



Module Three: File System Continued

In Module Three we will continue our exploration of the Windows 10 file system by first reviewing the File Explorer and file system organization. We will then expand our understanding of the File Explorer to use the **Navigation Pane** to locate a folder. We will open files within the file system, change them, and save the revisions and we will create files and shortcuts. We will also use the File Explorer to rename and delete files.

Topics

- Using the File Explorer.
- Understanding how to use the default folders.
- Use the File Explorer **Navigation Pane**.
- Navigate through the file system.
- Understand Save and Save As

Exercises

- Exercise 3A: Using the **Navigation Pane**.
- Exercise 3B: Create a File using an Application
- Exercise 3C: Demonstrate Save and Save As

Objectives

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

- Locate the default folders in the file system.
- Know what is contained in the Default folders.
- Navigate through the file system.
- Create and save a file using an application.
- Use Save and Save As to store files.

1. Continue to work with the File Explorer

The File Explorer has a full set of tools to view, search, and manage files. These tools are contained in the File Explorer Ribbon. The View tab allows you to view the folders and files shown in the **Contents Pane** in several different ways. The contents of the Ribbon change based on which tab (Home, Share, or View) is selected.

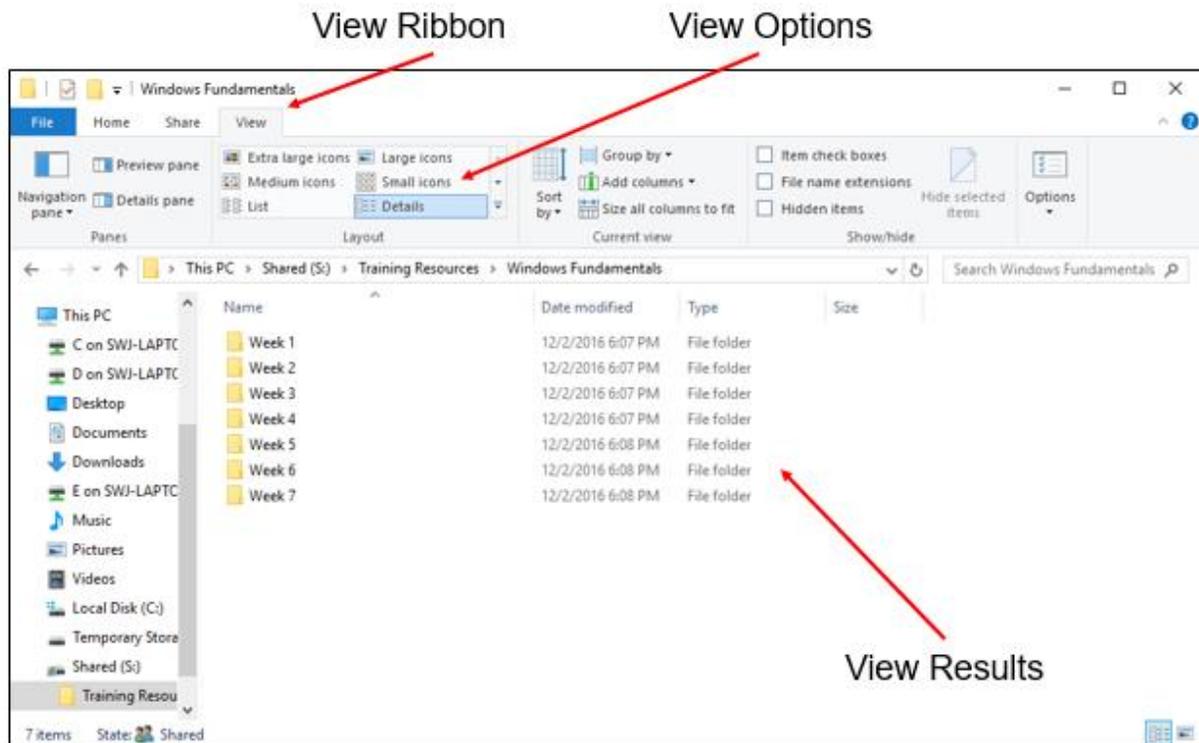


Figure 3.1- File Explorer View Options

Instructor Note: Medium, Large, and Extra Large Icons can be best demonstrated using pictures in the “*Shared (S :) > Training Resources > Windows Fundamentals > Week 3*” folder.

2. Default folders in the file system

In Week 2, we looked at a diagram of the file system and noted that Windows creates several folders to help organize your new files and folders. We refer to these as the

Default Folders because they are created for all users by default. The Desktop is included in this list because it is occasionally used to view files that are on the Desktop.

