



Module Four: Using the File System

In Module Four we will continue our exploration of the file system and concentrate on how to use it to find, change, and delete files. We will learn how to use the file systems residing on removable drives. We will learn new techniques on how to create folders with applications and the File Manager. And we will recover deleted files from the Recycle Bin.

Instructor Note: Verify that a Sample Word file is present in Week 4 folder of Windows Fundamentals.

Topics

- Managing files using the File Explorer.
- Use the file management tools in the Organize group.
- Rename, delete, and restore files.
- Create and use file shortcuts...
- Use Removable drives to store files.

Exercises

- Exercise 4A: Using the Organize Group tools
- Exercise 4B: Using the clipboard tools
- Exercise 4C: Saving files to a removable drive.

Objectives

At the end of this module you will be able to:

- Use the File Explorer to move, copy, and delete file.
- Know how to use the clipboard tools to cut, copy, and paste files.
- Know how to delete and rename and restore files.
- Create and use a file shortcut.
- Use a removable drive to save files.

1. Managing the location and names of files

Files can be moved, copied, deleted, and renamed using the File Explorer. The Organize group of the File Explorer contains the tools that are active once the file is highlighted.

Note: This lesson requires the File Explorer Ribbon be displayed at all times. If the Ribbon is not displayed, refer to the section “6 - Introduce the File Explorer” in the Week 2 Lesson for the procedure.

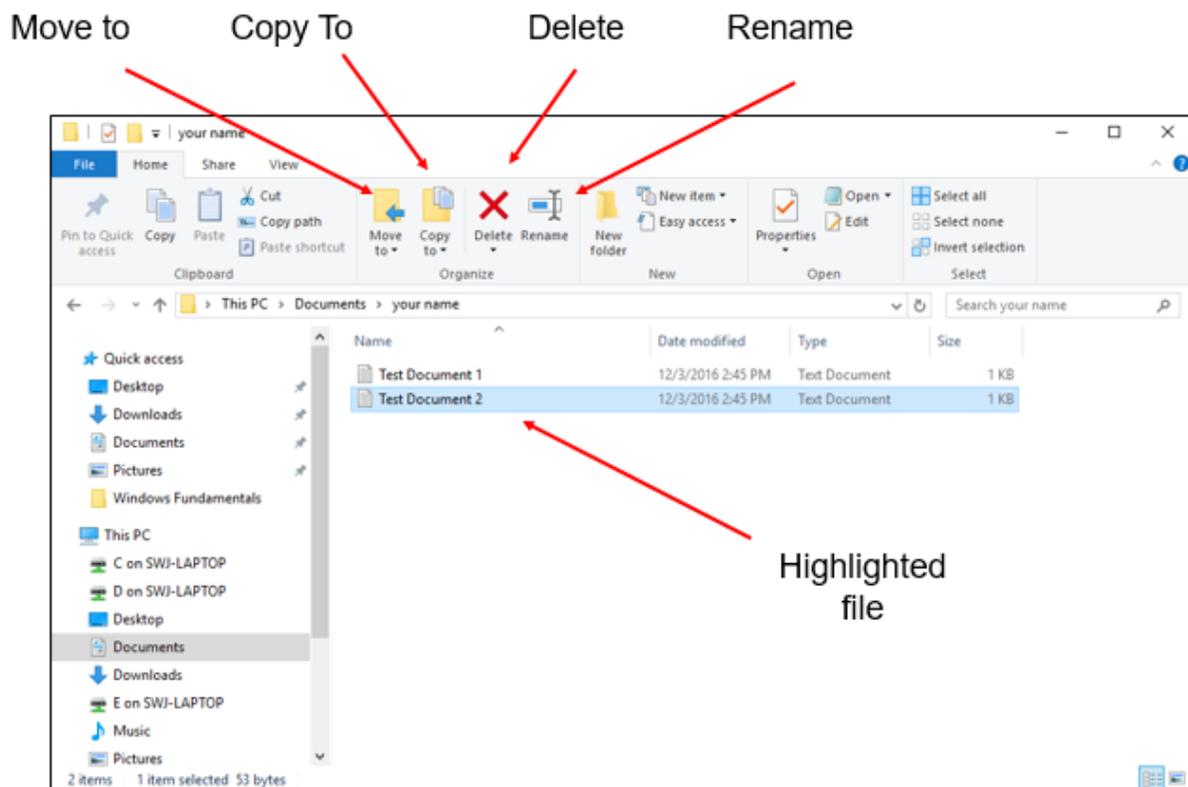


Figure 4.1- File management tools

Glossary of Terms

<u>Tool</u>	<u>What does it do?</u>	<u>When do I use it?</u>
<i>Highlighted File</i>	Tells the File Manager that you plan on making changes to a specific file.	Whenever you need to use the Organize tools on a file in the current folder.
Move to	Selects the file folder to receive the file currently highlighted.	Whenever you need to move a file from the current folder to another Folder. <i>Note: You cannot move a file to the current folder.</i>
Copy to	Selects the file folder to receive a copy of the file currently highlighted.	Whenever you need to save a copy of a file into another folder. Note: <i>If you copy the highlighted file into the current folder, the filename will have “ – Copy” added to the filename.</i>
Delete	Removes the highlighted file from the current directory and moves it to the Recycle Bin .	Whenever you need to remove a file from the file system. <i>Note: Deleted files normally move to the Recycle Bin.</i>
Rename	Allows you to change the highlighted file's filename.	Whenever you need to change the name of the file to be more descriptive or avoid having two files with the same name in a folder.

