

Microsoft[®] Office 2013

First Course

Second Course

Third Course

Windows 8
UNIT B

Understanding File Management





Objectives

- **Understand files and folders**
- **Create and save a file**
- **Explore the files and folders on your computer**
- **Change file and folder views**
- **Open, edit, and save files**



Objectives

- **Copy files**
- **Move and rename files**
- **Search for files, folders, and programs**
- **Delete and restore files**



Understanding Files and Folders

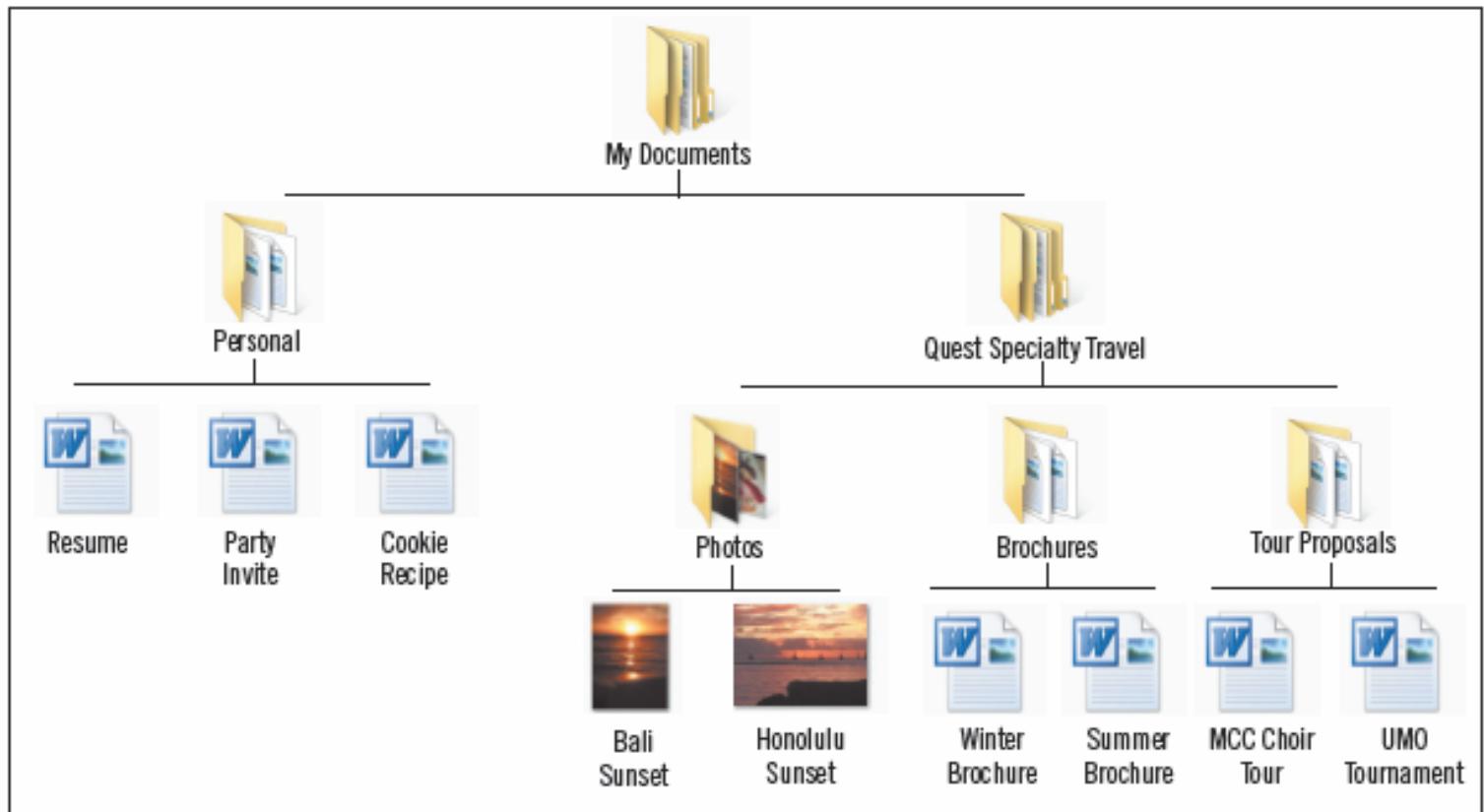
- **File management** refers to how to create, save, locate and delete files you create with Windows application programs
 - The files and folders on your computer are organized in a **file hierarchy**