Glossary of Terms

<u>Folder</u>	<u>What does it do?</u>	<u>When do I use it?</u>
<i>Documents</i>	Contains files and folders holding word processing (Word), spreadsheet (Excel), presentation (PowerPoint), and many other business applications data.	The Microsoft applications direct files to the Documents Folder unless you designate a folder to place them.
<i>Pictures</i>	Contains files and folders holding pictures, images, clip art, any file type that contains image data.	Whenever you save a picture, image, or other type of non-text data. Microsoft applications like Paint save their files to this folder.
<i>Videos</i>	Contains files and folders holding video and animation data.	Whenever a movie, YouTube video, or other animated data is saved in the file system.
<i>Music</i>	Contains files and folders containing music, sound effects, and any sound-producing data.	Whenever you save music or any type of sound effect.
<i>Downloads</i>	Contains files and folders downloaded from the Internet or e-mail regardless of their data type.	After you download a file, you should move the file to a folder within one of the default folders described above.
<i>Desktop</i>	Contains all files and folders associated with the user account that are displayed on the desktop as icons.	When you want to make a file visible as an icon on the Desktop.

Remember, your default folders on a new computer will not contain any files or folders. Files and folders will be added to the default folders as you use the computer.

3. Explain Navigation Pane of File Explorer

The **Navigation Pane** provides a view of the folders on your PC. You can use it to quickly navigate to any folder on the computer, much like an index in a book to quickly find references to a topic in that book. The **Navigation Pane** is separated into Sections: *Quick Access*, *This PC*, and *Network*. The Default folders are only shown in the “*This PC*” section of the Pane.

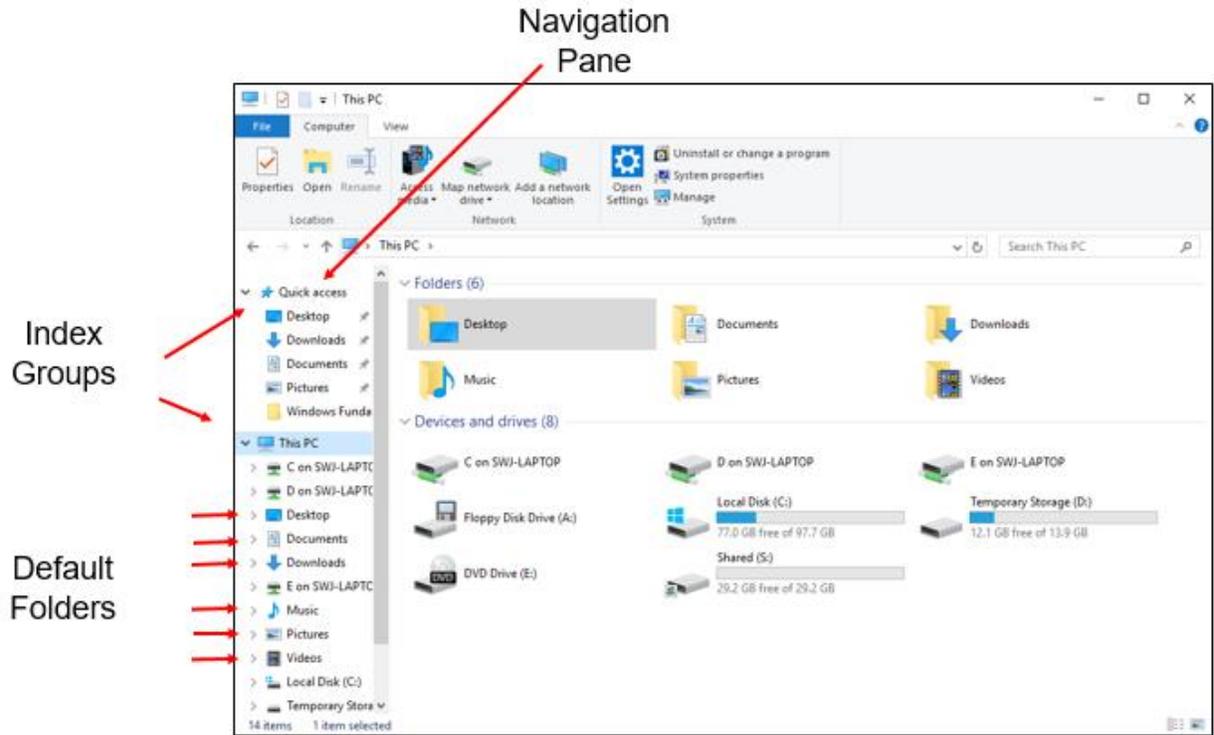


Figure 3.2 - File Explorer Navigation Pane

Exercise 3A: Using the Navigation Pane.

