

SUN CITY SUMMERLIN COMPUTER CLUB



Windows 11 Class

File Explorer

1. Opening File Explorer
2. Default Folders
3. File Explorer Views
4. Move, Copy and Rename Files
5. Saving emailed attachments
6. Save vs Save As
7. Searching for Files in File Explorer

1. Opening File Explorer

- i) Windows Key + E key
- ii) Left Click on Yellow File Folder icon
- iii) Right Click on Windows icon on task bar then left click on File Explorer
- iv) Type File Explorer in the task bar search box
- v) You can open multiple File Explorer windows and copy from one to the other

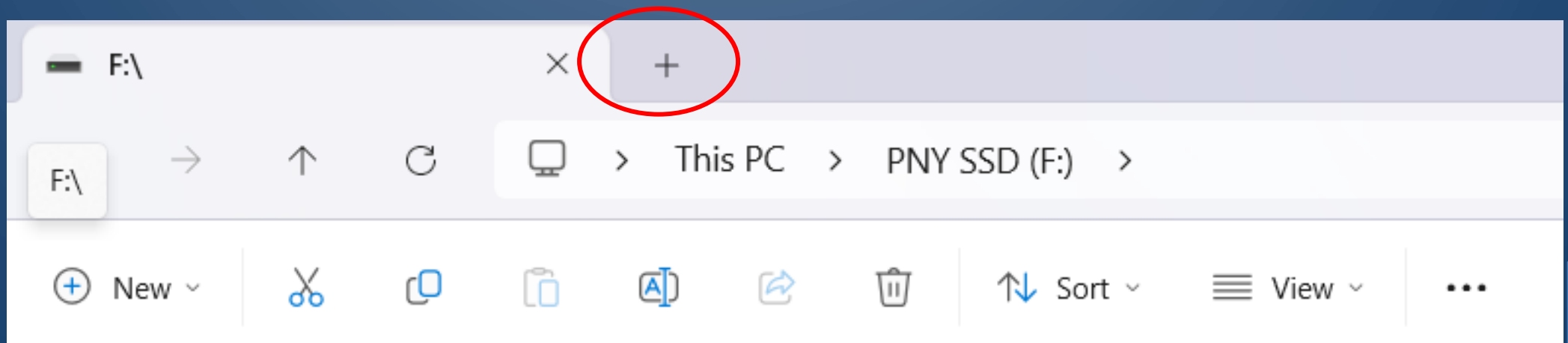
Exercise: Try each way of opening File Explorer on your machine and see which method you are most comfortable with. As with most Windows commands, there are multiple ways to accomplish the same result!

Open a new tab

Click on “+” – Opens additional default view page of File Explorer

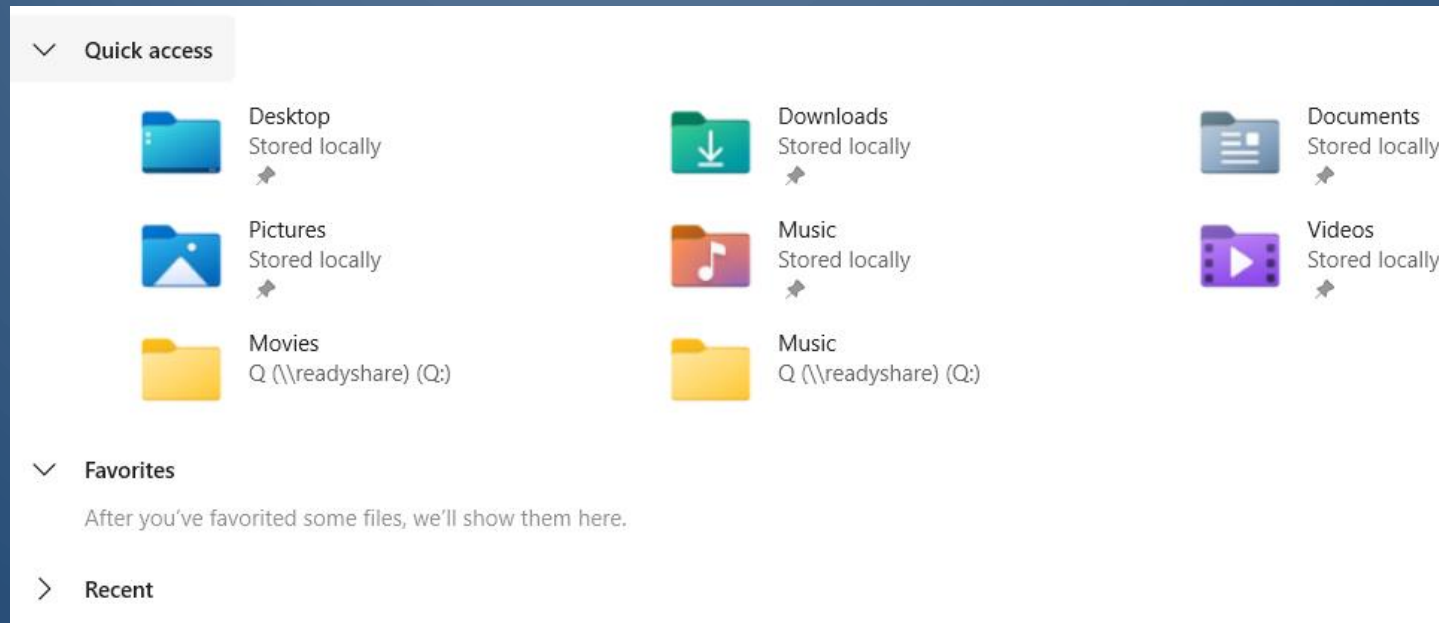
You can change the order of the tabs by left click and dragging to desired position.

