



# Windows Basic Skills

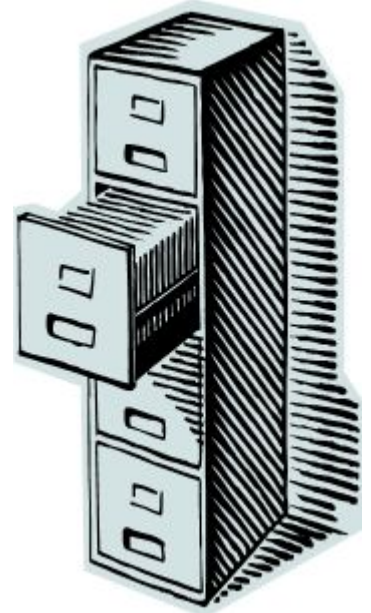
Working with files and folders in Windows

# Organizing Files

- File is a single complete piece of data (document)
- Start with some Storage Media (hard drive, thumb drive, disk, etc.)
- Group files together in Folders
- Folders can contain more Folders
- Every file has a full path that identifies it:

`C:\Users\JoeCool\Documents\English\Term Paper.docx`

Drive                      Folders                      File Name      Extension

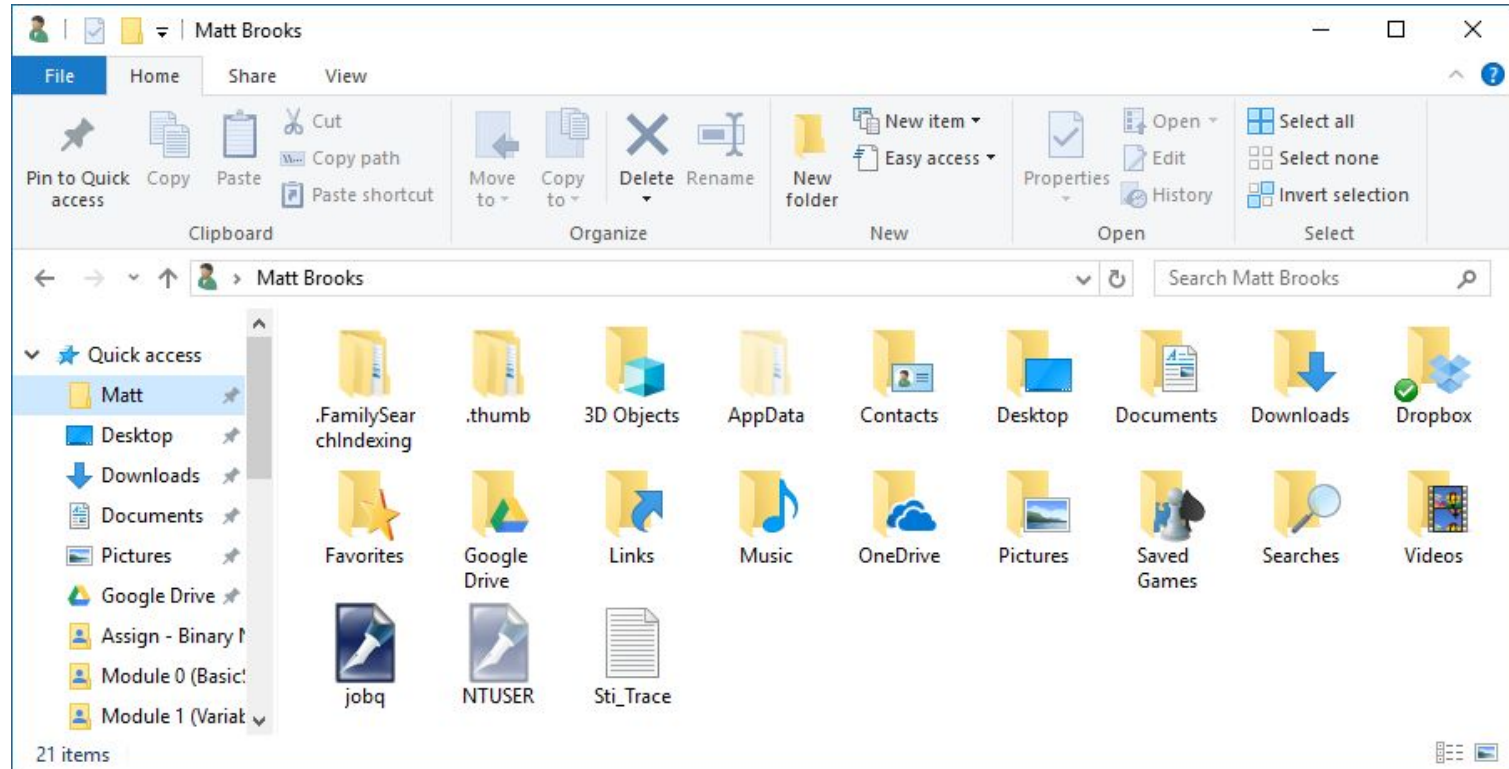


# File Types

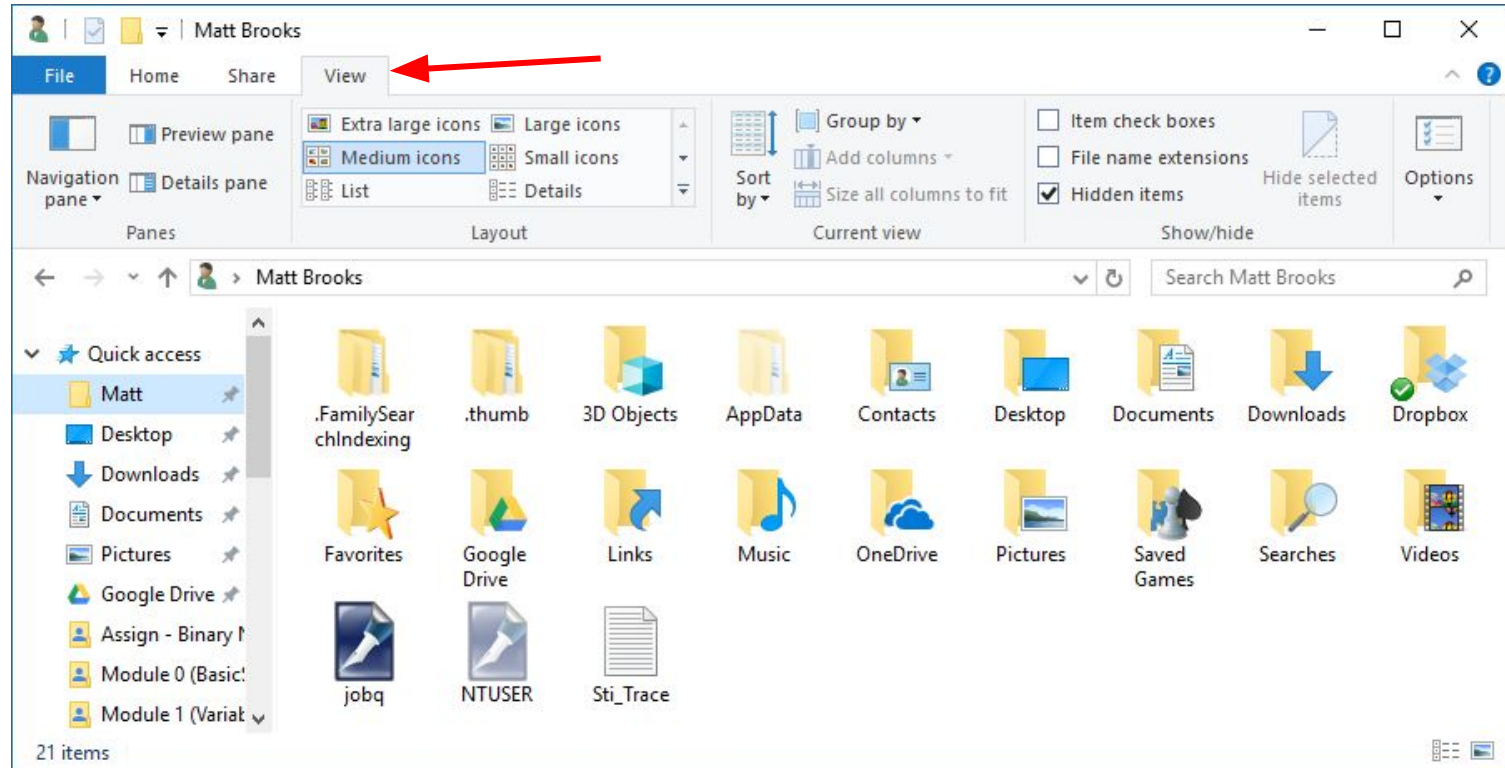
- File type says what kind of data this is
- Programs associate themselves with specific types
- Windows uses the “extension” part of the filename to indicate the type
- Windows will normally hide the extension part of the name from view
- In this class you need to see the file extension