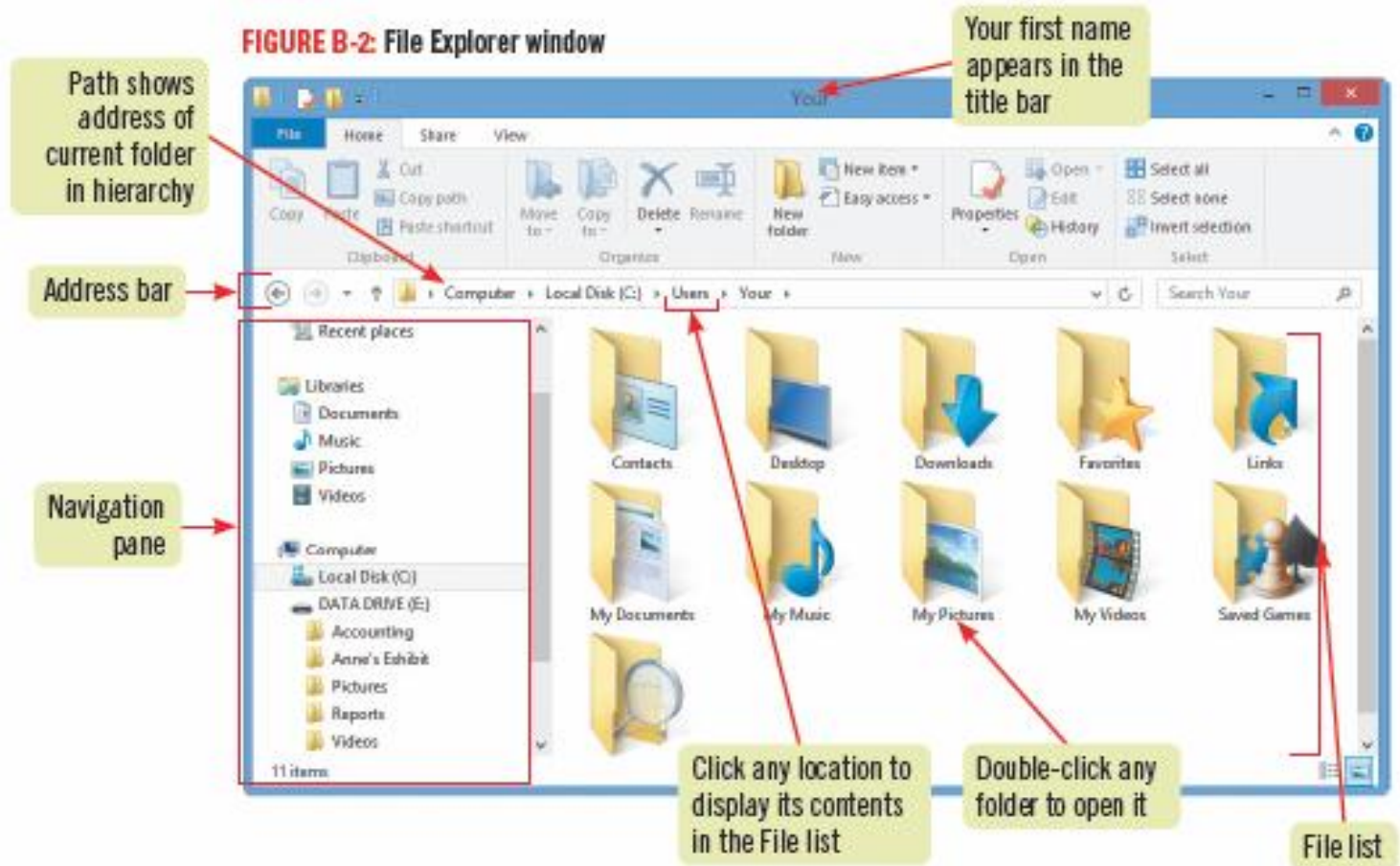
Understanding Files and Folders

- **As you work with your computer, you can add folders to your hierarchy and name them to help you organize your work**
 - **Folders organize files into smaller groups of related files for ease of access and use**
 - **You also can create subfolders, which are folders that are inside other folders**

Understanding Files and Folders



Understanding Files and Folders





Creating and Saving a File

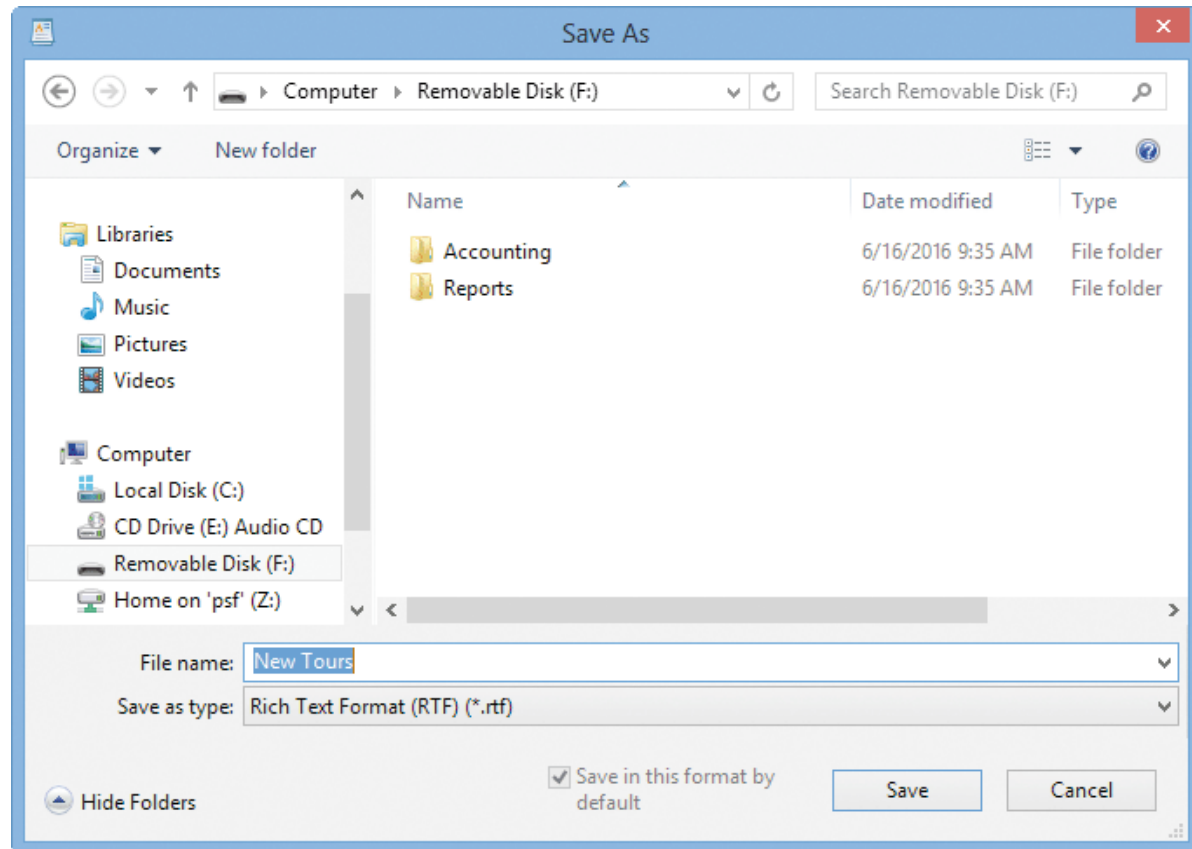
- Any document you create with a program is temporarily stored in RAM
- If the power fails, then everything in RAM is lost
- You must save your document to a disk, either before you exit the program or periodically while you use the program
 - Storage devices include hard disks and **USB flash drives**