You can also have multiple File Explorer Windows open to help locate, copy or move files.



2. Default Folders

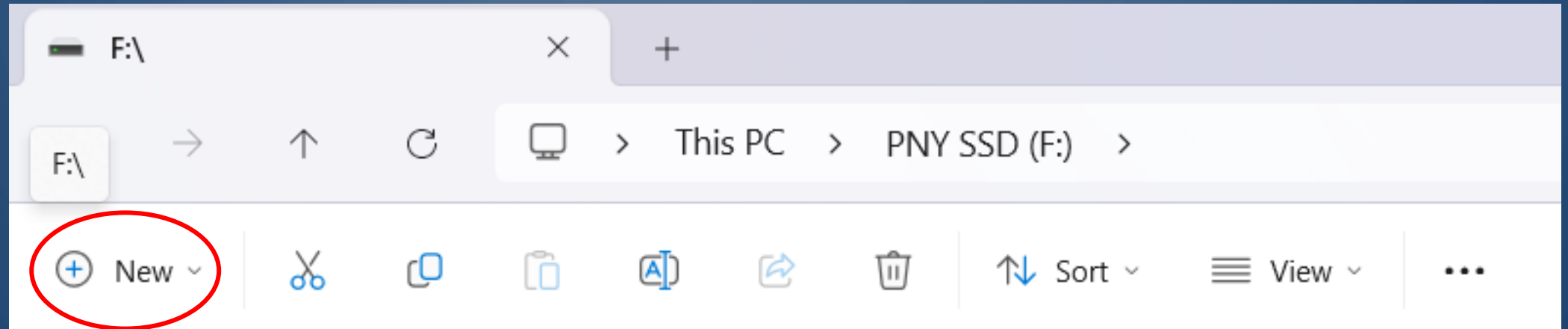
Windows sets up several special folders. These include Desktop, Documents, Downloads, Music, Pictures, Videos and any folders you have pinned to quick access.



Exercise: Try opening the pictures folder and see if any pictures have been saved there.

To Create a New Folder

You can create a new folder by left clicking on *New* and selecting *Folder* from the drop down menu.



