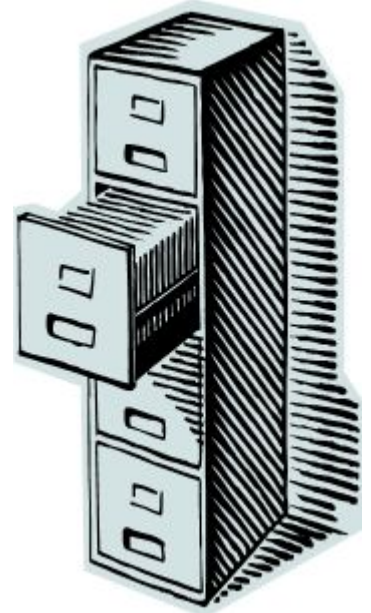# Windows Basic Skills

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
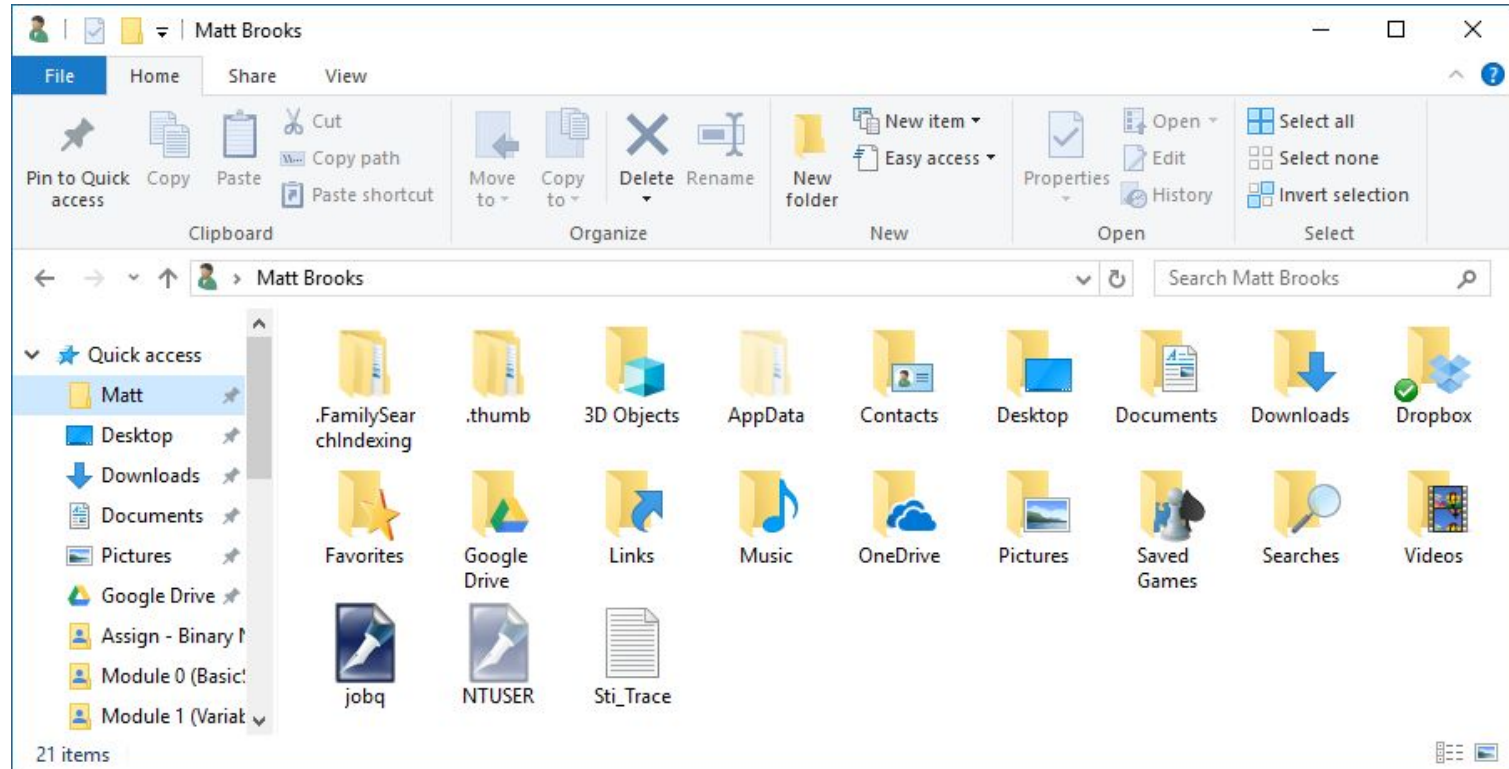
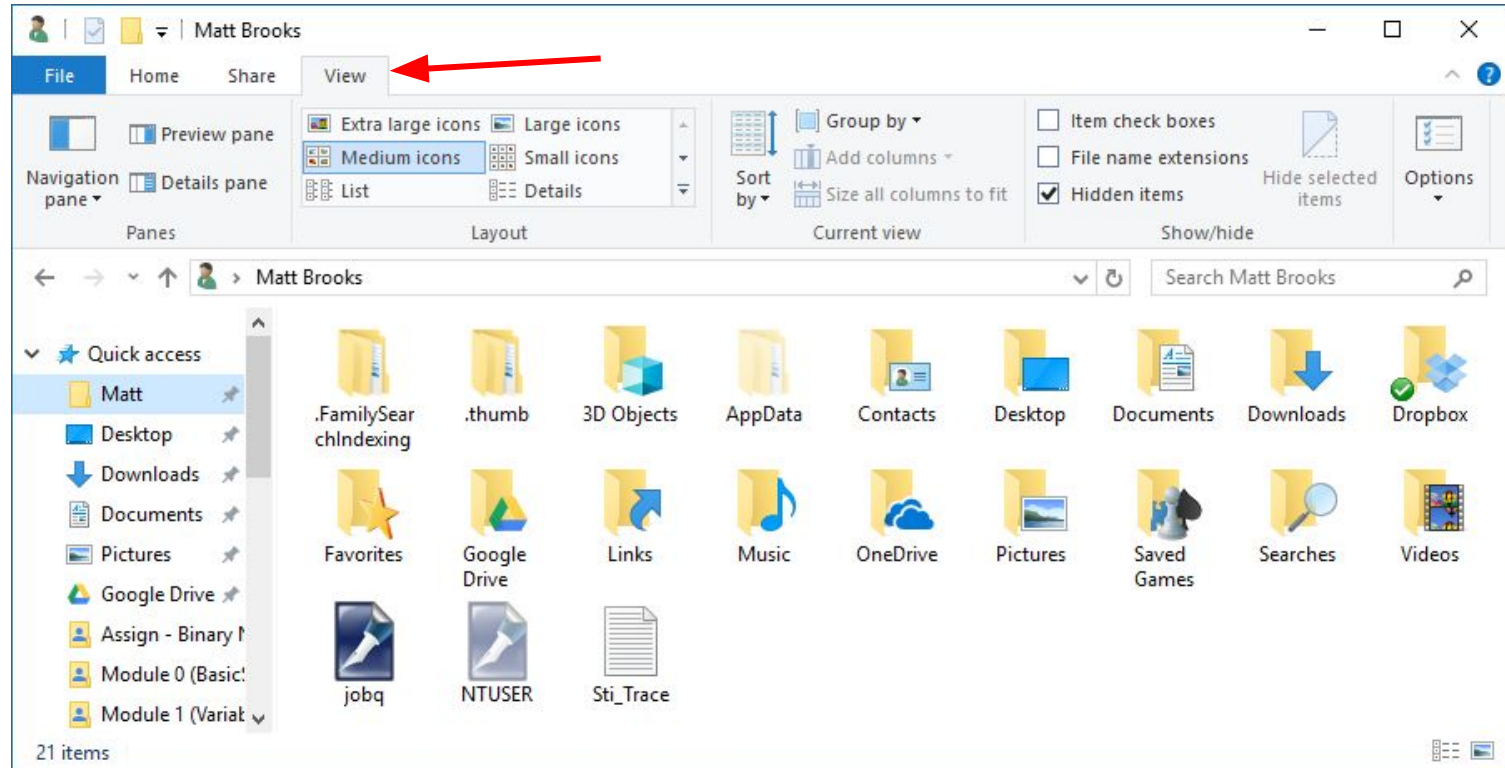Drive   Folders   File Name   Extension