Follow Me

This exercise demonstrates how to use the **Navigation Pane** to locate a folder on the Shared Drive.

1. Open the File Explorer using the  icon in the Task Bar.
2. Locate the “*Shared (S:)*” group in the **Navigation Pane**. It is in the “*This PC*” section of the **Navigation Pane**.
3. Move your mouse slowly into the **Navigation Pane**. A “>” or “V” symbol will appear to the left of each folder name shown.
4. If the symbol is a “>”, you can left-click on it to reveal the folders that are contained within the item.
5. If the symbol is a “V”, the contents of the folder are already displayed below the folder name.
6. If neither symbol is present, it means that the item does not contain any folders.
7. Locate the small “>” left of the “*Shared (S:)*” drive name.
8. Left-click on the “>” symbol once.
9. This will display the “*Training Resources and Class Files*” folders. These are folders that contain course material for each computer class offered by the PRC.
10. Left-click the mouse button on the “>” symbol next to the “*Training Resources*” folder name. The *Windows Fundamentals* folder will appear.
11. Left-click on the “>” symbol next to the “*Windows Fundamentals*” folder. The list of folders representing each week of the course will appear: *Week1*, *Week2*, etc.
12. Left-click the mouse button on the *Week 3* folder. The *Week 3 Quiz* file will appear in the **Contents Pane**.



4. Create and save a file from an application

Files are usually created by applications and saved into files in the file system. The PRC recommends that you create separate folders for each file subject within the *Documents* Default folder.

The following exercise is separated into two parts. Part 1 demonstrates how to create data in an application using Notepad. Part 2 demonstrates how to save the Notepad data into a file folder.

Exercise 3B (Part 1): Create data using an Application

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This exercise demonstrates how to use the **Navigation Pane** to locate a folder on the Shared Drive.

1. Left-click the mouse button on the **Search** button (magnifying glass symbol) in the Task Bar.

Note: The search feature is also available by left-clicking the mouse on the Start button but there is no input field!

2. Enter the text, “Notepad” into the search input field.

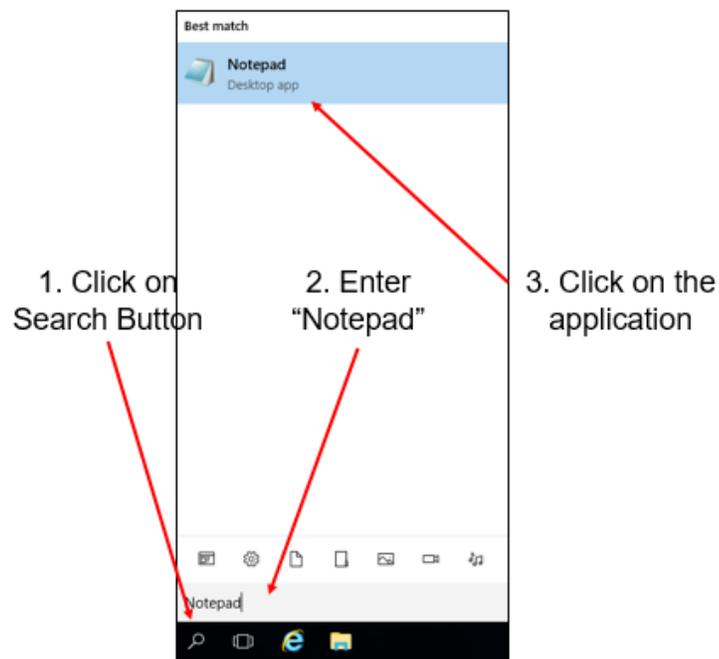


Figure 3.3 - Search for Notepad application

3. Left-click the mouse button on the Notepad Desktop App shown at the top of the Best Match pane. The Notepad window will open.
4. Use the keyboard to enter, “This is an example of how to save a file in a folder” into the Notepad text area.
5. Note that the description in the title bar of the Notepad window is “Untitled - Notepad” meaning that the Notepad file has not been saved.

At the completion of Exercise 3B (Part 1), the Notepad application should be open on the desktop and contain the text as shown below.