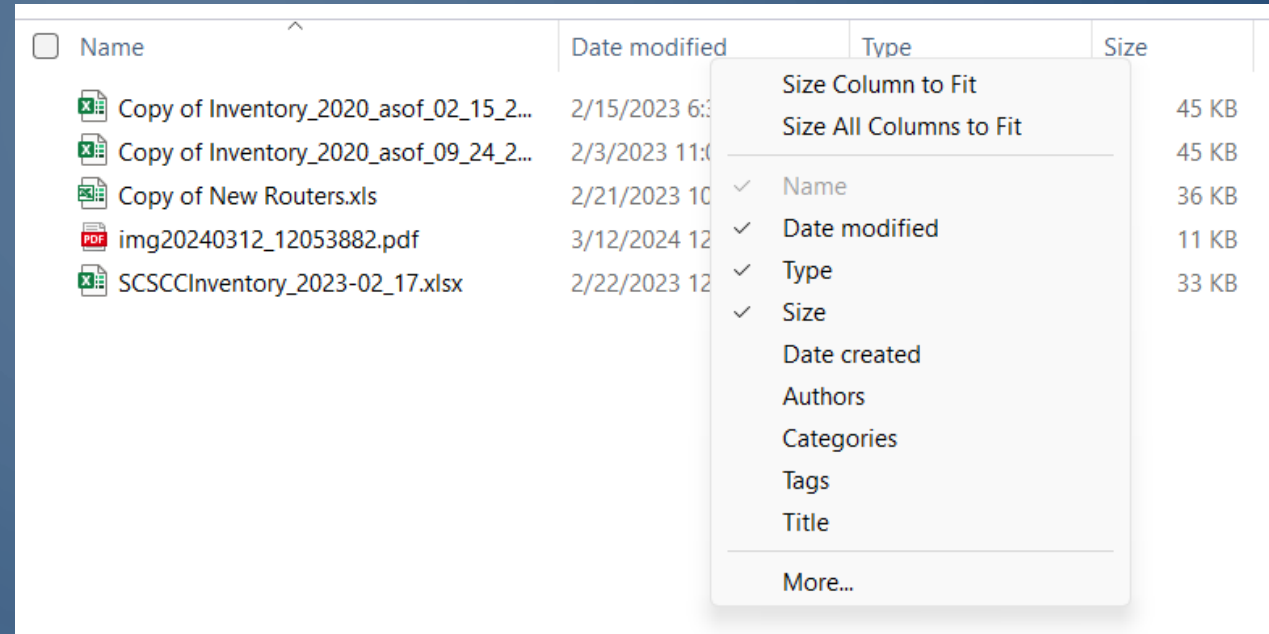
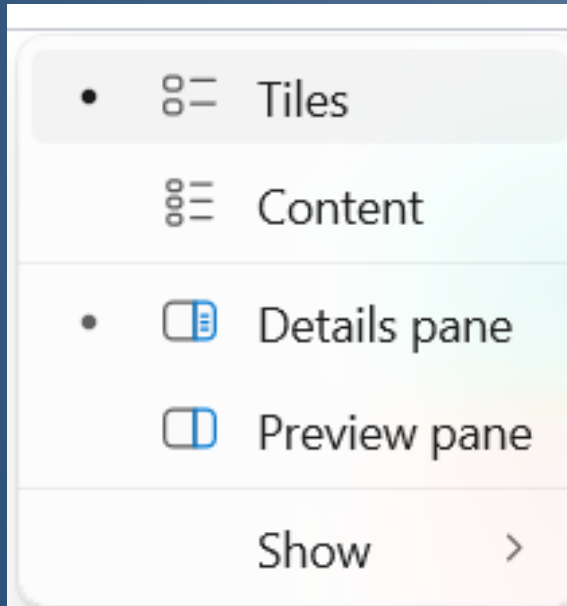
File Explorer Detail View

The view is different for Folders and Files – Most useful when viewing files

Under the View Tab you have choices as to how the files are presented

- Extra Large Icons, Large Icons, Medium Icons and Small Icons
- List -
- Details – additional information shown
- Tiles
- Content

