EXPLORING FILE EXPLORER IN WINDOWS 10

SUN CITY SUMMERLIN COMPUTER CLUB

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9 AM

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File Explorer in Windows 10 – we will take a closer look at the power and utility of this Windows 10 application. An integral part of Windows since Windows 95, File Explorer allows searching, renaming, editing, and organizing files and folders and much more!







- What is File Explorer
- How do I access File Explorer
 - Parts of File Explorer App



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 - View options



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 - View options
- Locate a downloaded file



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 - Move files



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 - Move files
 - Rename file(s)



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 - Move files
 - Rename file(s)
 - Create new folder



File Cabinet (Hard Drive)

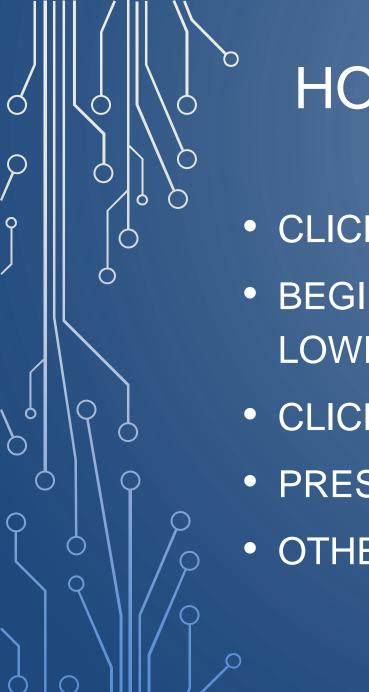
Green Pendeflex Folder (Main Folder)

File Folder (Sub Folder)

Document (File)

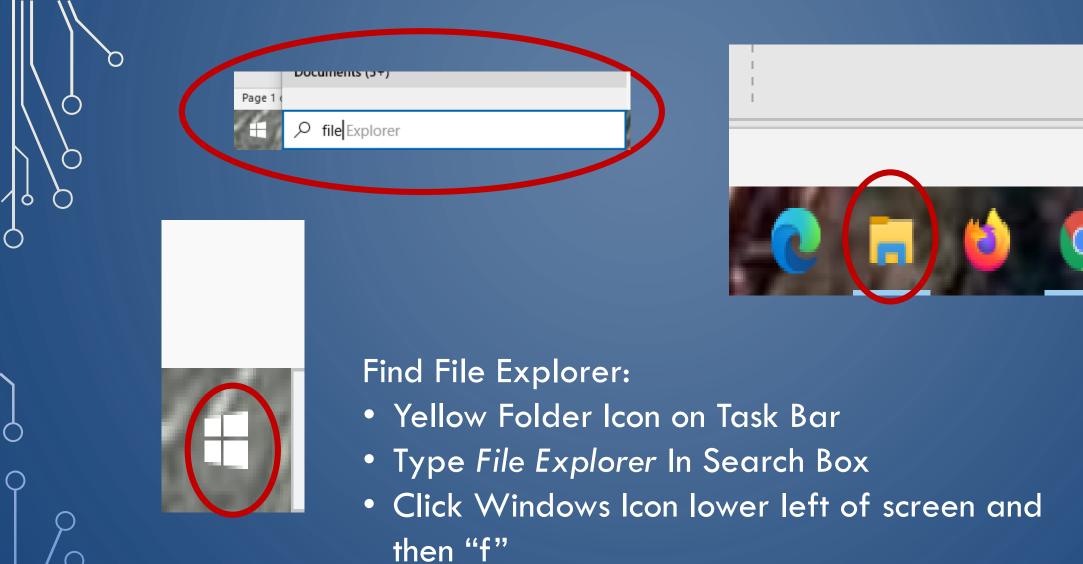
What is File Explorer?

File Explorer is a file management application that lets you explore and manage files and folders on your computer. Found in every version of Microsoft Windows since Windows 95, it can be used to navigate and manage the drives, folders, and files on your computer.



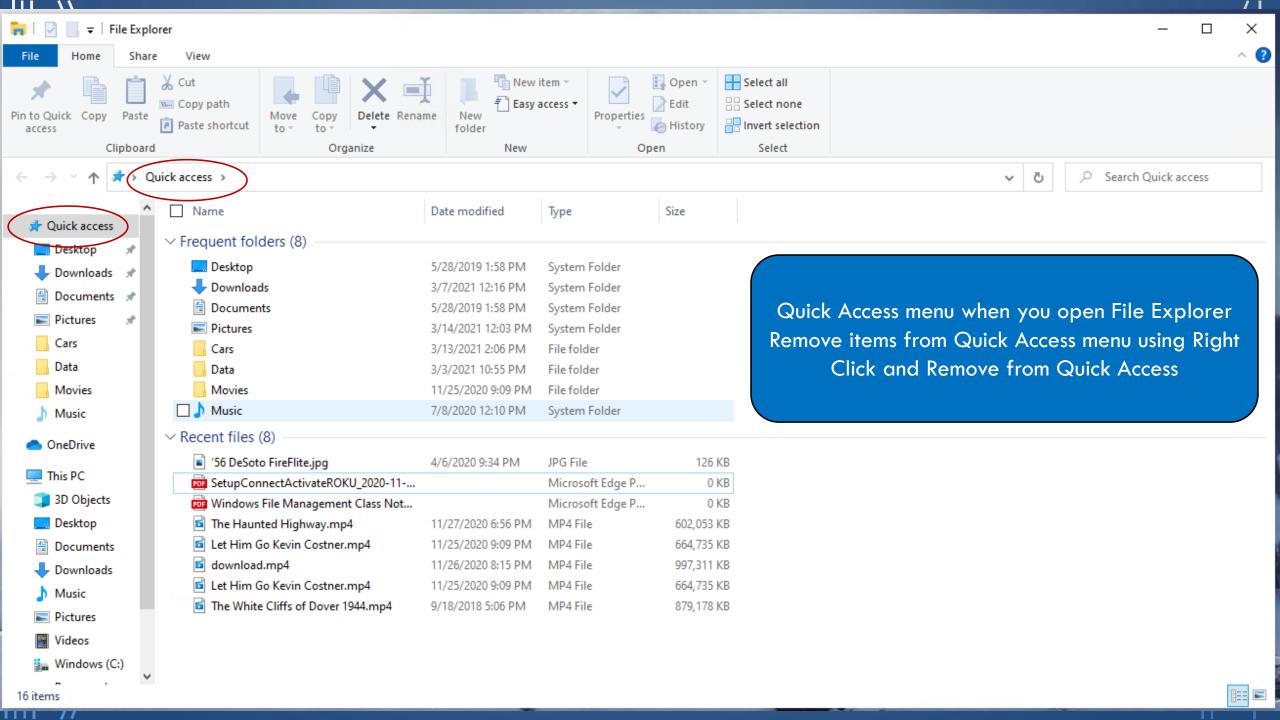
HOW TO OPEN FILE EXPLORER

- CLICK ON FOLDER ICON ON TASK BAR
- BEGIN TYPING FILE EXPLORER IN SEARCH BOX IN LOWER LEFT CORNER
- CLICK ON WINDOWS ICON IN LOWER LEFT CORNER
- PRESS WINDOWS KEY & E
- OTHER WAYS AVAILABLE



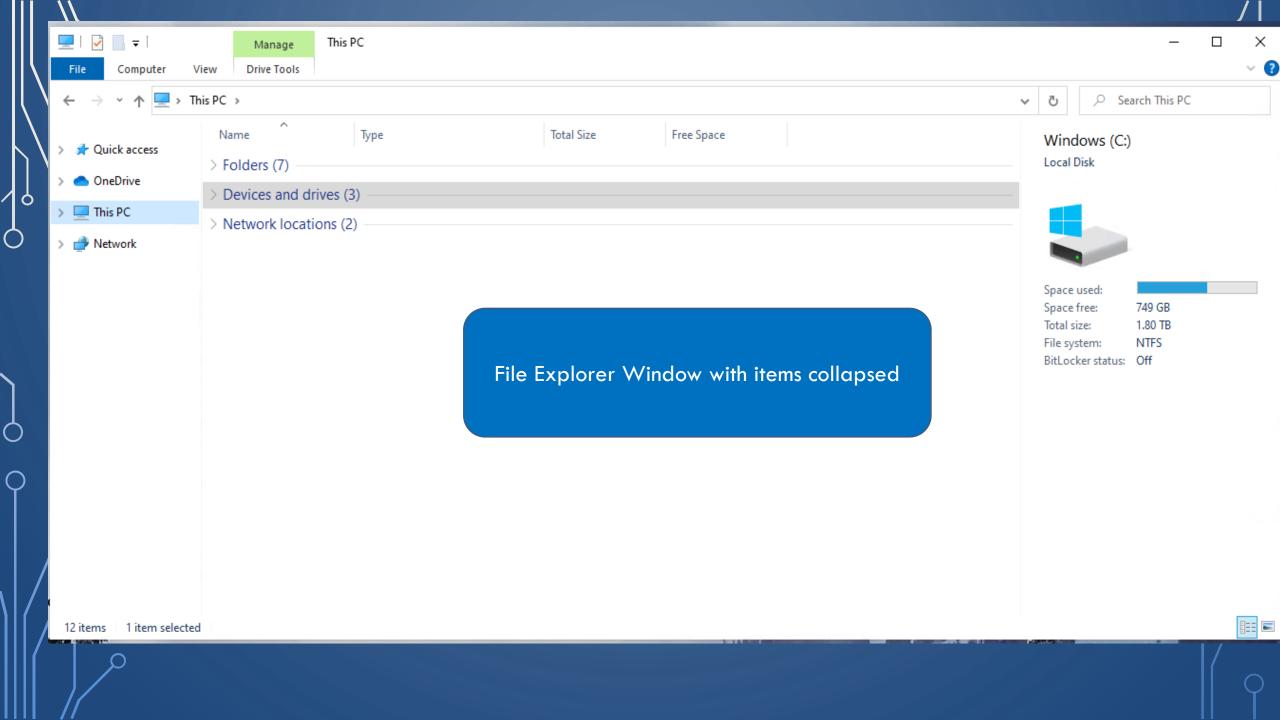
Use Windows Key + E on your keyboard

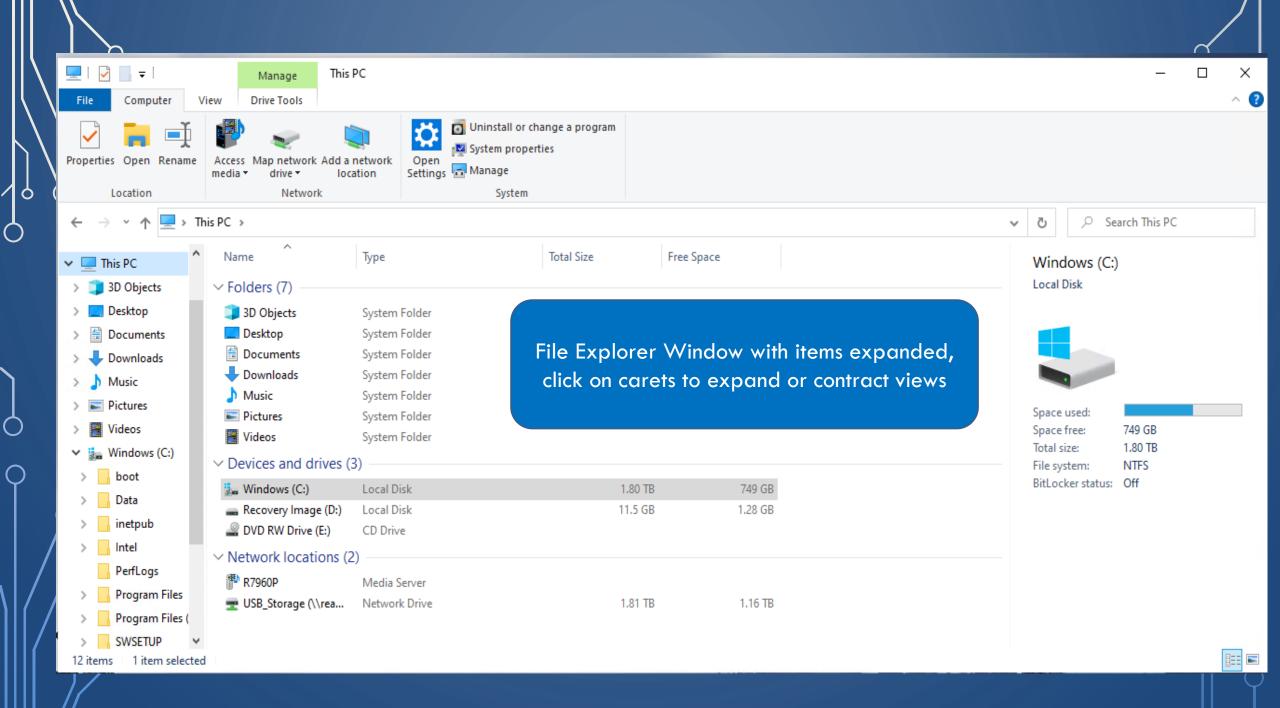
In Windows 10, whenever you open File Explorer, you're presented with the Quick access view, which includes your frequent folder navigations as well as a list of your recent files. The left panel contains drives, folders and file locations on your computer.

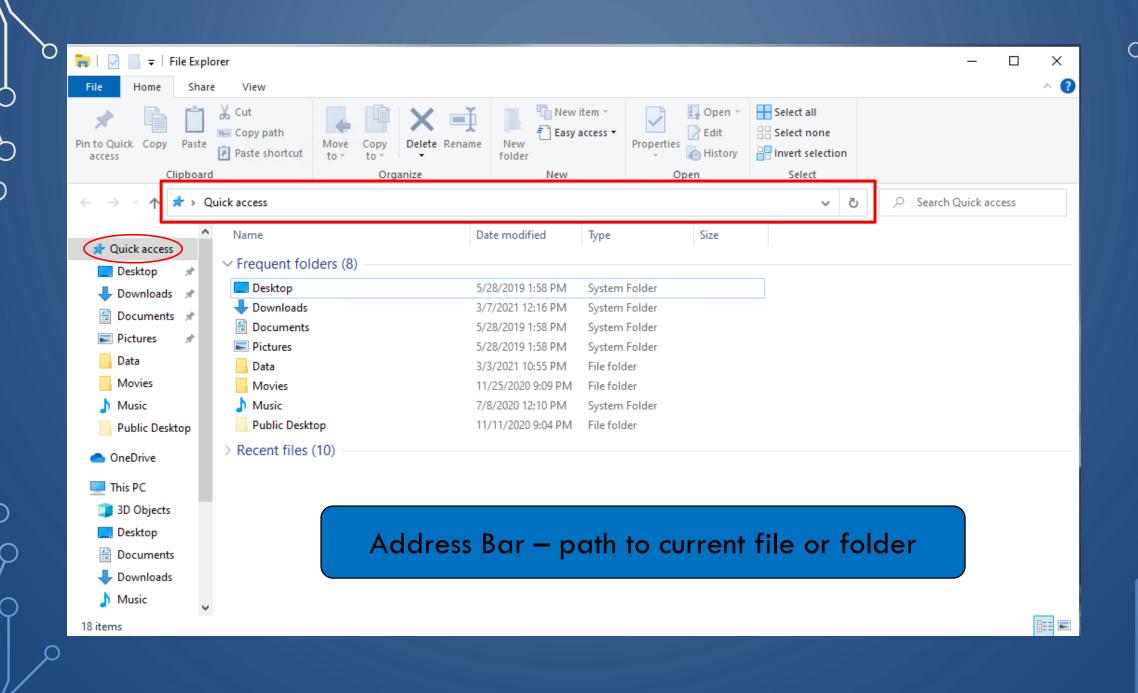


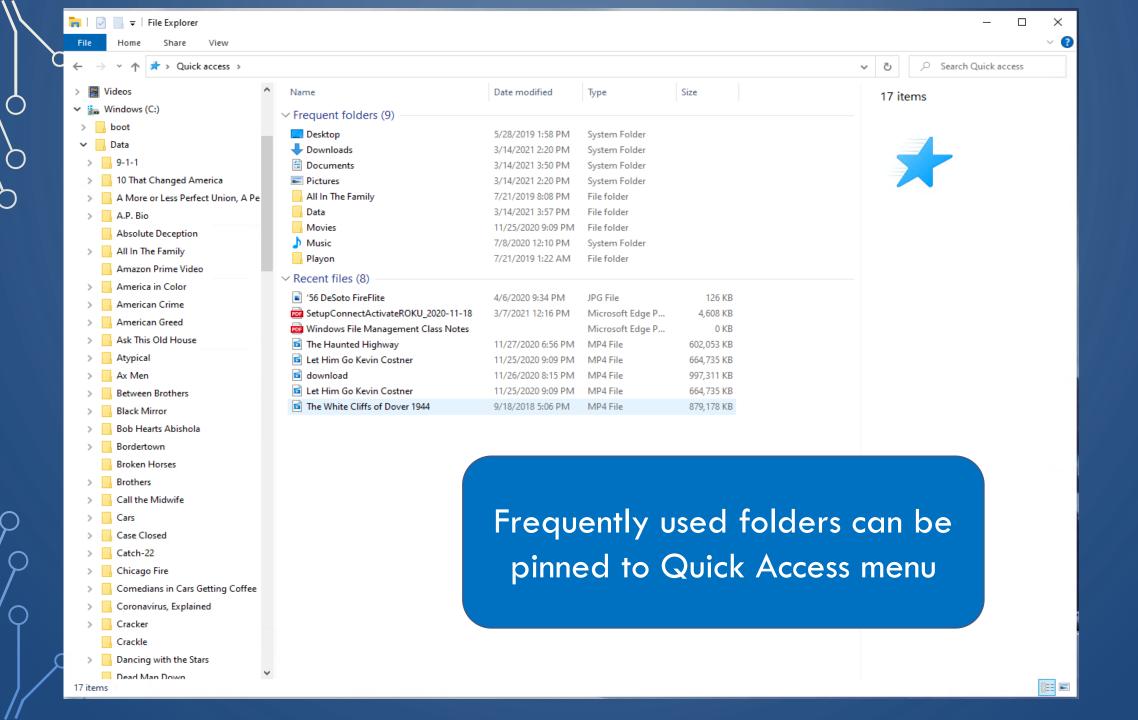
Examine parts of File Explorer Window

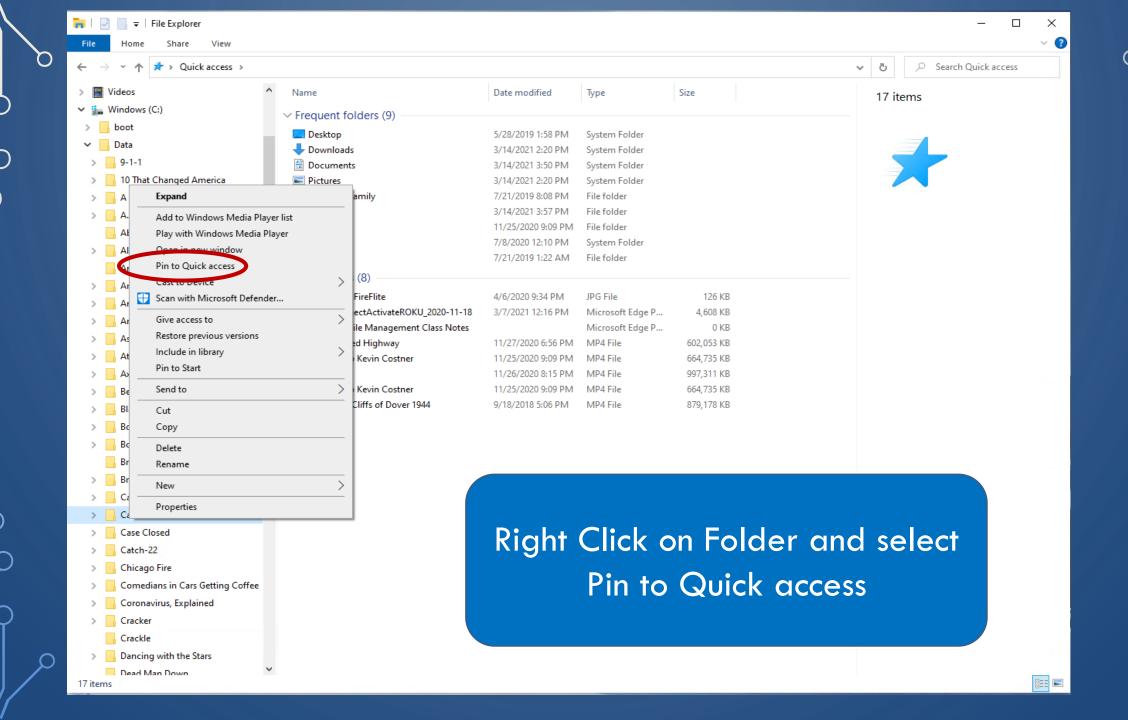
- Address Bar
- Ribbon
- Tabs File, Home, Share, View
- Groups Clipboard, Organize, New, Open,
 Select
- Navigation bar, address bar