Note: There are several features in Windows to accomplish the same results as described above but we're going to use the Organize Group tools as they are a key feature of Windows 10.

Exercise 4A: Using the Organize group tools.

Follow Me

This exercise explores the use of the Windows 10 Organize group tools to relocate files.

1. Open the File Explorer and locate the *Week 4* folder in the *Windows Fundamentals* Folder on the *Shared (S :) Drive*
2. Left-click the “*Sample Word Document*” file in the **Contents Pane**. The filename should be surrounded by a blue highlighting.
3. Left-click the “**Copy To**” tool in the Organize group in the Home ribbon. A list of the recently accessed folders will appear.
4. Search the list of Folder names for one with “*Your Name*”. If found, left click on the folder name and your file will be copied into the folder. *Go to step 9.*
5. If you can’t find the “*Your Name*” folder, left-click on the “*Choose location*” entry at the bottom of the displayed list of folders.
6. A small dialog box will appear containing a **Navigation Pane** similar to the one in **File Explorer**.

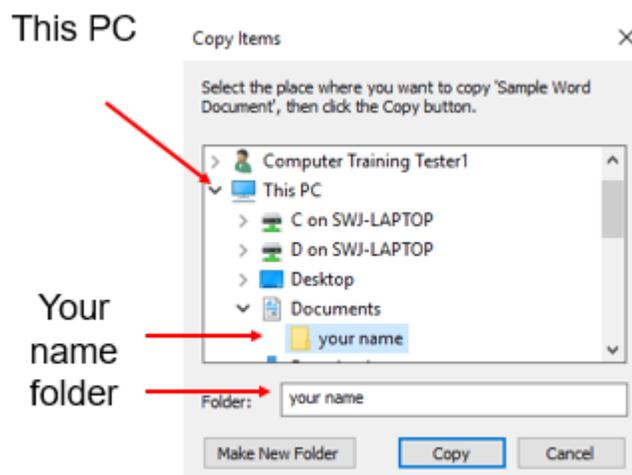


Figure 4-2- copy location dialog box

7. Scroll up and down the list of folders until you locate the *Documents* folder.
8. Left-click on the small “>” symbol to display the “*Your Name*” folder.
9. Left-click on the “*Your Name*” folder and confirm the folder name is in the Folder field.
10. Left-click on the “Copy” button and your file will be copied to the “*Your Name*” folder.
11. Left-click on the “*This PC*” index in the **Navigation Pane** of the File Explorer.
12. Select the “*Your Name*” folder and double left-click on the folder name. Observe that a copy of the *Sample Word Document* file is now in the “*Your Name*” folder.

2. Cut, Copy and Paste files.

Windows 10 supports the more traditional file manipulation tools of Cut, Copy, and Paste. These tools can be found in the Clipboard group of the File Explorer or the file menu display of a selected file.