3. File Explorer Views



File Explorer Detail View

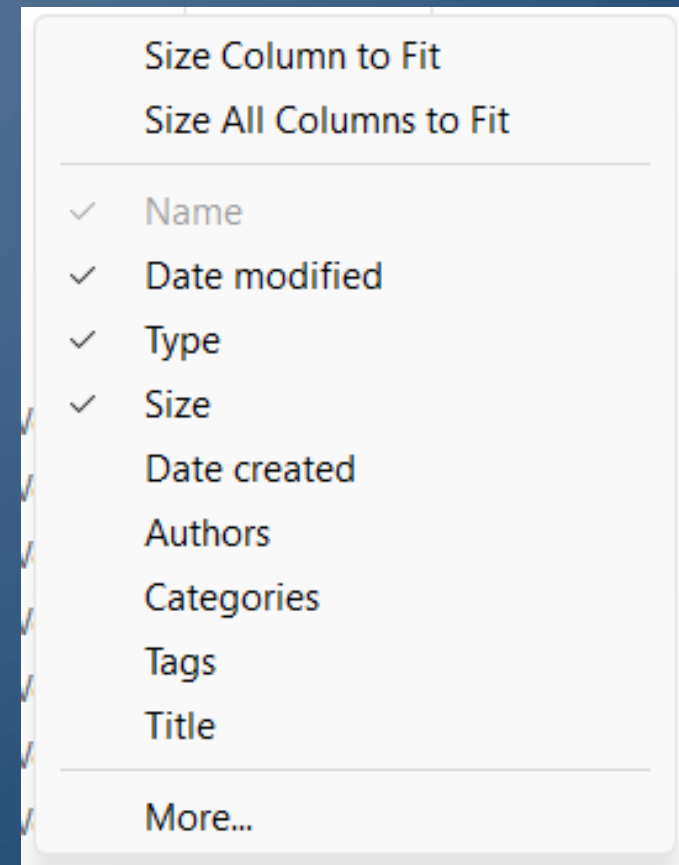
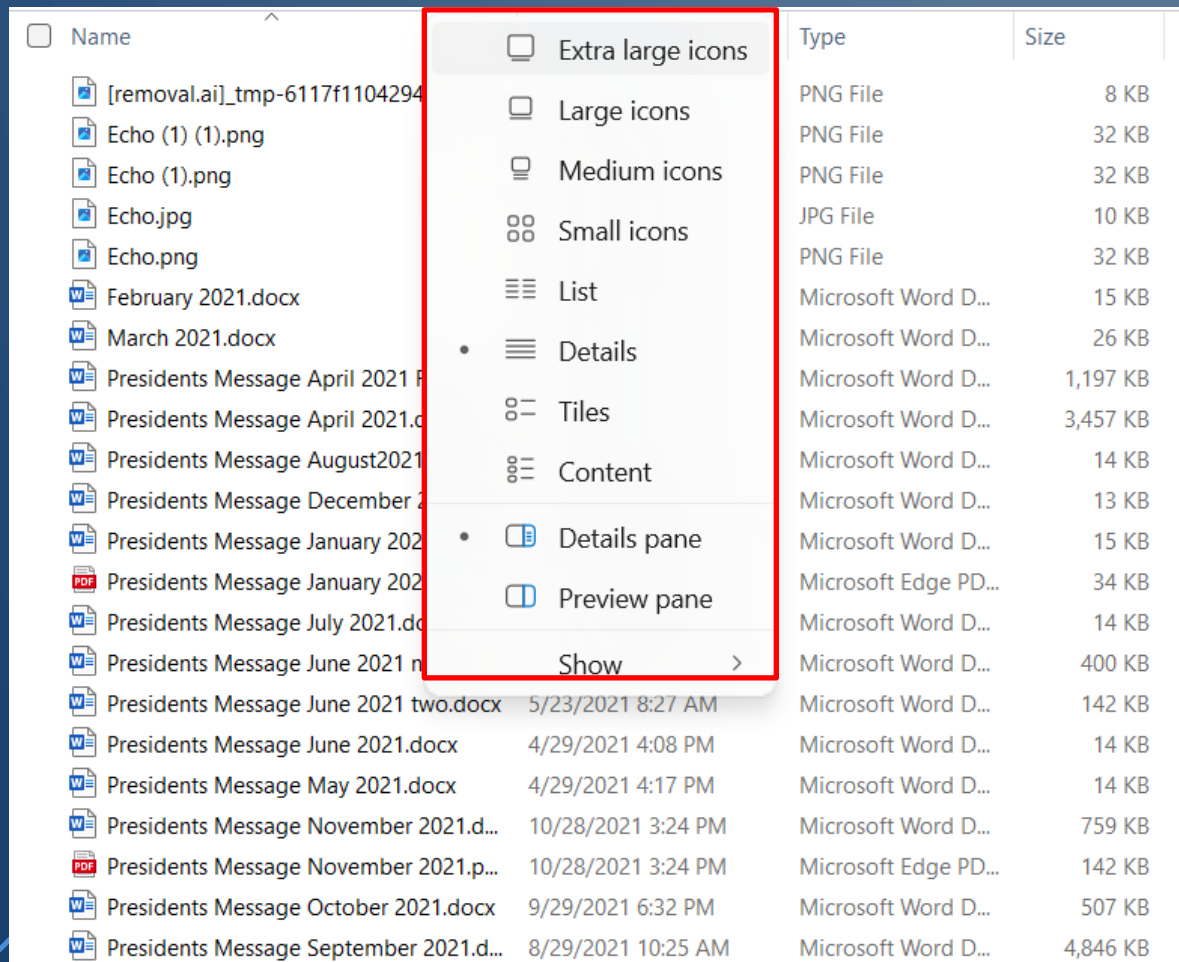
Under the view tab, click details to view columns of file details

