




Navigation Pane Displays several lists: • **Favorites** – contains links to locations you navigate to frequently. • **Libraries** or **Folder List** – shortcuts to locations where the majority of user files are stored on the local drive. • **Computer** or **Network** areas provide access to all storage devices available on the computer. ▢ **(Expand)** Displays or “expands” a folder to show the subfolders that are inside (or below) it. You may see several of these arrows depending how the structure is set up. ▴ **(Collapse)** Hides subfolders or “collapses” the higher-level folder. You will see these arrows when expanding folders that contain subfolders. **Split Bar** Click and drag this bar to widen or narrow the Folders list. **Contents Pane** Displays all files and folders stored inside the folder selected in the Navigation pane.


Icons and Shortcuts

Files or folders can be saved and displayed anywhere in Windows, including on the Desktop for quick access. Consider the following when viewing files or folders:

 7328 Student Files	An icon similar to one of these indicates that a data file or folder is saved in this location. The text below the icon is the file or folder name. If a file is a data file, the icon represents the program needed to view or modify the document. If you delete an icon, you will delete the actual file or folder.
 Sea Life	A similar icon with a small arrow at the lower left corner represents a shortcut to the location where this data file or folder is saved. The arrow indicates that the icon is a shortcut only. If you delete a shortcut icon from the desktop, only the shortcut is deleted not the actual file.
	An icon with a program symbol on it indicates that it is a shortcut to an application program file. If you delete the icon, you are deleting only the shortcut, not the actual file that starts the program.

Creating Folders

You can create folders at any level, including directly on the Windows Desktop. To create a folder, use one of the following methods:

- On the Command bar, click , or
- right-click the location (drive or folder) in the Folders list for the new folder, click **New**, and then click **Folder**, or
- right-click a blank area of the Contents pane, click **New**, and then click **Folder**.

Navigate to the location for the new folder before activating the New Folder command. The address bar (also known as the Breadcrumb bar) displays the path or current location as a reminder.

To create a shortcut to a folder, use one of the following methods:

- Right-click the location (drive or folder) in the Folders list for the new shortcut, click **New**, and then click **Shortcut**, or
- right-click a blank area of the Contents pane and then click **New**, and then click **Shortcut**.

Try It! Exercise

Note: The following exercises require that you have downloaded the student data files. If you have not already done so, please follow the data file instructions in the Preface before proceeding.

In this exercise you will create some folders.

1. On the desktop, double-click the **7328 Student Files** folder.

Try creating some folders.

2. In the Contents pane, double-click **Windows**.
3. On the Command bar, click **New folder**.

You should now have a new item in the Contents pane similar to the following:



4. Type your first and last name for the new folder and press **Enter**.

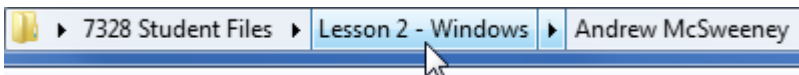
You have created a new folder within the Windows folder. The new folder should look similar to this:



5. Double-click your new folder to view the contents (it should be empty).
6. In the Contents pane, right-click to display the shortcut menu, click **New**, and then click **Folder**.
7. Type: *Personal* and press **Enter**.

You have created a new folder that resides within the folder with your name in the *Windows* folder.

8. Move up one level by clicking **Windows** in the Address bar, as shown in the following:



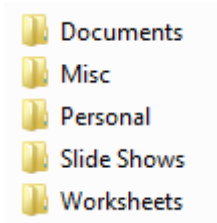
You should now be looking at the contents of the Windows folder. Use the path in the Address bar to help you navigate quickly to a specific location. You can also click the last item to move up one level at a time.

Now create some subfolders in your folder.

9. Double-click to move back to your folder.

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10. In the Contents pane, right-click, click **New**, and then **Folder**.
11. Type: *Worksheets* as the name of the new folder and press **Enter**.
12. Repeat steps 10 and 11 to create the *Documents*, *Misc*, and *Slide Shows* folders. When you are finished, your folders should display as shown:



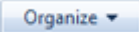
Here's a Tip:

When adding new folders, be sure to right-click in a blank area of the Contents pane to select **New, Folder**. If necessary, make the Computer window larger to show a blank area.

Renaming a Folder

To change a folder's name, use one of the following methods:

- Click the folder icon to select it and then press **F2** to activate the Edit mode, or
- click the folder icon, then click inside the folder name to activate the Edit mode, or



- right-click the folder and then click **Rename** from the shortcut menu, or
- on the Command bar, click  and then click **Rename**.