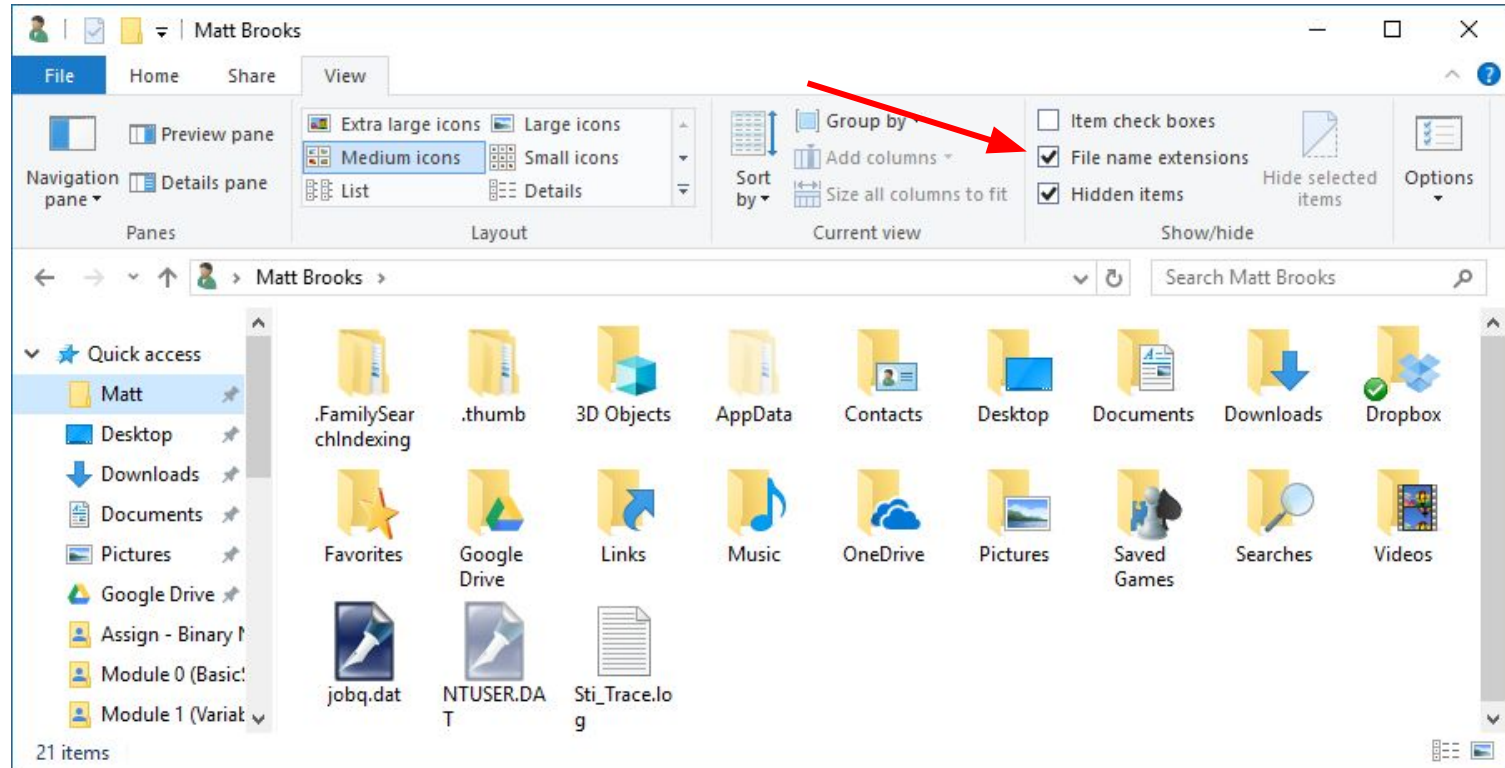
# Showing File Extensions



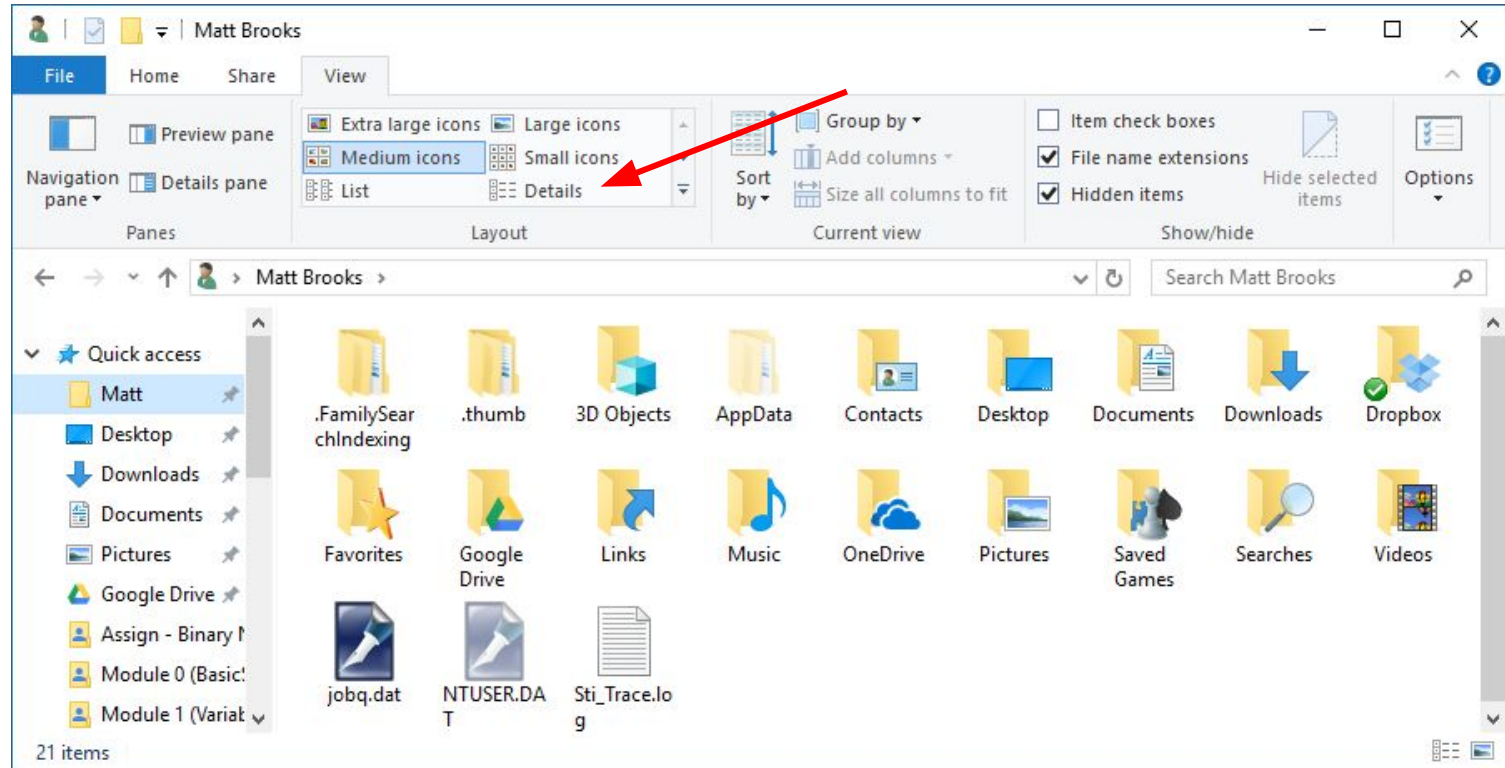
# Showing File Extensions



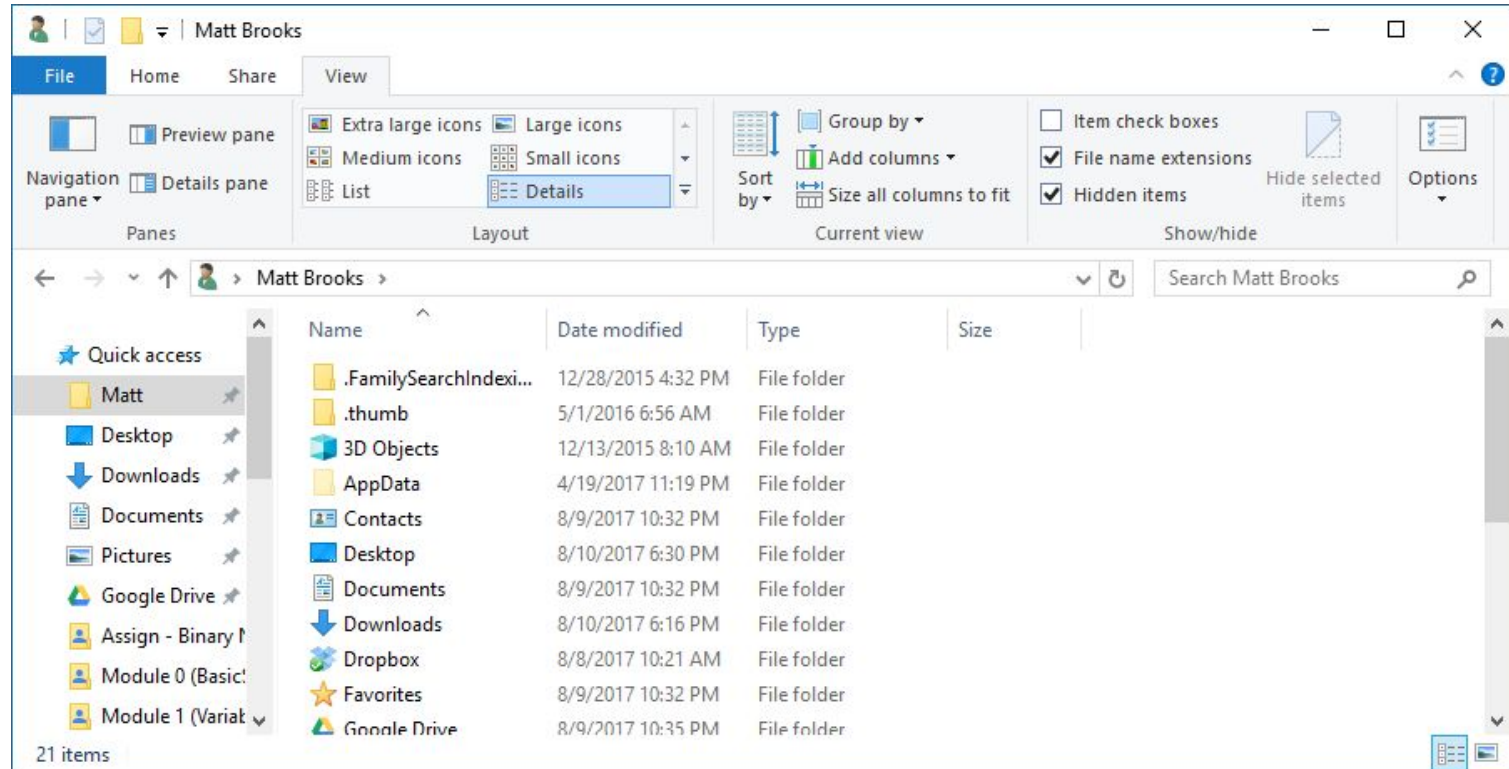
# Showing File Extensions



# Changing How Files Are Listed



# Changing How Files Are Listed



The screenshot shows the Windows File Explorer interface for the 'Matt Brooks' folder. The 'View' tab is active, displaying various view options. The 'Layout' section shows 'Details' selected. The 'Current view' section shows 'Sort by' and 'Add columns' options. The 'Show/hide' section has checkboxes for 'Item check boxes', 'File name