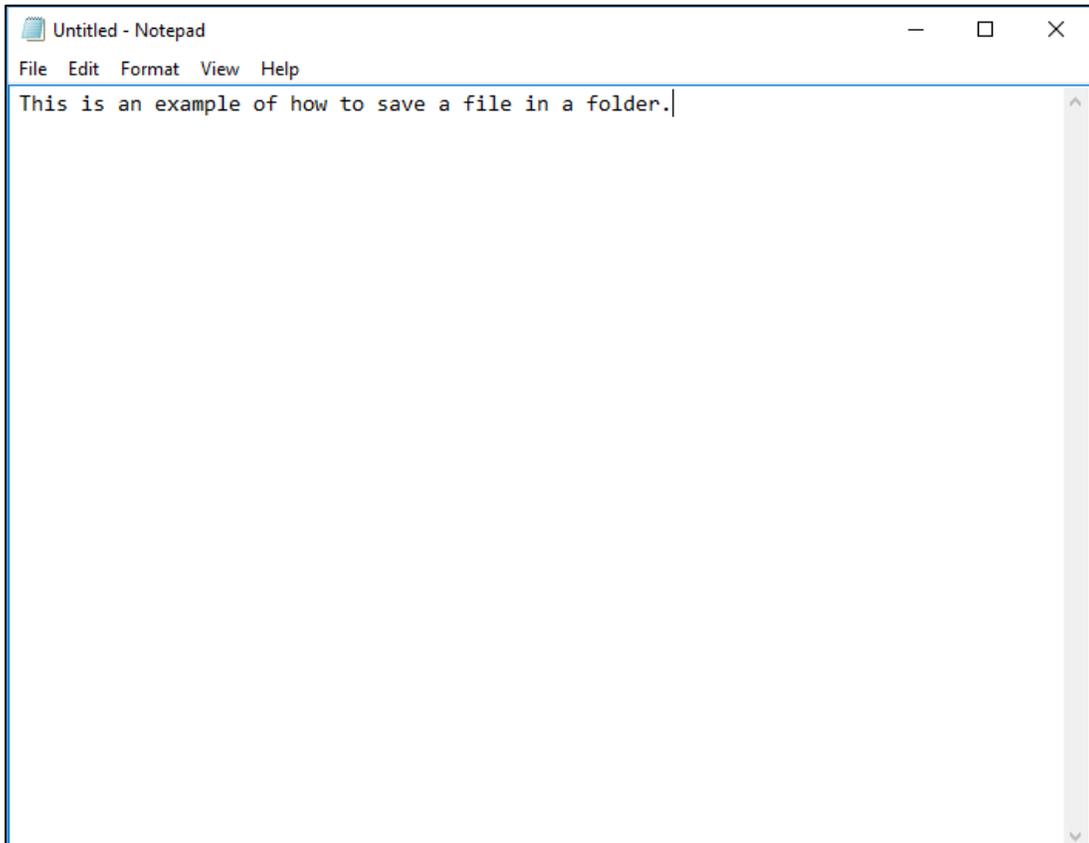


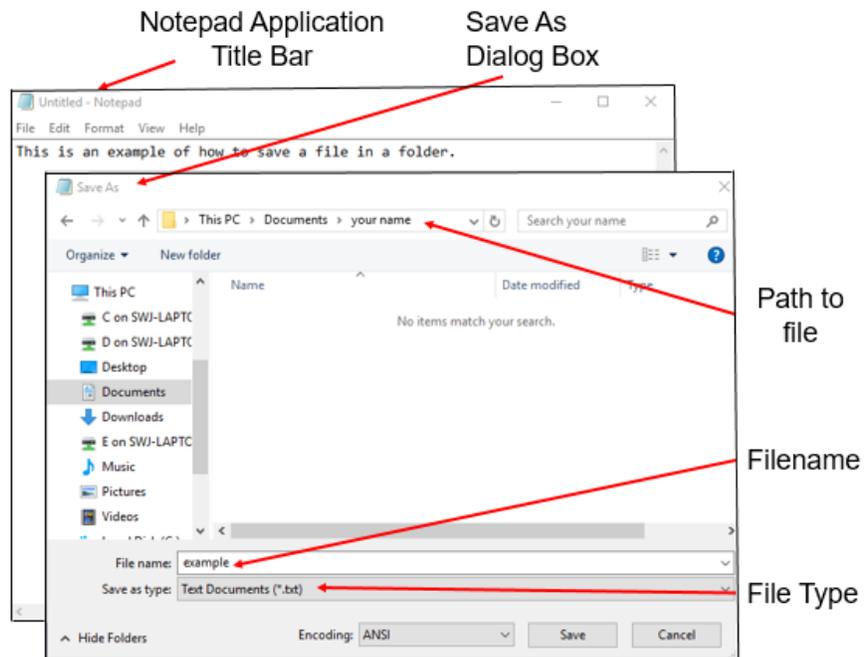
Figure 3-x Notepad with data

Exercise 3B (Part 2): Save application data into a file folder

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This exercise demonstrates how to save the Notepad data into a file folder