Whenever you see the folder name highlighted as shown here, you are in Edit mode. Once the name is highlighted, you can type in a new name for the folder. You can also use the mouse pointer or arrow keys to move the cursor to the exact location in the folder name where you would like to insert or delete characters.



Try It! Exercise

In this exercise you will rename a folder.

1. Ensure you are viewing your folder. Five sub-folders should appear in the Contents pane.
2. Click the **Documents** folder in the Contents pane to select it. Then point at the name *Documents* and click once more to activate the Edit mode.
3. Press the  key to move quickly to the beginning of the highlighted name. Type: *General* (include a space) to rename this folder to General Documents and then press .

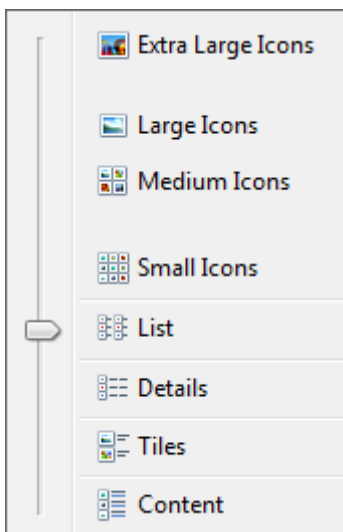
You have now successfully changed the name of this folder.

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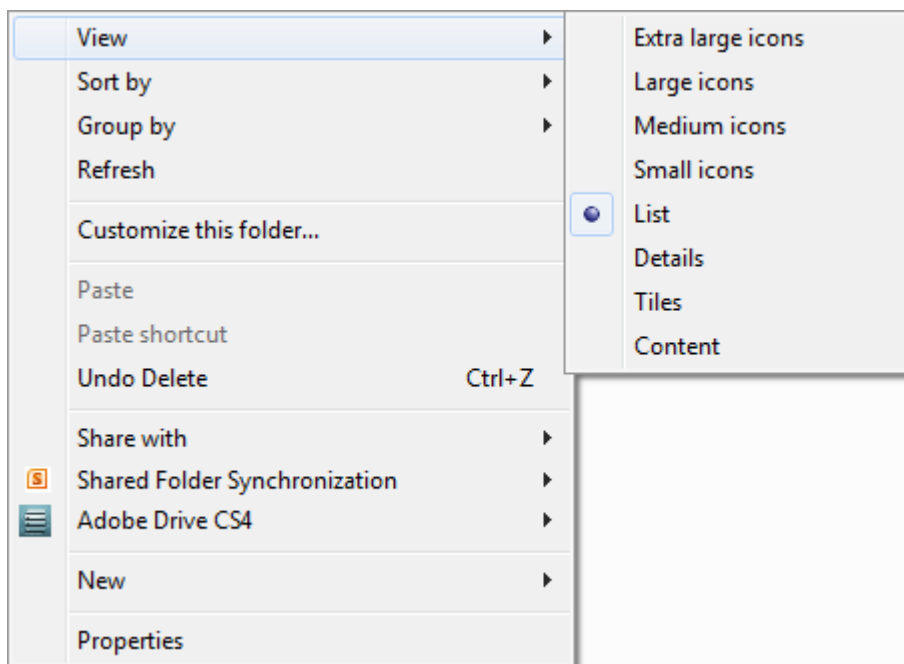
Changing the View

There are different ways to display information for files or folders. Select the view options using one of the following methods:

- Click the arrow of the  **Views** button on the Command bar, or



- right-click in a blank area of the Contents pane and then click **View**, or



- on the Command bar, click the  **Views** button to cycle through the different views.

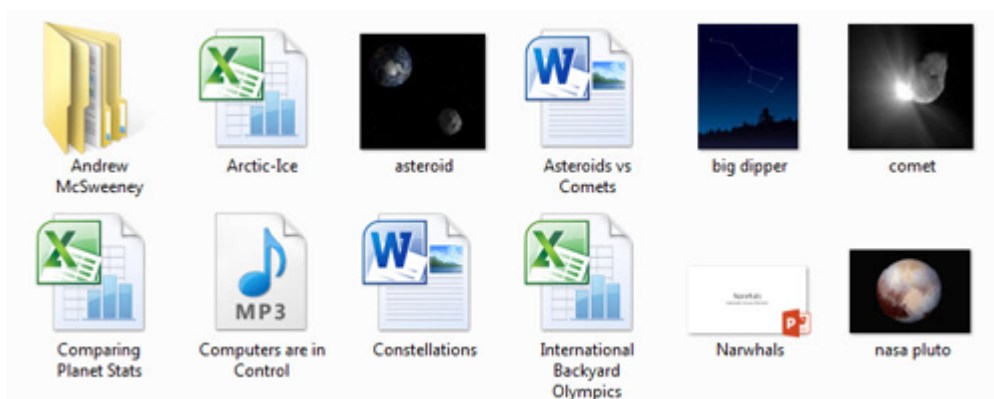
Extra Large Icons

Shows files and folders as very large icons, helpful for visually impaired users; file and folder names display below the icon.