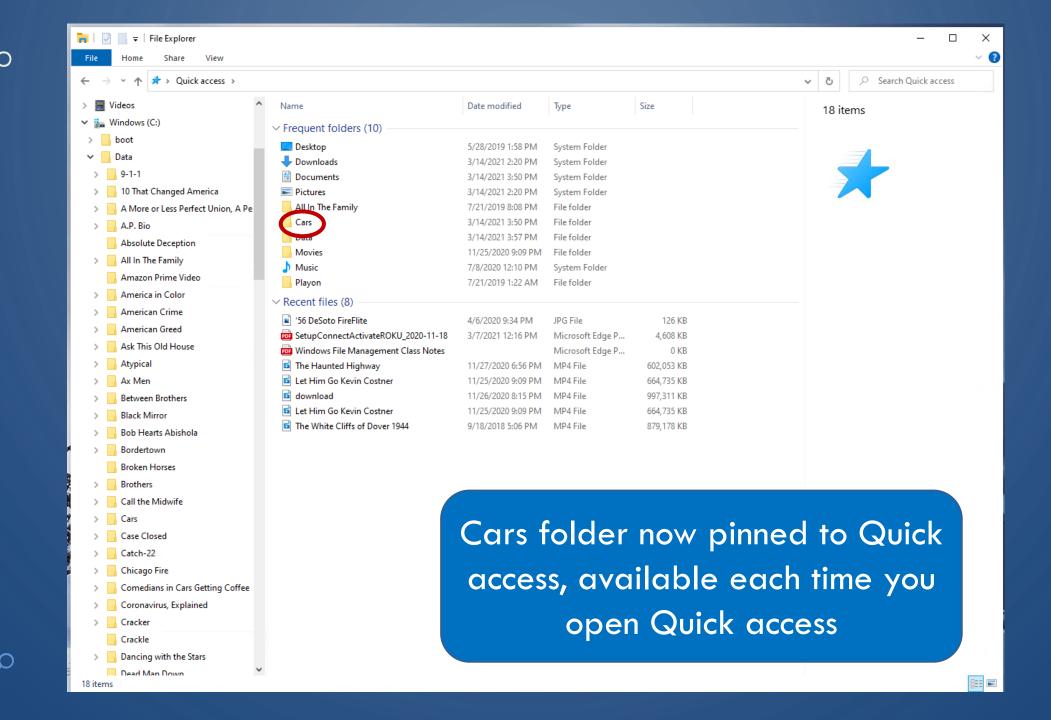


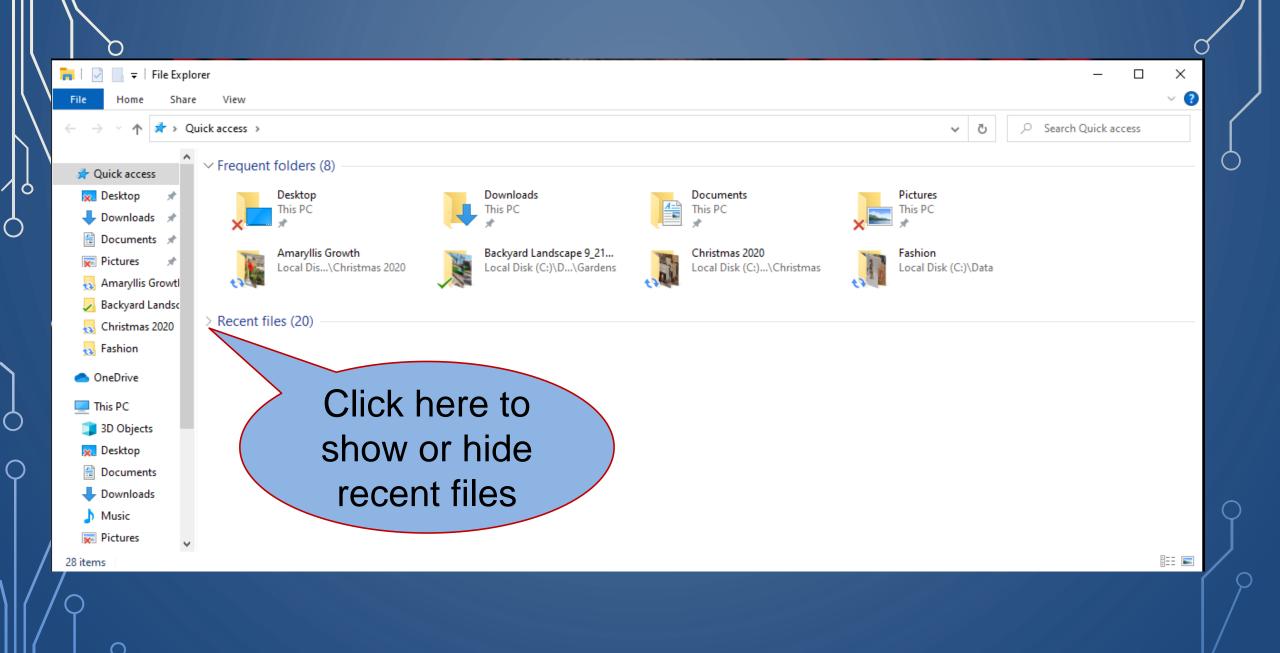


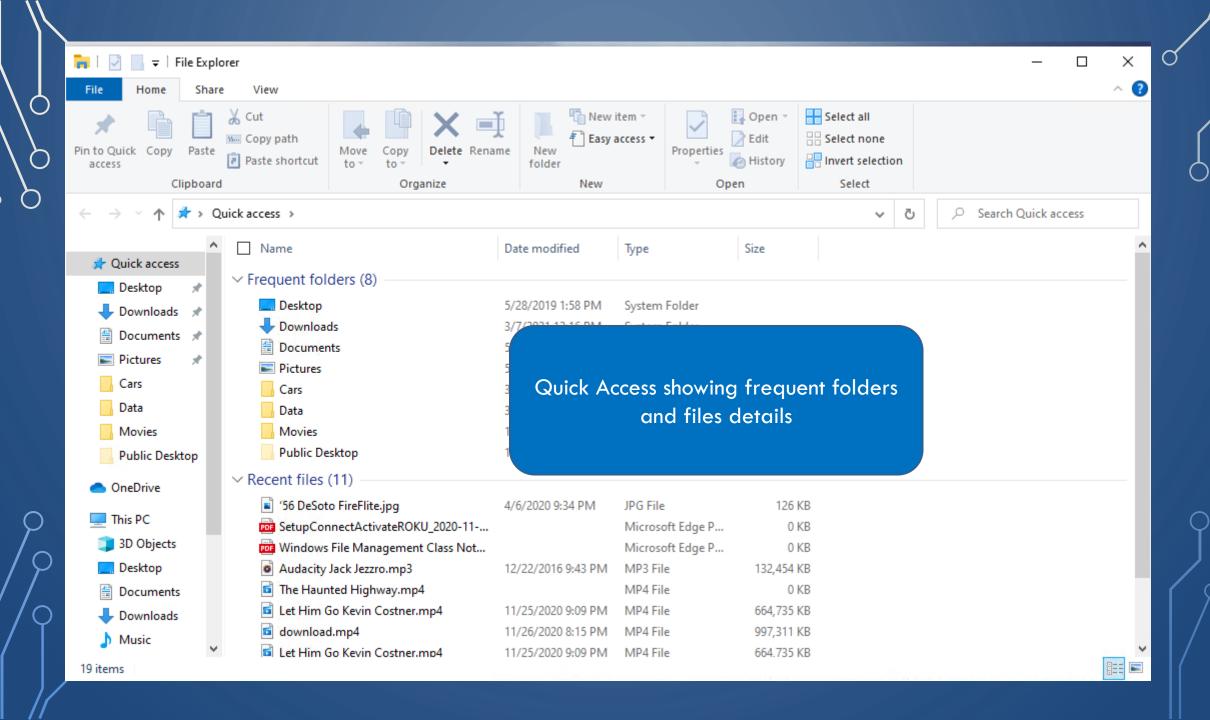


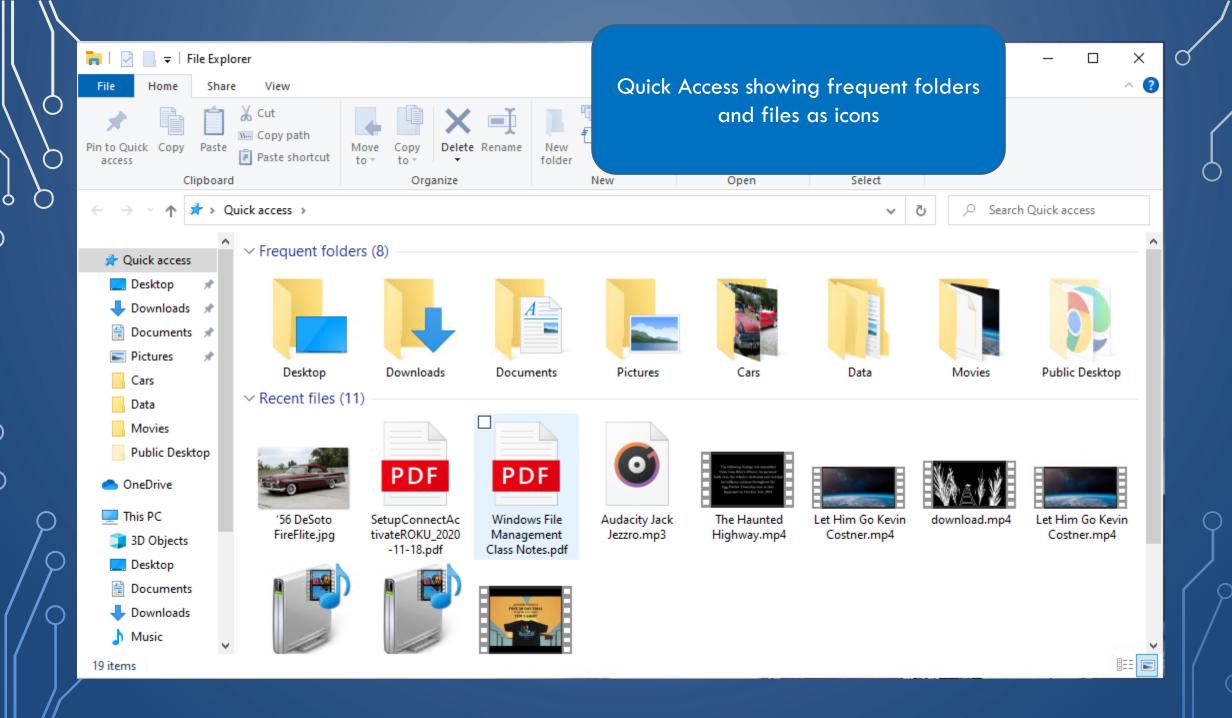


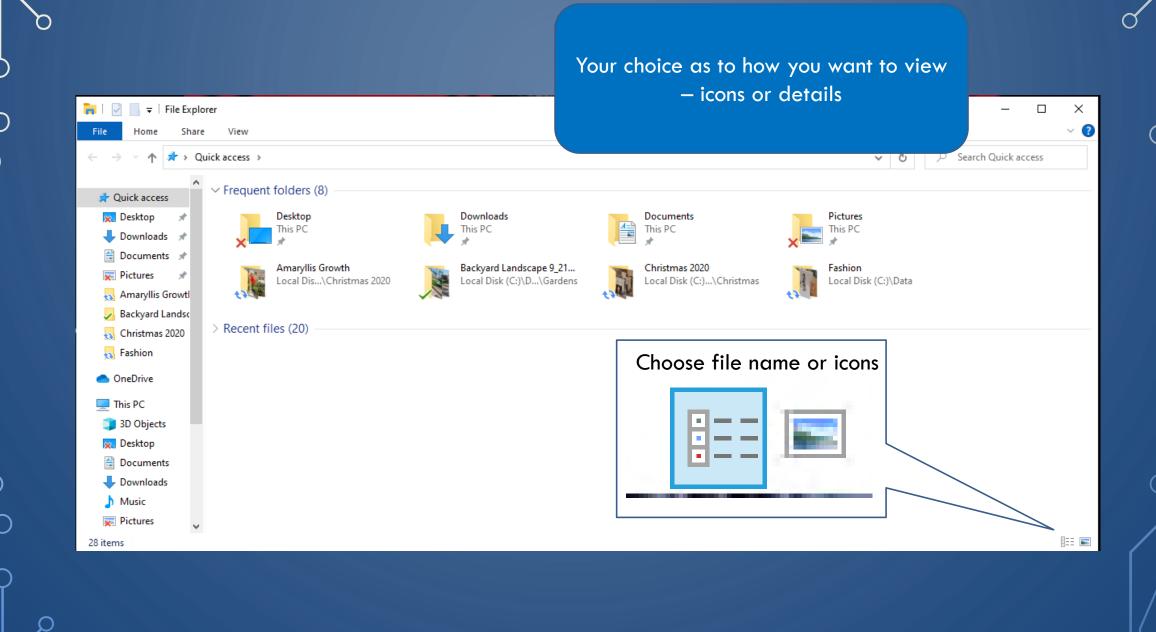


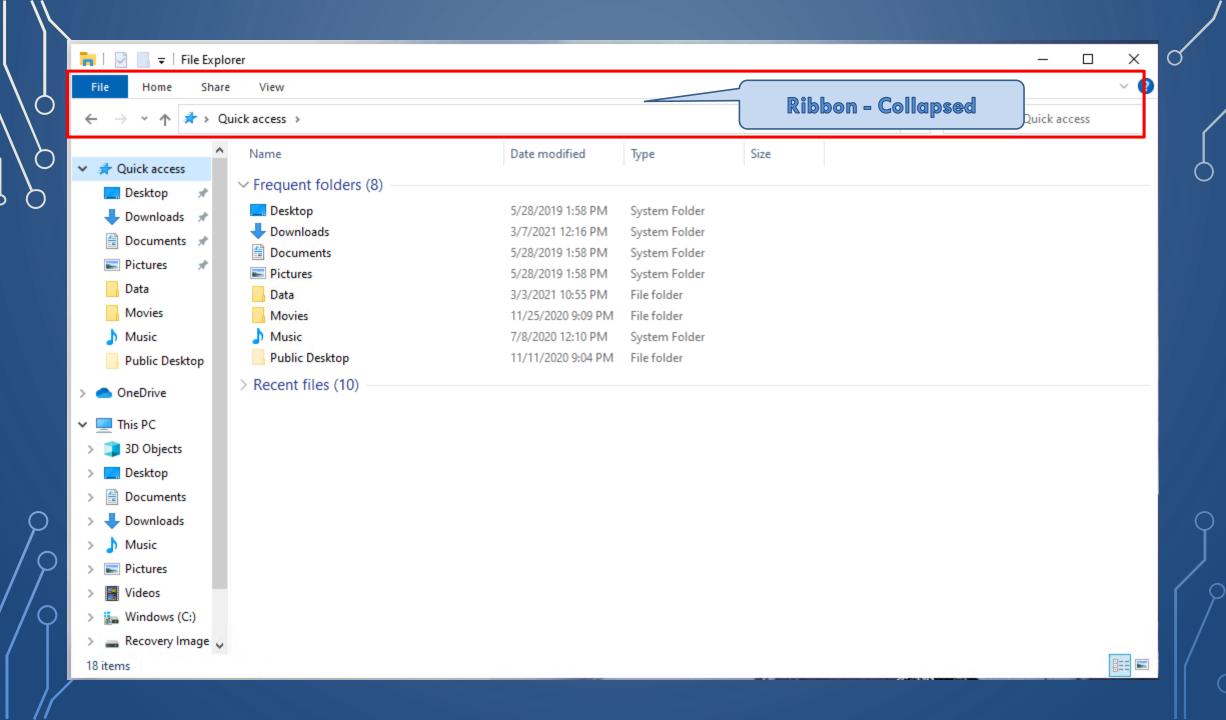


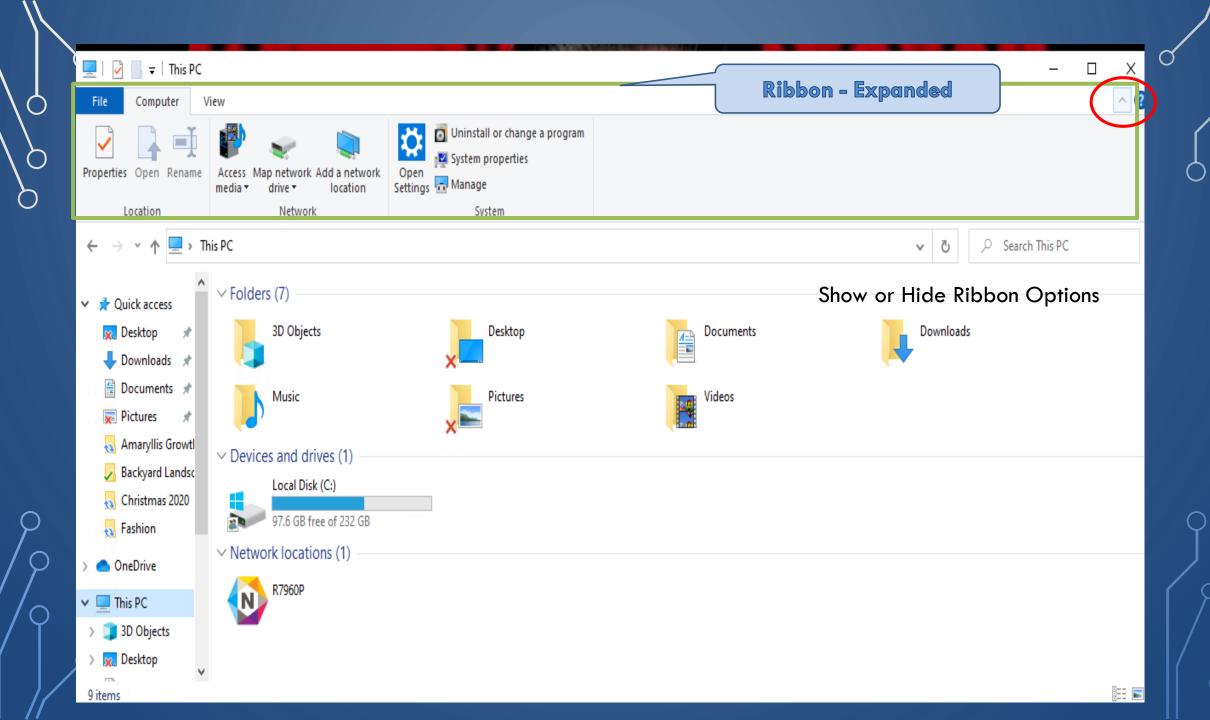


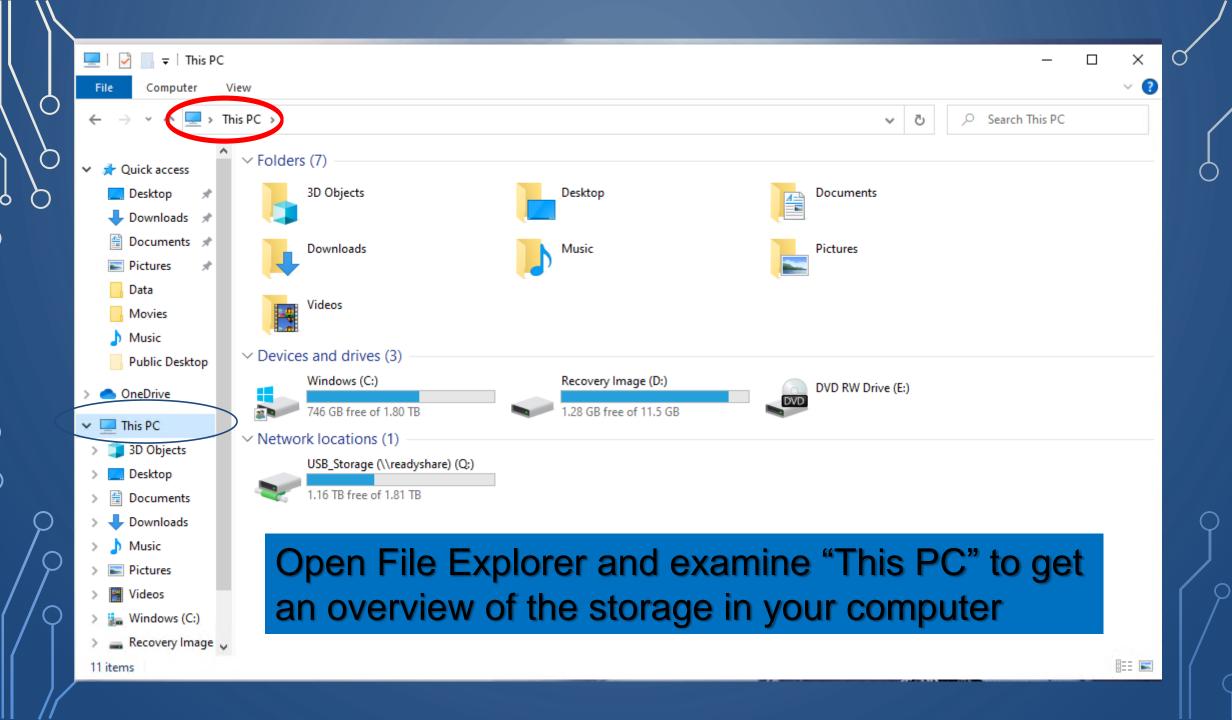


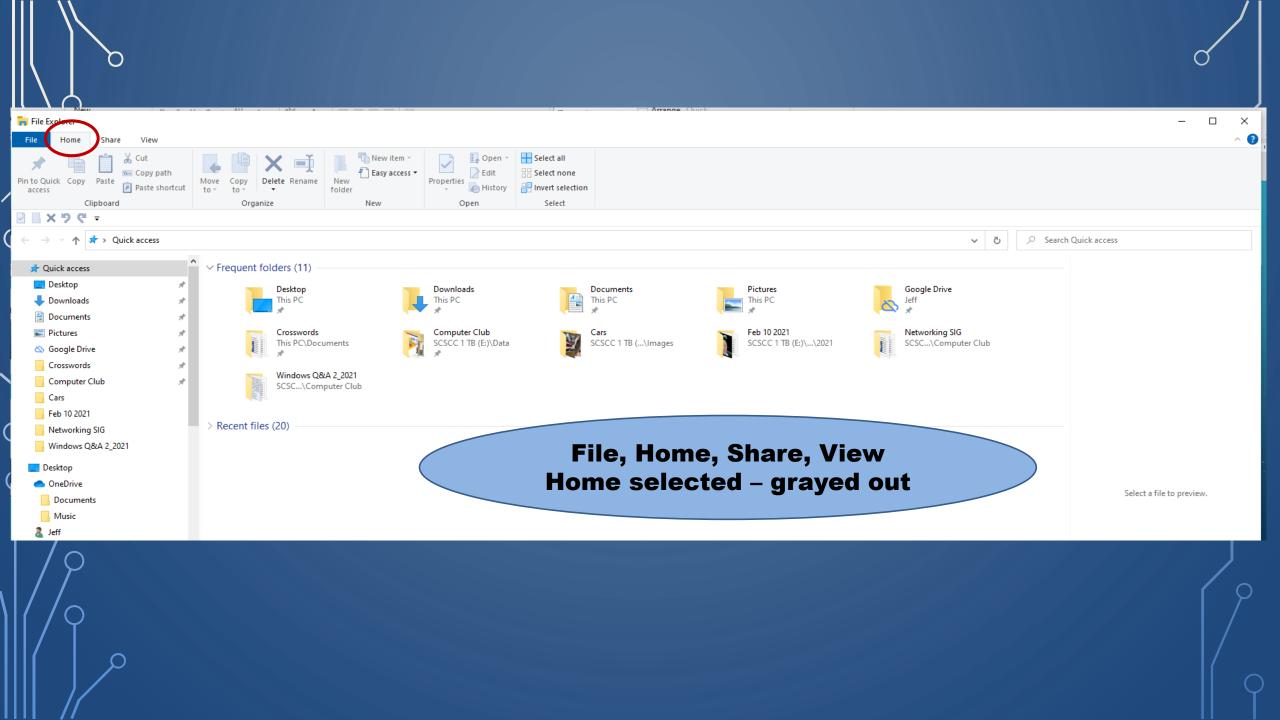


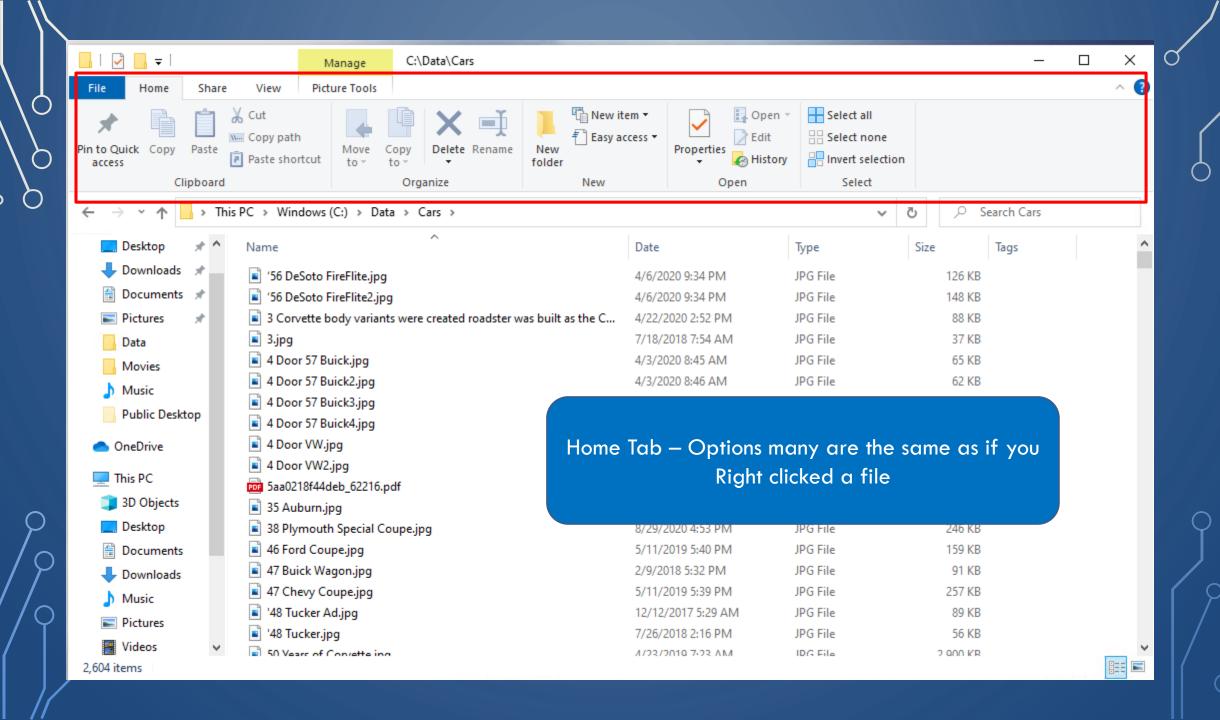


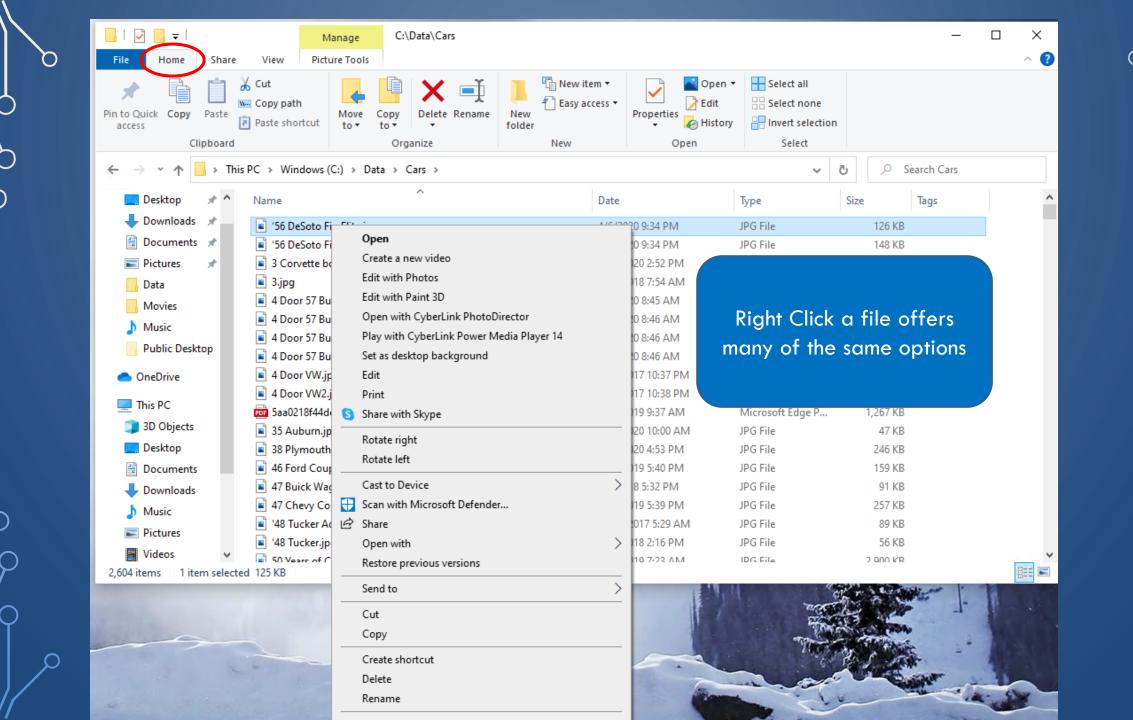


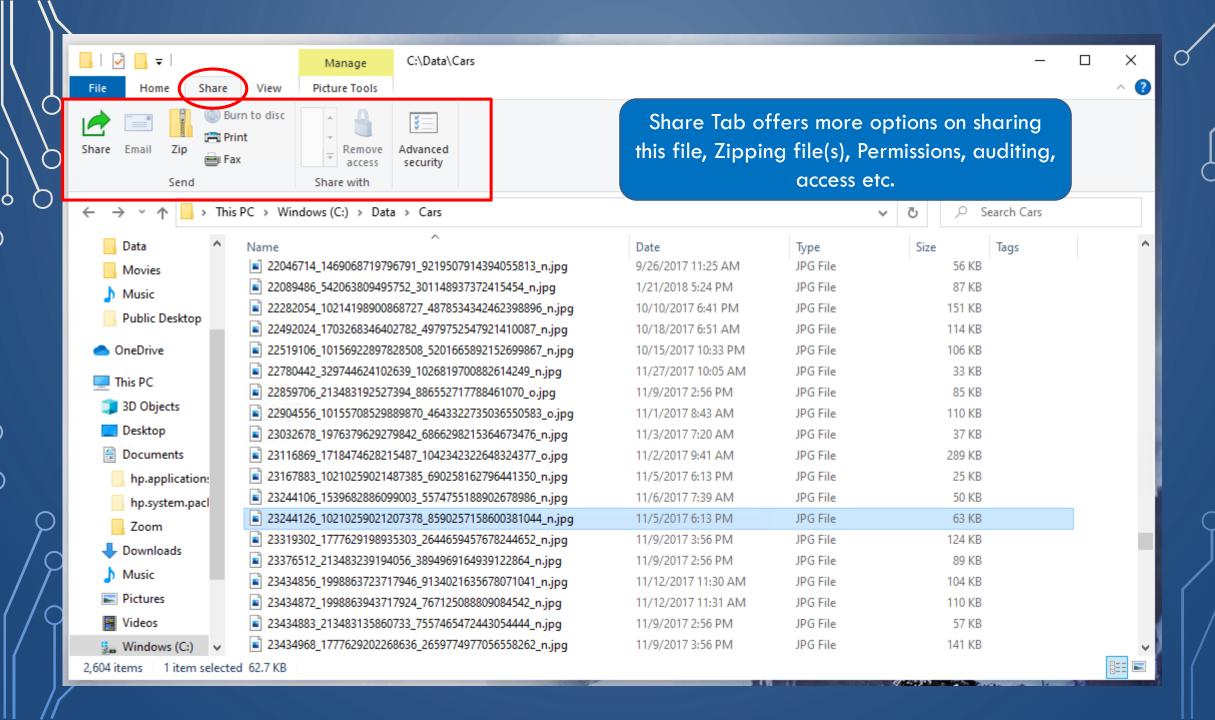


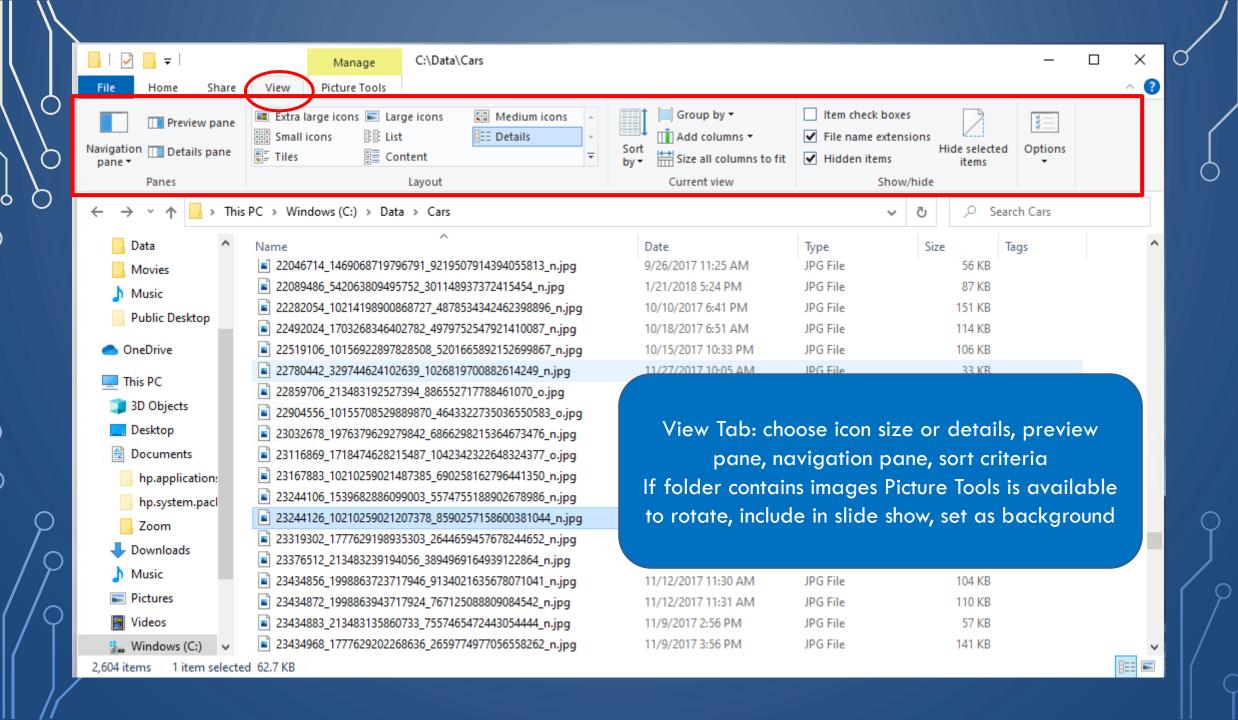


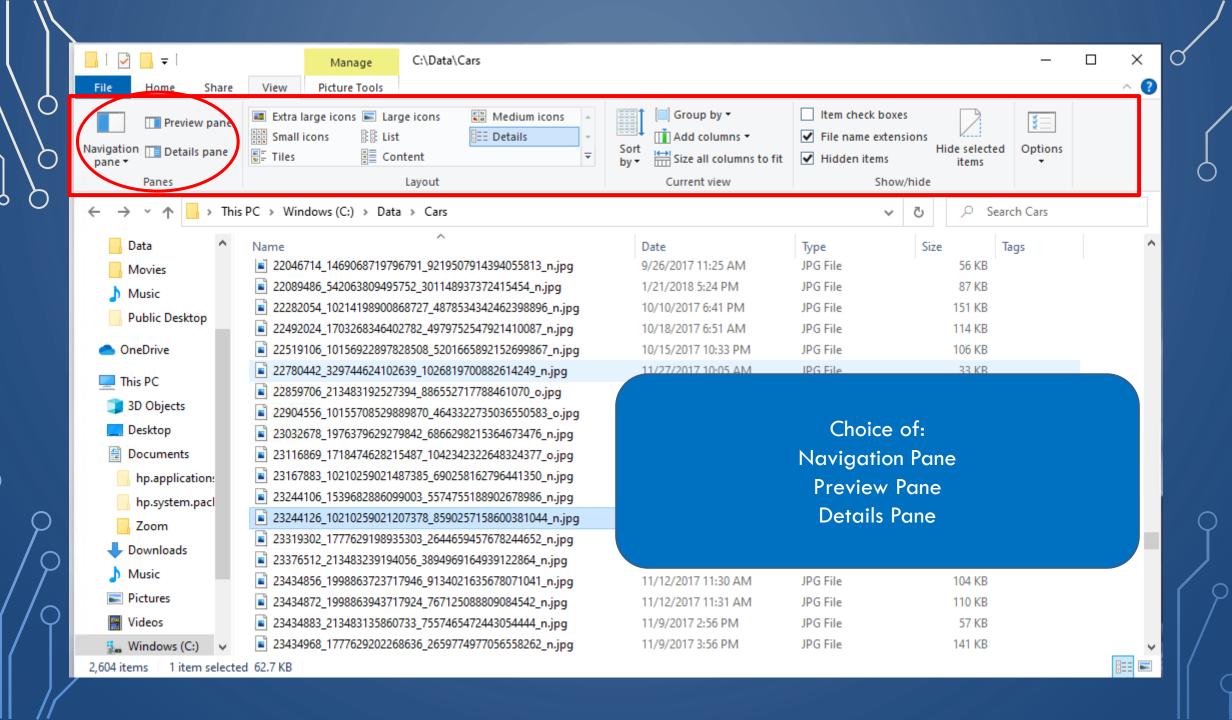