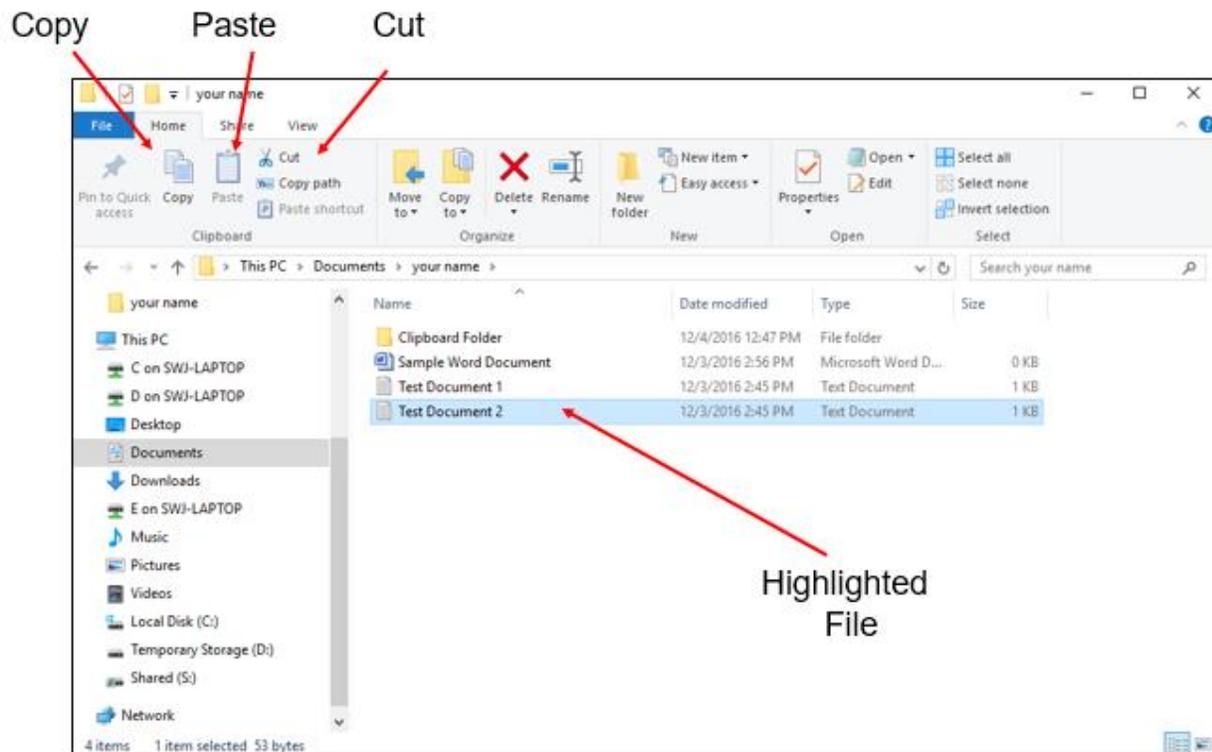


Figure 4.3- Cut, Copy, and Paste tools

Glossary of Terms

<u>Tool</u>	<u>What does it do?</u>	<u>When do I use it?</u>
<i>Highlighted File</i>	Tells the File Manager that you plan on making changes to a specific file.	Whenever you need to use the Clipboard tools on a file in the current folder.
Cut	Moves the highlighted file to the system Clipboard.	Whenever you need move a file from a folder. <i>Note: the highlighted file remains visible in the File Explorer but not active.</i>
Copy	Copies the highlighted file to the system Clipboard.	Whenever you need to copy a file into another folder. The highlighted file remains in the folder location.
Paste	Copies the last file copied or cut into the clipboard from the selected folder.	Whenever you need to place a previously copied or moved file into a new folder. <i>Note: two files cannot have the same name in a folder.</i>

Exercise 4B: Using the clipboard tools

Follow Me	<p><i>This exercise uses the traditional clipboard tools to manipulate files. (Refer to figure 4-3 above)</i></p> <ol style="list-style-type: none"> 1. Open the File Explorer and locate “<i>Your Name</i>” folder in the “<i>This PC</i>” > “<i>Documents</i>” folder. 2. Create a new folder named “Clipboard Folder” using the New Folder tool in the Organize group. 3. Left-click on the “<i>Test Document 2</i>” to highlight the file. 4. Left-click on the “Cut” button in the Clipboard group. The file entry will turn grey to indicate is set to be moved. 5. Left-click on the “Clipboard Folder” folder name and open the folder. The folder contents should be empty. 6. Left-click on the “Paste” tool in the Clipboard group and the “<i>Test Document 2</i>” will appear in the folder’s contents. 7. Left-click on the “Copy” button in the Clipboard group. 8. Left-click on the “<i>your folder</i>” name in the file path to display the folder contents. The “<i>Test Document 2</i>” file should not be present. <p>Left-click on the “Paste” tool in the <i>Clipboard</i> group and the “<i>Test Document 2</i>” file will appear.</p>
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3. Rename and Delete / Restore Files

Files can be renamed and deleted using the File Explorer **Delete** and **Rename** tools in the Organize group. Deleted files are temporarily stored in the **Recycle Bin** and can be restored.

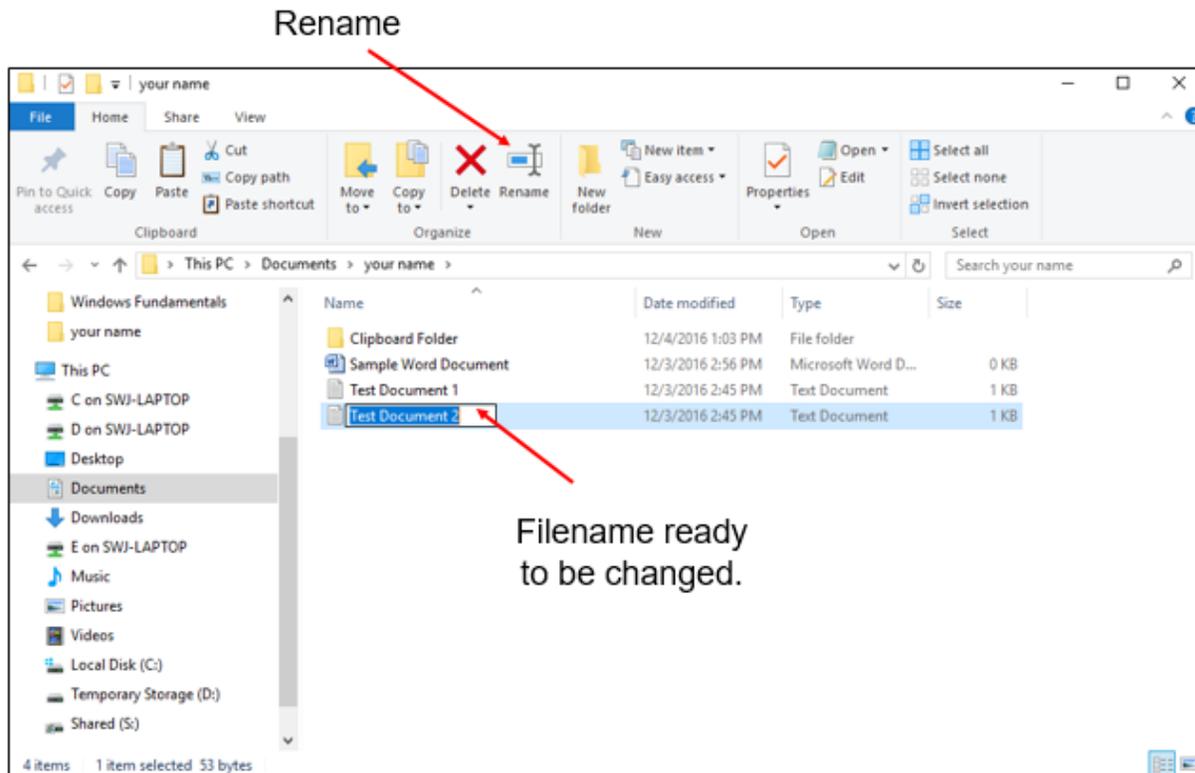


Figure 4.4- File rename action

The **Rename** tool highlights the filename ready for you to enter a new name using the keyboard followed by pressing the enter key.