Creating and Saving a File

- The program you are using will add a **file extension** at the end of the filename you provide
- The file extension identifies the type of file, for example, a document file, a video file, or a music file
- The file extension is a three- or four-letter sequence, preceded by a period

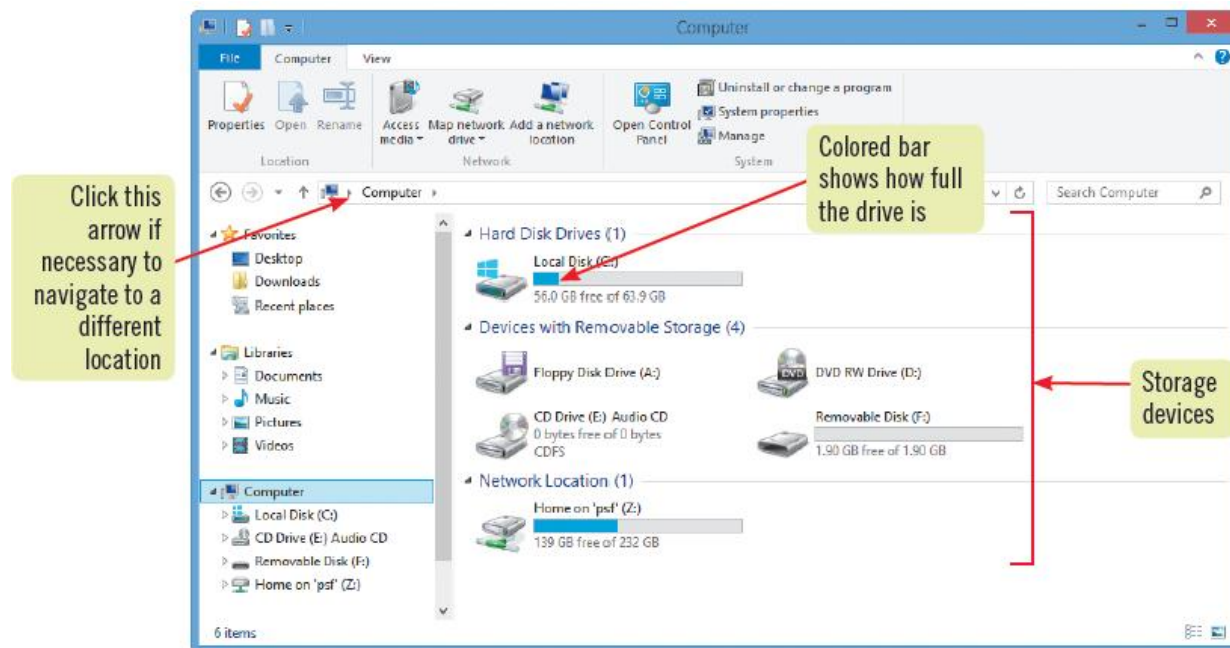


Save As Dialog Box







Exploring the Files and Folders on Your Computer

- In a File Explorer window, you can navigate through your computer contents using the File list, the Address bar, and the Navigation pane