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
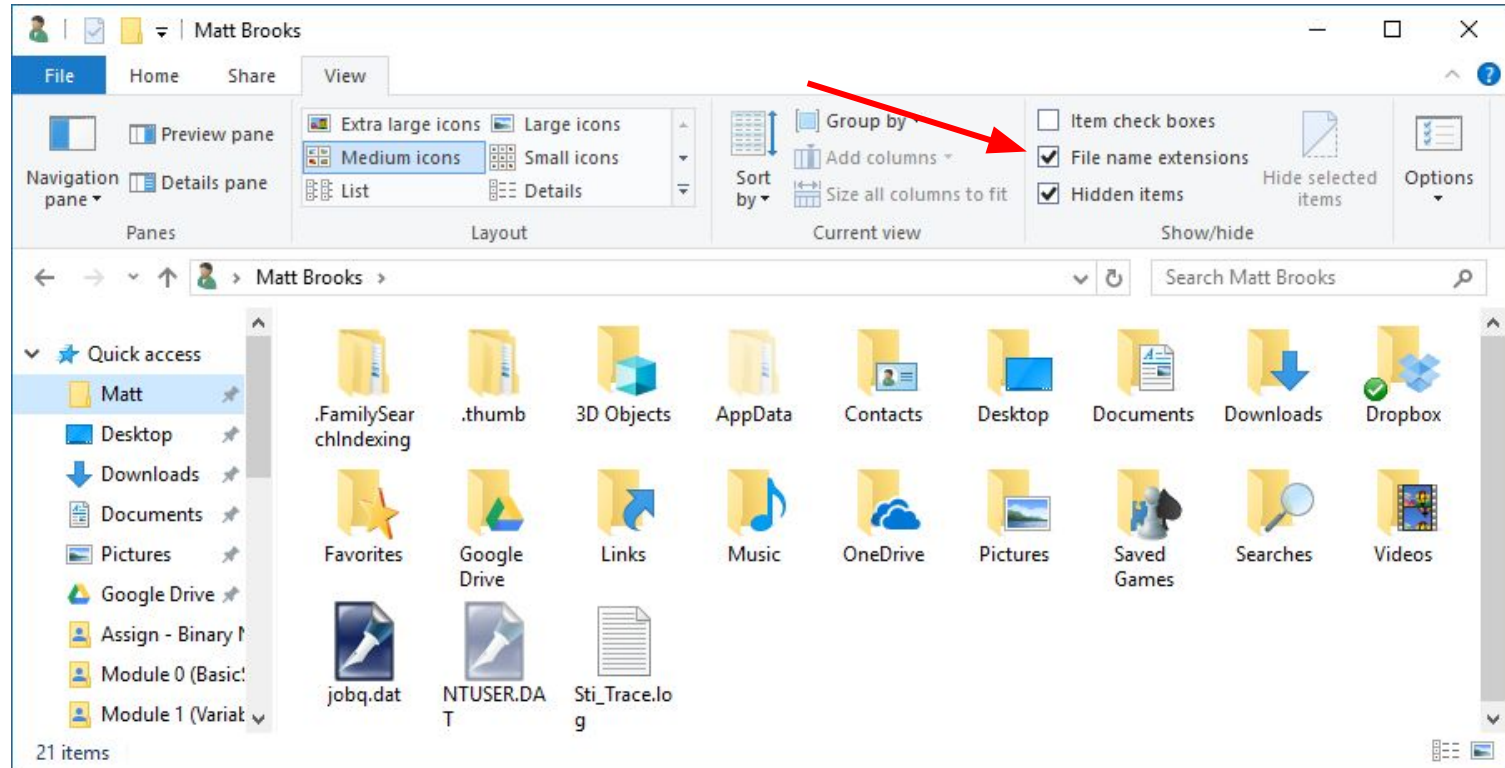- In this class you need to see the file extension