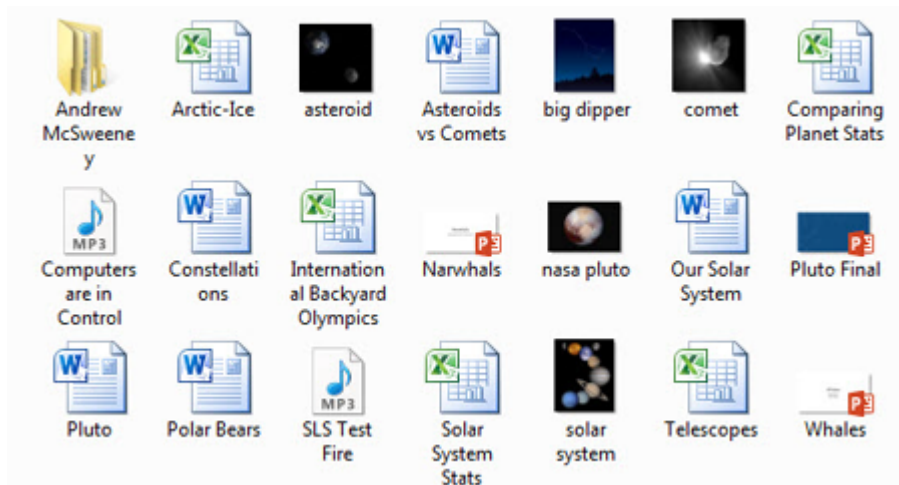
Large Icons

- Displays files and folders as large icons with file or folder names below the icon
- Helpful when you want to preview the contents of picture files.



Medium Icons

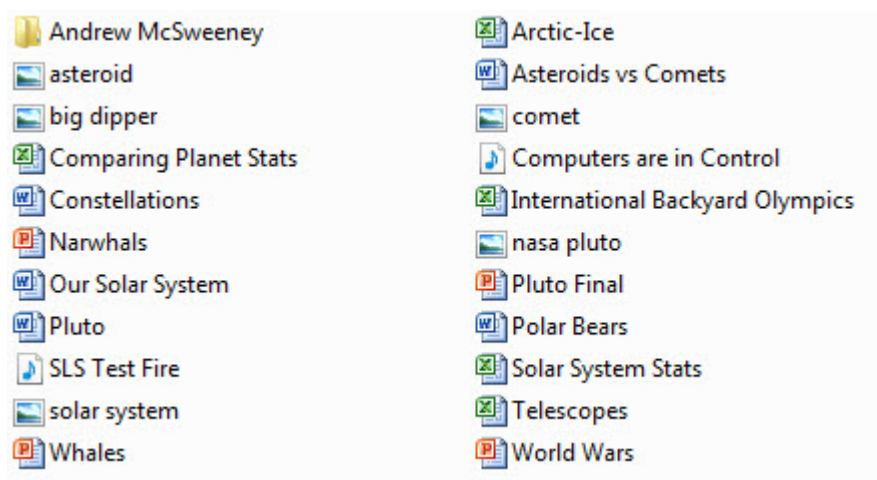
- Displays files and folders as medium-sized icons with the names below the icons.
- Helpful when you want an overview of folders or files in a certain location.



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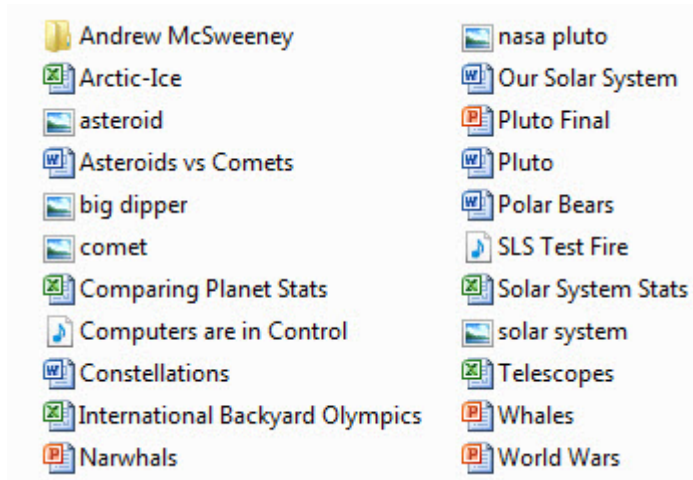
Small Icons

- Lists files and folders as smaller icons with the names displayed to the right.
- Contents are sorted alphabetically in multiple columns from left to right.