4. Deleting files

The **Delete** tool is similar to the Cut tool. The deleted file goes directly to the **Recycle Bin** while the cut file is stored in the Clipboard.

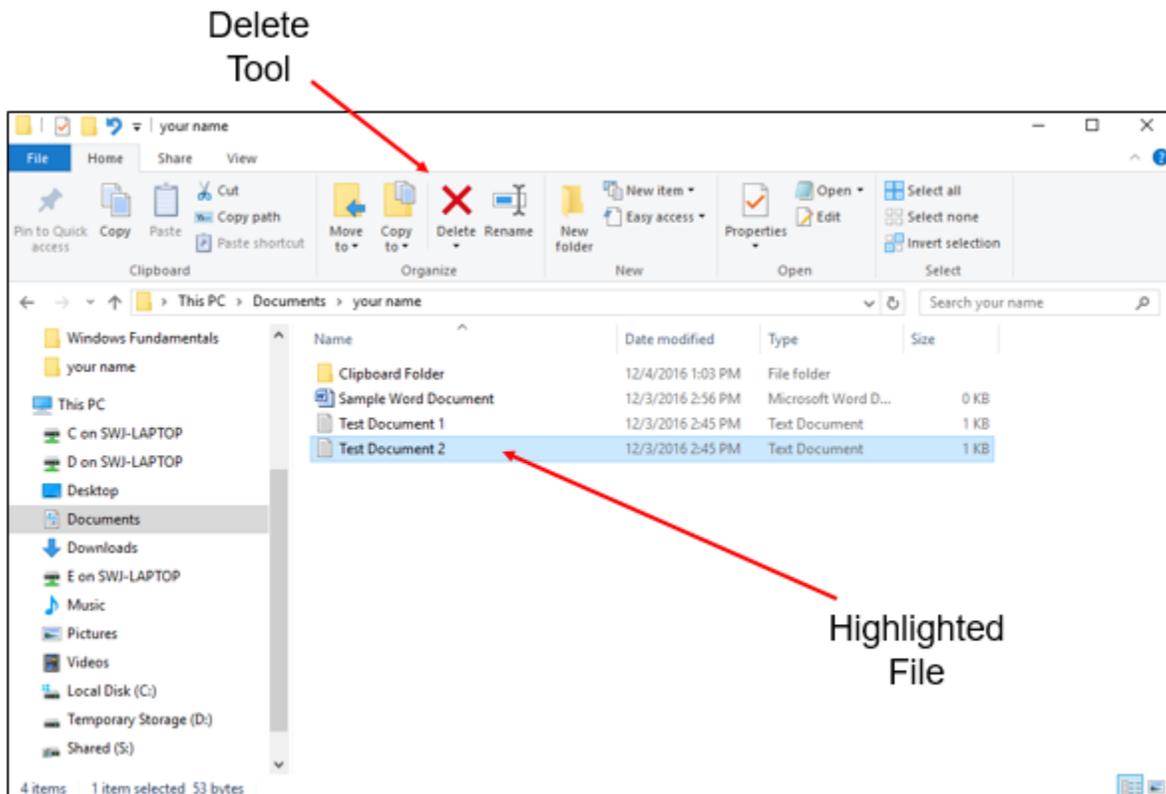


Figure 4.5- Delete a File

Once the **Delete** tool is clicked, the file name disappears from the File Explorer and is copied to the **Recycle Bin**.

Note: The **Delete** tool offers the option to permanently delete a file. The PRC strongly recommends that files be copied to the **Recycle Bin** rather than permanently deleted.

5. Restoring Files

If you want to restore a file from the **Recycle Bin** you first need to open the Recycle Bin and locate the file in it. Next select the file by left-clicking on it. Then restore the file the file by left-clicking on the **“Restore the selected items”** tool in the **Restore Group**.

