

Busn 216: Computer Applications for Business

Video #02: Windows/File Explorer for File Management

1. **If using USB: Put your USB drive in, and open Windows Explorer with (Window Key)  + E**
If you are not using USB drive, open Windows Explorer with (Window Key)  + E

2. **What does File/Windows Explorer do?**

Windows Explorer enables you to create, organize and manage your files and folders. It allows you to perform tasks relating to files and folders such as create folders, copy, move, delete, rename.

- Left side of the Windows Explorer (also called the Folders Pane)
 - This shows you the hierarchical structure of the entire computer
 - Use this to navigate to or to select the drive, flash drive or folder that you would like to view/open.
 - Your folders and drives will also have the “triangle button”  (sometimes they will appear as + and –) symbols to open and close the folders and drives.
- Right side of Windows Explorer
 - This shows the content of the item that is selected on the left side. This can be a folder or file.
 - The white area can be used to create new folders
 - You highlight the folders or files to delete, cut, or move the files or folders
 - You double click the file on the right to open the file
 - You right click to rename the file or folder, you can also use the keyboard shortcut **F2** to rename
 - You can sort the column of files or folders by clicking on the column header.

3. **File Management:**

File Management is very important, and it is essential that you learn how to effectively organize your files and folders as this will help you access your records more effectively whether it is your personal files/folders or in your workplace. Remember that it is also important that you name your files/folders smartly to ensure that you or your colleagues can locate them easily.

- Create Folders: Keyboard Shortcut: Ctrl + Shift + N
 - You can also Right Click on your white space in Windows Explorer, Click New Arrow, then Click Folder.
 - In Windows Explorer, on the Home Tab in the Ribbon, on the New group, click New Folder to create a new Folder.
- Naming Folders, Files, Worksheets in Excel, Tables and PivotTables in Excel, Tables in Access or Queries in Access is one of the most important computer skills.
- Rename a file/folder (be sure the item is selected): Keyboard Shortcut: F2
- Deleting Files or Folders.
 - From your Keyboard: Use the **Delete** Key

- When you Delete files/folders from your computer, these are sent to your Recycle Bin.
- When you Delete files/folders from your USB (portable Storage), these are permanently deleted meaning you can never recover them.



- Cut, Copy and Paste (Move) Files or Folders
 - Keyboard Shortcut:
 - Cut: Ctrl + X
 - Copy: Ctrl + C
 - Paste: Ctrl + V
- Backup your Files:
 - You can back up your Files by using 2 USB Drives, or if using 1 USB drive you can backup in your computer. To backup the files or folders. Select the file/folder to copy and paste this to a new drive.
- Using Mouse to copy or move: BE CAREFUL:
 - Dragging from one location to another on the SAME drive moves the file/folder.
 - Dragging from one location to another on a DIFFERENT drive, copies the file/folder.
- Compressing Folder
 - For a folder that contains many files, you can compress (Zip) the folder so that the folder can have a smaller file size that can be attached as a single object to an email.
 - Steps to Zip a folder:
 - Right-click on Folder
 - Point to "Send to"
 - Click on "Compressed (zipped folder)"
 - The file is now zipped and the file extension will show as ".zip"
 - To unzip a folder: Right-click and click on "Extract All."

4. Selecting Multiple Folders/Files with Ctrl or Shift Keys:

- **Shift Key Selection Trick.** Use to select all items between two “bookends”.
 - How to do it: select first item, hold Shift Key, click to select last item.
 - With the Shift Selection Trick, you can select all items between two bookend items.
- **Ctrl Key Selection Trick.** Use to select items not next to each other.
 - How to do it: select first item, hold Ctrl Key, click other items to select.
 - With the Ctrl Selection Trick, you can select only the ones you touch with your mouse.

5. Keyboard Shortcuts:

- Open Windows Explorer:  + E
- Create New Folder: Ctrl + Shift + N
- Rename Folder: F2
- Copy = Ctrl + C
- Cut = Ctrl + X
- Paste = Ctrl + V
- Delete = Delete Key
- Shift & Click = Select items next to each other
- Ctrl & Click = Select items NOT next to each other