List

- Displays the contents of a folder as a list of names preceded by small icons.
- Useful if your folder contains many files and you want to scan the list for a file name.
- Files and folders can be arranged in the same options as with other views.














Details

- Lists the contents of the open folder and provides detailed information about the files and folders inside it,

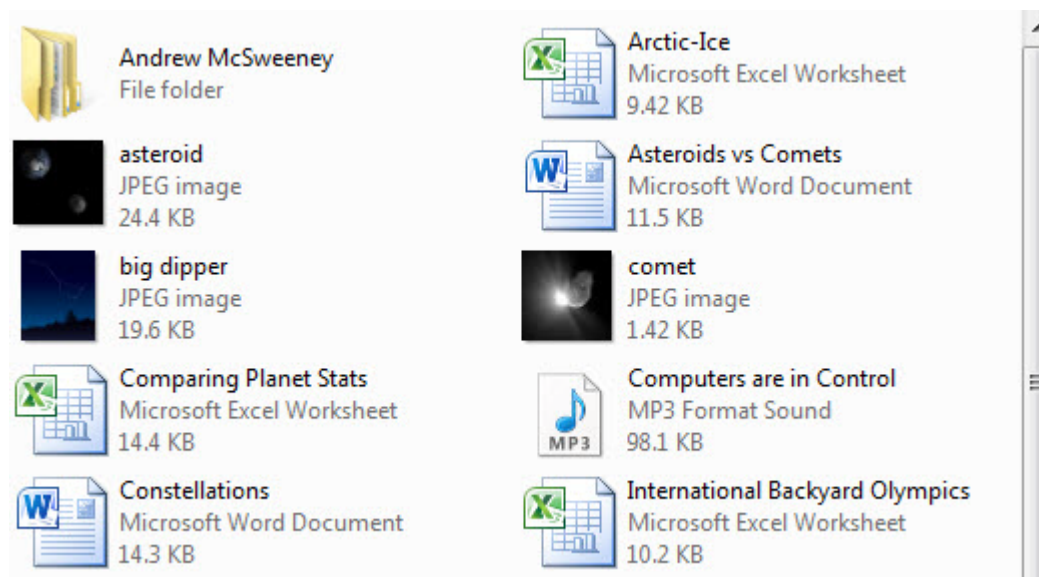
including name, type, size, and date modified.

- Shows files in groups.

Name	Date modified	Type	Size
 Andrew McSweeney	9/16/2015 1:15 AM	File folder	
 Arctic-Ice	9/15/2015 8:31 AM	Microsoft Excel W...	10 KB
 asteroid	8/20/2015 2:16 PM	JPEG image	25 KB
 Asteroids vs Comets	8/18/2015 8:19 AM	Microsoft Word D...	12 KB
 big dipper	8/20/2015 2:20 PM	JPEG image	20 KB
 comet	8/20/2015 2:16 PM	JPEG image	2 KB
 Comparing Planet Stats	9/8/2015 10:28 AM	Microsoft Excel W...	15 KB
 Computers are in Control	9/8/2015 11:48 AM	MP3 Format Sound	99 KB
 Constellations	8/21/2015 1:55 PM	Microsoft Word D...	15 KB
 International Backyard Olympics	9/3/2015 8:30 AM	Microsoft Excel W...	11 KB
 Narwhals	9/15/2015 8:28 AM	Microsoft PowerP...	36 KB