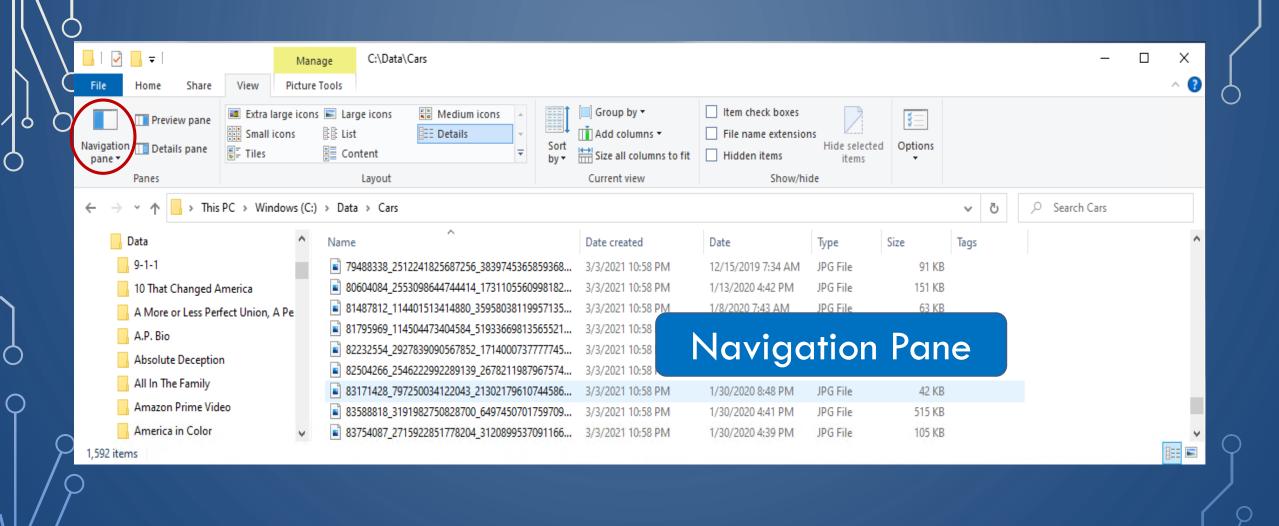


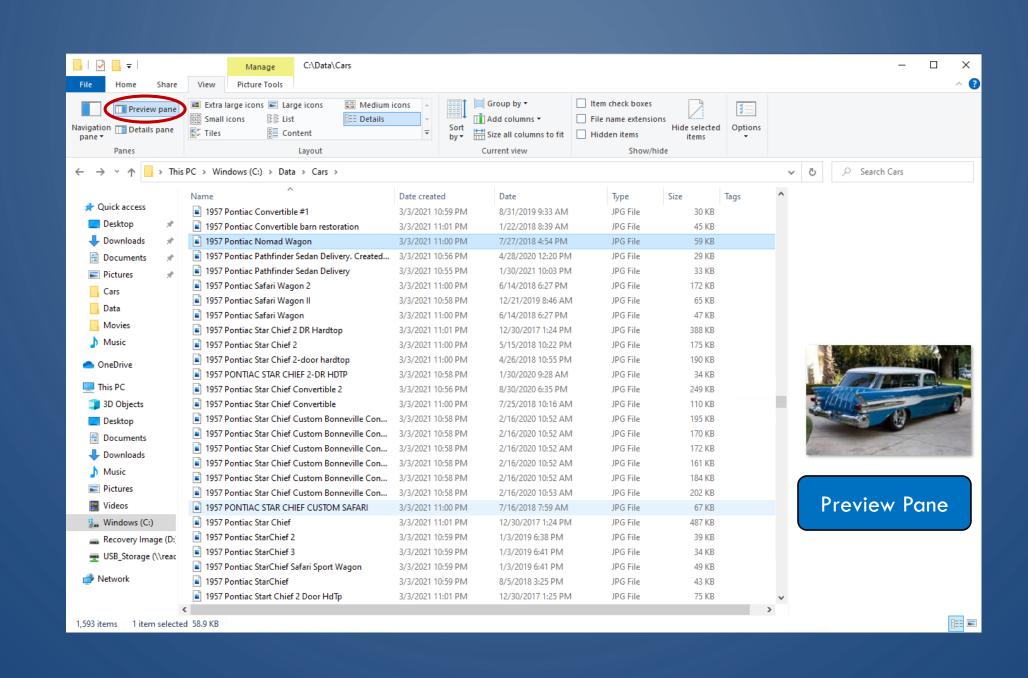


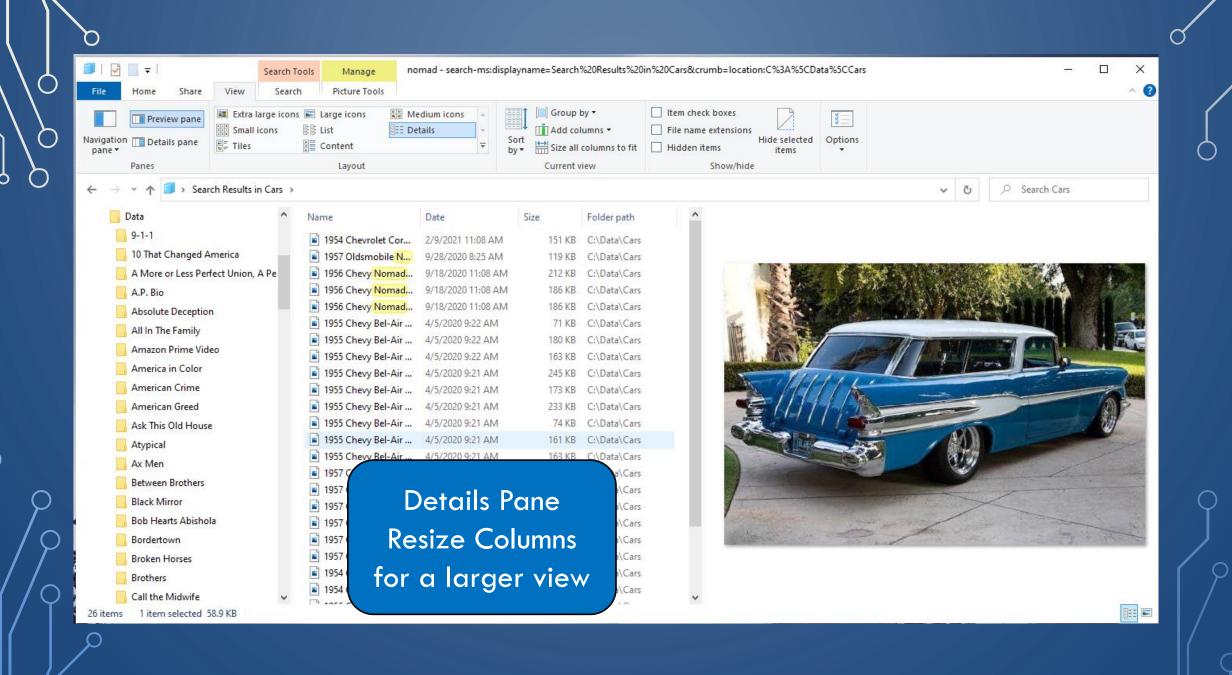


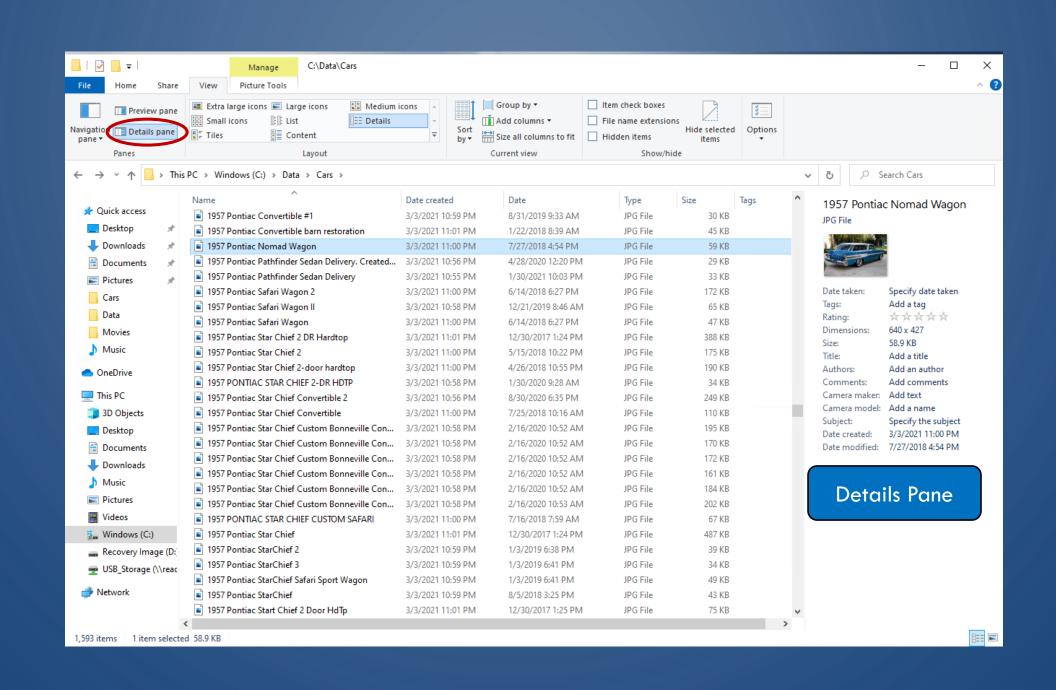


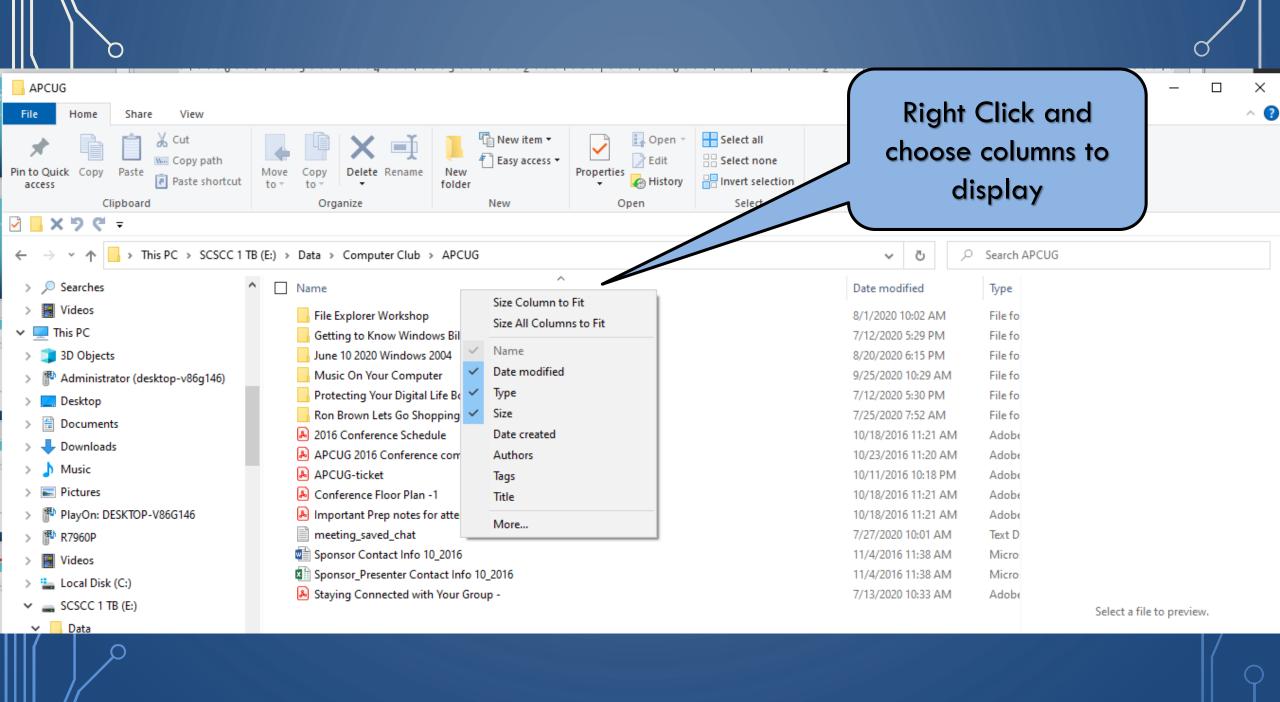


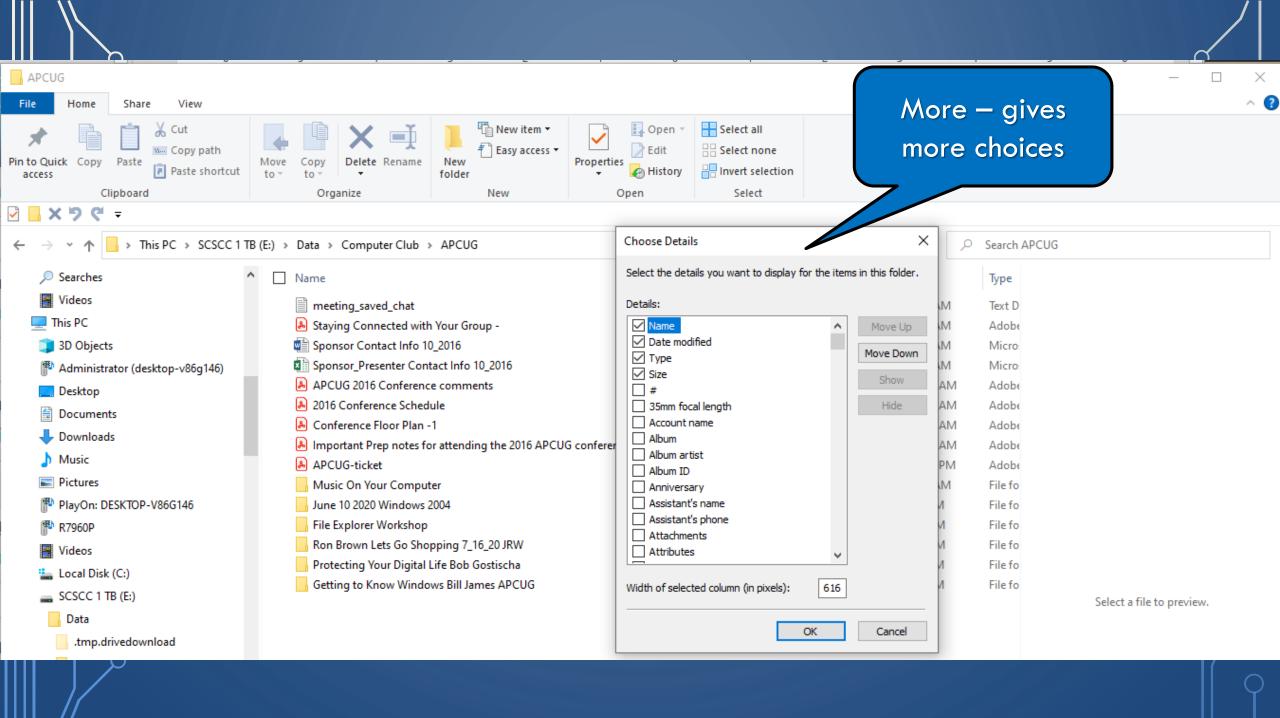


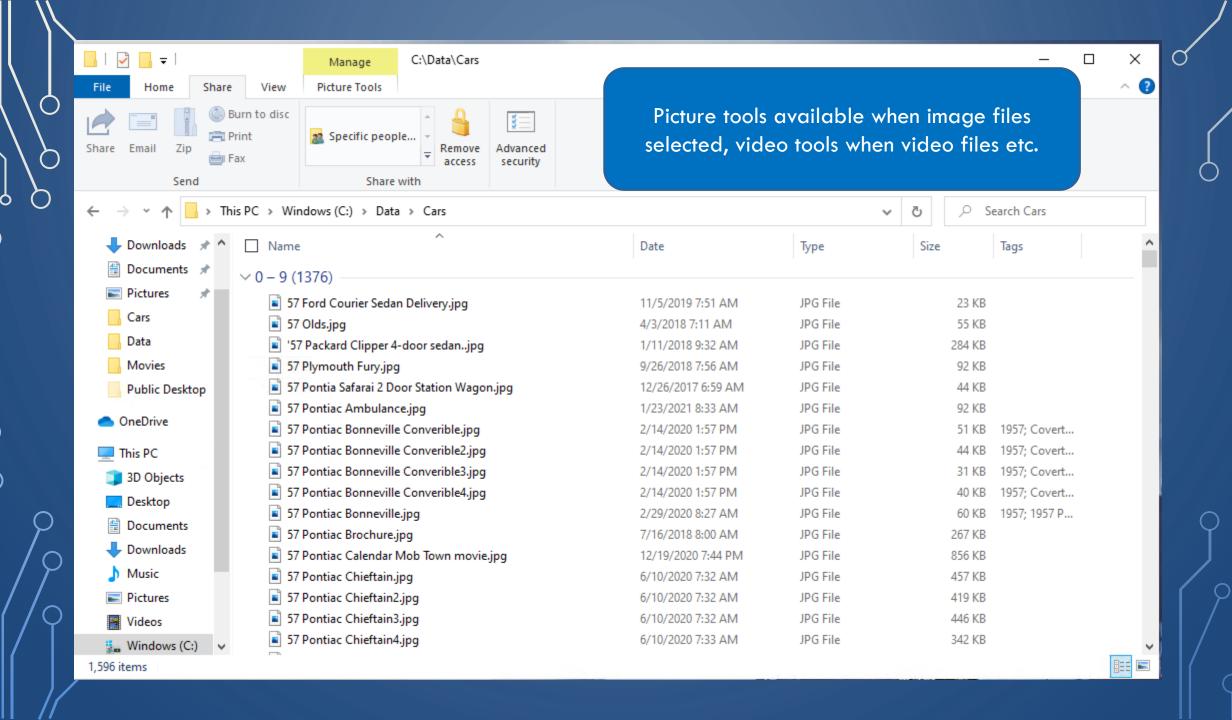


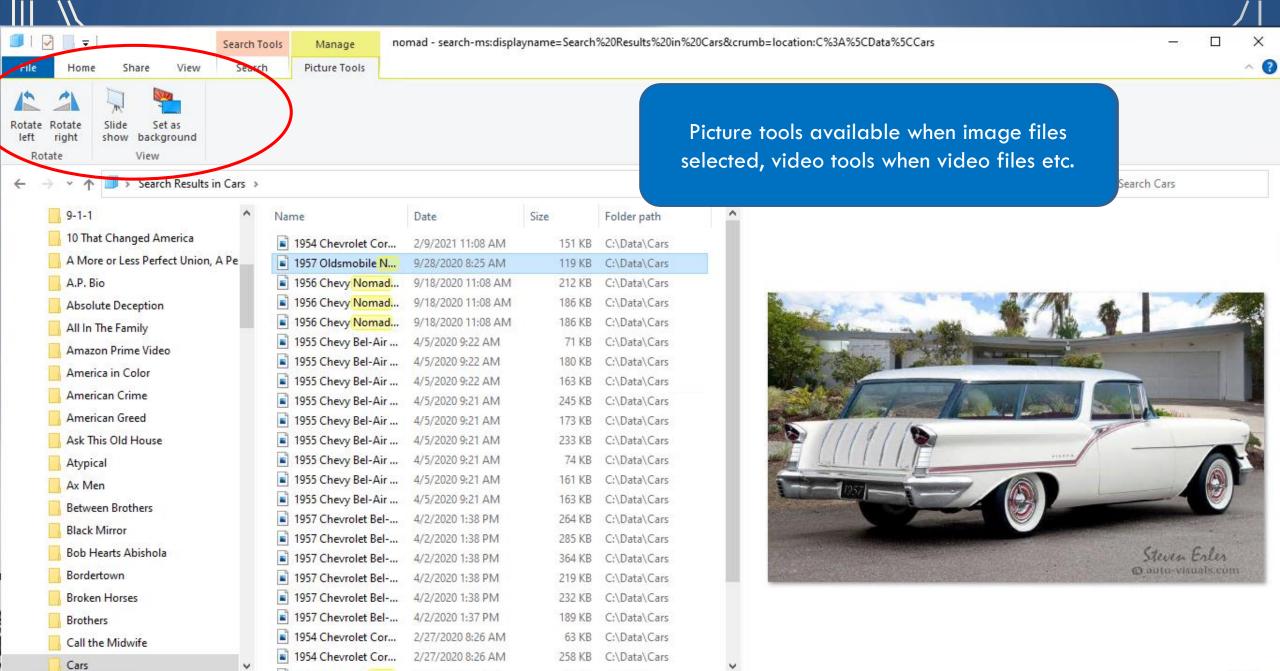






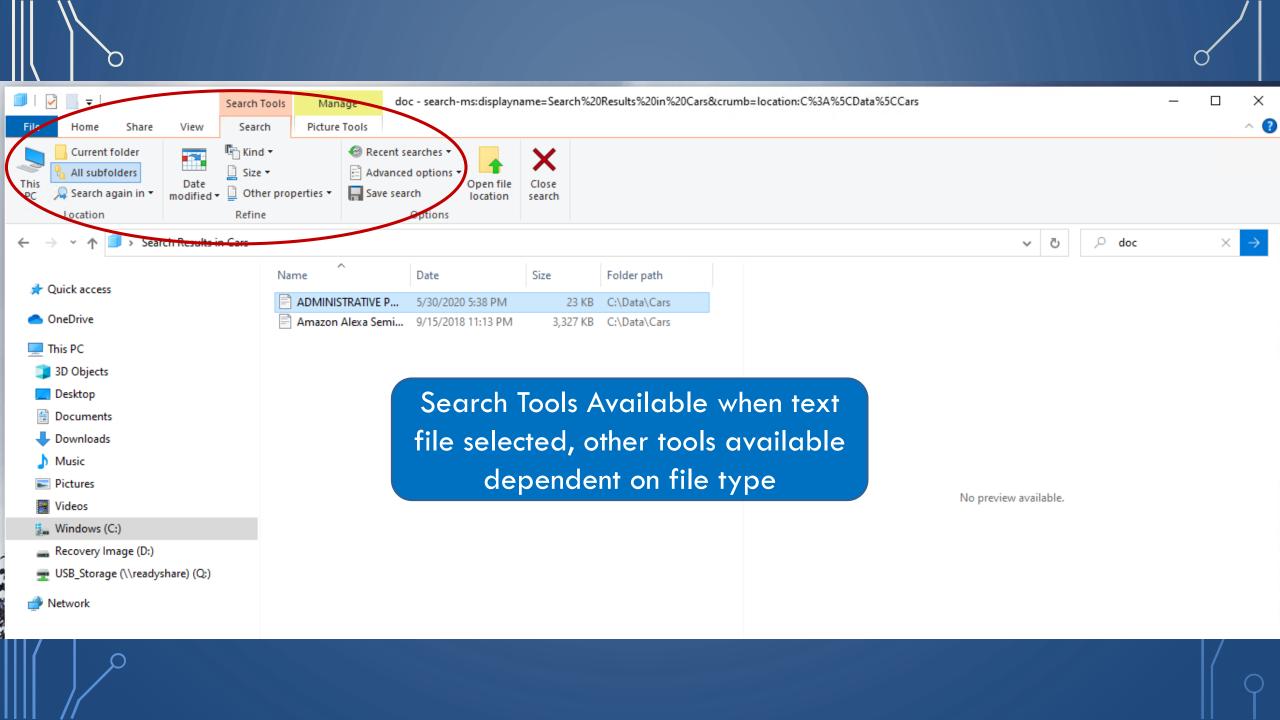


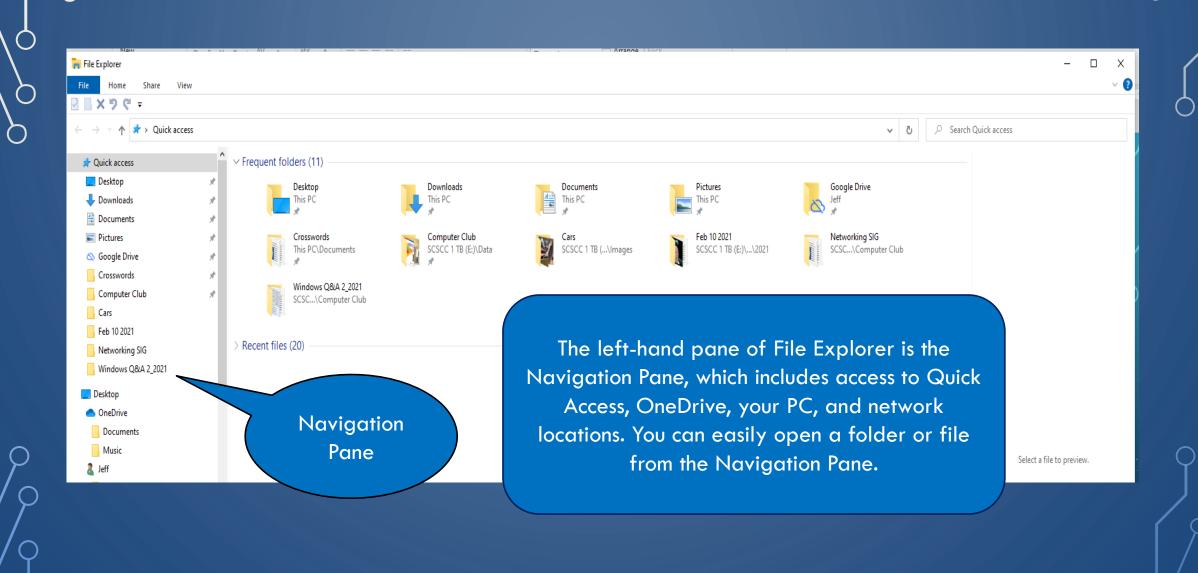


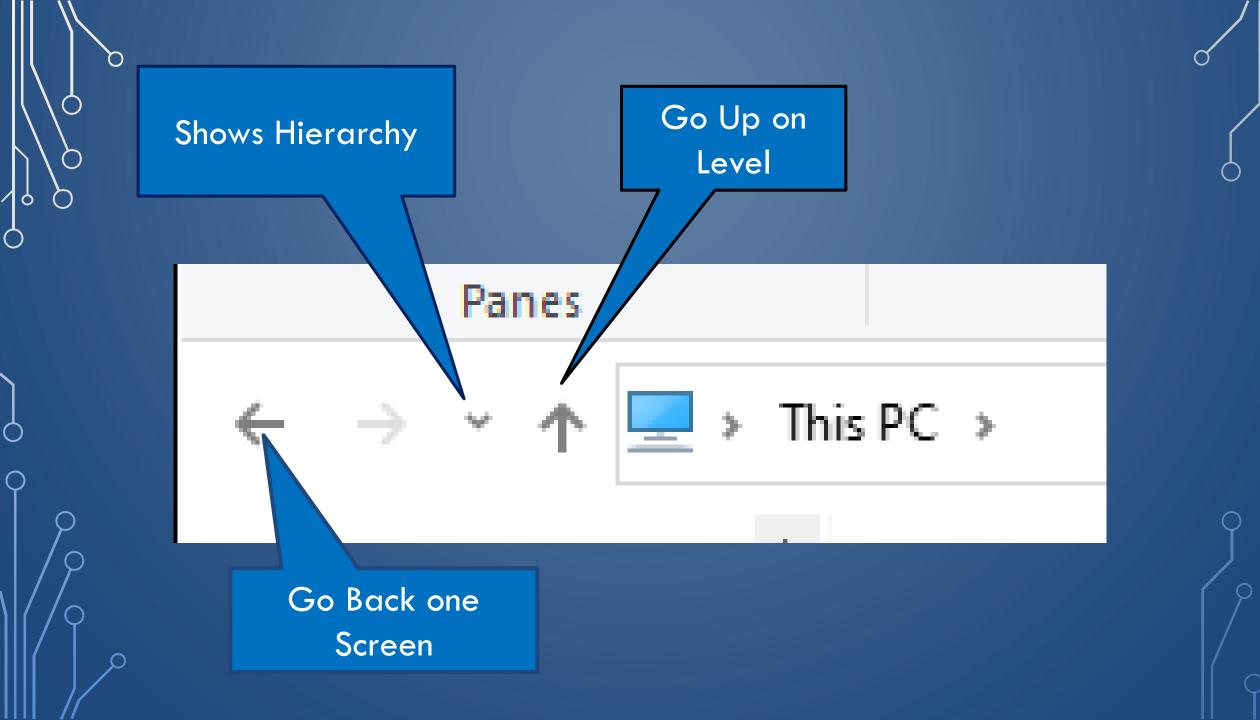


1 item selected 118 KB

26 items



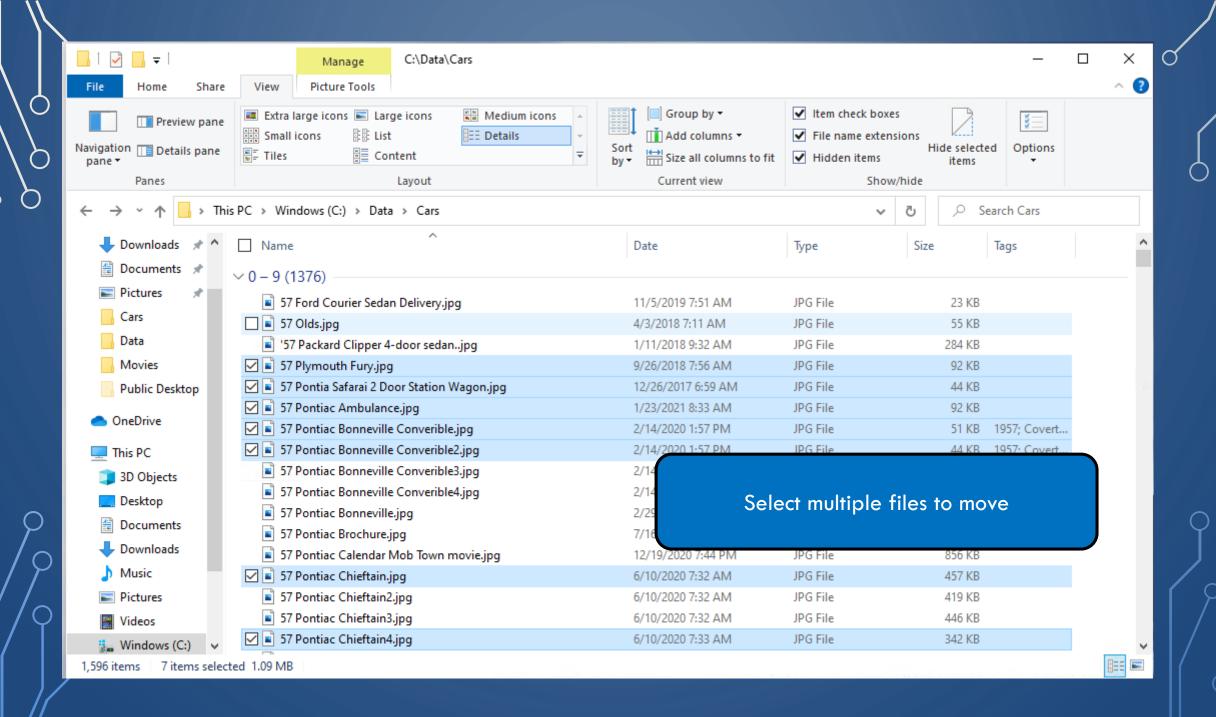


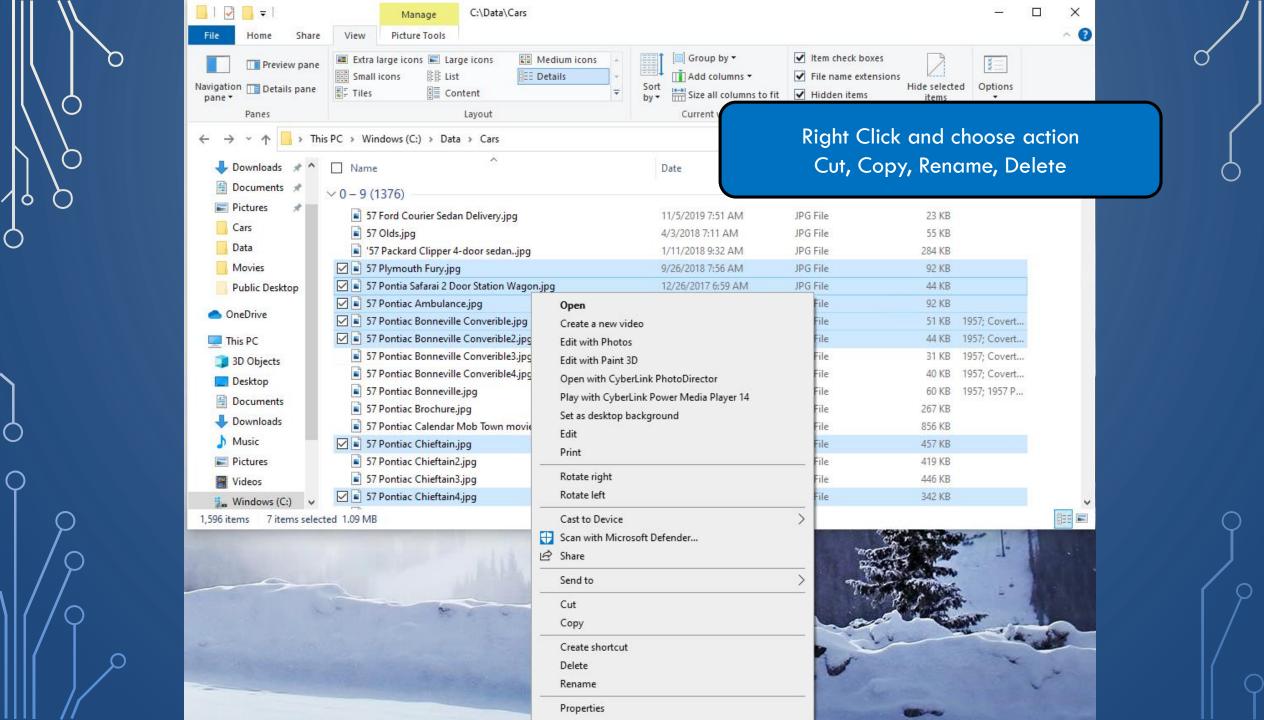


