back a display similar to the one above which lists any files the computer has found containing the word vacation.
- You can open up the desired file by **single clicking** on it from this list. If you choose the folder **Vacation**, it will open with the vacation document inside. To open this document, **double click** it.

G. FOR LATER--Other ways to use Folders

When you become more comfortable using files and folders, you can create multiple folders to organize your documents, photos, etc. Remember, you can put a folder *into* another folder.

For example, I want to organize my holiday photos:
- ❖ The computer puts photos into the **Pictures** folder.
- ❖ I make a folder in **Pictures** called **Europe 2011.**
- ❖ In my **Europe 2011** folder, I make different folders for the individual countries we visited.
- ❖ Then I can organize my photos by country and find them easily.

It looks like this:

Have Fun!