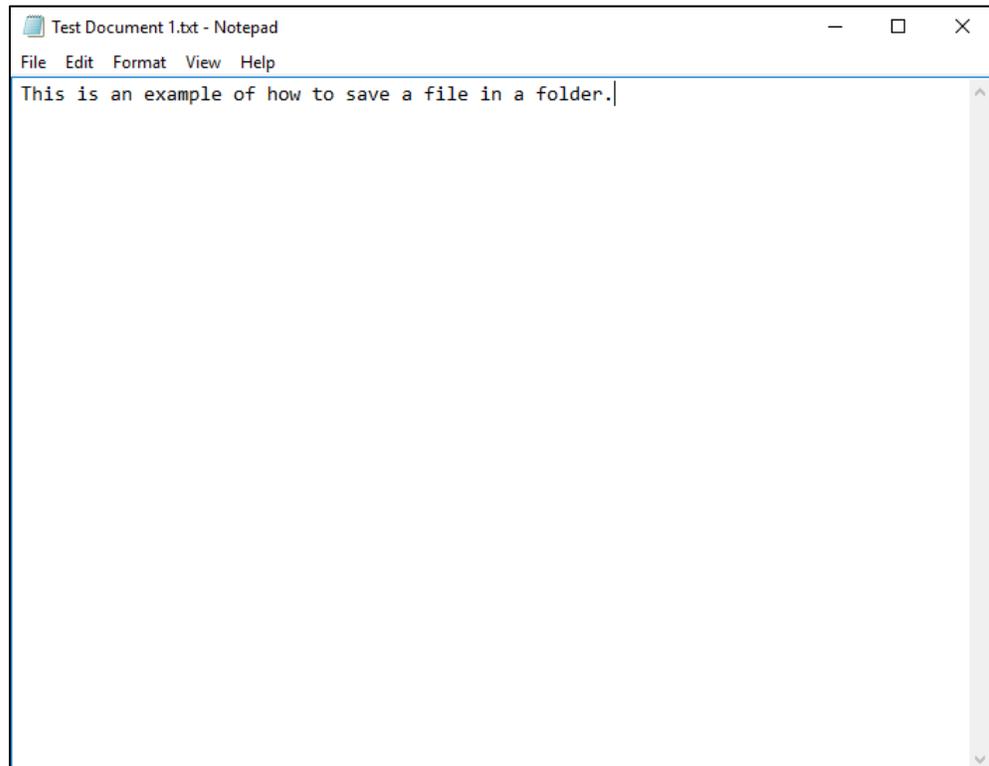
1. Left-click on the “**File**” menu option at the left top of the **Notepad** window and left-click on the “**Save**” entry.
2. The “**Save As**” panel will open with the “**Documents**” default folder is highlighted in the **Navigation Pane**, the **Address Bar** will contain “**This PC > Documents**” and “**Your Name** folder will appear in the **Contents Pane**.
3. Note: The **Save As** windows closely resembles the **File Explorer** window with a **Navigation Pane**, **Address Bar**, and **Contents Pane**. The difference is that you must click the **Save** or **Cancel** button to continue.



4. Left-click the “**Your Name**” folder in the **Contents Pane** and the contents of the “**Your Name**” folder will appear in the **Contents Pane**.
5. Enter “**Test Document 1**” in the **File Name** field and left-click the **Save** button.

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6. The Save As window will close and the Notepad window will appear.



7. Note that the file name at the top of the **Notepad** window is now "*Test Document 1 - Notepad*" indicating the application data is now saved in a file!
8. Close the Notepad window by left-clicking the mouse button on the red "X" at the upper right corner of the window.
9. The Notepad-created application data is now stored in a file named, "*Test Document 1*" in the "*This PC > Documents > Your Name*" folder.



5. Difference between Save and Save as

Rule: You cannot have two files or two folders inside a folder with the same name.

The file system provides two options to save a file: **Save** and **Save As**.

Use the table below to decide which of the save options to use.