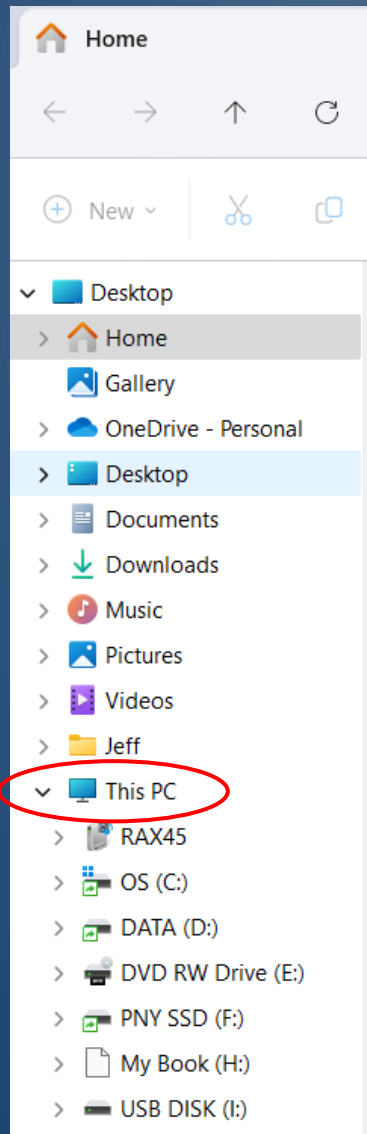
Right click on any column heading to view drop down menu and choose columns you wish to display. Drag and size columns to suit.

File Explorer Detail View

Under the view tab, click details to view columns of file details

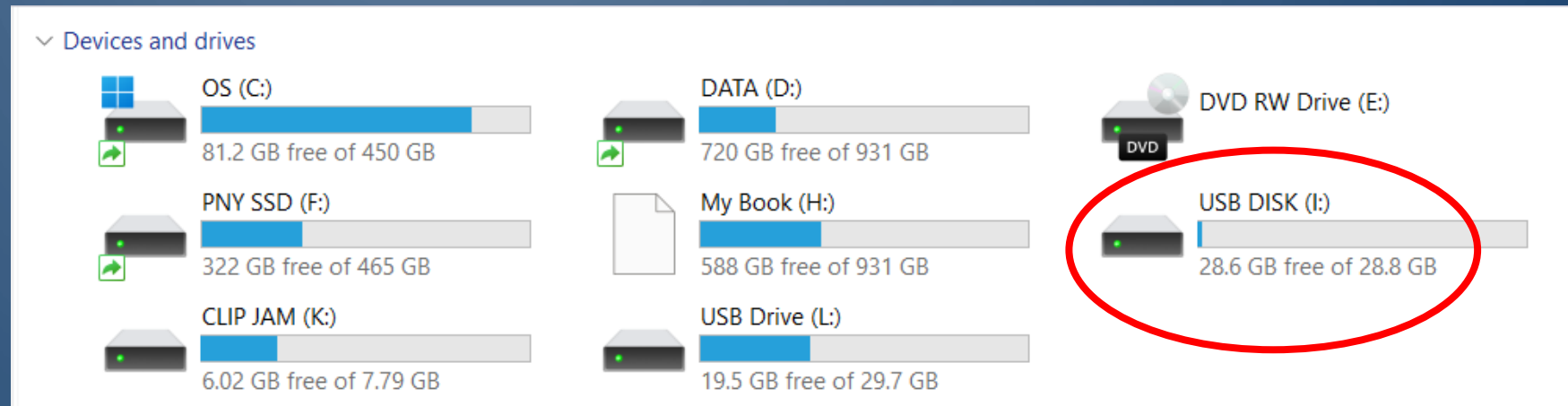
Right click on any column heading to view drop down menu and choose columns you wish to display





File Explorer left panel

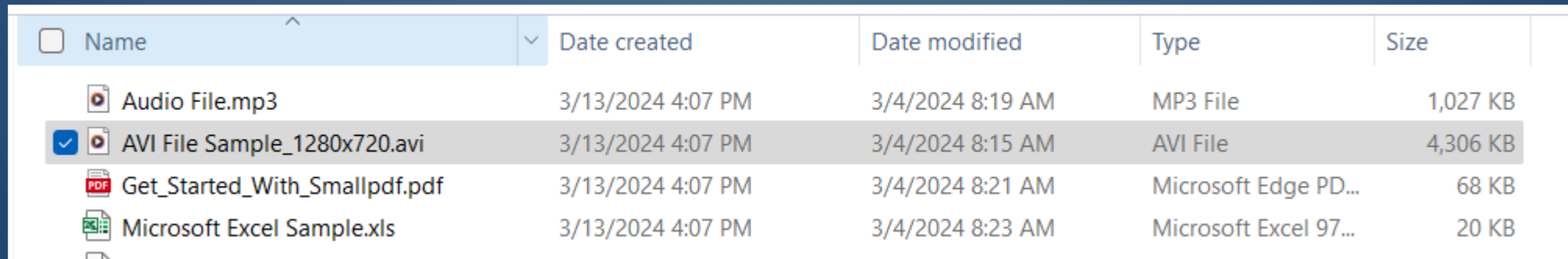
- This PC
- Drives







Exercise: Insert the USB memory stick and open File Explorer if it doesn't start automatically, then left click on **"This PC"**. Then left click on the drive labeled Samples. Then double click on the folder "Samples Files".