Restore File

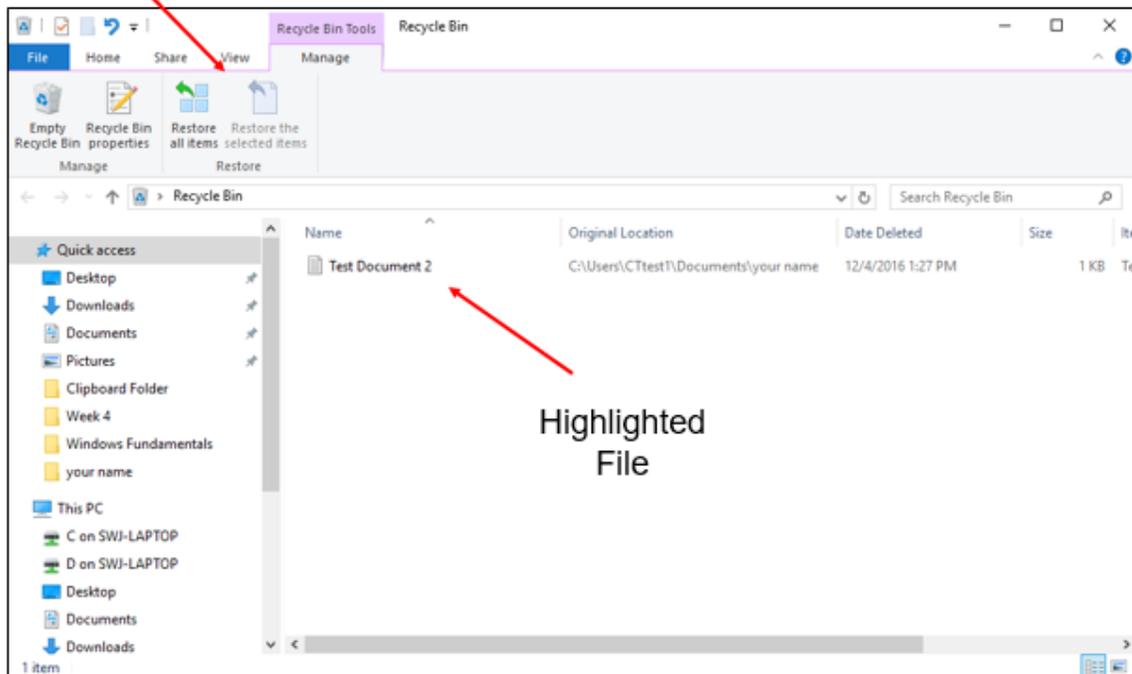


Figure 4.6- Restore from recycle bin

Once restored, the file will appear in the folder that it was deleted from.

6. Using a Shortcut Link

A **Shortcut** is a special file type that acts like a pointer from an Icon on the **Windows Desktop** (or any other folder) to a file located elsewhere in the file system. A shortcut Icon has a small arrow at its lower left edge. Shortcuts are useful for quickly opening files without having to use the **File Explorer** to navigate to the folder that contains the file.

You can create a **Shortcut** for a file or folder by selecting the **Create Shortcut** option that is displayed when you right-click on the name of the file or folder.

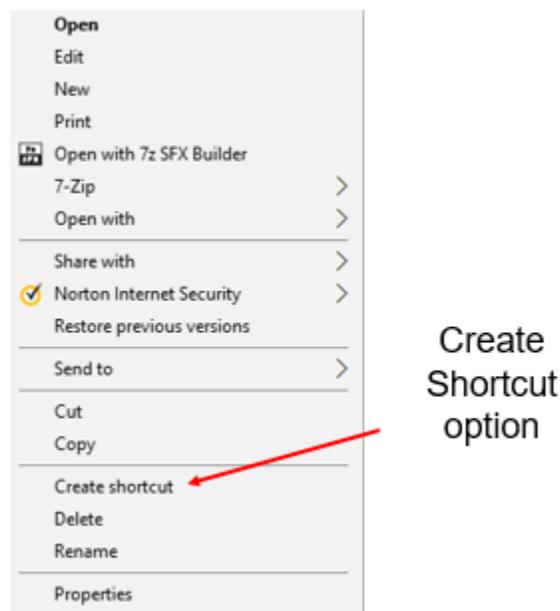


Figure 4.7- Create shortcut option

The shortcut file is created in the folder that contains the original file. You can use the **Move To** tool in the Organize Group to move the shortcut to the Desktop.