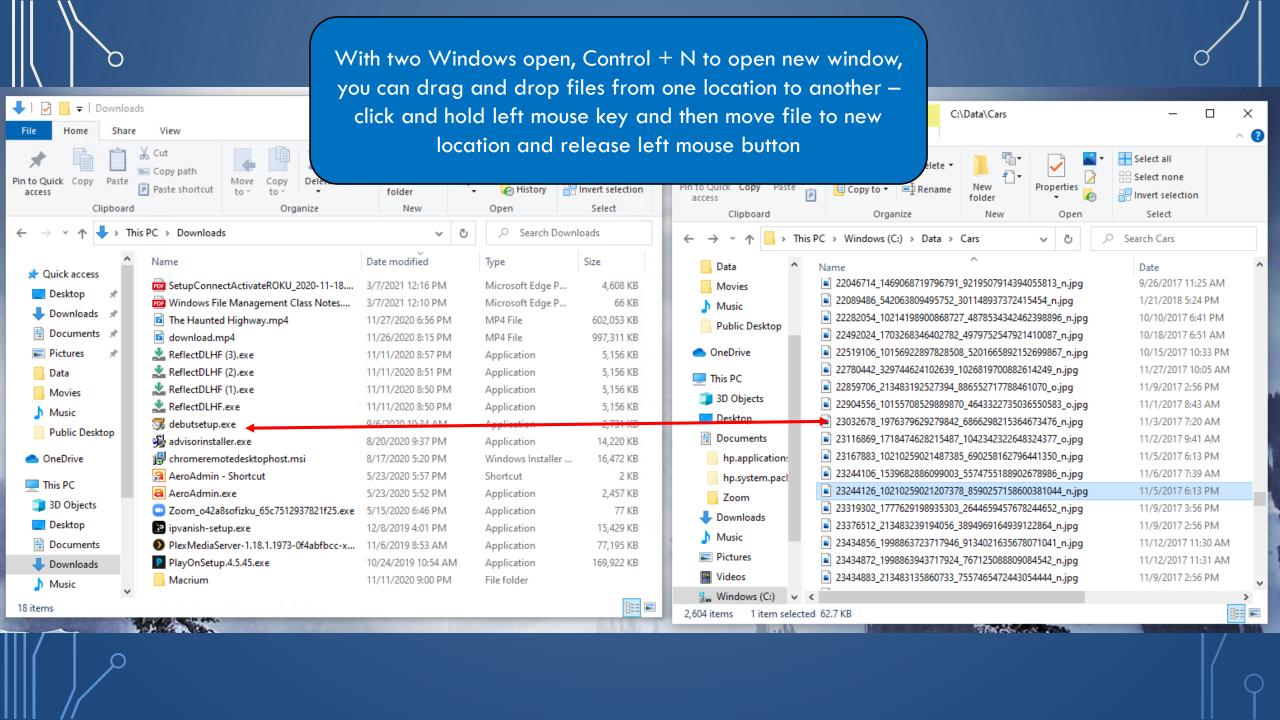


Move File(s)

- Locate File(s) to be moved
- Left Click and hold the left mouse button
- Drag file(s) to new location and release
- Can open second File Explorer Window
- Can select multiple files to move



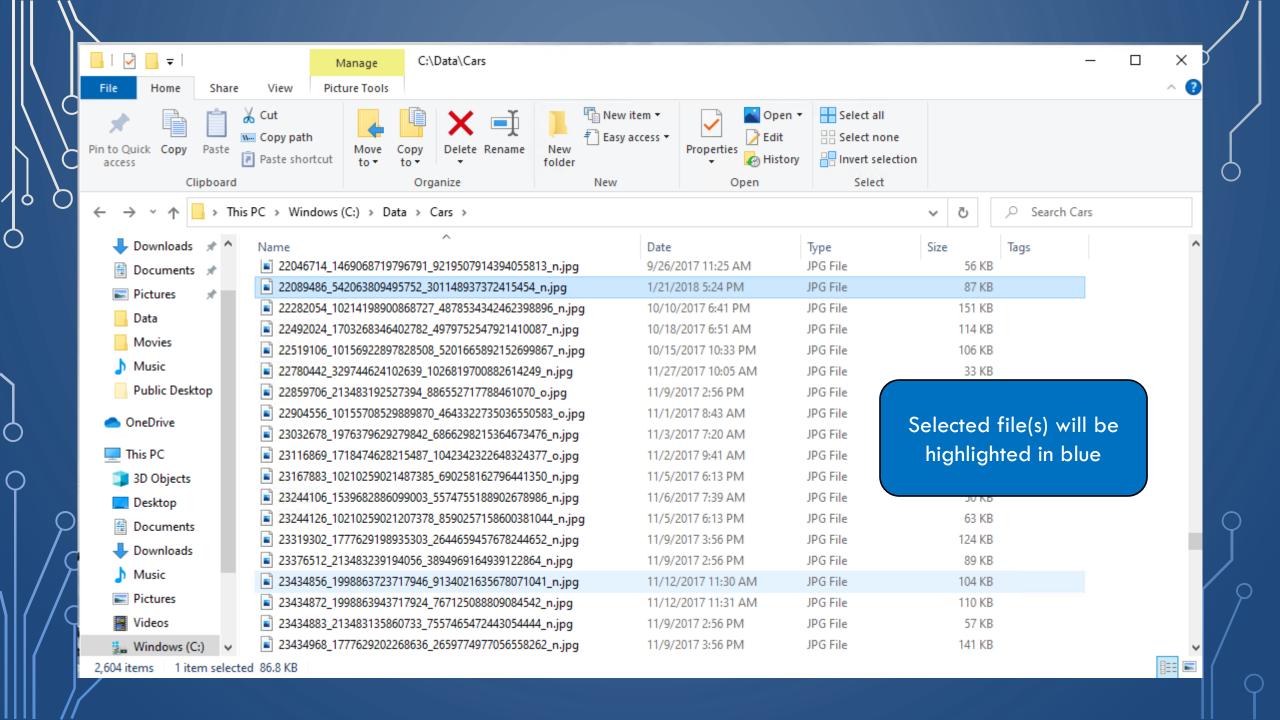


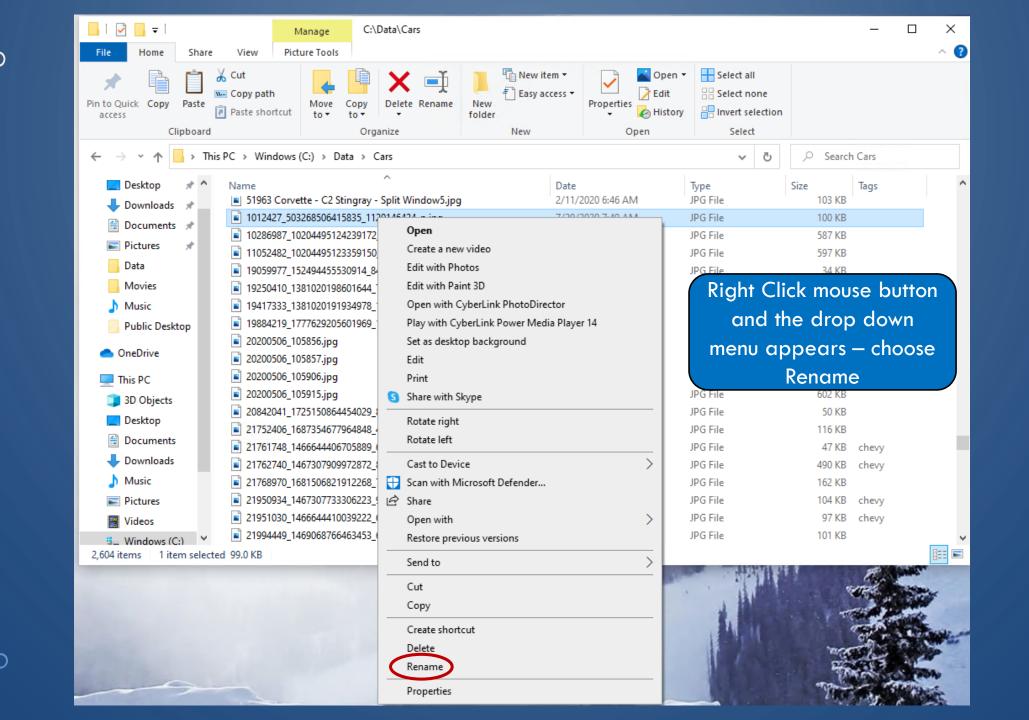


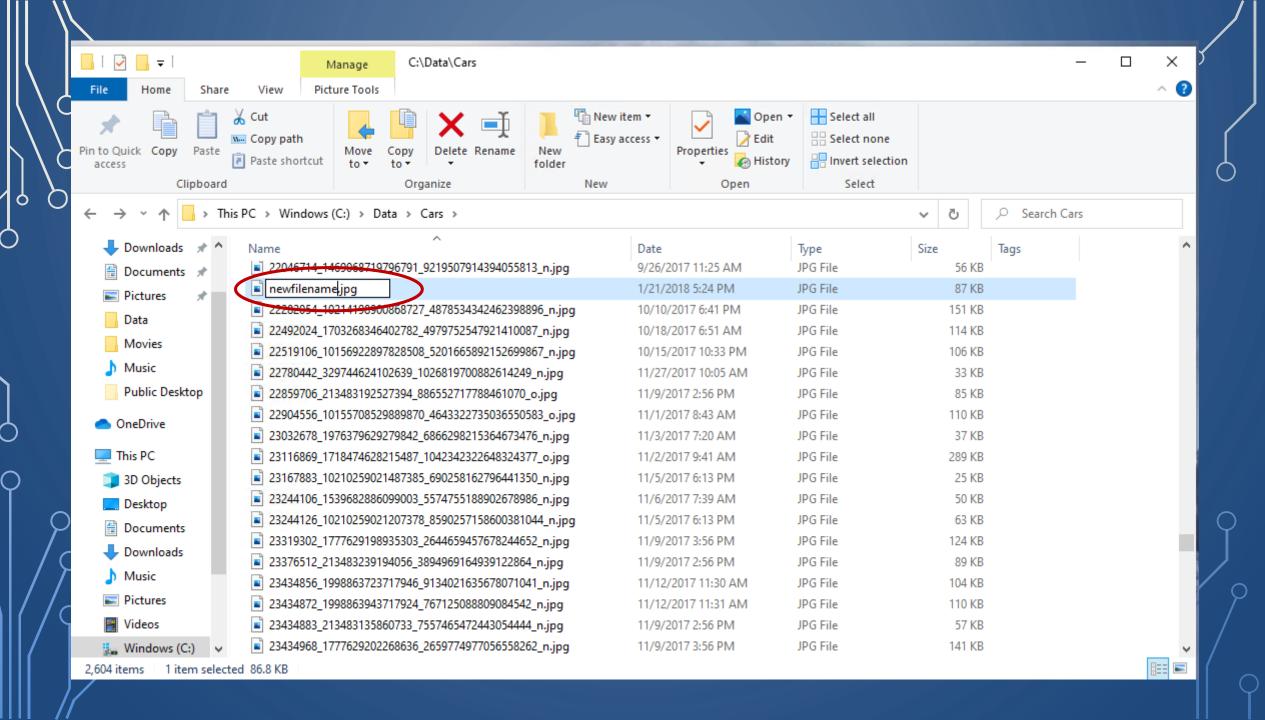


Rename a file or rename multiple files

- 1. Select File in File Explorer Window
- 2. File Name is Highlighted in Blue
- 3. Right Click on File and select rename
- 4. Background turns white and file name is highlighted in blue