Exercise: On the Samples USB Drive open the Samples Folder and:

- Select the Details View
- Right Click on a column heading and add Date Created to the display
- Move the Date Created column to number two position, right after the file name column.



<input type="checkbox"/> Name	Date created	Date modified	Type	Size
 Audio File.mp3	3/13/2024 4:07 PM	3/4/2024 8:19 AM	MP3 File	1,027 KB
<input checked="" type="checkbox"/>  AVI File Sample_1280x720.avi	3/13/2024 4:07 PM	3/4/2024 8:15 AM	AVI File	4,306 KB
 Get_Started_With_Smallpdf.pdf	3/13/2024 4:07 PM	3/4/2024 8:21 AM	Microsoft Edge PD...	68 KB
 Microsoft Excel Sample.xls	3/13/2024 4:07 PM	3/4/2024 8:23 AM	Microsoft Excel 97...	20 KB

4. Move, Copy and Rename Files

1. **Moving:** Moving a file removes it from its current location, and places it in the new location
2. **Copying:** Creates a Copy of the selected file(s) in the new selected location

Exercise: On the USB Drive open the Samples Folder and:

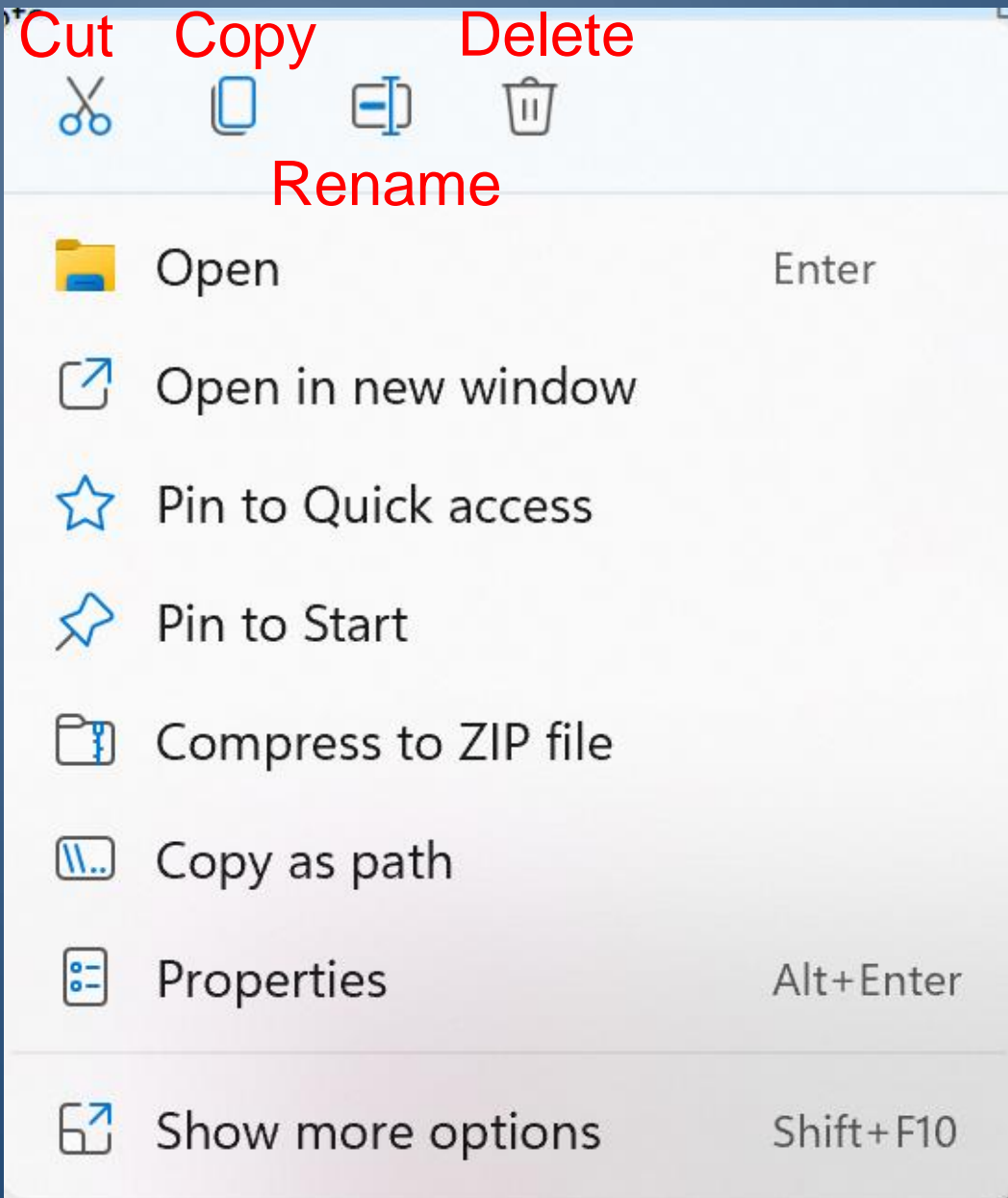
- Right Click on the file – *PDF File Sample.pdf* choose Copy icon (CTRL-C) to the right of scissors icon
- On the USB drive open the *New Location* folder and point to the location you wish to save the file and Right Click and select Paste (CTRL-V)