Drive Names and Drive Icons

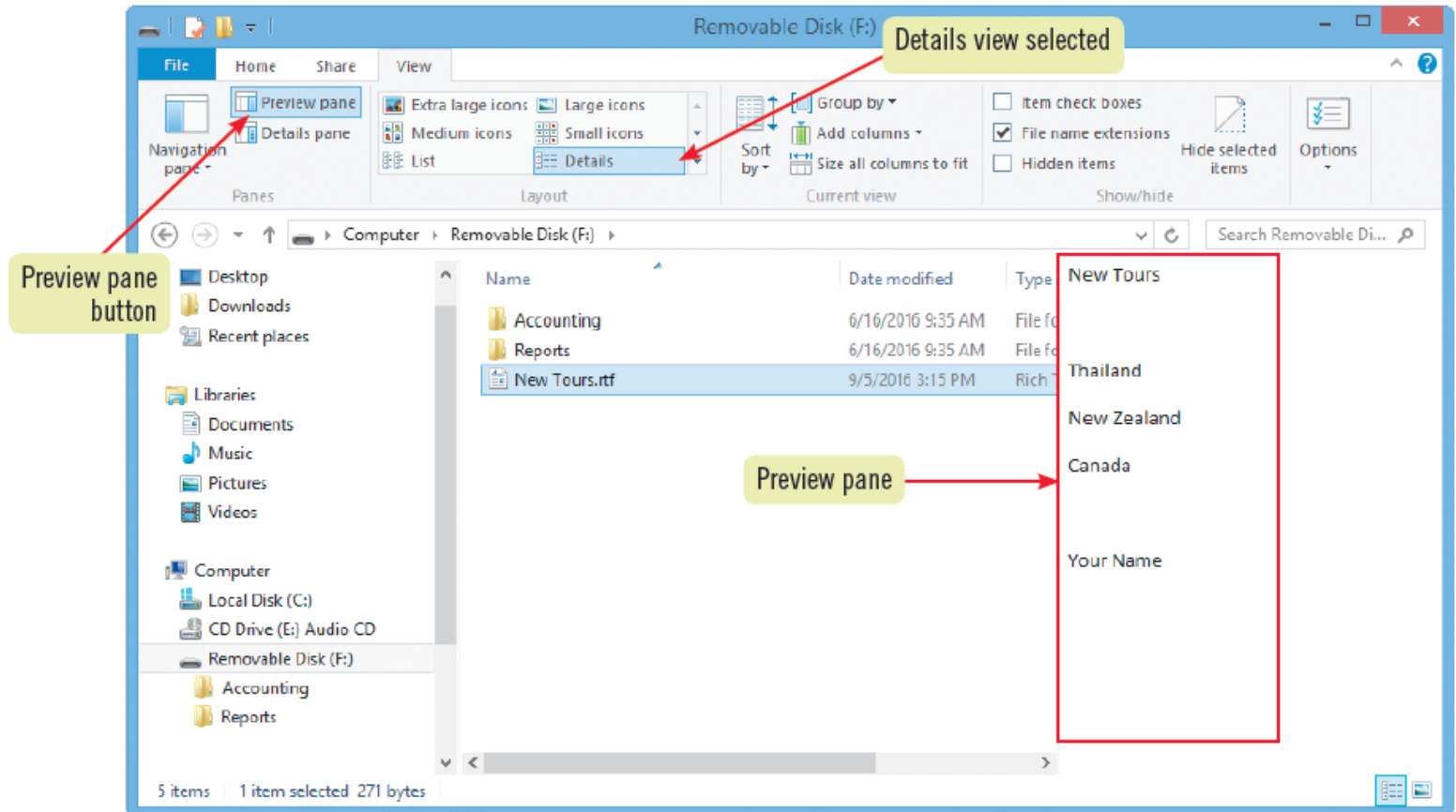
Drive Type	Drive Icon	Friendly Name	Drive Name	Called
Hard Disk Drive		Local Disk	C:	Drive C
DVD Drive		DVD-RW Drive, DVD-R Drive, or DVD-ROM Drive	Next available drive letter, for example, D:	Drive D
CD Drive		CD-RW Drive, CD-R Drive, or CD-ROM Drive	Next available drive letter, for example, E:	Drive E
USB Flash Drive		[varies]	Next available drive letter, for example, F:	Drive F



Changing File and Folder Views

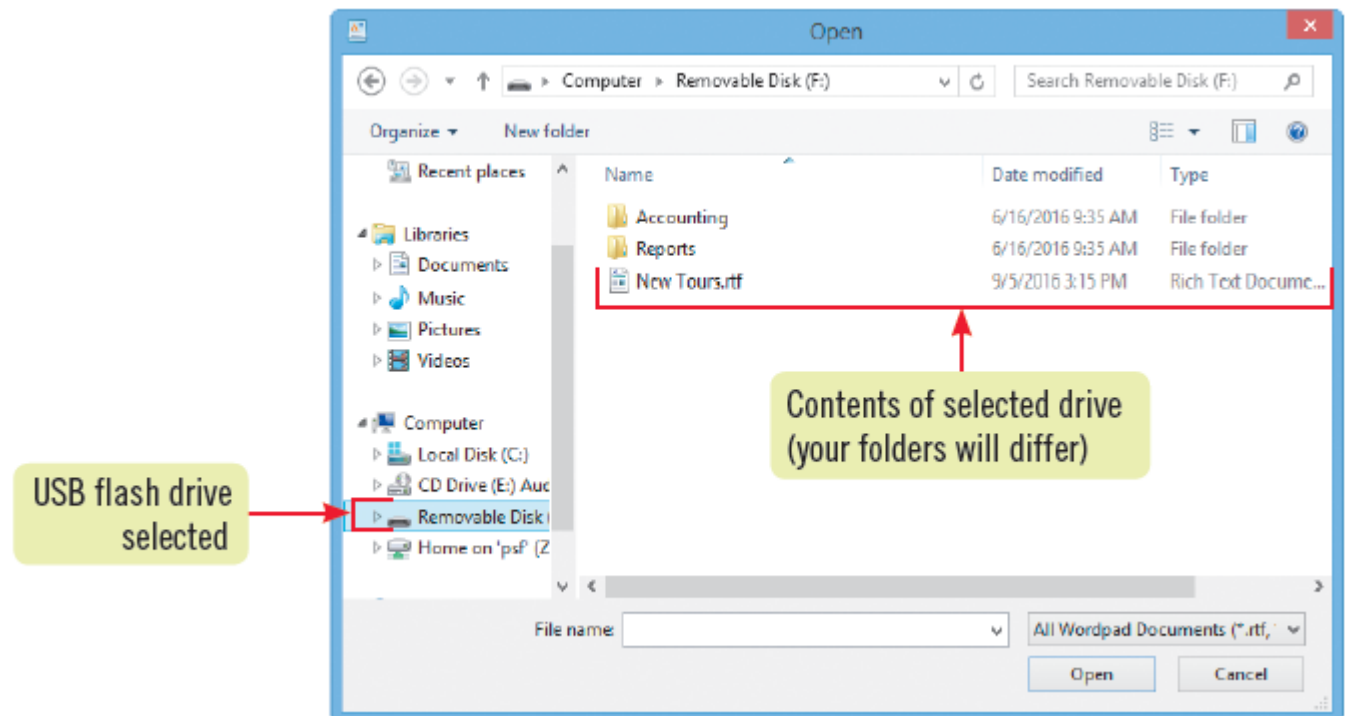
- You can customize your **view**, which is a set of appearance choices for files and folders
 - Eight different **layouts**
- The Sort by menu lets you **sort**, or reorder your files and folders according to several criteria