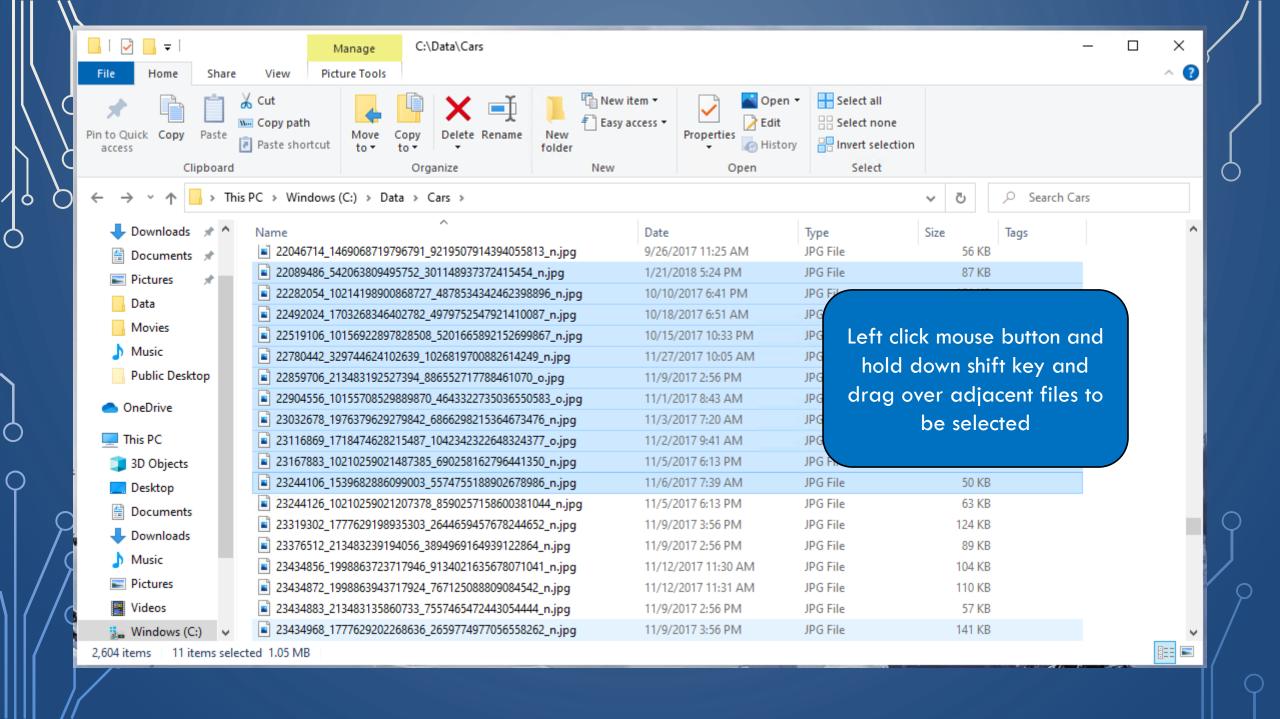


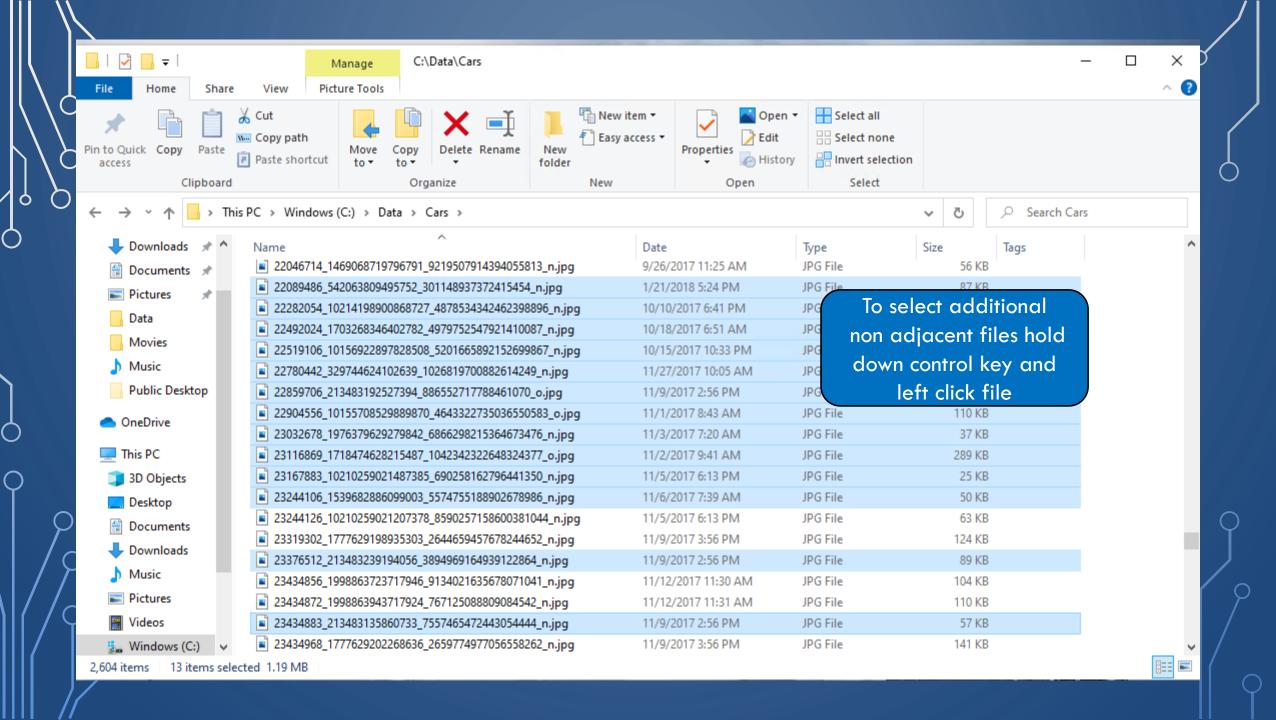




Rename multiple files

- 1. Select Files if files are together select first file and hold down shift key and select last file all files in between will be selected
- 2. File Names are Highlighted in Blue
- 3. If files are not in order use Control Key keep control key depressed while you select additional files
- 4. Right Click on selected files
- 5. Begin typing new file name, old file name is deleted







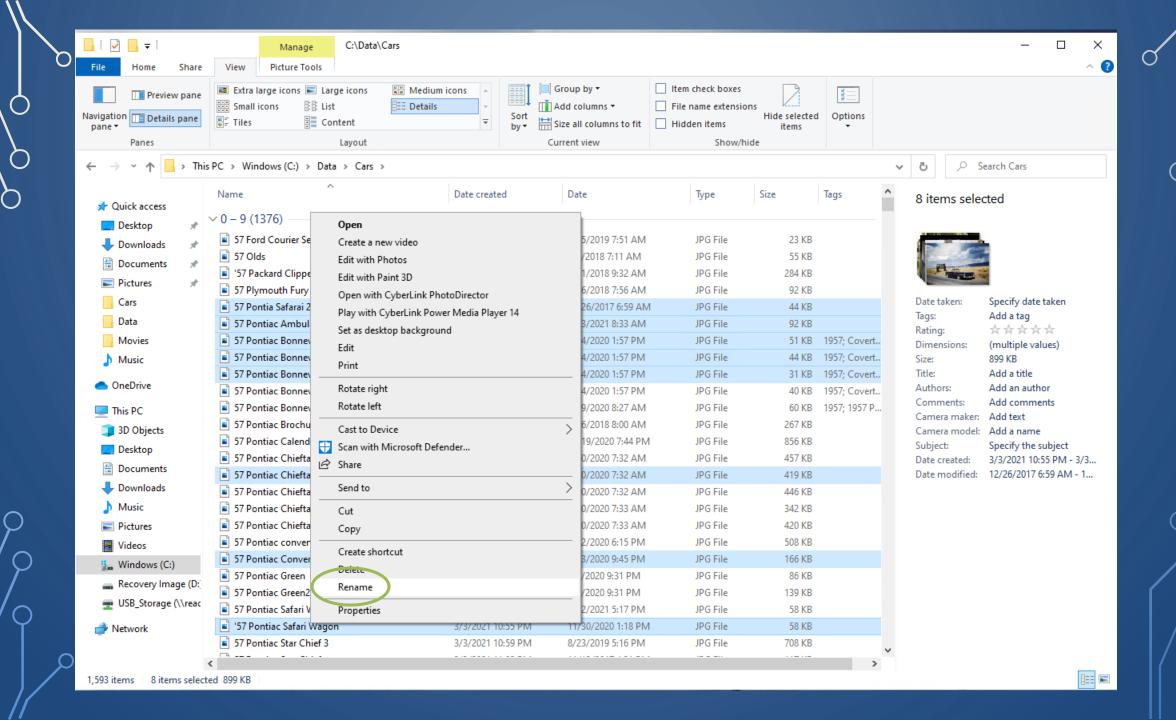
Rename a file or rename multiple files

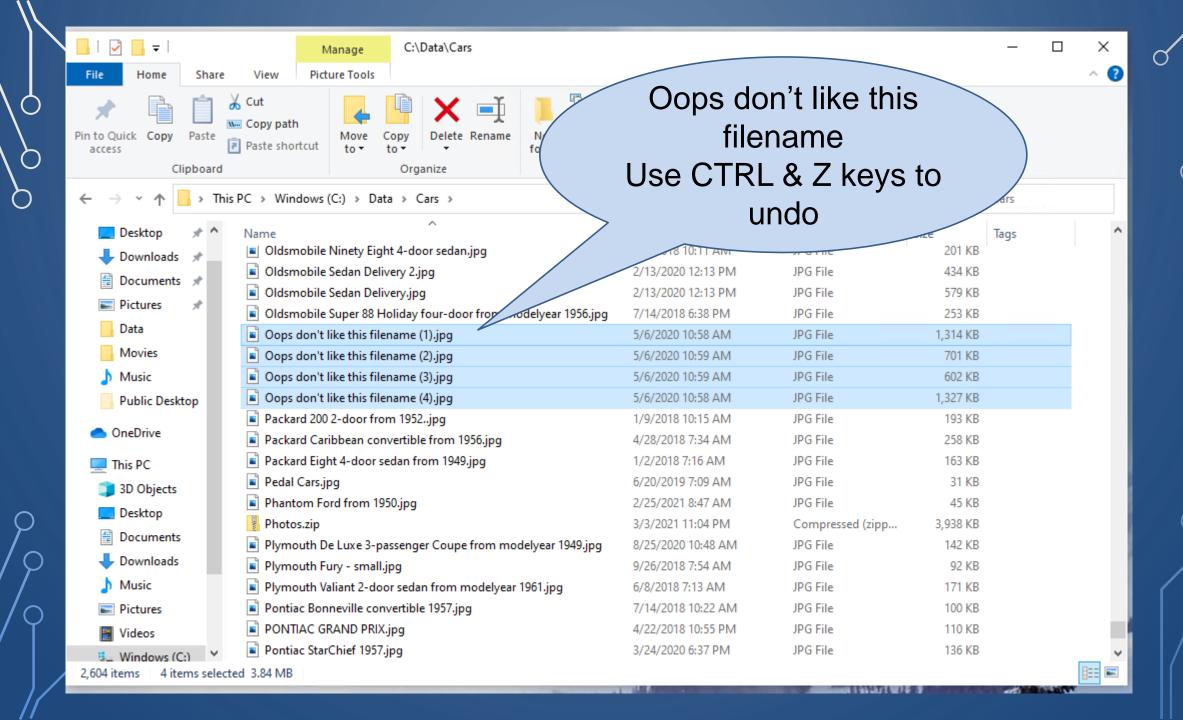
- 1. Select File in File Explorer Window
- 2. File Name is Highlighted in Blue
- 3. Right Click on File
- 4. Background turns white and file name is highlighted in blue
- 5. Begin typing new file name old file name is deleted
- 6. If you just want to correct something or change a few letters, click on the position or use home or end keys to go to beginning of end of filename

original list. keys to undo changes

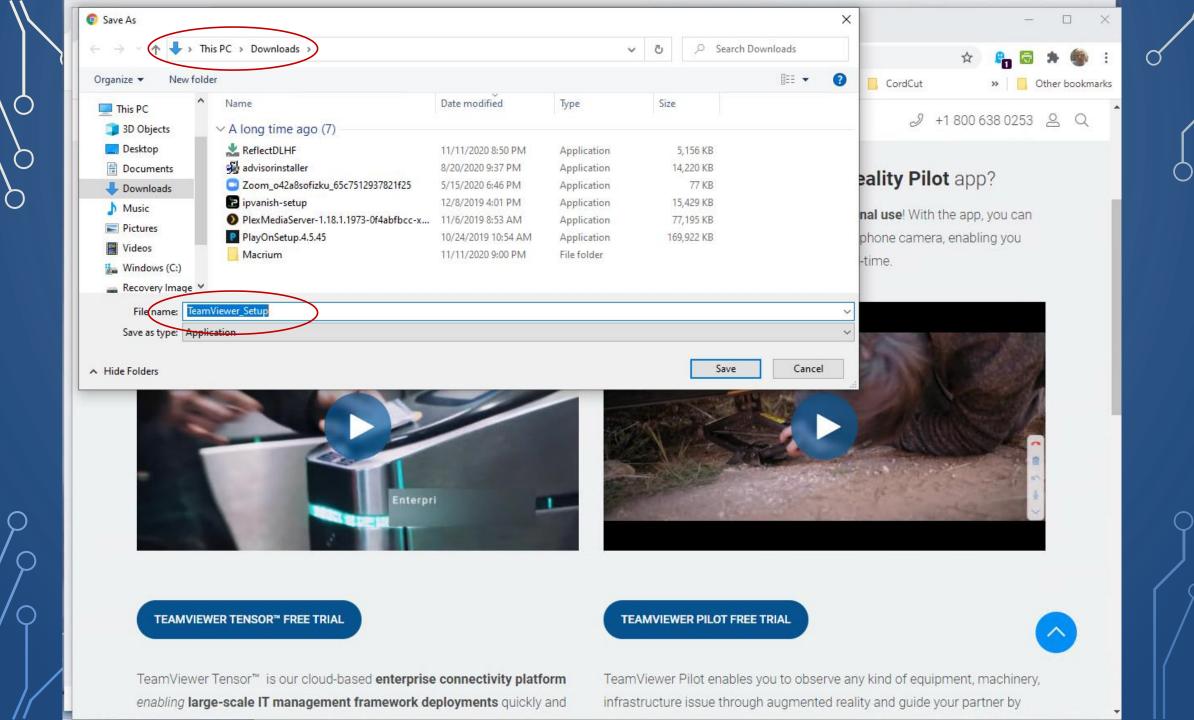
Rename multiple files

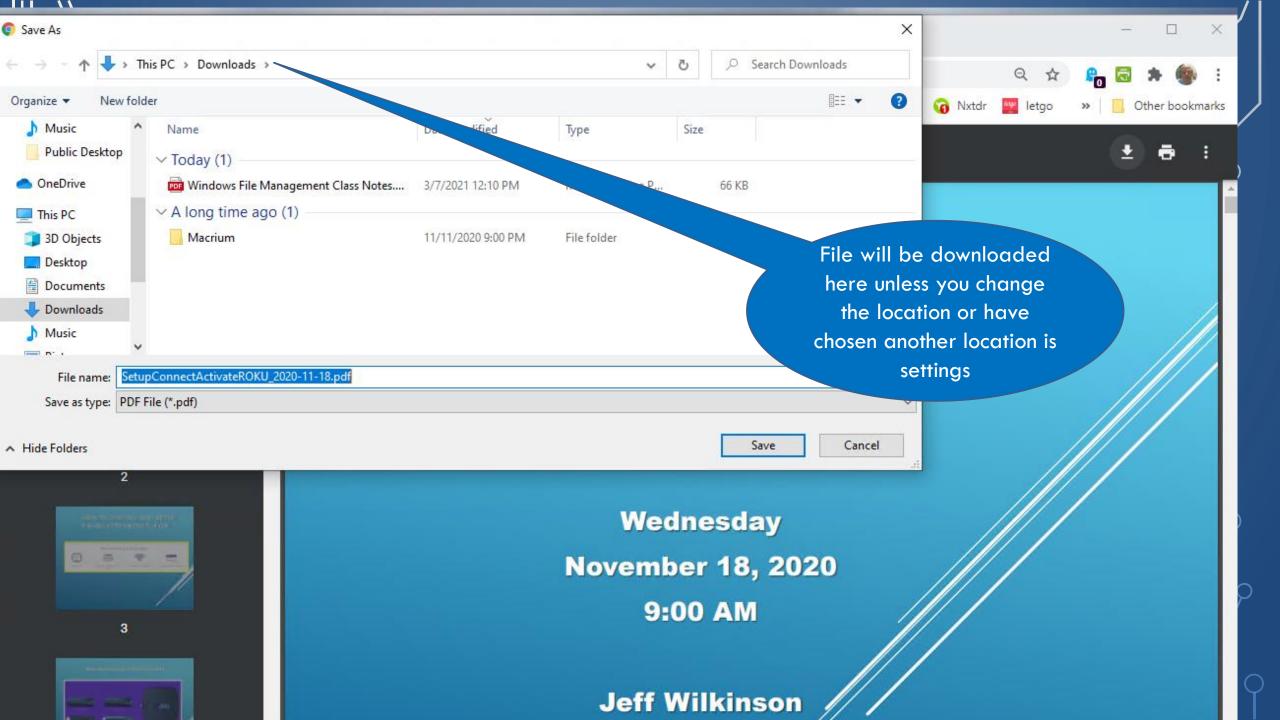
- 7. Begin typing new file name old file name is deleted
- 8. New file name will replace old for all selected files and they will have a number appended in parenthesis corresponding to the position in the
- 9. If you find that this isn't what you wanted you can use Control and Z

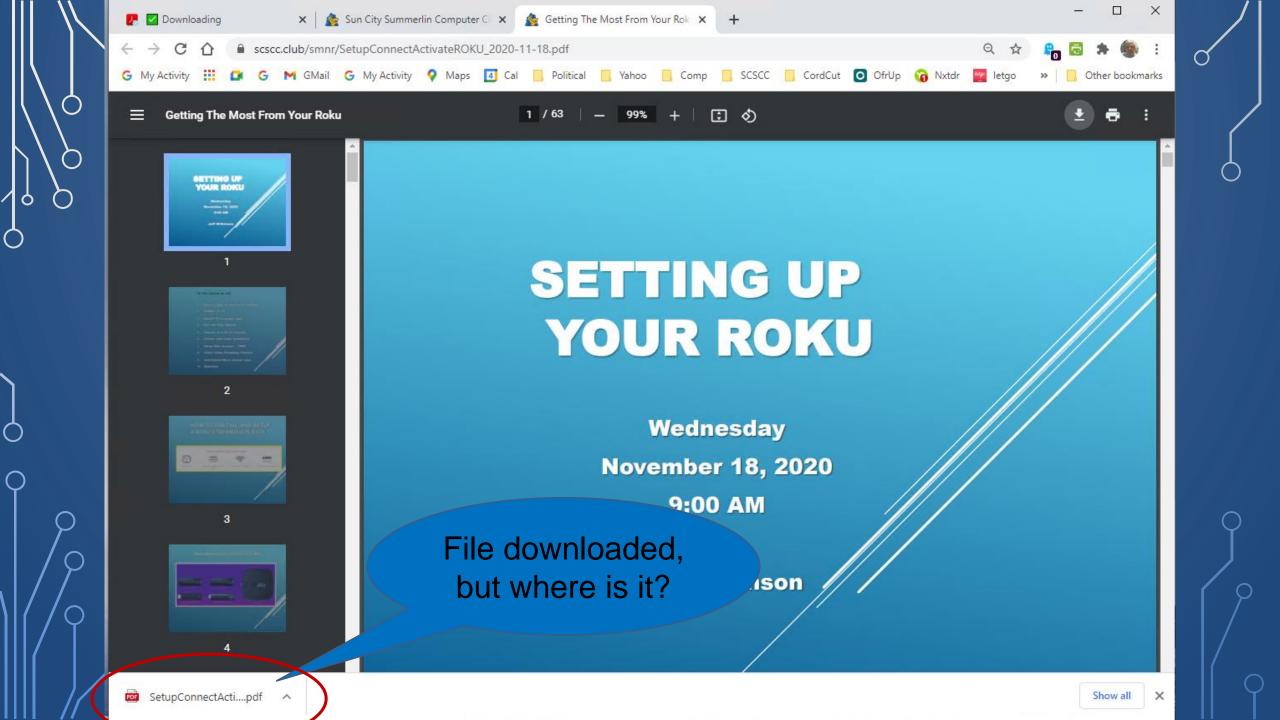


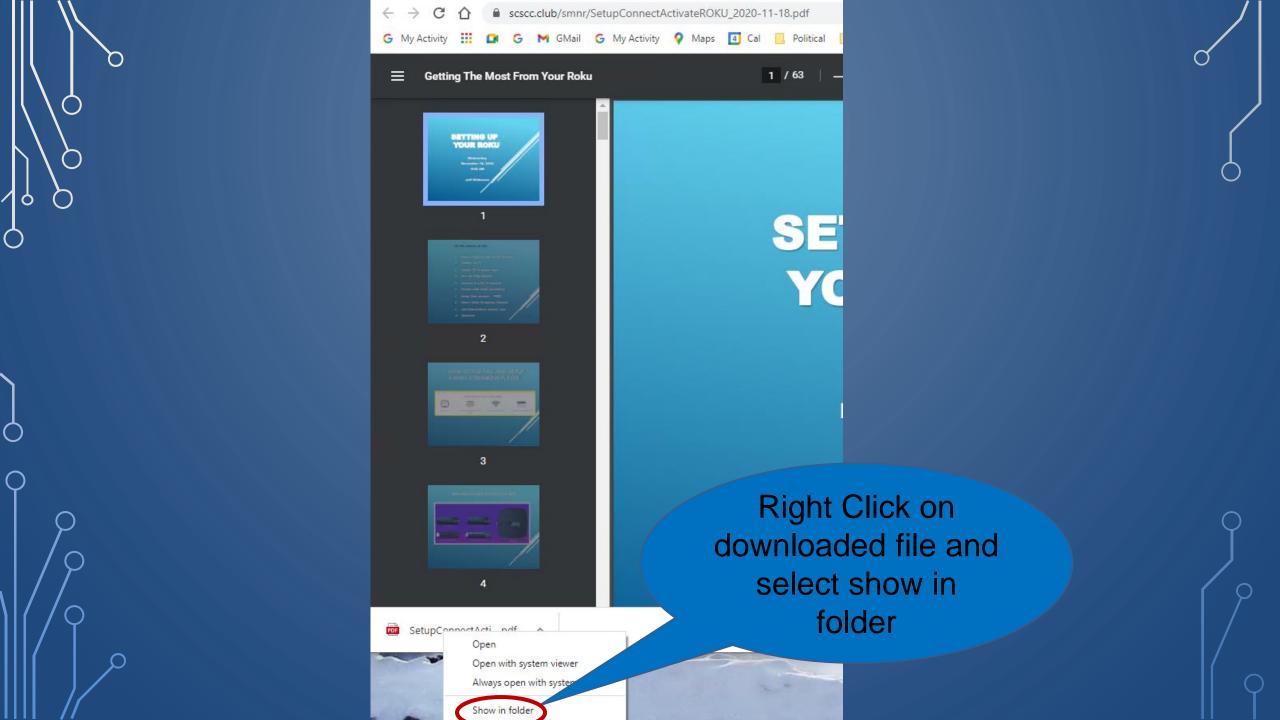


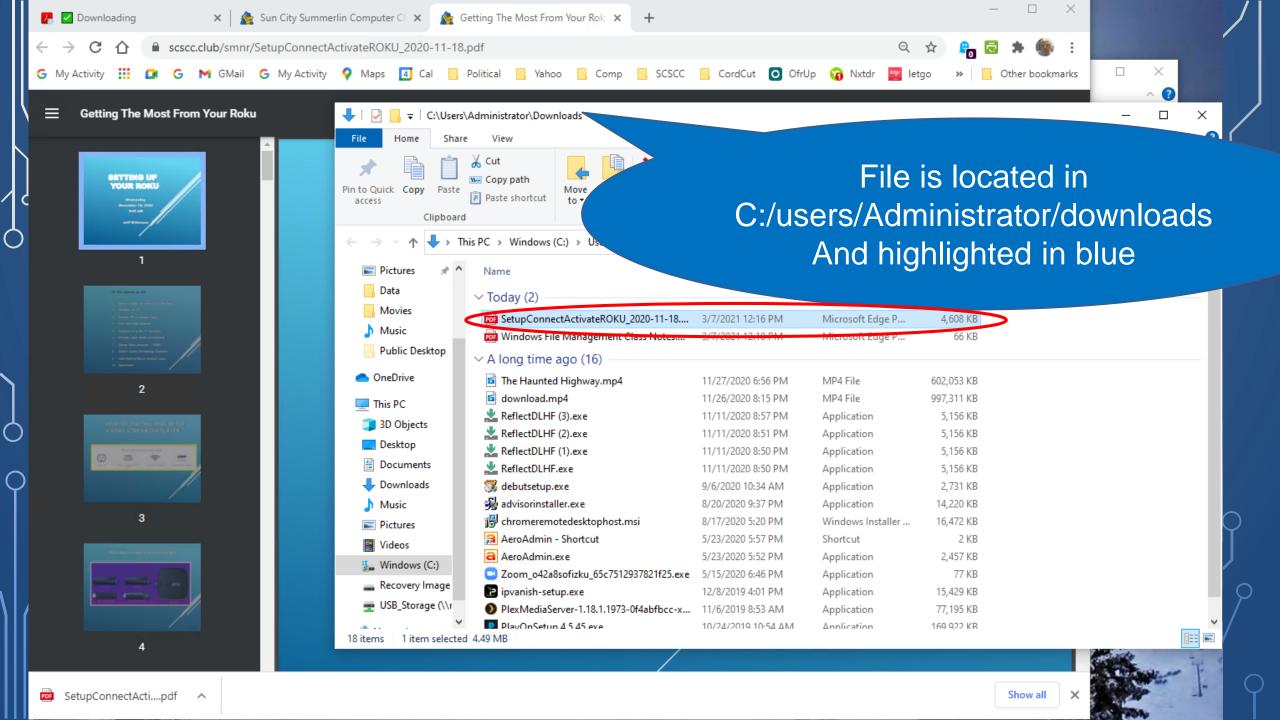
Downloading a file Where to put it? Where did I put it? How to find it after downloading