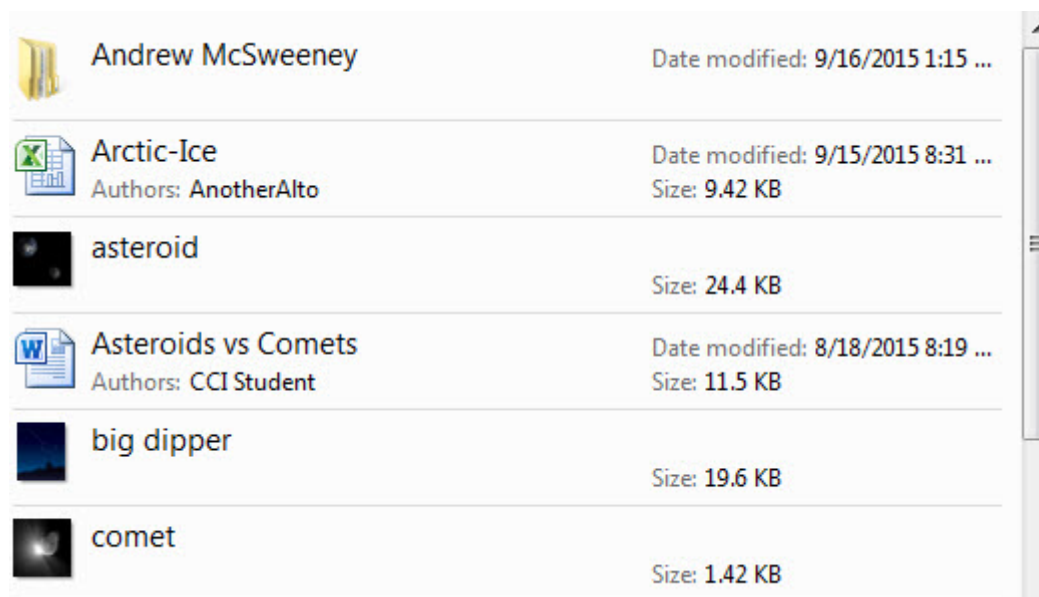
Tiles

- Displays files and folders as medium-sized icons with the file names to the right of the icon.
- File format and file size also display.





Content


- Displays any properties or reference information about the contents of the file.



You can also sort a folder's contents and adjust the column widths:



- To sort the contents by item type, click the Type column heading. An  arrow symbol indicates the items are sorted in ascending order (that is, A–Z or 0–9); a  arrow symbol indicates the items are sorted in descending order (that is, Z–A or 9–0).



















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- To adjust the width of a column, position the mouse pointer over the vertical line at the right edge of the column you want to adjust; the mouse pointer changes to display  (thick cross hair with double horizontal arrows). Click and drag to the left or right to make the column narrower or wider.

Try It! Exercise

In this exercise you will apply different views in Windows Explorer.

- Make sure you are in the Desktop\7328 Student Files\Windows folder.
- On the Command bar, click the down arrow for  and click **Medium Icons**.
- On the Command bar, click the down arrow for  and then click **Details**.
- Click the **Type** column heading to sort the contents by the file type.


Name	Date modified	Type 	Size
 Andrew McSweeney	9/16/2015 1:15 AM	File folder	
 asteroid	8/20/2015 2:16 PM	JPEG image	25 KB
 big dipper	8/20/2015 2:20 PM	JPEG image	20 KB
 comet	8/20/2015 2:16 PM	JPEG image	2 KB
 nasa pluto	9/8/2015 11:04 AM	JPEG image	76 KB
 solar system	8/20/2015 2:09 PM	JPEG image	1,211 KB
 Arctic-Ice	9/15/2015 8:31 AM	Microsoft Excel W...	10 KB
 Comparing Planet Stats	9/8/2015 10:28 AM	Microsoft Excel W...	15 KB
 International Backyard Olympics	9/3/2015 8:30 AM	Microsoft Excel W...	11 KB
 Solar System Stats	8/18/2015 8:19 AM	Microsoft Excel W...	10 KB
 Telescopes	9/3/2015 9:52 AM	Microsoft Excel W...	9 KB
 Narwhals	9/15/2015 8:28 AM	Microsoft PowerP...	36 KB
 Pluto Final	9/8/2015 12:50 PM	Microsoft PowerP...	1,081 KB
 Whales	9/4/2015 2:44 PM	Microsoft PowerP...	37 KB
 World Wars	9/8/2015 7:30 AM	Microsoft PowerP...	38 KB
 Asteroids vs Comets	8/18/2015 8:19 AM	Microsoft Word D...	12 KB
 Constellations	8/21/2015 1:55 PM	Microsoft Word D...	15 KB

- Try changing the view to small icons, then to tiles to see how this affects the view. Make **List** the last view style you use.

Selecting Files or Folders

Before performing any actions such as copying, moving, or deleting, you must select the file or folder.

Consider the following methods of selecting files or folders:

- To select one file or folder, click it.
- To select all files and folders in this location, click  and click **Select all**, or press **Ctrl** + **A**.
- To select multiple files or folders that are consecutive, click the first file or folder that you want in the list, press and hold the **Shift** key, and then click the last file or folder that you want in the list.
- To select multiple files or folders that are non-consecutive, click the first file or folder you want, press and hold the **Ctrl** key, and then click each additional file or folder you want to select.

To de-select or turn off the selection of files or folders, click anywhere away from the selection.

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