Changing File and Folder Views



Opening, Editing, and Saving Files

- Once you have created a file and saved it with a name in a folder on a storage device, you can easily open it and edit it





Copying Files

- The ability to copy files and folders allows you to create **backups** of important folders and files in case something happens to your original folders and files
- If you lose your original file or folder, you can copy it from your backup

Copying Files

- When you use the **Copy** command, Windows 8 places a duplicate copy of the file on the **clipboard**
- When you **copy** a file, the original file stays in its current location and you have a duplicate copy of the same file in another location



Copy

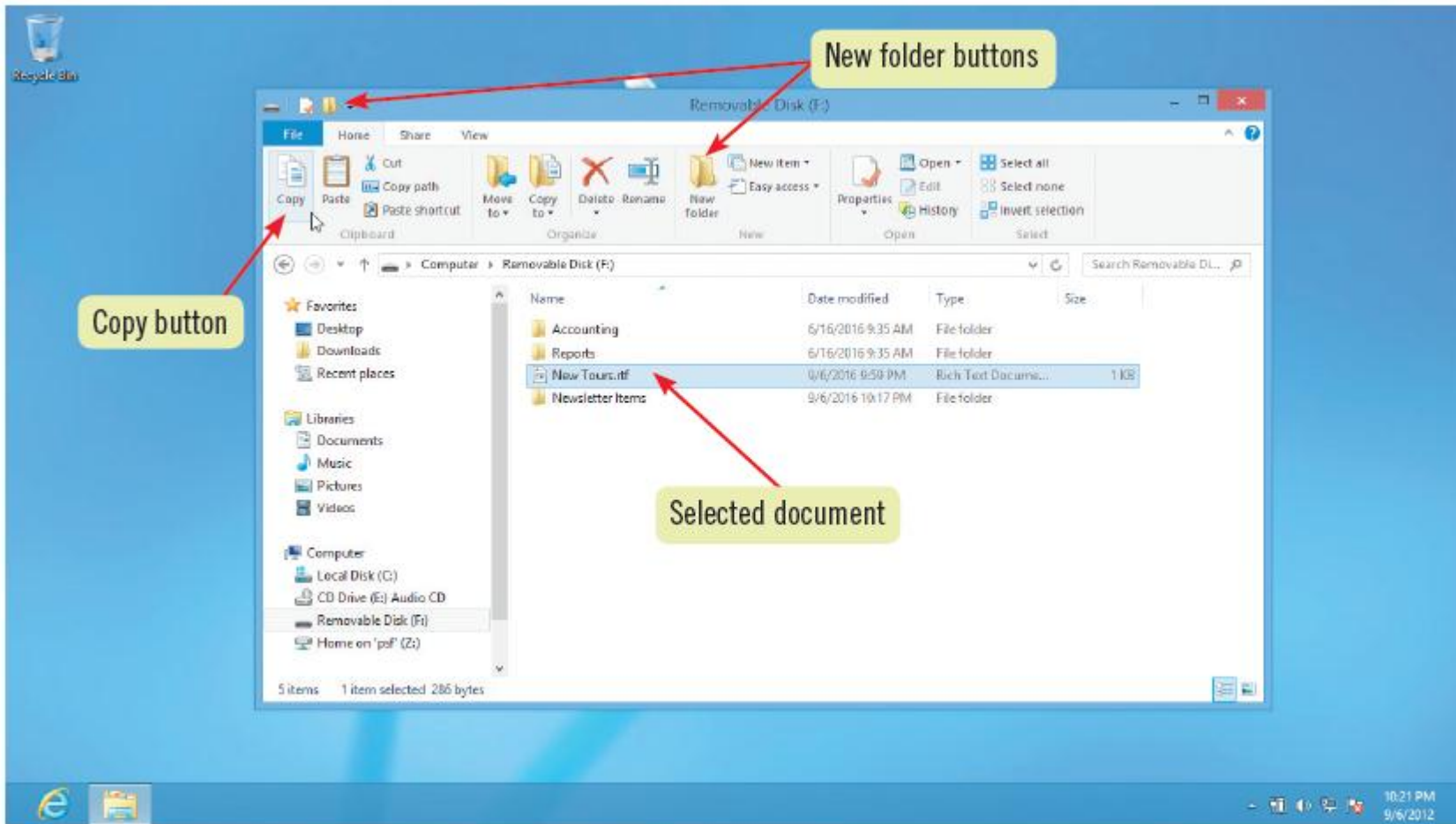


Hard Disk Drive



USB Flash Drive

Copying Files





Copying Files

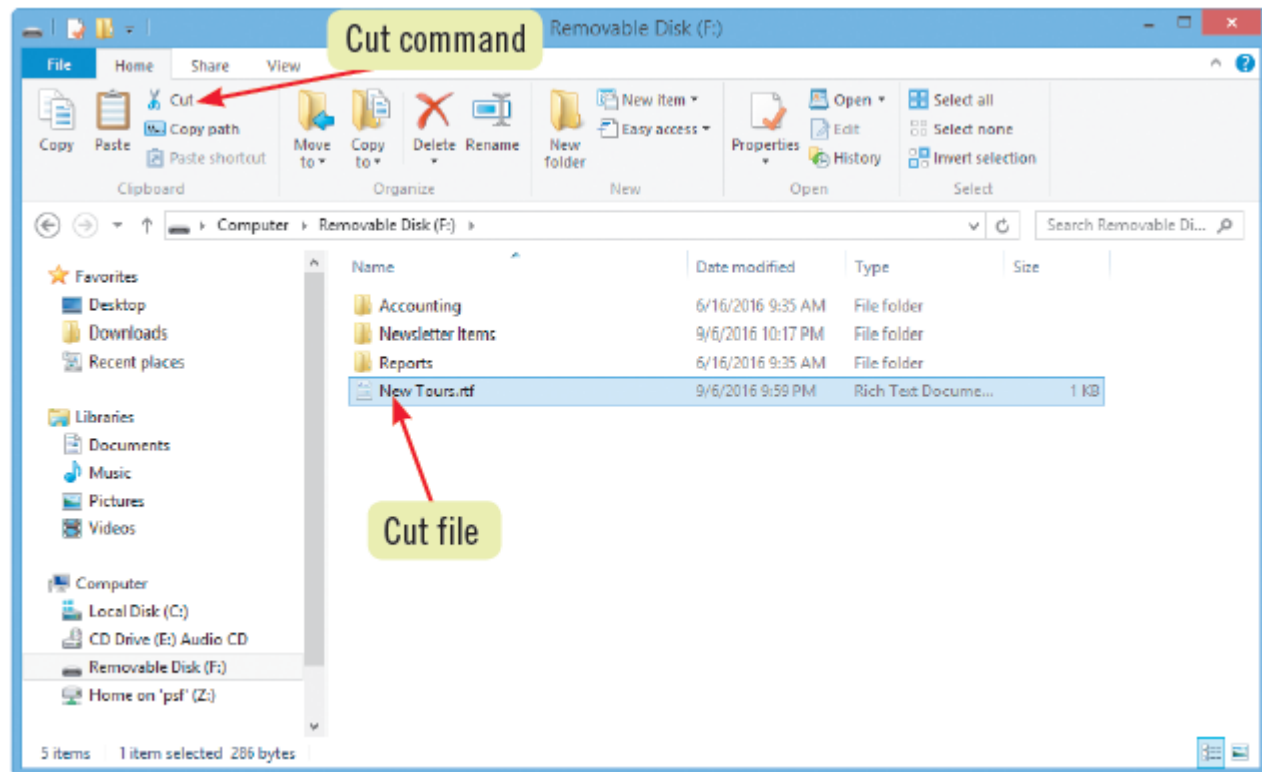
- You can use the Send To command to quickly copy a file, a group of files, a folder, or a group of folders from one disk drive to another