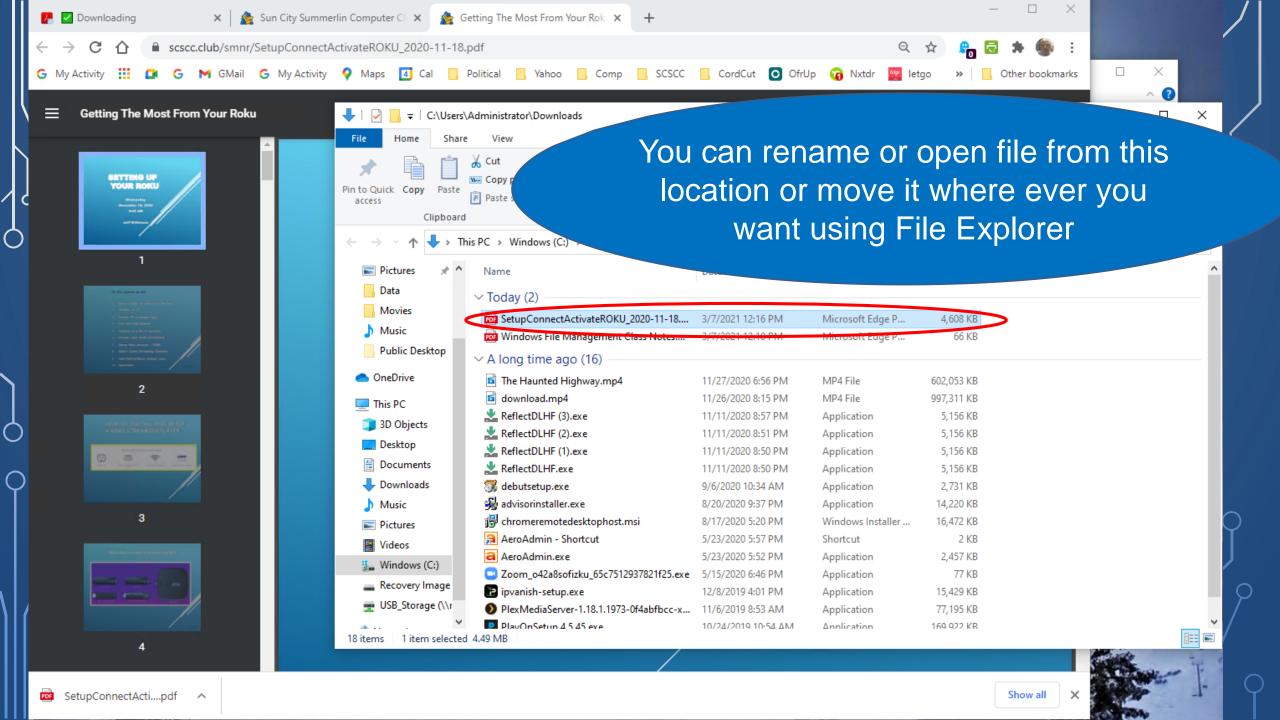


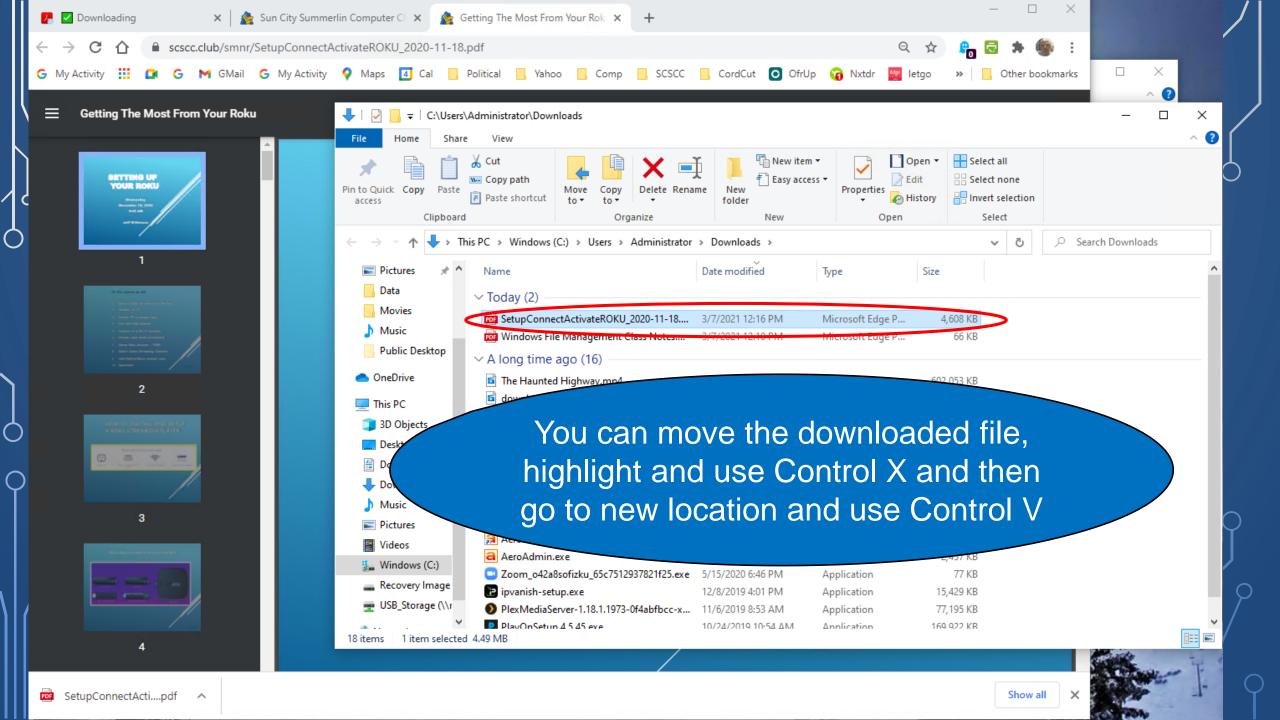


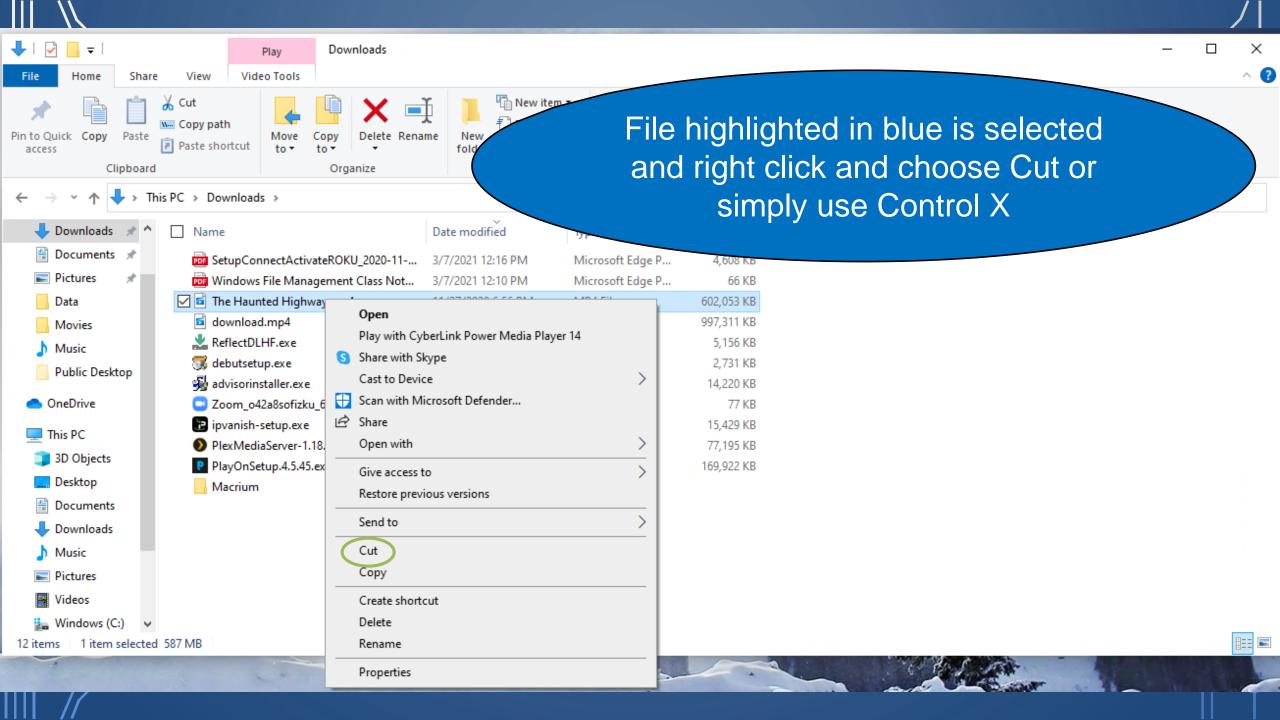


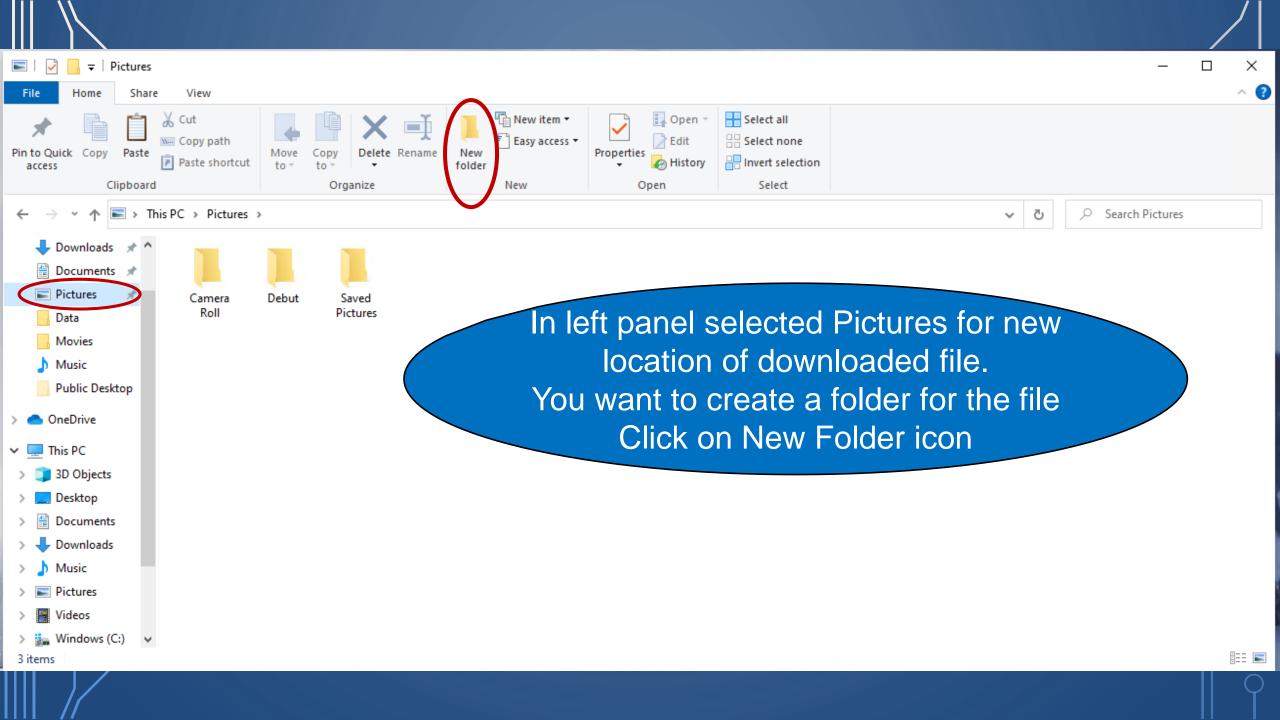


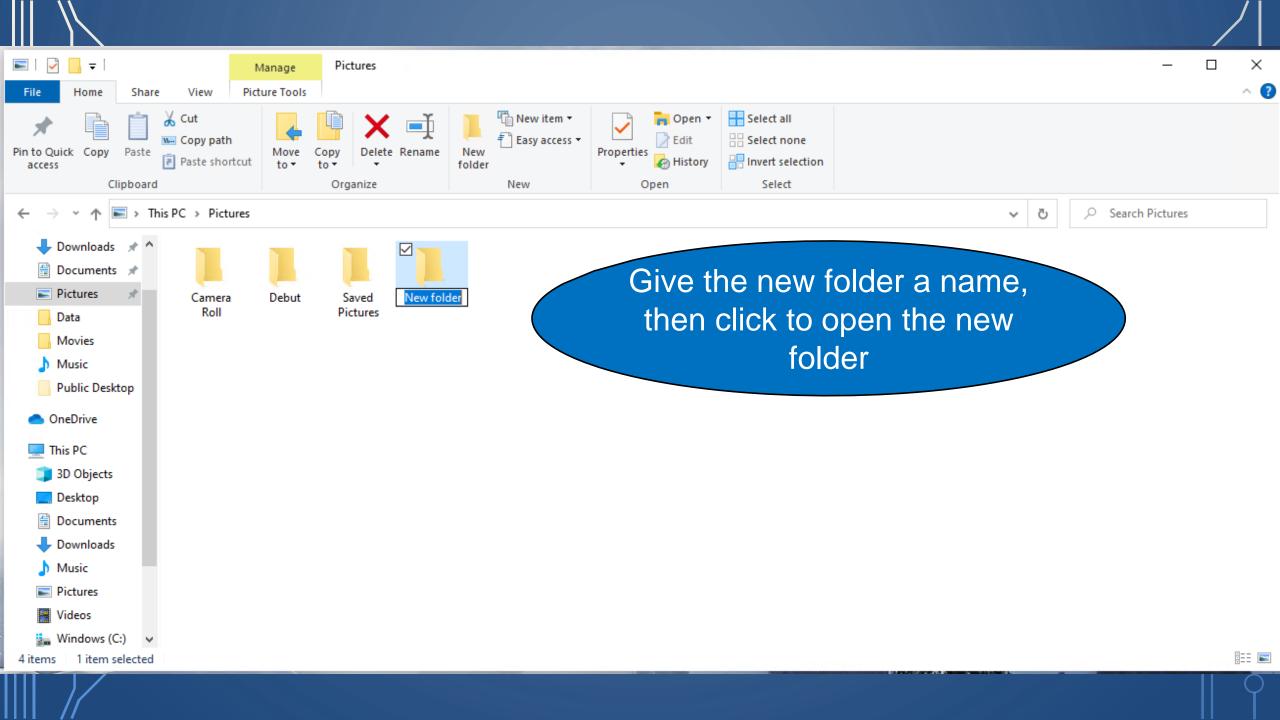


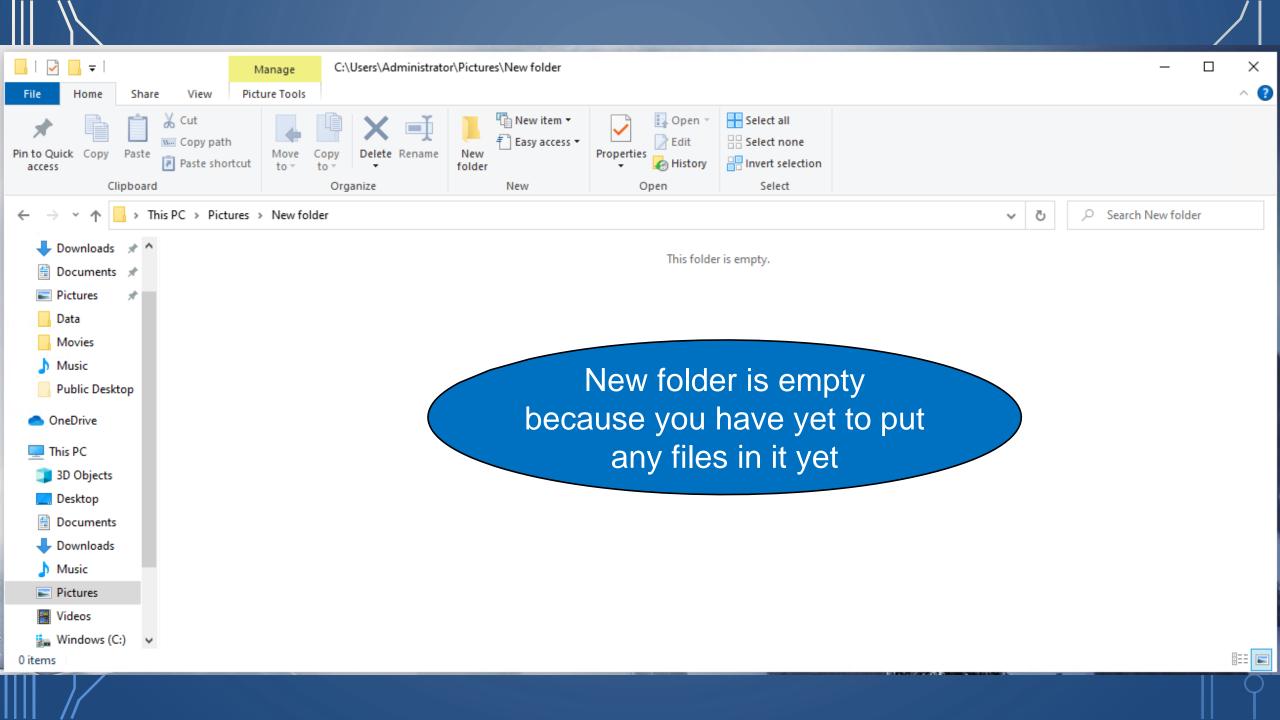


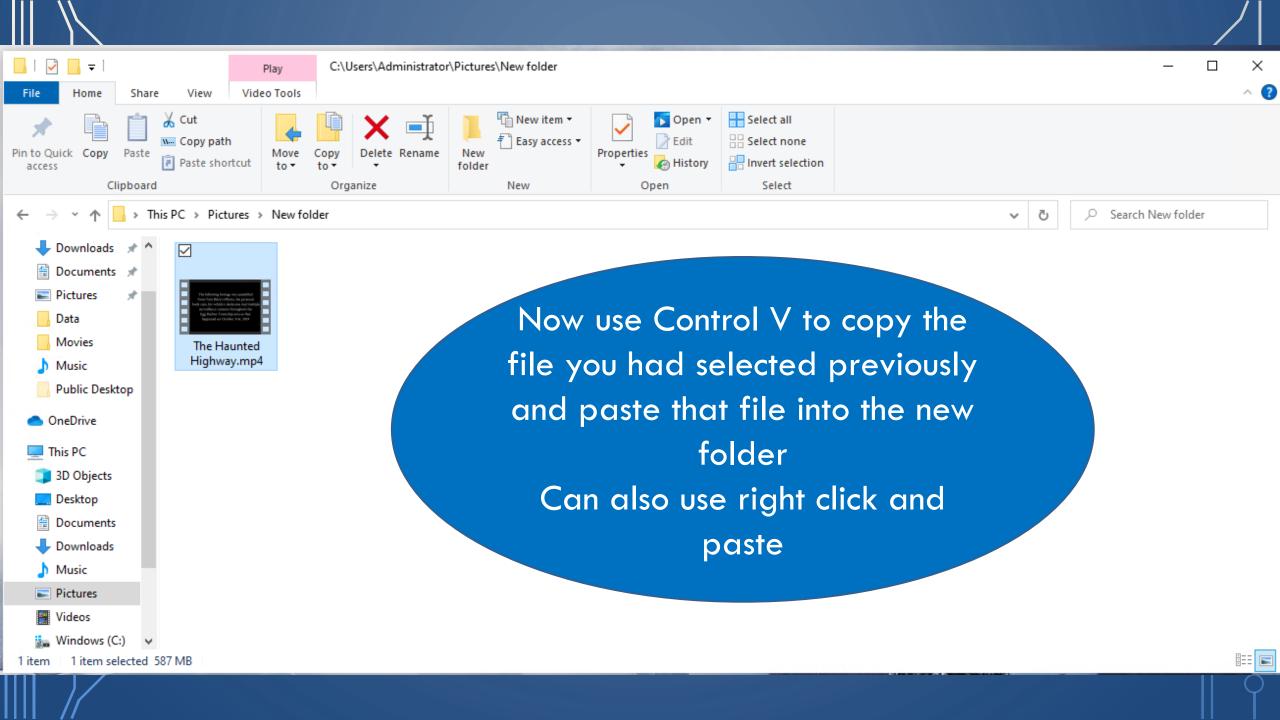












We've covered a lot of material today and I've documented with it on the slides which will be available on the club website for reference

With practice you will find the commands that work best for you and become comfortable with them

Thank you

Part Two of Exploring File Explorer will address Searching for files



Questions

Searching for that file, picture or song

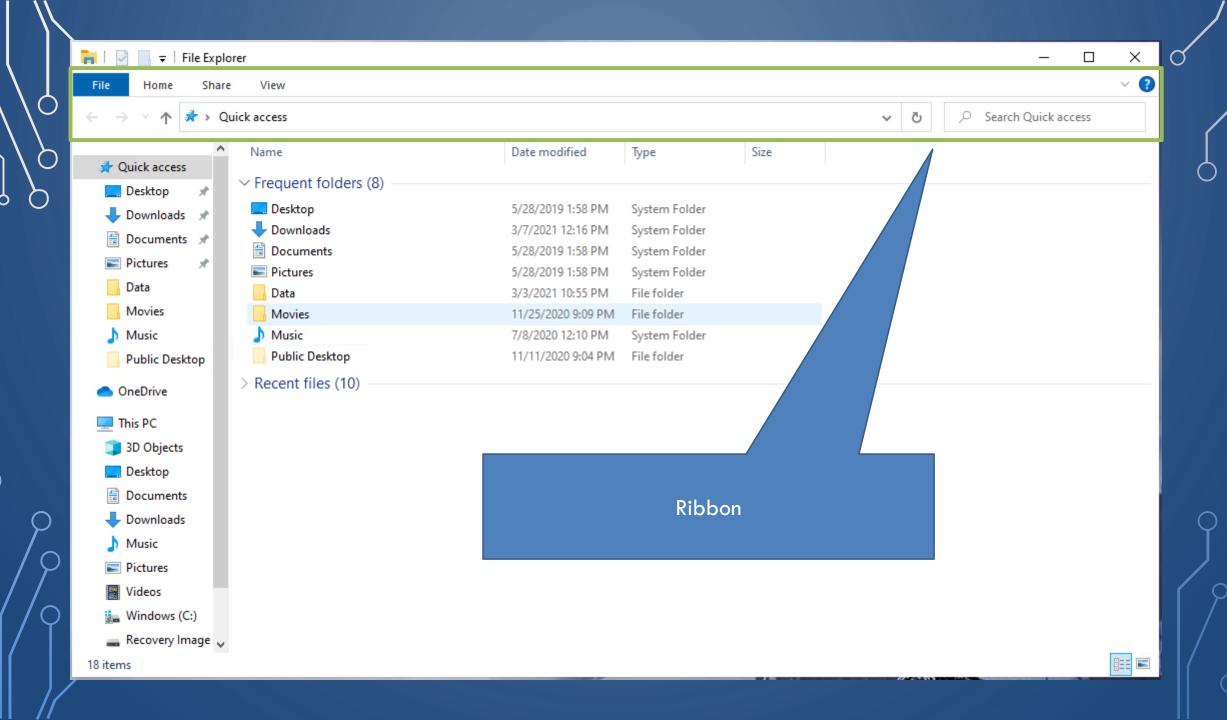
- Need to find that file or picture?
- Downloaded that file but where did it go?
- How do I create a new Folder?
- Can I rename a file?
- How can I copy or move a file?
- Sort files in a folder
 - Name
 - Date
 - Date Last Modified
 - Size
 - File Type