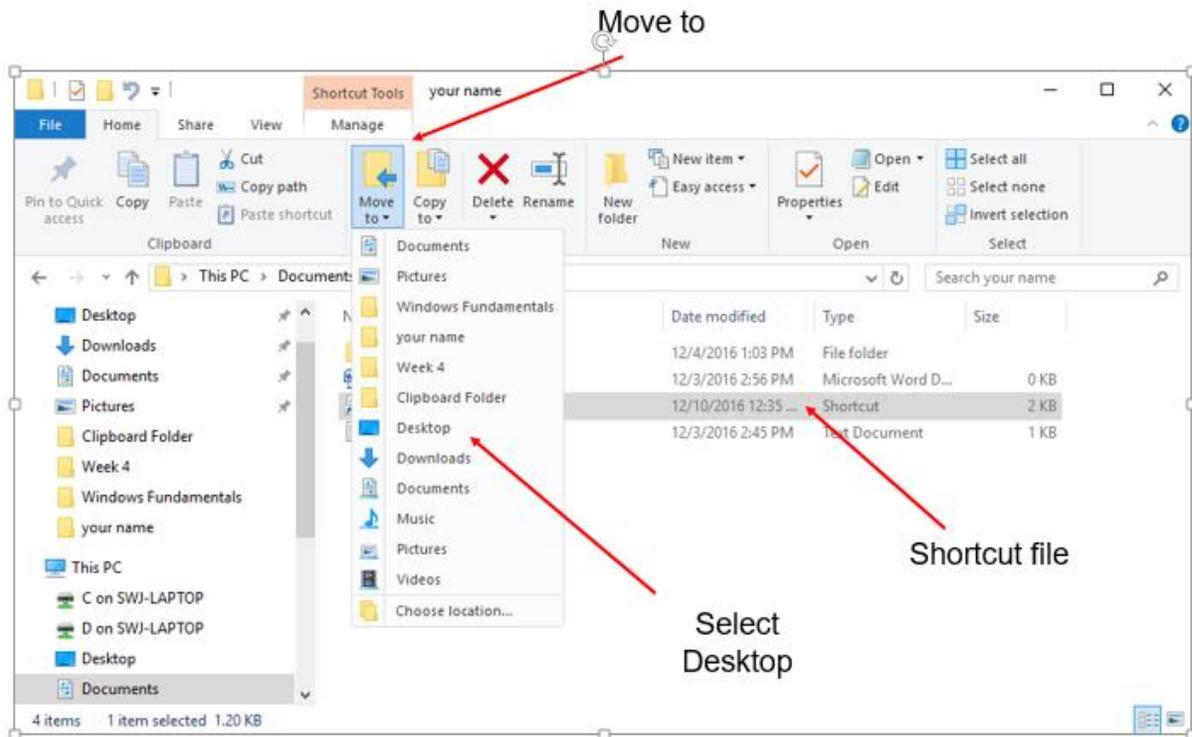


Figure 4.8- Move shortcut to the desktop

Highlight the shortcut file, left-click the **Move To** tool and left-click the *Desktop* folder in the drop-down list.

The shortcut will appear on the **Windows Desktop**.



Desktop background

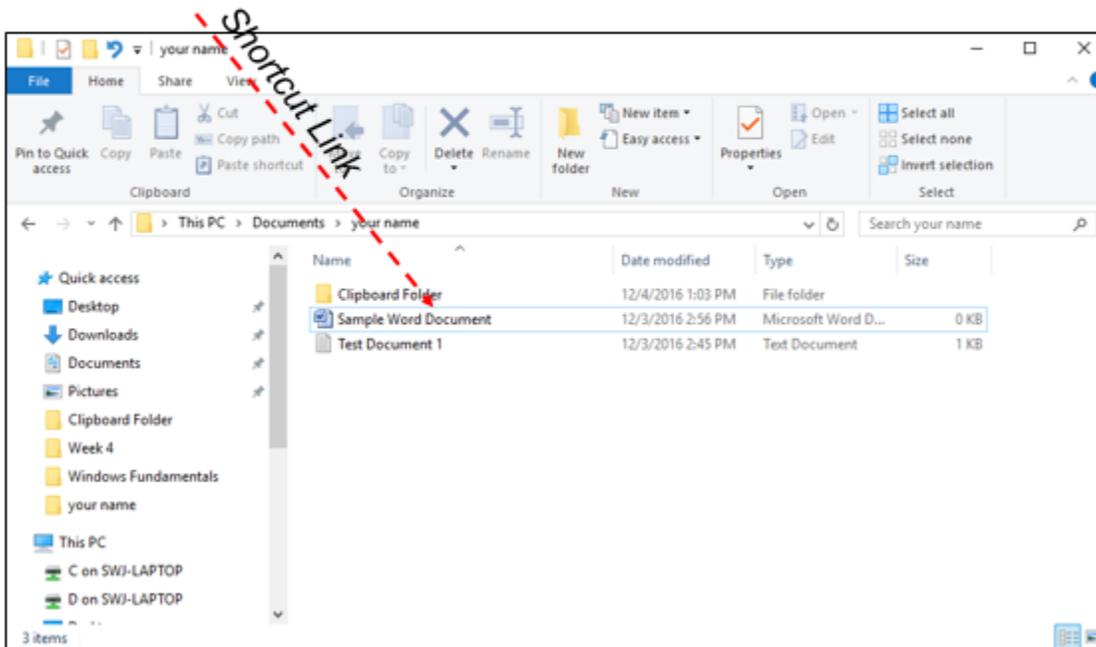


Figure 4.9- Shortcut link

The shortcut icon can now be used to open the referenced file or folder by double-clicking on the shortcut's icon.

7. Locating applications using the Search Tool

Application can be located using Search tool in the Task Bar by entering the application name into the Search tool input box located next to the Task bar. A pane will open with the search findings. Left-click on the entry in the pane and the application will open.



Figure 4.10 - Search tool

Instructors Note: The student's home computers will have "Cortana" installed instead of the Search Tool available. However, the two functions are very similar with Cortana having access to the Internet, files and folders as the major difference.

8. Removable drives

Removable Drives are used to store and retrieve information outside of the computer. You can copy, move, and retrieve files from a removable drive in the same way you move and copy files in your computer. The difference is the drive designation in the File Explorer.

Instructors Note: When using the Azure server version of Windows 10, the removable drive is physically mounted on the Windows 7 computer hardware and is visible to the Azure Windows File Explorer. The removable drive contents are accessible under Windows 10 using the (E:) or (F:) drive in the Windows 10 File Explorer. The removable drive must be mounted and dismounted on the Windows 7 computer.