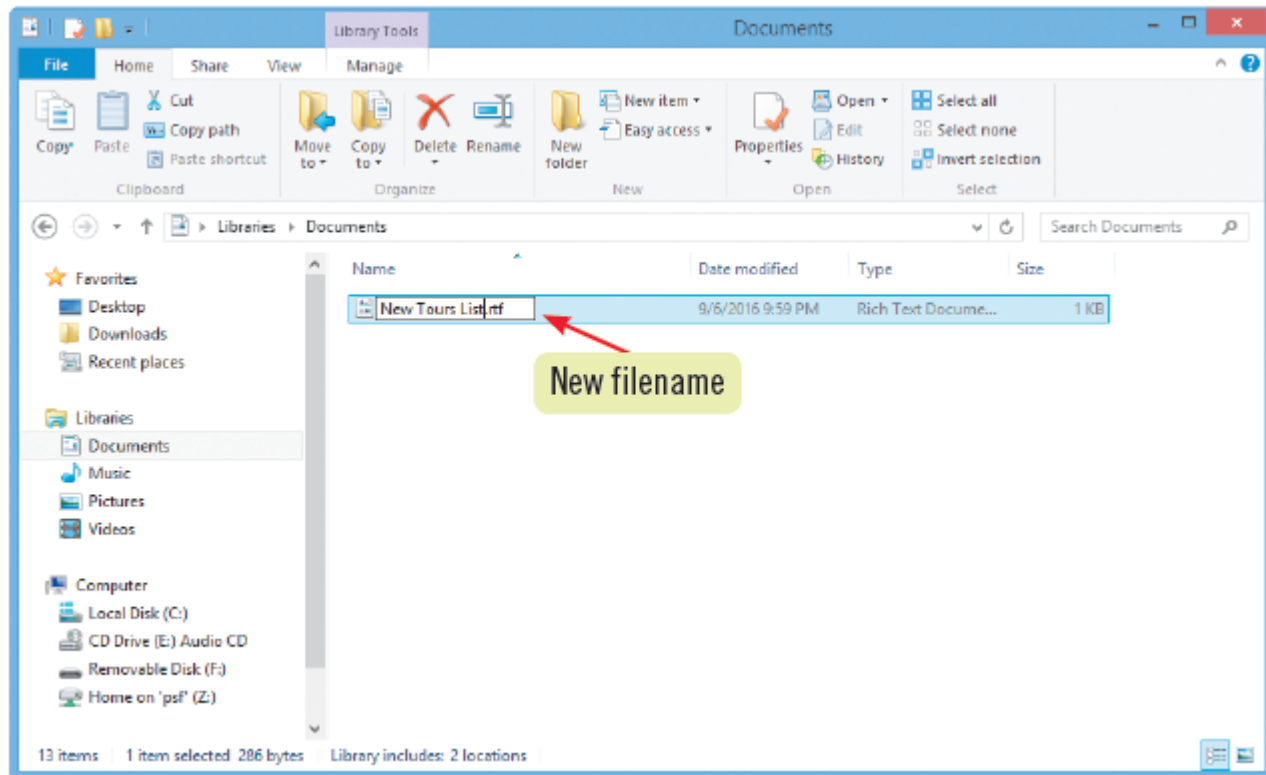
Moving and Renaming Files

- You can move one or more files or folders
- When you **move** a file, the file is transferred to the new location and no longer exists in its original location
- You can move a file using the Cut and Paste commands
- You can rename files to make the names more descriptive or accurate

Cutting a File



Renaming a File



Using Windows 8 Libraries

- A **library** gathers file and folder locations from different locations on your computer and displays them in one location





