**Intro To Office 2010 Video Project 2:**

**Windows Explorer File Management**

1. Put your USB Flash Drive into a USB port
   * Front or back of the computer
   * USB Flash Drive is a “file storage Medium”
2. Open Windows Explorer (**Folder Windows**)
   * Shortcut key is + E
     + Hold Window Key , then tap the letter E key
3. What does Windows Explorer do?
   * Left side of Windows Explorer (also called Folders Pane):
     + This shows you the hierarchical structure of the entire computer
     + Use this side to navigate to the drive, disc, flash drive, or folder that you would like to view
   * Right side of Windows Explorer:
     + Shows you the content of the item that it is selected on the left side
     + The white area can be used to create new folders
     + Highlight files or folders and delete, cut, or move the files or folders
4. File
   * A named unit of storage
5. Folder
   * Named location on a storage medium that contains related documents
   * Create New folders by right-clicking in right side of Windows Explorer, or use the keyboard shortcut: Alt, F, W, F.
6. Naming files and folders is one of the most important computer skills to have
   * Page 22 has characters that are allowed for names.
7. Selection Trick
   * Click on first item and then hold Ctrl key allows you to select non-contiguous (not next to each other) items.
   * Click on first item, then hold the Shift key and click on last item, allows you to select everything in between the two book-end items.
8. When you delete files:
   * Delete files from computer (like C: Drive or Desktop) the files are sent to the Recycling Bin
   * Delete files from USB drive (portable storage), the file is permanently deleted
9. To see file extensions in Windows Explorer and Save As dialog boxes:
   * Open Windows Explorer, Tools menu, Options, View tab, UN-CHECK “Hide extensions for known file types”.
10. New Keyboard shortcuts seen in this video:
    * In Programs with a Ribbon: Toggle between the “Ribbon Showing” and “Hide Ribbon” = Ctrl + F1
    * Spell Check = F7
    * Copy = Ctrl + C
    * Paste = Ctrl + V
    * Cut = Ctrl = X
    * Delete = Delete key