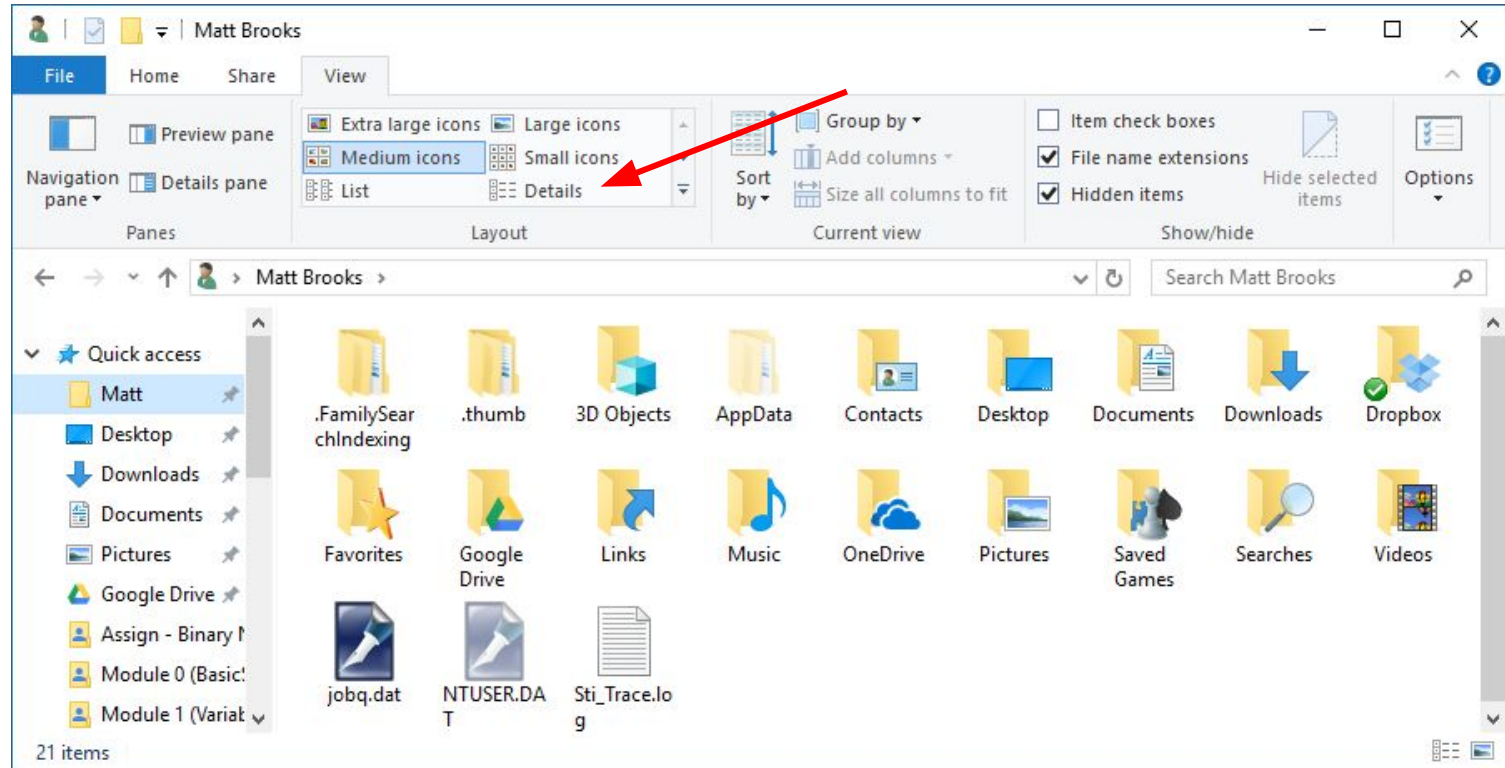
Showing File Extensions
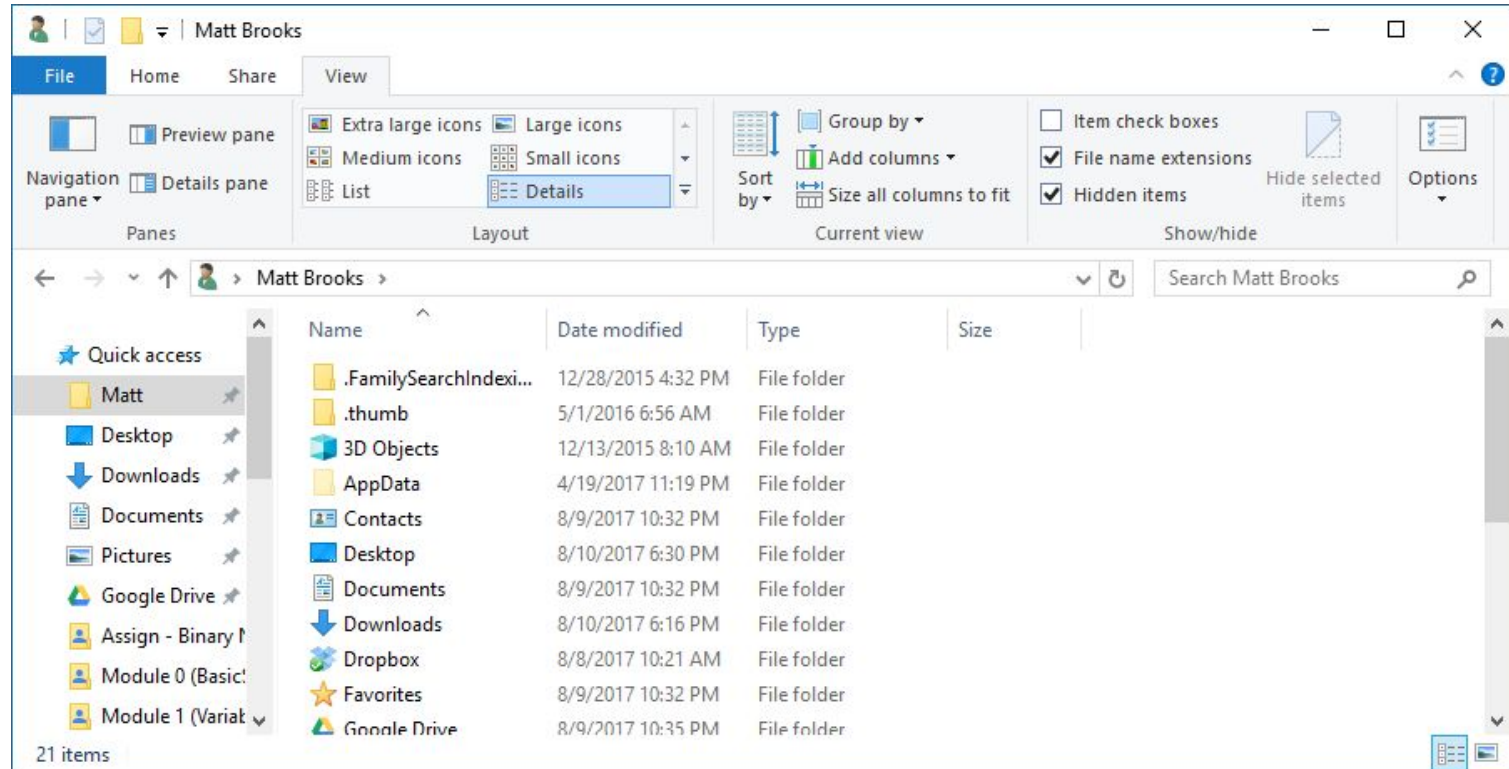
Showing File Extensions

Showing File Extensions

Changing How Files Are Listed

Changing How Files Are Listed

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