Searching for Files, Folders, and Programs

- **Windows Search** helps you quickly find any program, folder, or file
- The search text you type is called the **search criteria**
- Search criteria can be a filename, part of a filename, or any other text

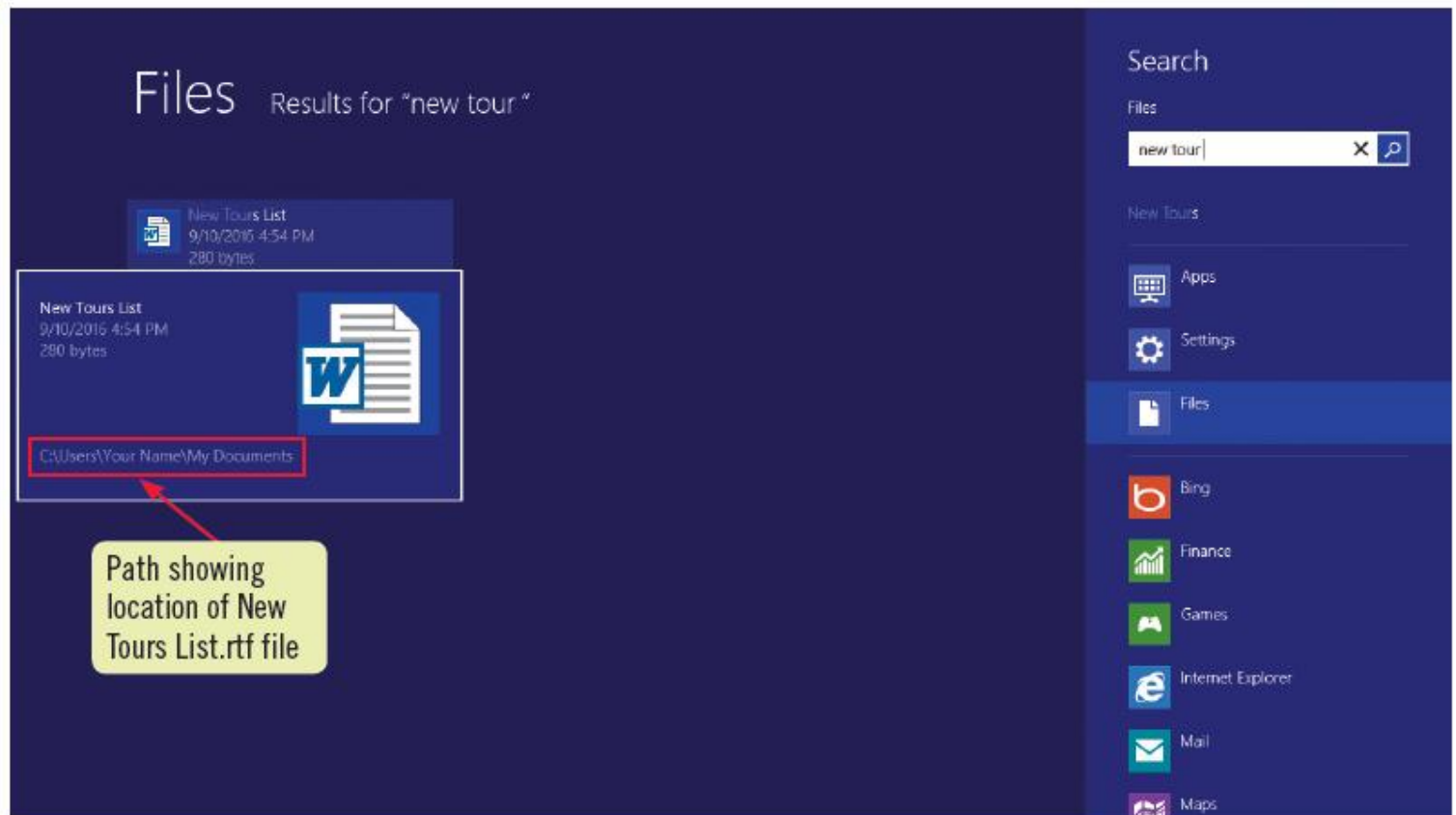


Searching for Files, Folders, and Programs

- To search your entire computer, including its attached drives, you can use the **Search charm**
- To search within a particular folder, you can use the **Search box** in a File Explorer window