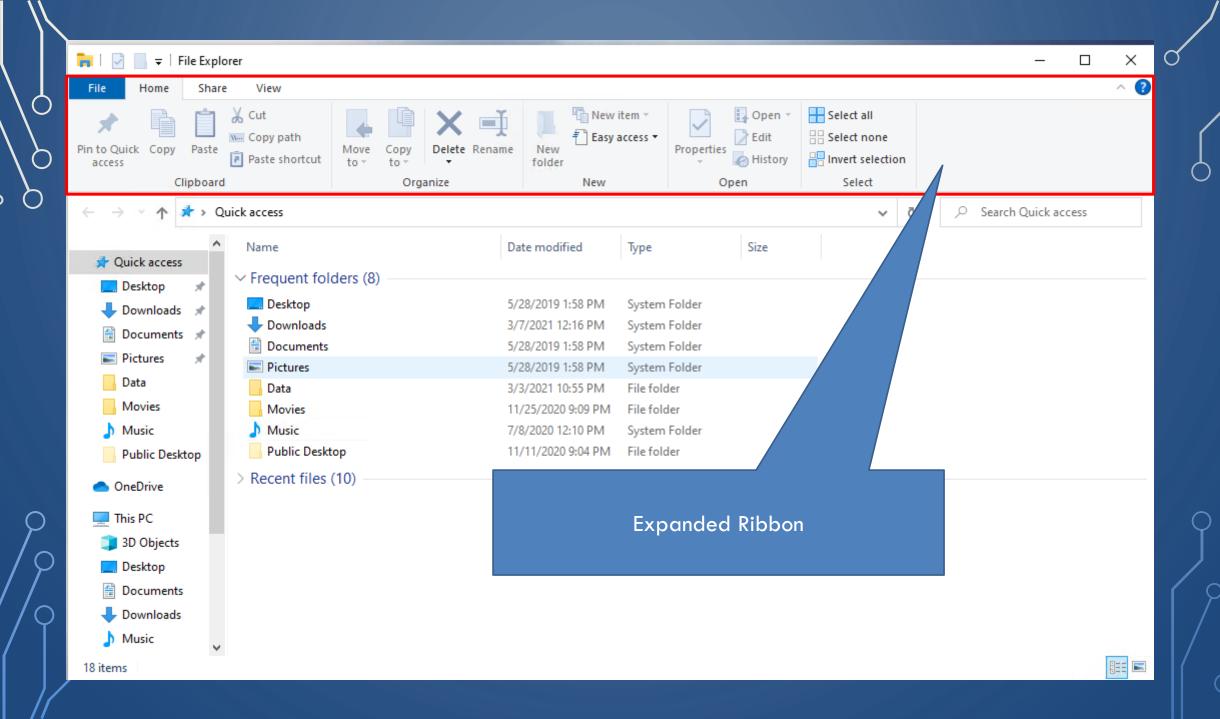


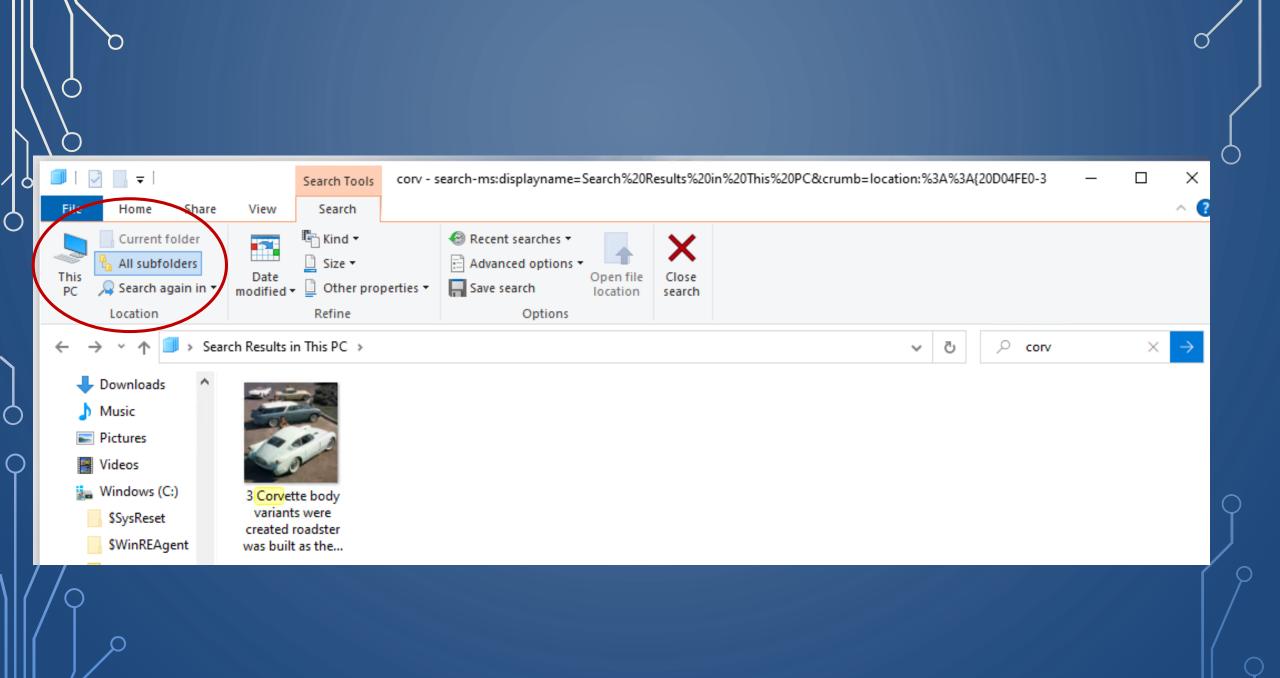
Windows Search is integrated into File Explorer beginning with Windows 10 Version 1909

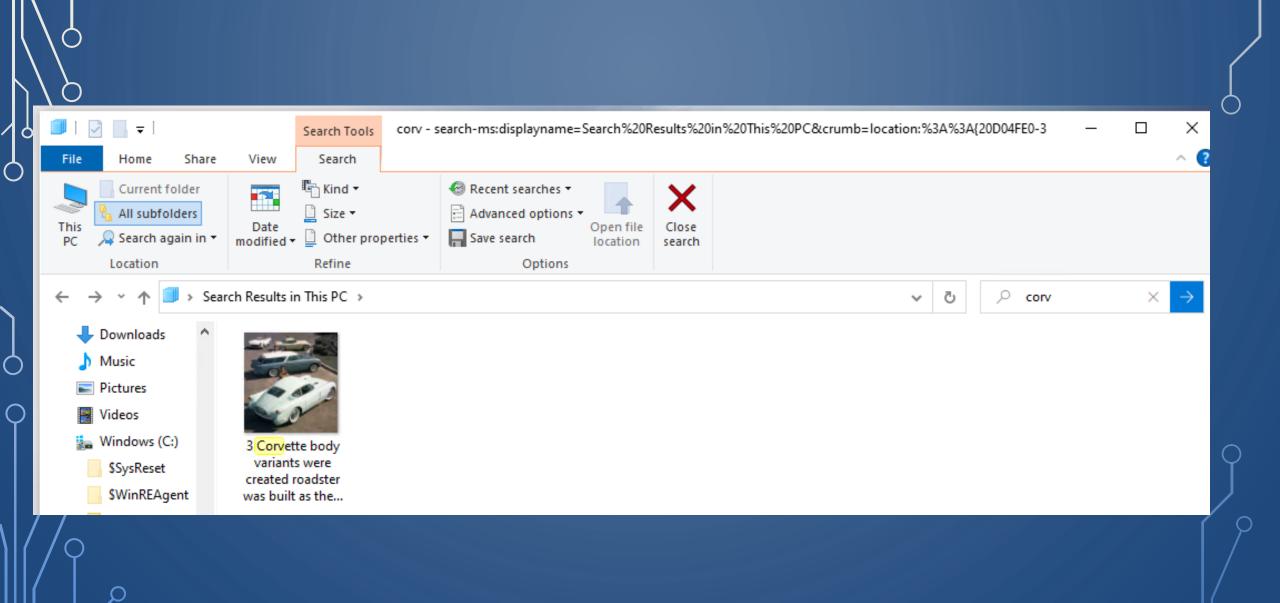
Open File Explorer to a specific folder that you want to search. Click in the Search field and you should see a list of items from previous searches. Type a character or two, and the items from previous searches match your criteria

- 1.Shift+Del: Deletes the file completely bypassing the Recycle Bin
- 2.Ctrl+N: Opens the same folder you are browsing in a new File Explorer window
- 3.Ctrl+F: Moves the cursor to the search bar
- 4.Alt+Up arrow key: This will move to the parent folder in File Explorer
- 5.Alt+right/left arrow key: This will navigate the folders in the sidebar
- 6.Ctrl+Shift+N: Creates a new folder
- 7.Ctrl+W: Closes current File Explorer window
- 8.Ctrl+Shift+Z: Un-delete last deletes file in the folder
- 9.Ctrl+Shift+Y: Re-delete the files that were recently restored using the
- above shortcut
- 10.Shift+right-click: Reveals hidden context menu options

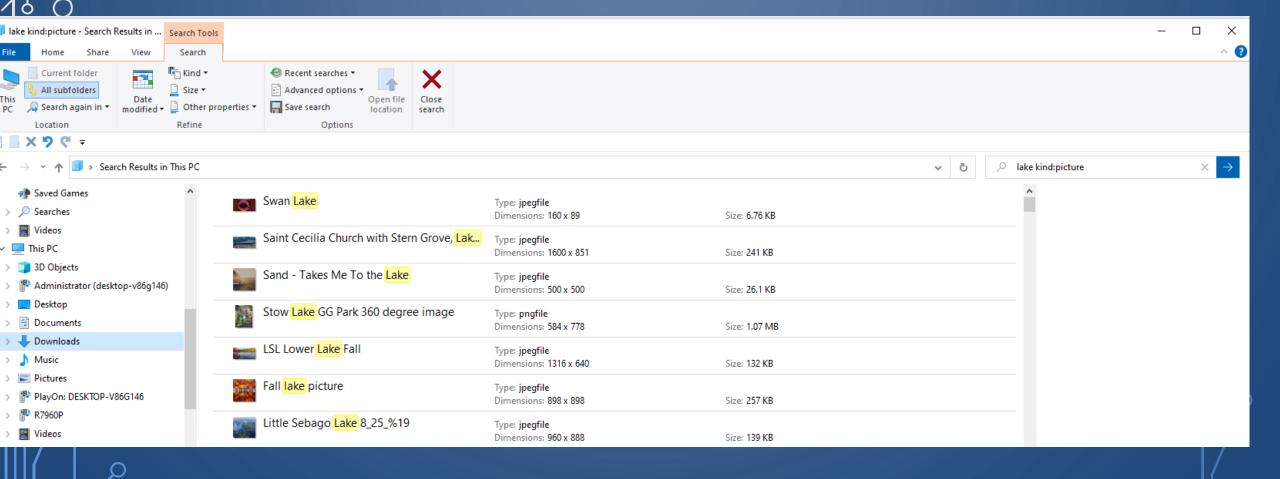


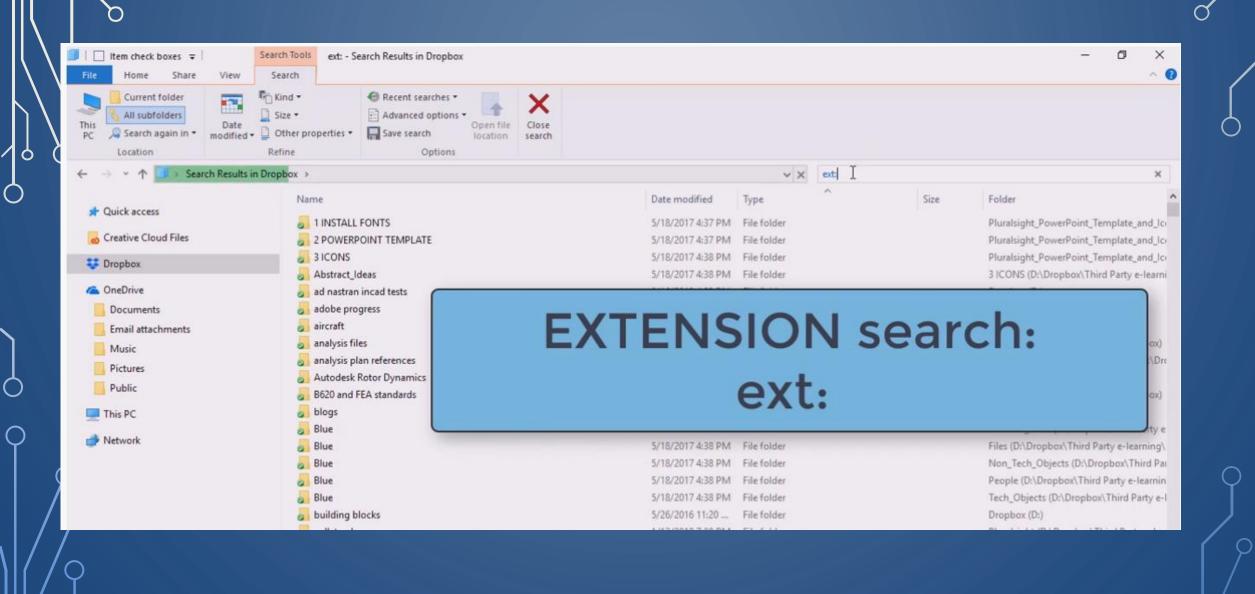


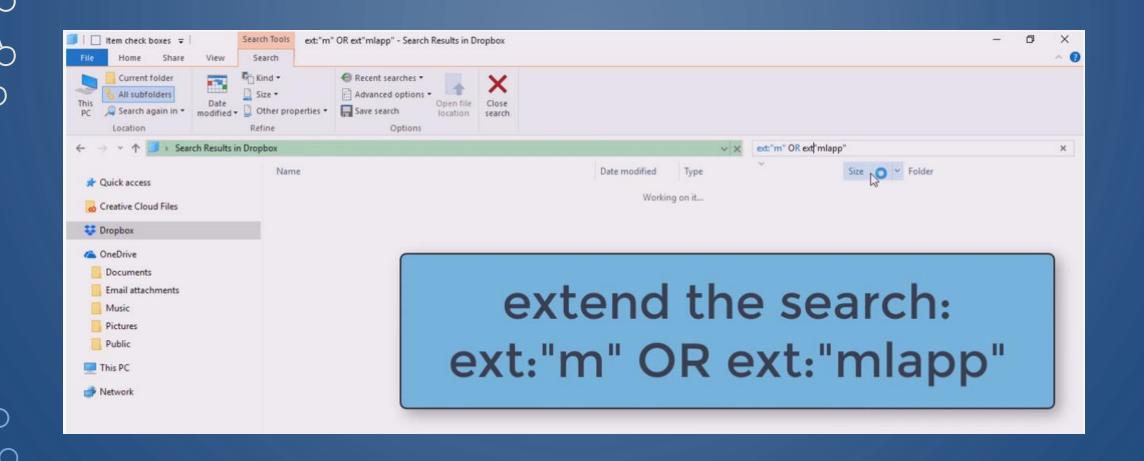


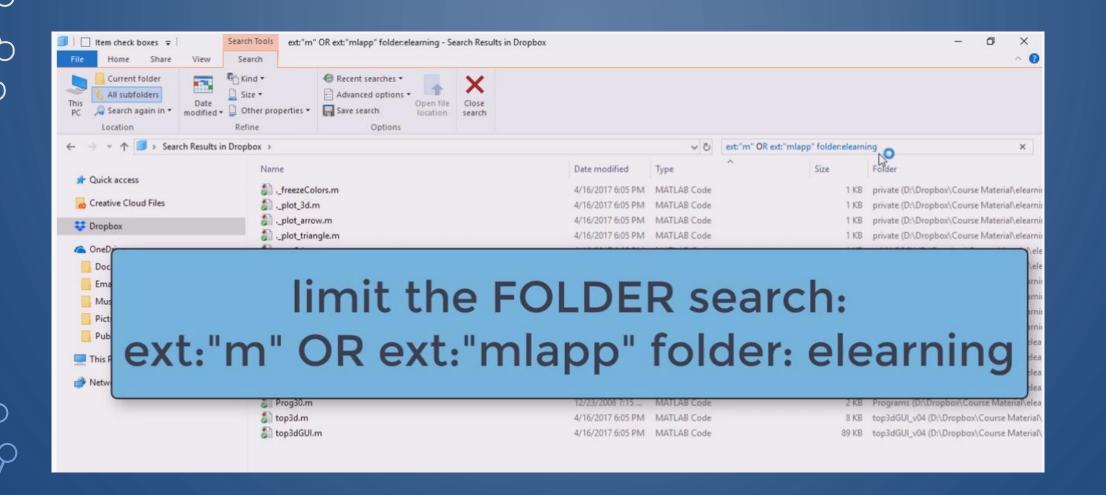


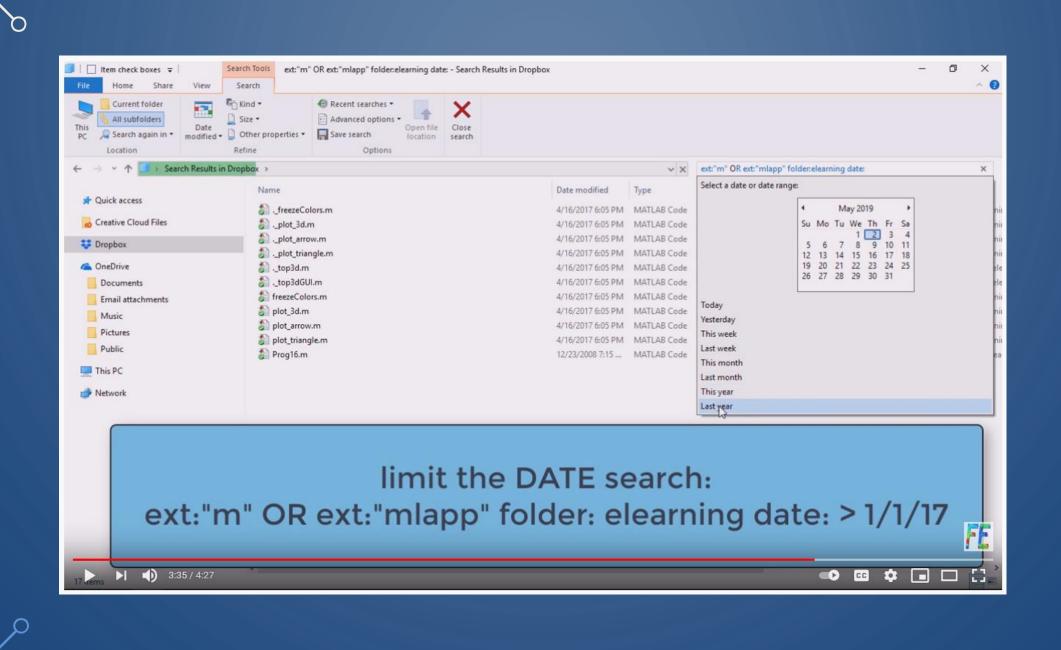
Searched for the word "lake kind:picture" in "All subfolders" of "This PC"