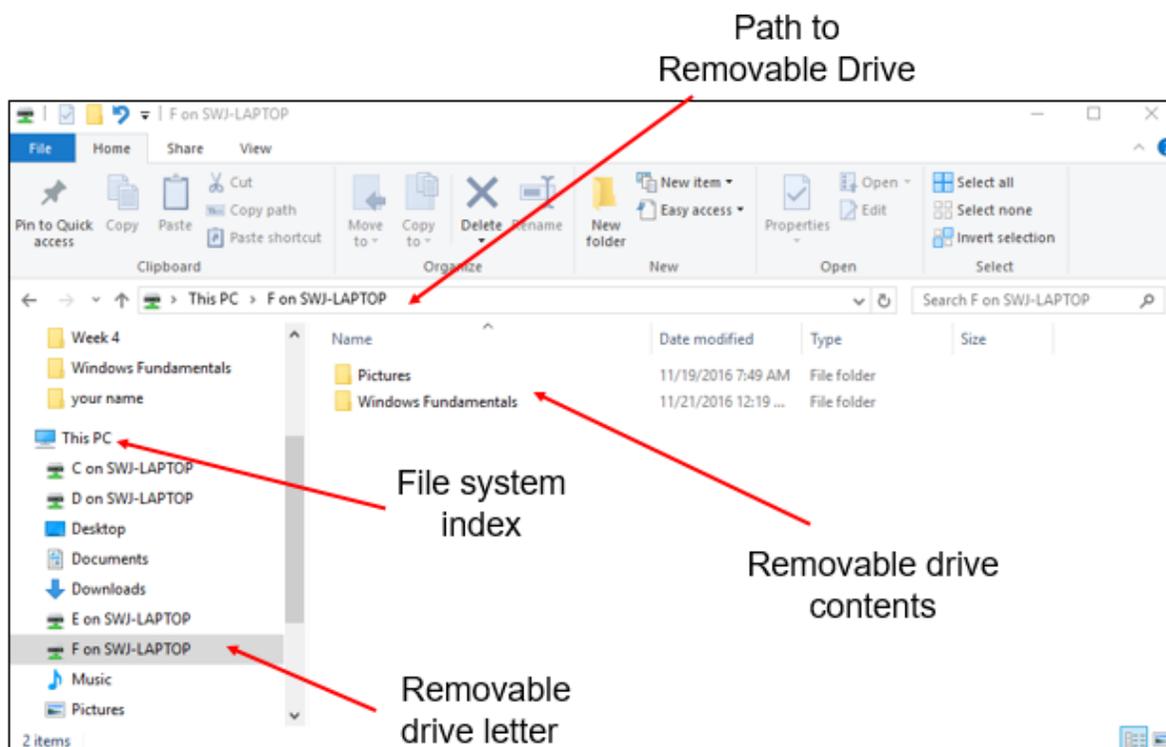


Figure 4.11- Removable Drive File Explorer

When you insert a removable drive into the Windows 7 Computer, Windows 10 will identify the Removable Drive on a Drive (E:) or (F:) depending on which USB connection as used.



Instructors Note: The removable drive designation will be “E on ...” And “F on ...” with (...) containing the Windows 7 Computer name. Also, there is no indication that the removable drive is successfully mounted as in Windows 7. You will need to open each drive letter to determine if the removable file is mounted and active.

You can then move, copy, or delete files as you have already demonstrated above.

Exercise 4C: Saving files to a removable drive

Follow Me

This exercise demonstrates how to copy files between your PC and a removable drive.

1. Open the **File Explorer** and then left-click on the *This PC* index.
2. Insert the Removable Drive in the Computer and wait for the Shared Drive (F:) or (F:).drive to appear in the *Devices and Drives* section of the **Contents Pane**.
3. Left-click on the “**Copy To**” tool and select “**Choose Location**” from the bottom of the drop-down list.

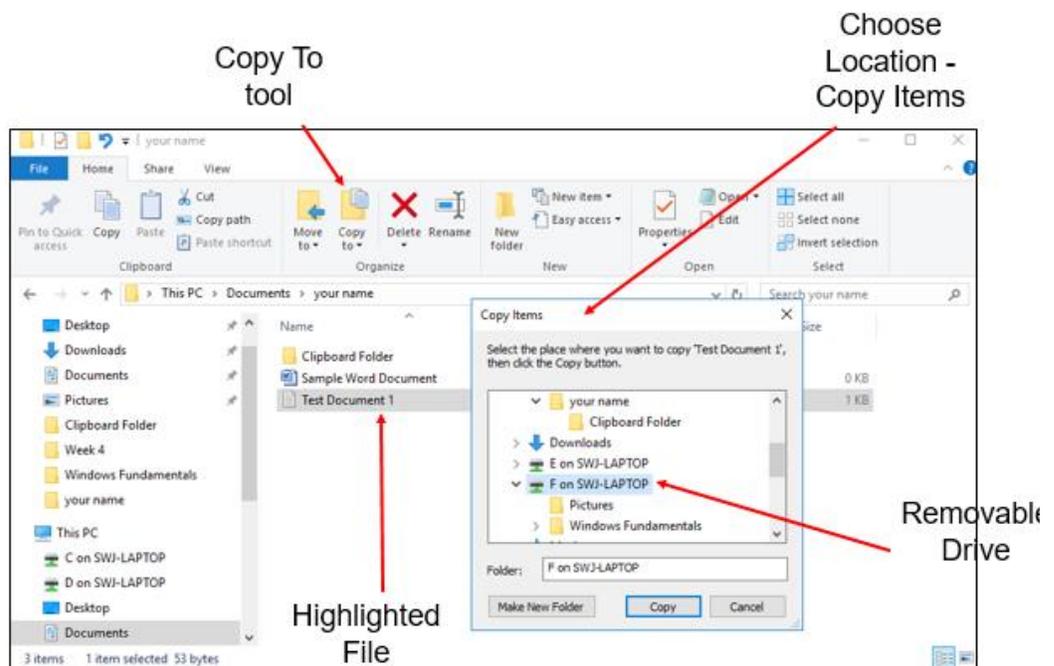


Figure 4.12- Copy to removable drive

4. Search the “**Copy Item**” dialog box for the “*This PC*’ item.
5. Left-click on the “>” symbol and the “*E on ...*” or “*F on ...*” drive names will appear.
6. Select the removable drive by left-clicking on it. Confirm that the Drive name (E:) or (F:) are shown in the Folder field.
7. Left-click on the **Copy** button.