<i>When you want to save a file using the</i>				<i>Then use...</i>	
Same file name	Different file name	Same folder	Different folder	Save	Save As
Yes		Yes		X	
Yes			Yes		X
	Yes	Yes			X
	Yes		Yes		X

Note: The first time a file is saved, Save As is used because there is no filename!



Exercise 3C: Demonstrate Save and Save As

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This exercise illustrates how to use the Save and Save As options. An existing file in the “Your Name” folder will be saved in the same folder using a different name following the rules in the table above.

1. Open Notepad application from the list of applications
2. Left-click on the “File” menu option.
3. Left-click on the “Open” menu option.
4. The “Open” panel will open with the “Documents” default folder highlighted in the **Navigation Pane** and the Documents contents in the **Contents Pane**.
5. Left-click on the “Your Name” folder.
6. Highlight the “Test Document 1” file created in exercise 3B above.
7. Left-click on the “Open” button at the bottom of the window and the file contents will appear.
8. Left-click on the “File” menu option.
9. Left-click on the “Save As” menu option. The “Save As” File Explorer window will appear.
10. Locate the File name field at the bottom of the panel. It will be blue, highlighted waiting for a new name.
11. Enter “Test Document 2” in the File name field and left-click the Save button.

The Notepad application will now display the file name “Test Document 2” in the window top border.

6. 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 3" Folder on the Shared drive (S:)

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

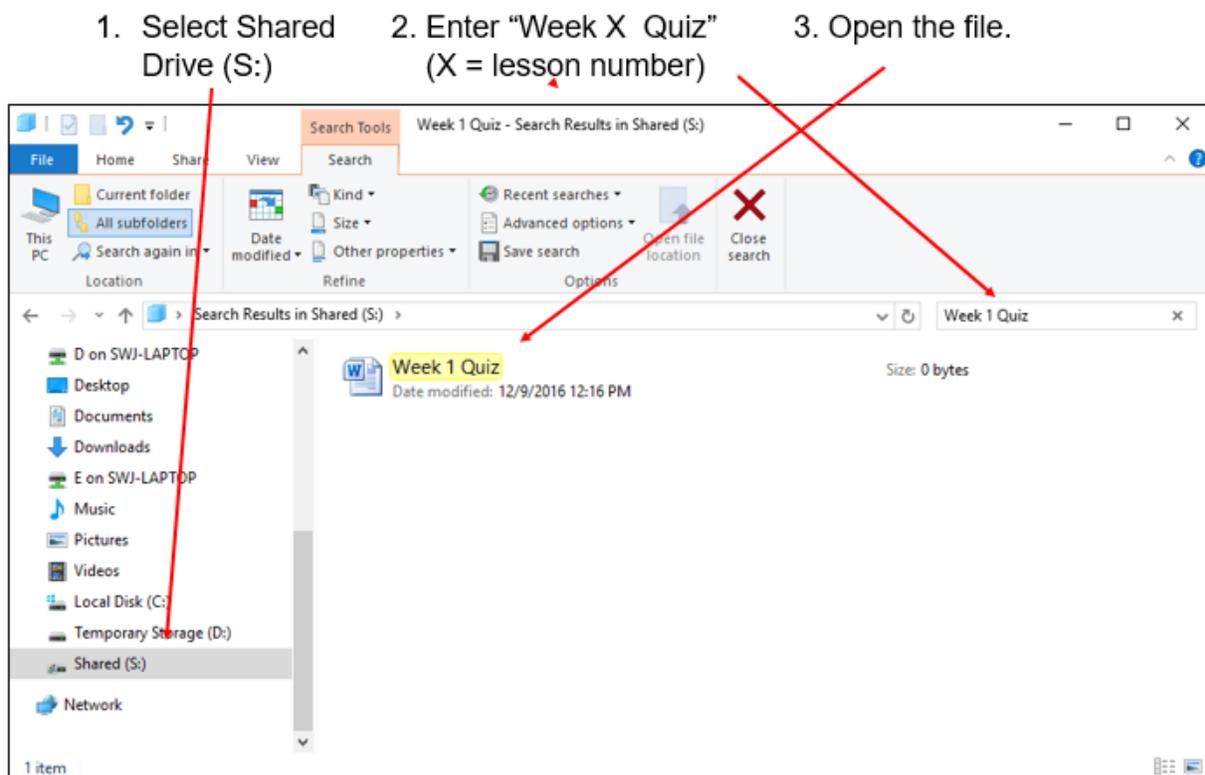


Figure 3.5 - Search for Weekly quiz

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