**Intro To Office 2013 Video Project 2:**

**Windows Explorer File Management**

1. Put your USB drive in, open Windows Explorer with + E
2. 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
3. Windows Explorer File Management:
	* Create folders keyboard: Ctrl + Shift + N
	* Naming files, folders, worksheets in Excel, Tables in Excel, Tables in Access or Queries in Access is one of the most important computer skills.
	* Rename a folder keyboard = F2.
	* Copy and paste files or folders
		+ Copy = Ctrl + C
		+ Paste = Ctrl + V
	* Move files or folders
		+ Cut = Ctrl + X
	* Delete Files or folders
		+ Delete keyboard = Delete
		+ When you delete files:
			- Delete files from computer (like C: Drive or Desktop) & files are sent to the Recycling Bin
			- Delete files from USB drive (portable storage) & file is permanently deleted
	* Backup your files: Copy and paste to a new drive. You can use 2 USB drives.
	* Using Mouse to copy or move: BE CAREFUL:
		+ Dragging from one location to another on SAME drive moves it.
		+ Dragging from one location to another on a DIFFERENT drive copies it.
	* Compress Folder:
		+ For a folder that contains many files, you can compress the folder and contained files so that the folder will have a smaller file size and can be attach as a single object to an e-mail:
		+ Steps:
			- Right-click folder
			- Point to “Send to”
			- Click on “Compressed (zipped) folder”
			- The file extension will show as “.zip”
		+ To unzip a folder: Right-click and click on “Extract All…”
4. 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.
5. New Keyboard shortcuts seen in this video:
	* Create folders keyboard: Ctrl + Shift + N
	* Rename a folder keyboard = F2
	* Copy = Ctrl + C
	* Paste = Ctrl + V
	* Cut = Ctrl = X
	* Delete = Delete key
	* Mouse and Keyboard selection trick:
		+ Shift: gets two “bookends” and everything in between.
		+ Ctrl: Selects only the ones you touch with the mouse.