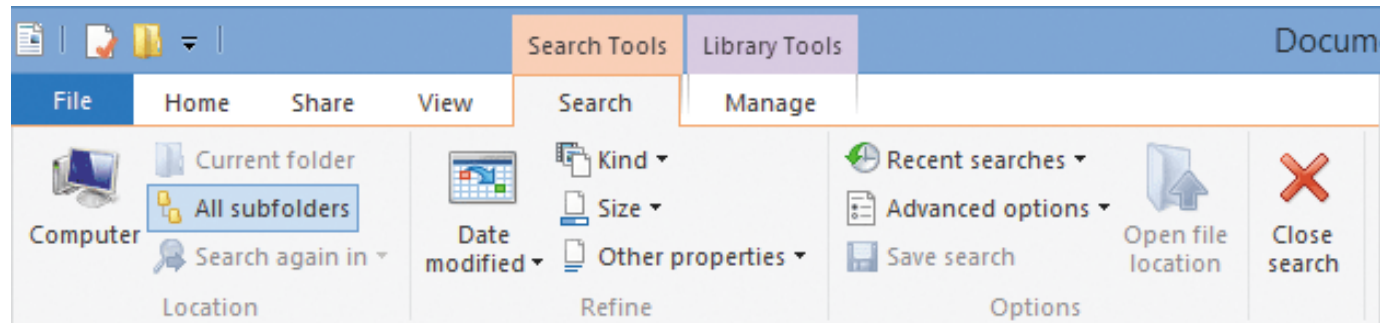
Searching for Files, Folders, and Programs

Searching on criterion “new tour”



Searching for Files, Folders, and Programs

- You can perform advanced searches by using the Search Tools tab on the Ribbon in File Explorer
 - Search by date, type of file, file size, or file property



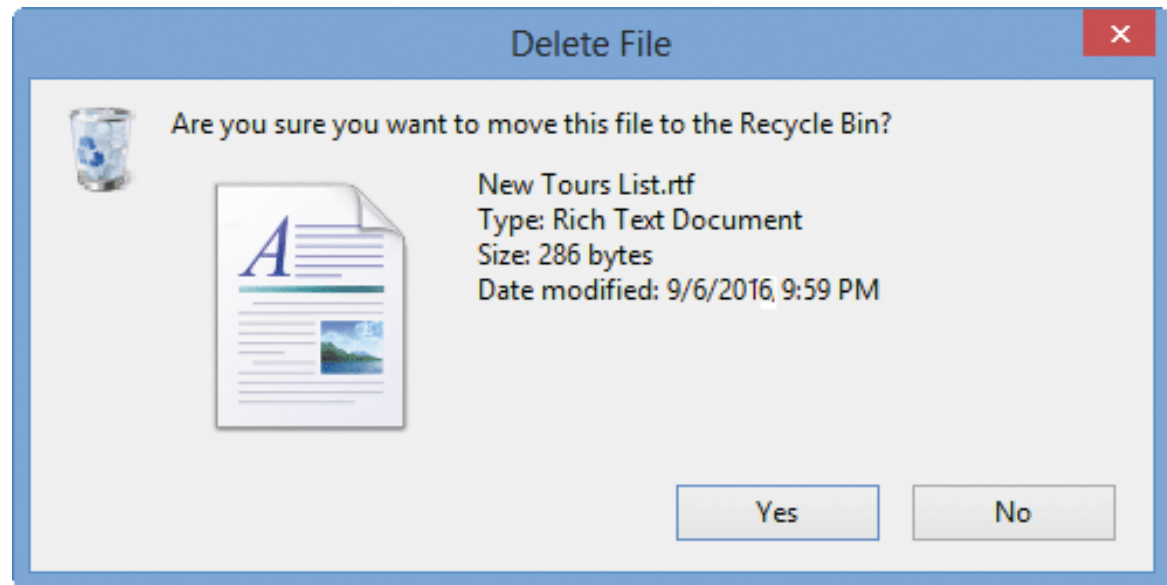


Deleting and Restoring Files

- If you no longer need a folder or file, you can delete it from the storage device
- By regularly deleting files and folders you no longer need and emptying the Recycle Bin, you free up valuable storage space on your computer
- Windows 8 places files and folders you delete in the Recycle Bin
- If you delete a folder, Windows 8 removes the folder as well as all files and subfolders stored in it

Deleting and Restoring Files

Delete File dialog box





Deleting and Restoring Files

- If you later discover that you need a deleted file or folder, you can restore it to its original location, but only if you have not yet emptied the Recycle Bin
- Emptying the Recycle Bin permanently removes the deleted folders and files from your computer
- Files and folders you delete from a removable storage drive do not go to the Recycle Bin; they are immediately and permanently deleted and cannot be restored

Deleting and Restoring Files

Restoring a file from the Recycle Bin

