**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.