extensions', and 'Hidden items'. The file list is displayed in a table format with columns for Name, Date modified, Type, and Size.

Name	Date modified	Type	Size
.FamilySearchIndex...	12/28/2015 4:32 PM	File folder	
.thumb	5/1/2016 6:56 AM	File folder	
3D Objects	12/13/2015 8:10 AM	File folder	
AppData	4/19/2017 11:19 PM	File folder	
Contacts	8/9/2017 10:32 PM	File folder	
Desktop	8/10/2017 6:30 PM	File folder	
Documents	8/9/2017 10:32 PM	File folder	
Downloads	8/10/2017 6:16 PM	File folder	
Dropbox	8/8/2017 10:21 AM	File folder	
Favorites	8/9/2017 10:32 PM	File folder	
Google Drive	8/9/2017 10:35 PM	File folder	



# File Manipulation Tasks

- Copy
- Move
- Rename
- Delete



# Shortcuts

- Link to a file that lives somewhere else (not a copy)
- Tasks:
  - Create
  - Use
  - Edit



# Zip Files

- Single .zip file contains several files and folders
- .zip files are compressed to take up less space
- Ideal for sending over a network
- Tasks:
  - Create
  - Extract
  - Update



# Editing or Changing Text Files

- Use Notepad for text files
- Visual Studio for source code files
- Tasks:
  - Creating a text file
  - Add text
  - Select text
  - Delete text
  - Cut/Copy/Paste
  - Search for text



Get to work

