Highline College

Busn 216: Computer Applications for Business (Fun and Power with Computers)

Office 2016 Video #02: Windows Explorer for File Management

Topics:

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…" or +7-Zip"

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.