9. Safely remove a Removable Drive from the Computer

Instructor Note: To safely remove the Removable drive from the Computer, open the Windows 7 File Explorer and locate the Removable Drive reference in the **Navigation Pane**. Click the *right mouse button* and select the “Eject” option from the menu. If there are applications still dependent on the removable drive, the system will not allow the “eject” request to complete.

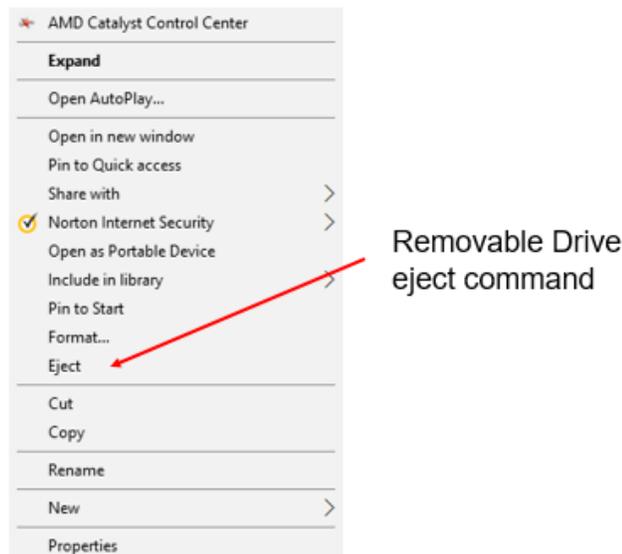


Figure 4.13- Eject a removable drive

10. Weekly Quiz

Each Module will have a document containing a quiz covering the material presented in the lesson. The quiz document can be found in the current week's folder within the "Training resources > Windows Fundamental > Week 4" Folder on the Shared drive (S:)

Use the File Explorer to locate the current Week's quiz.

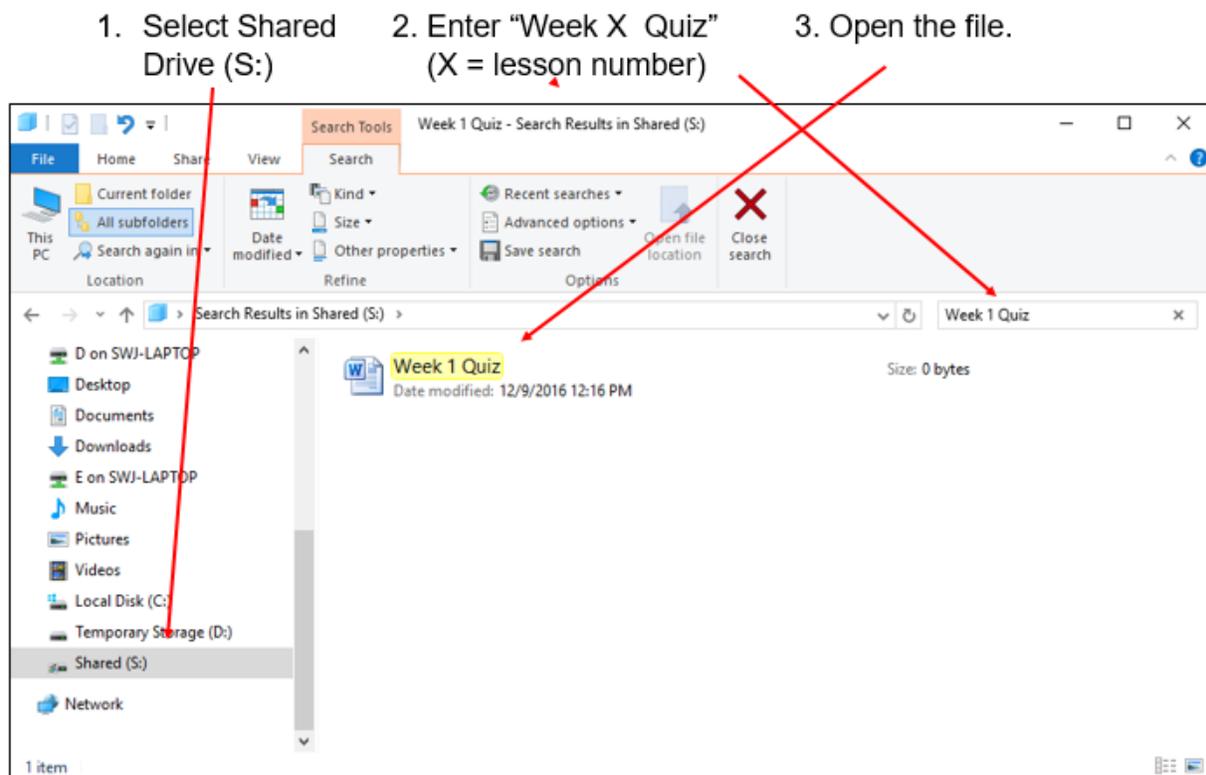


Figure 4.14 - Search for Weekly quiz

Have the students answer the quiz questions and save (Save As) a copy in "This PC > Documents > Your Name" folder.