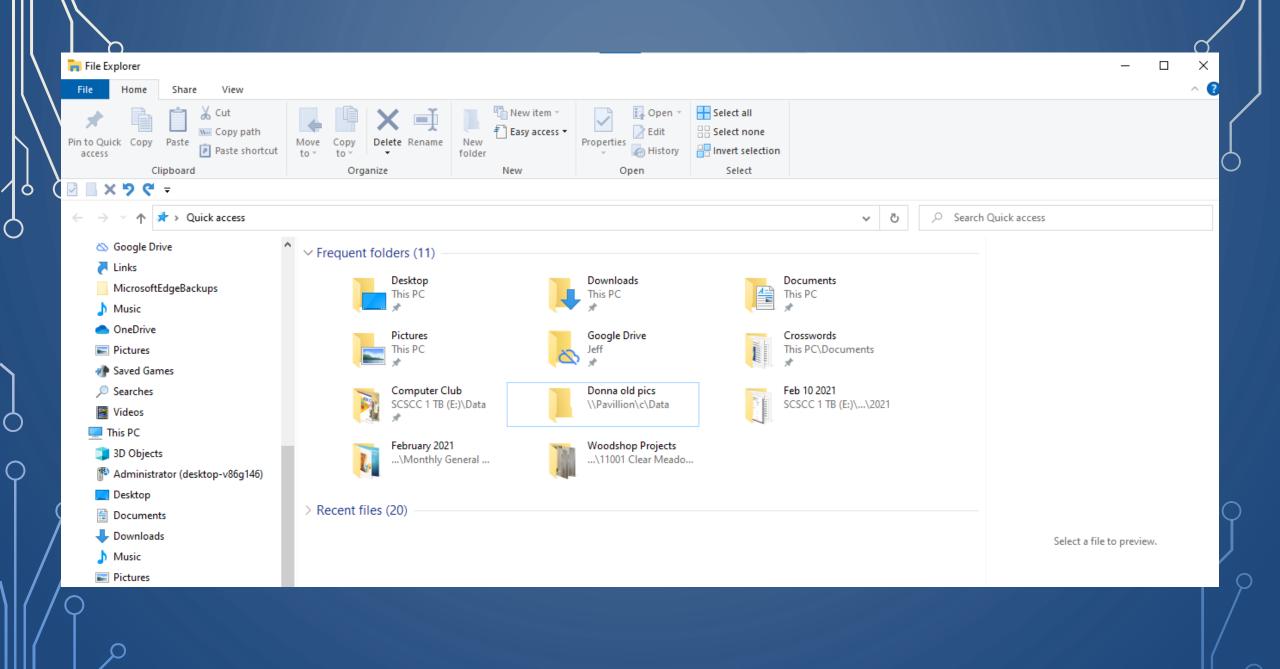






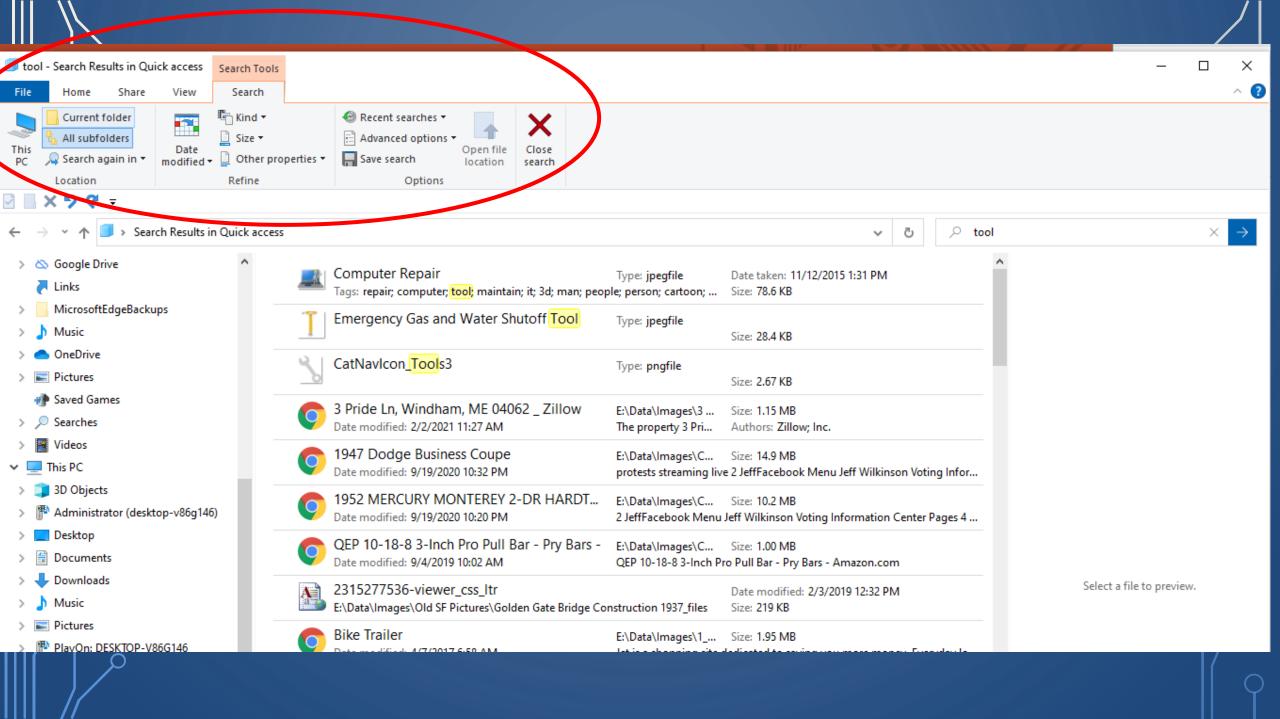


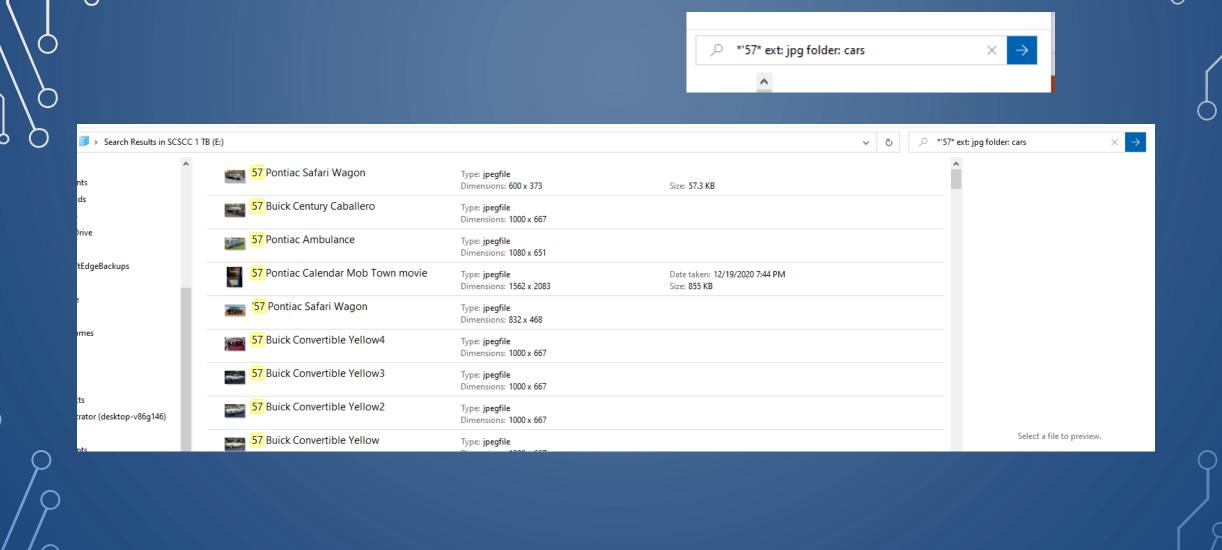


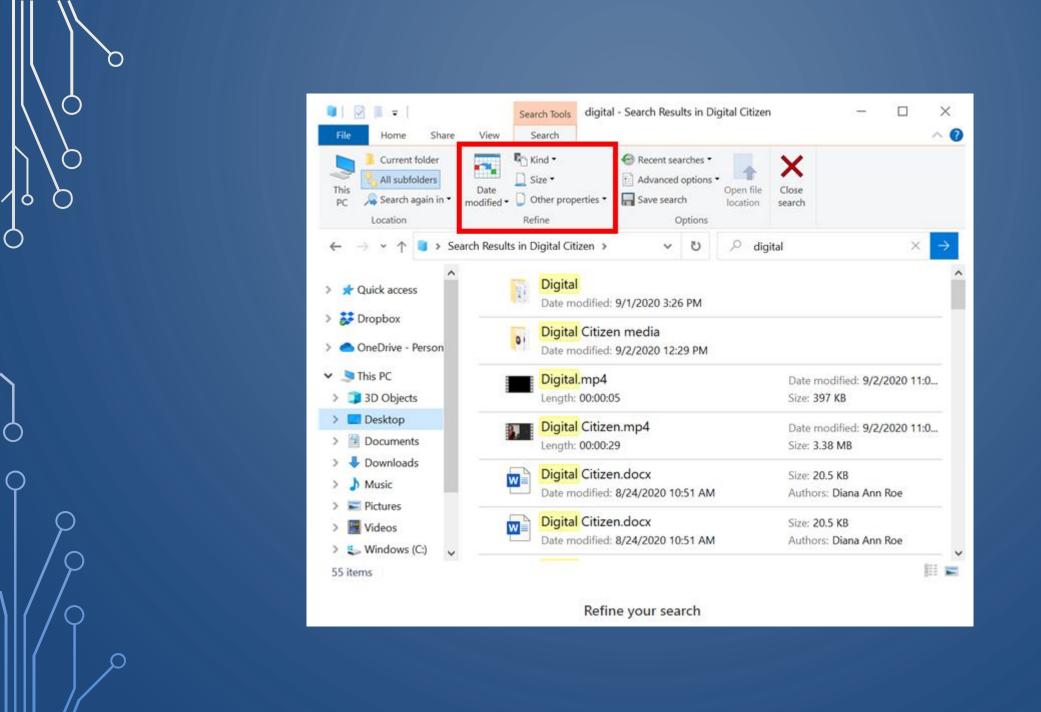


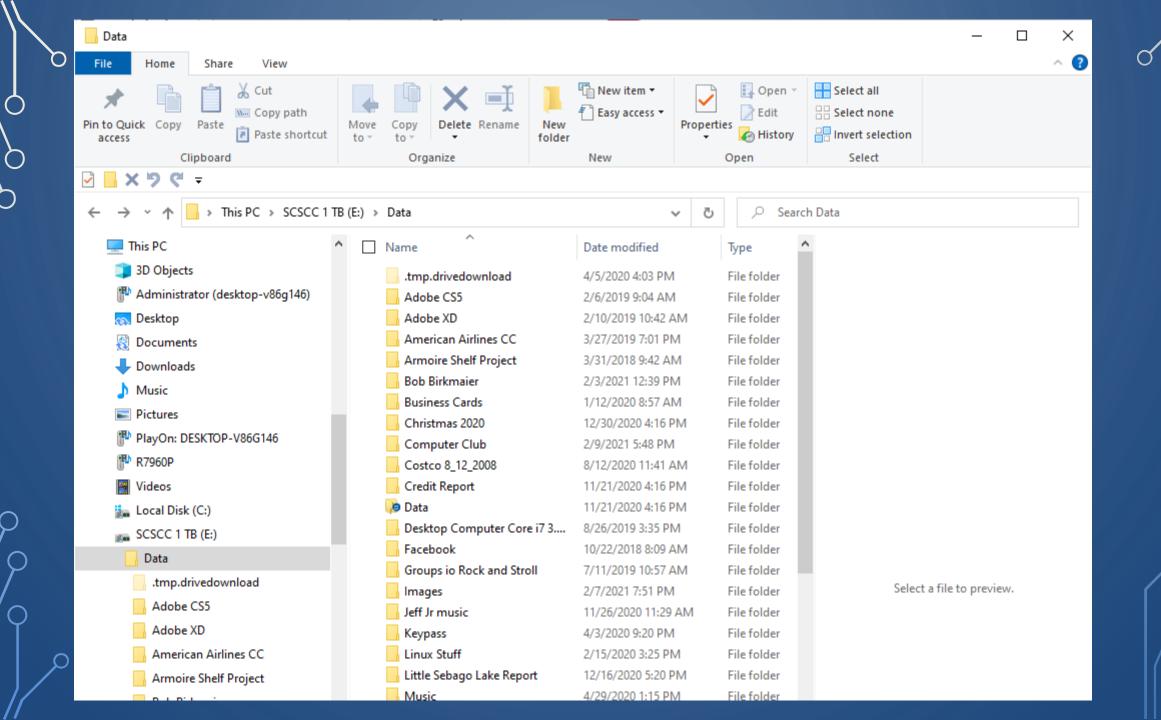


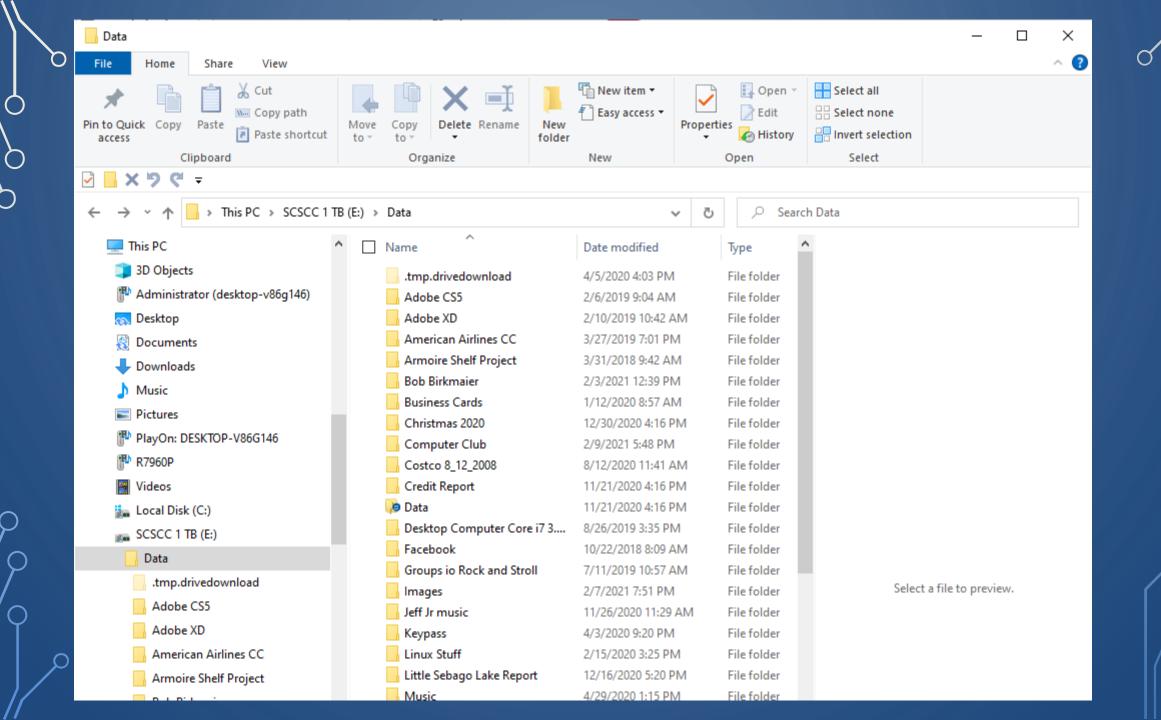
After initial search the results and the following screen options are available

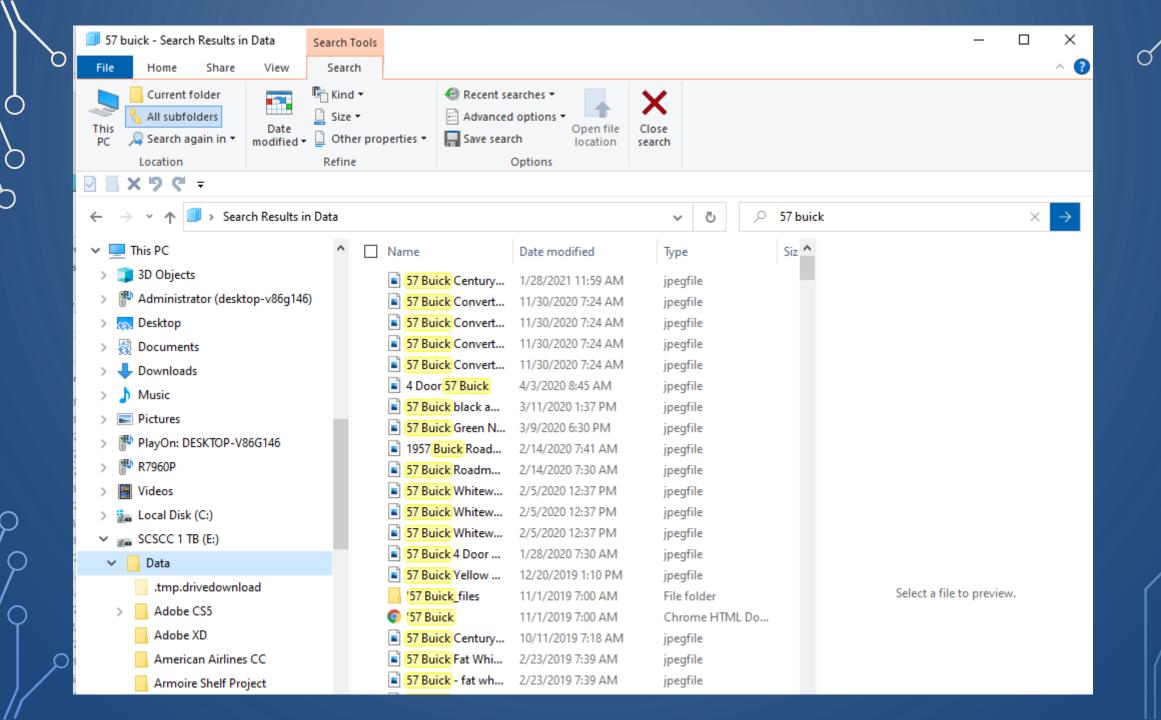


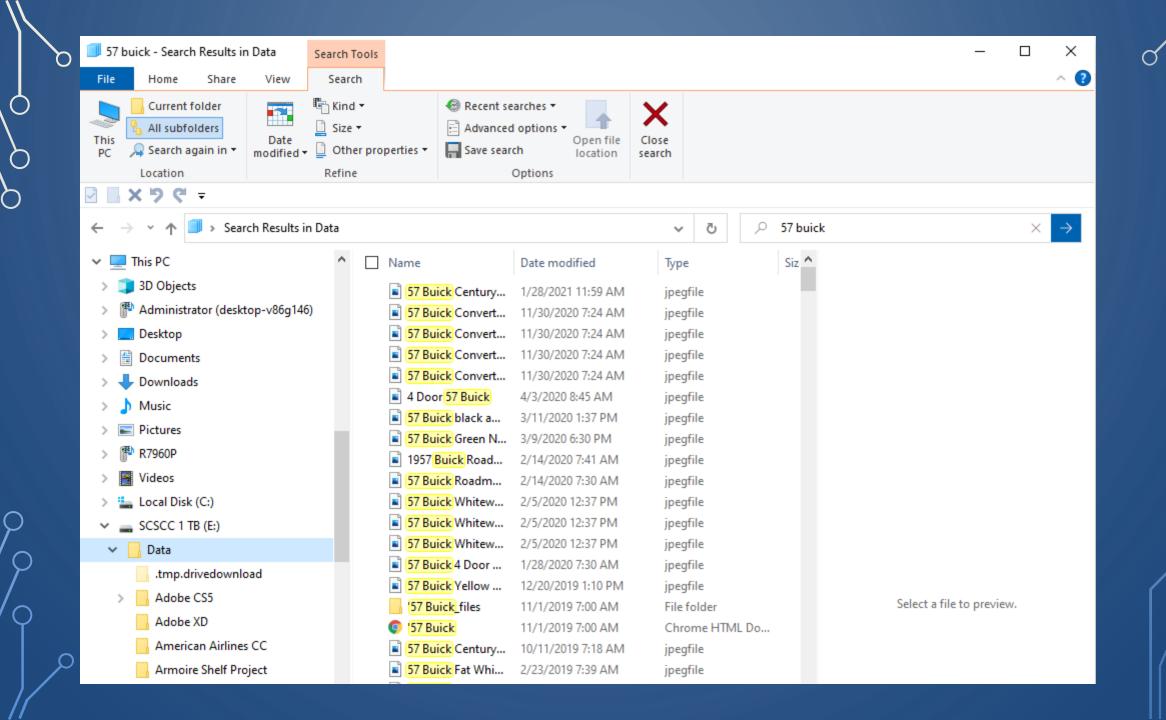


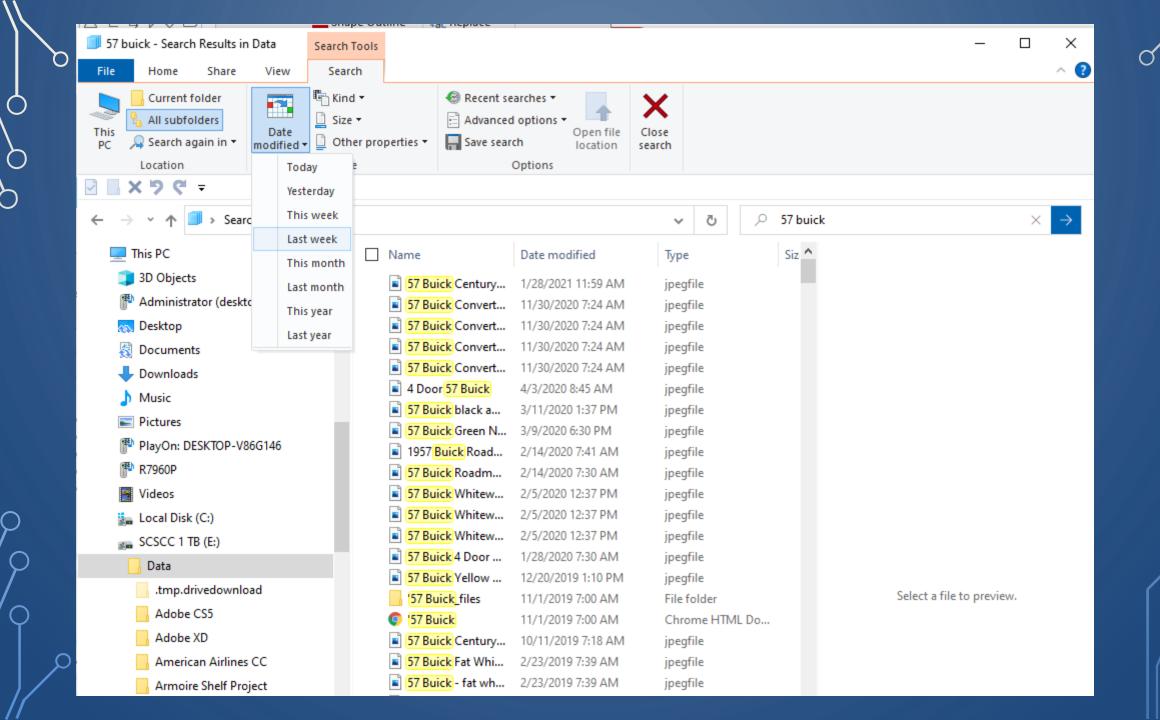


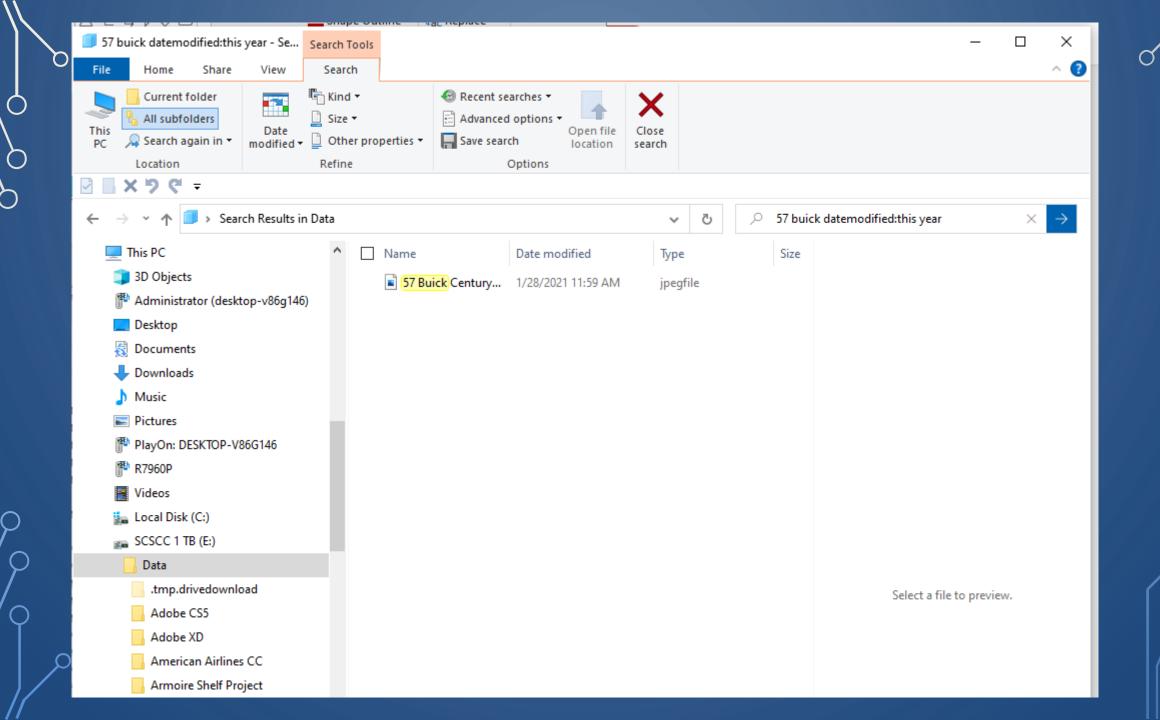


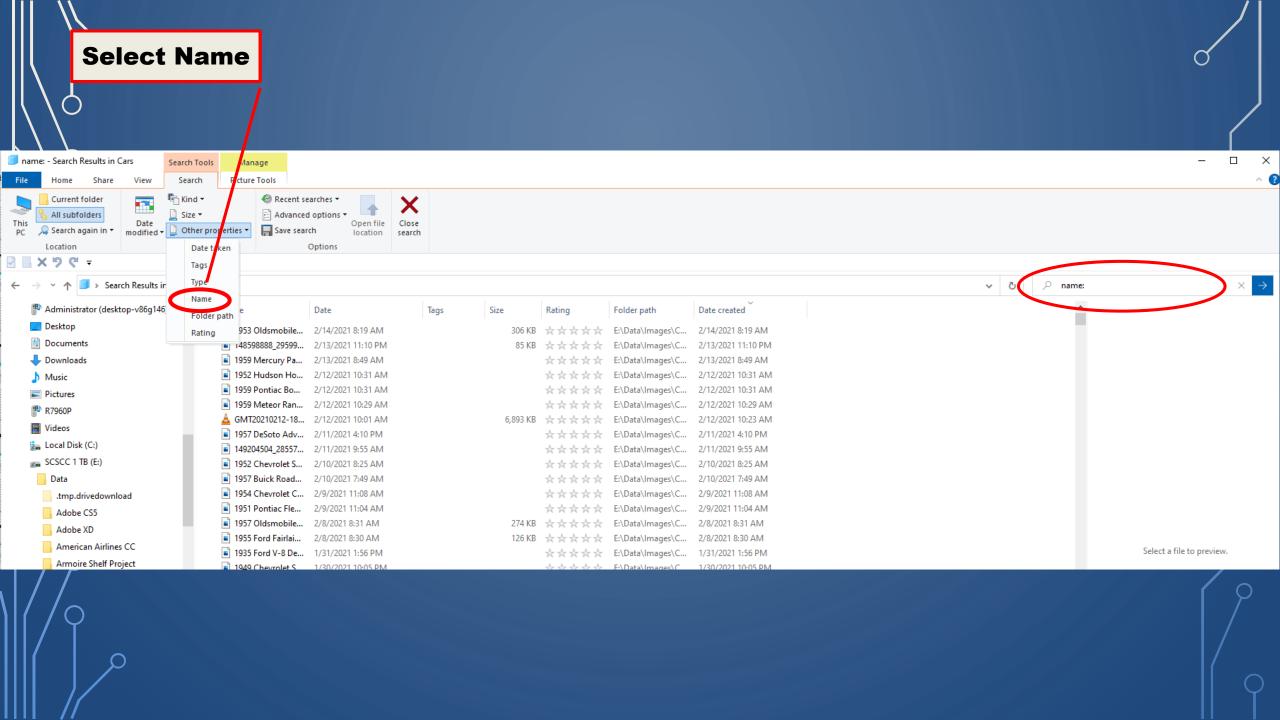


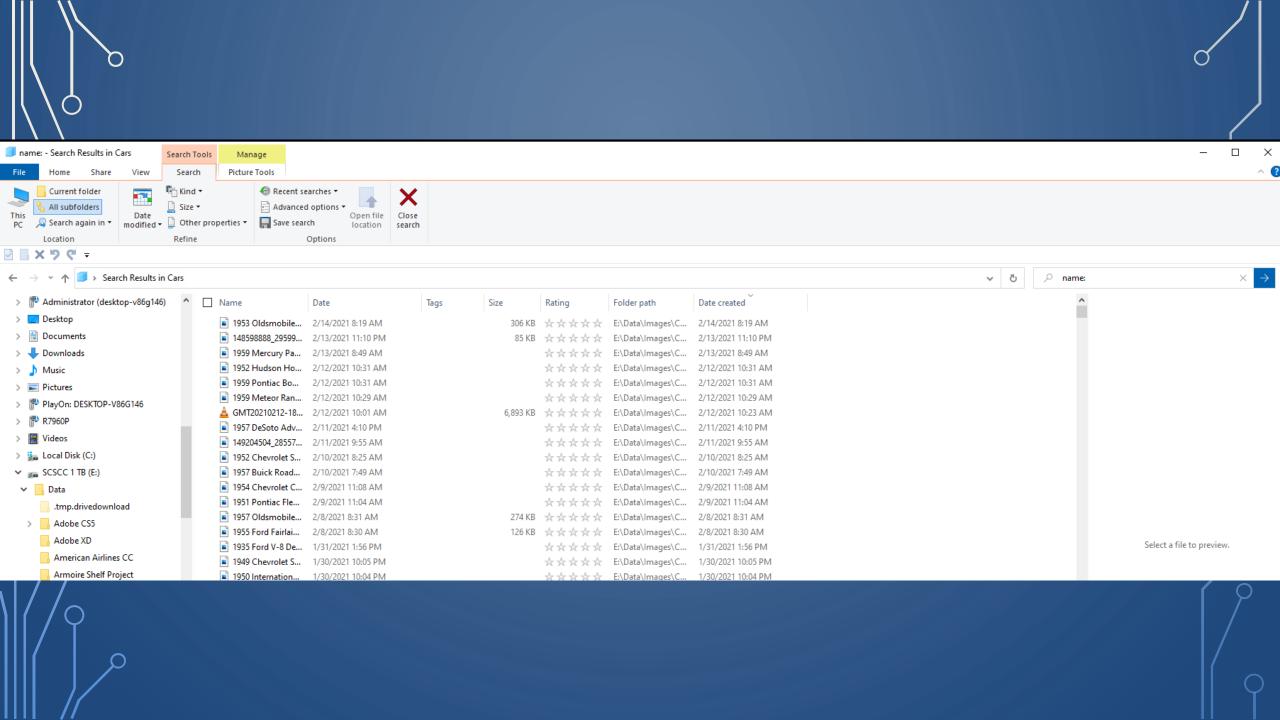












Its important to note that using 2 in search will search for unknown characters in the string for exactly the same number of times. 2 is used in the string for exactly the same number of times, ? is used in the string.

If or example if we use ? two times, it will fetch search results having two unknown character in between.

Its important to note that, using? in search will search for unknown characters in the string for exactly the same number of times,? is used in the string. for example if we use? two times, it will fetch search results having two unknown character in between.

? Is a wildcard operator in Windows It can be used to find all files where the ? Can be any character

If you search for all files with c?t your results will yield cat, cot, cut, etc.

Note: Using ? In search will search for unknown characters in the string for exactly the same number of time, ? Is used in the string.

For example if we us? Two times, it will return search results having two unknown characters in between.



Basic File Explorer Search		
Windows + E	Open File Explorer	
Ctrl + F OR Ctrl+E OR F3	Place cursor in the search bar	
Ctrl + L OR Alt + D	Place cursor in the address bar	
Up Arrow	Select result above	
Down Arrow	Select result below	
Right Arrow	Select result to the right	
Left Arrow	Select result to the left	
Enter	Open selected file	
Backspace OR Alt+ Left Arrow	Return to previous page	
Alt + Right Arrow	Go to next page	
Alt + Up Arrow	Return to the folder that the current file or folder is in	
Esc	Clear search or address bar	

	File Explorer Advanced Query Syntax Search	
	store:desktop	Limit your search to the desktop
	store:files	Limit your search to Files
	store:outlook	Limit your search to Outlook
	store:oe	Limit your search to Outlook Express
	*.file_extension	Search for a files with a specific extension
	kind:everything	Search all file types
b b	kind:communications	Search communication files
	kind:contacts	Search contacts
	kind:email	Search emails
	kind:im	Search instant messaging conversations
	kind:meetings	Search meetings
	kind:tasks	Search tasks
	kind:notes	Search notes
	kind:documents	Search documents
	kind:text	Search text documents
	kind:spreadsheets	Search spreadsheet files
	kind:presentations	Search presentation files
	kind:music	Search music files
Q	kind:pics	Search picture files
	kind:videos	Search video files
/ /	kind:folders	Search folders
	kind:favorites	Search favorites
/ \	kind:programs	Search program files
	date:today, date:tomorrow, date:yesterday	Search for items with a specific date
	modified:last week	Search for items by modification date
	size:>40, size:<40	Search for items by size

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