4. Move Files

1. Right click on the file you wish to move and left click on the Scissors icon or CTRL-X
2. In the new file location, Right Click and at the bottom of the window then left click on the Paste (CTRL-V) icon

Exercise: On the USB Drive open the Samples Folder and:

- Create a new Folder named MOVE
- Move the file Audio File.mp3 to the newly created MOVE folder

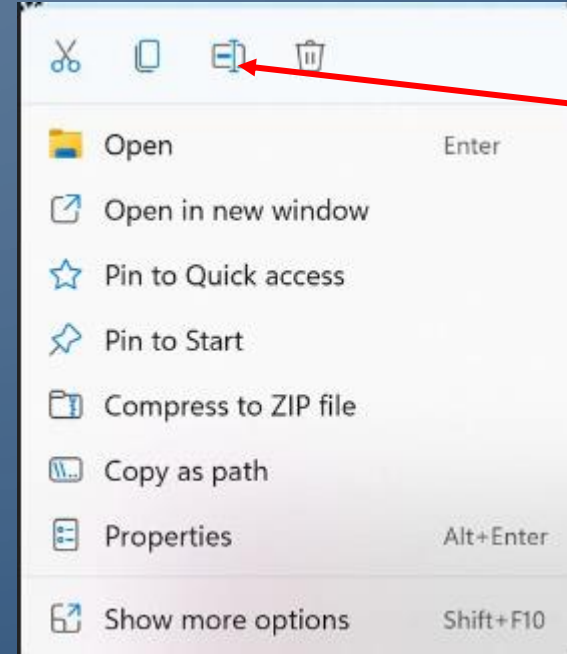


Rename a File

1. Right Click on the File you wish to rename to select it

2. A window opens

3. Click on the rename icon or Press the F2 key – the highlighted text will be replaced as you type the new name

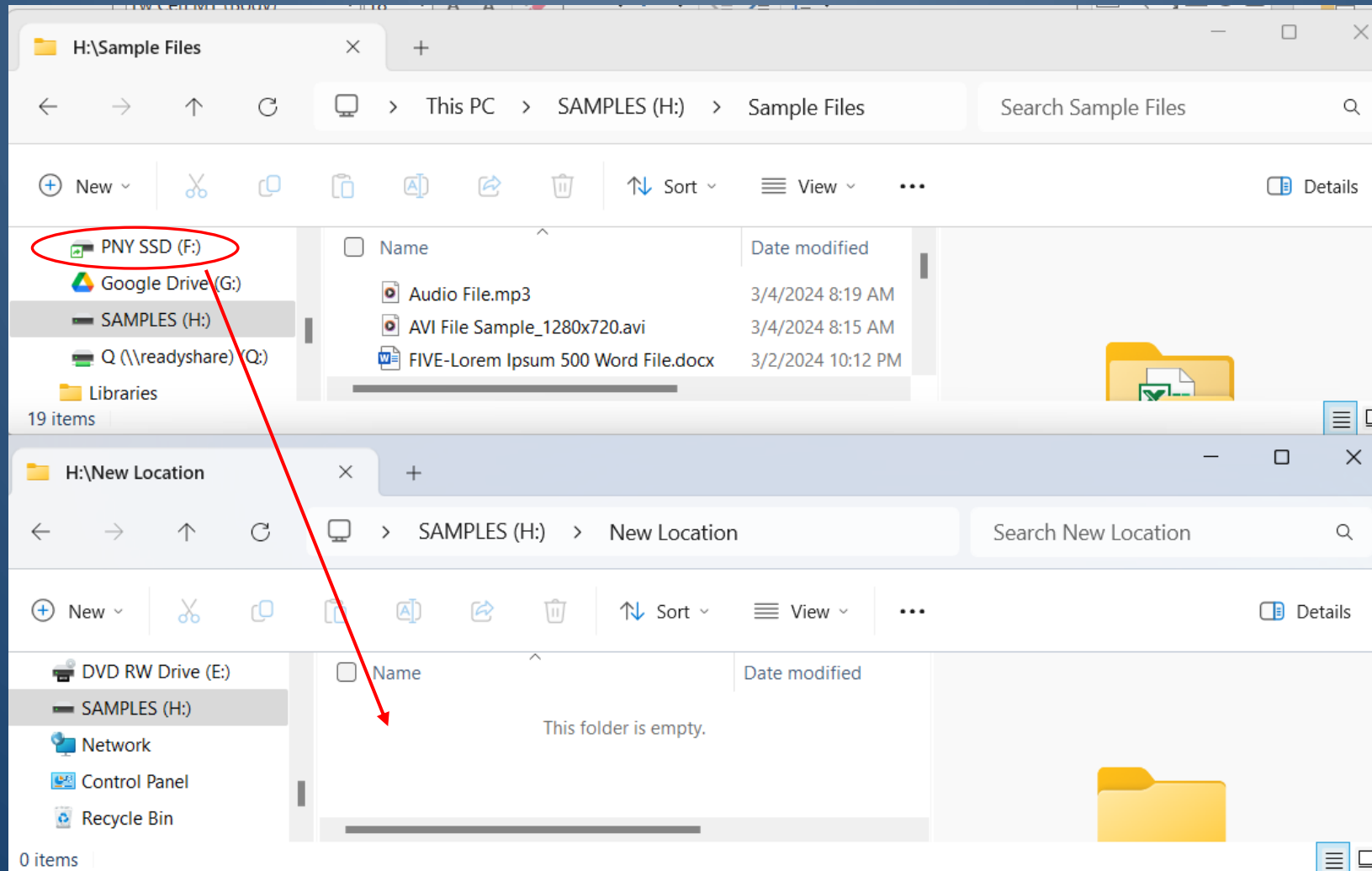


Rename Icon

Exercise: On the USB Drive open the Samples Folder and:

- Right Click on the file – PDF File Sample.pdf use F2 key to rename the file
- Rename this file: Original TWO-Lorum Ipsum 500 Word File.docx

You can also move files to a new location by opening two File Explorer windows and left clicking on the file and holding the left mouse button down and dragging the file to the new location.



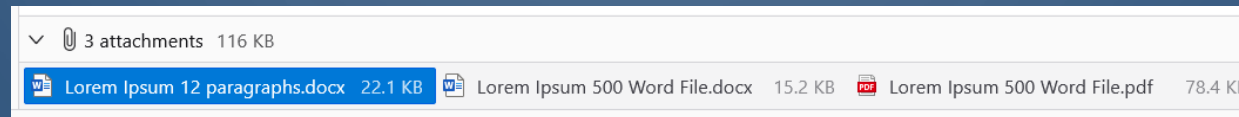
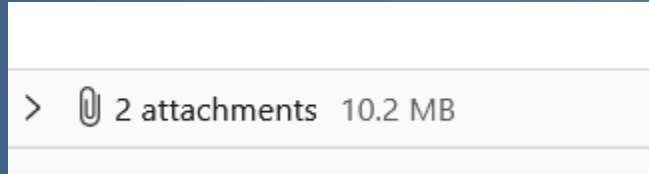
Selecting File(s)

- **CTRL-A – Selects all Files listed**
- CTRL- Left Click Select/ Deselect Files in list
- To select some files in a list:
- SHIFT- Left Click – Select 1st File then SHIFT + Left Click on 2nd File
– All Files in between selected
- Remove Files from Selected Highlighted List
 - CTRL – Left Click
- CTRL-C Copies selected files to clipboard
- CTRL-X Cut Files to move to new location
- CTRL-V Or-Right Click and Copy - Places files in new location

Exercise: On the USB Drive open the Samples Folder and:

- Select All Files
- Deselect 4 Files from the list
- Select the first, third, fifth and tenth file in the list
 - Practice selecting some, all, and selected files

5. Saving email attachments



Right click on file to save

Choose *Save As..*

Navigate to desired location and left click enter

6. Save vs Save As

- Save – Save file with original file name in same location
 - Periodically save work
 - Update changes
- Save-As – Make a new copy of current file in same file location
 - Save original prior to making changes
 - Saving in a different file format

Exercise: On the USB Drive open the Samples Folder and:

- Select the file – TWO-Lorum Ipsum 500 Word File.docx
- Rename this file: Original TWO-Lorum Ipsum 500 Word File.docx
- Select the file - Word Lorem Ipsum 12 paragraphs.docx
- Rename this file – Cant Read This.docx

7. Searching Saved Files



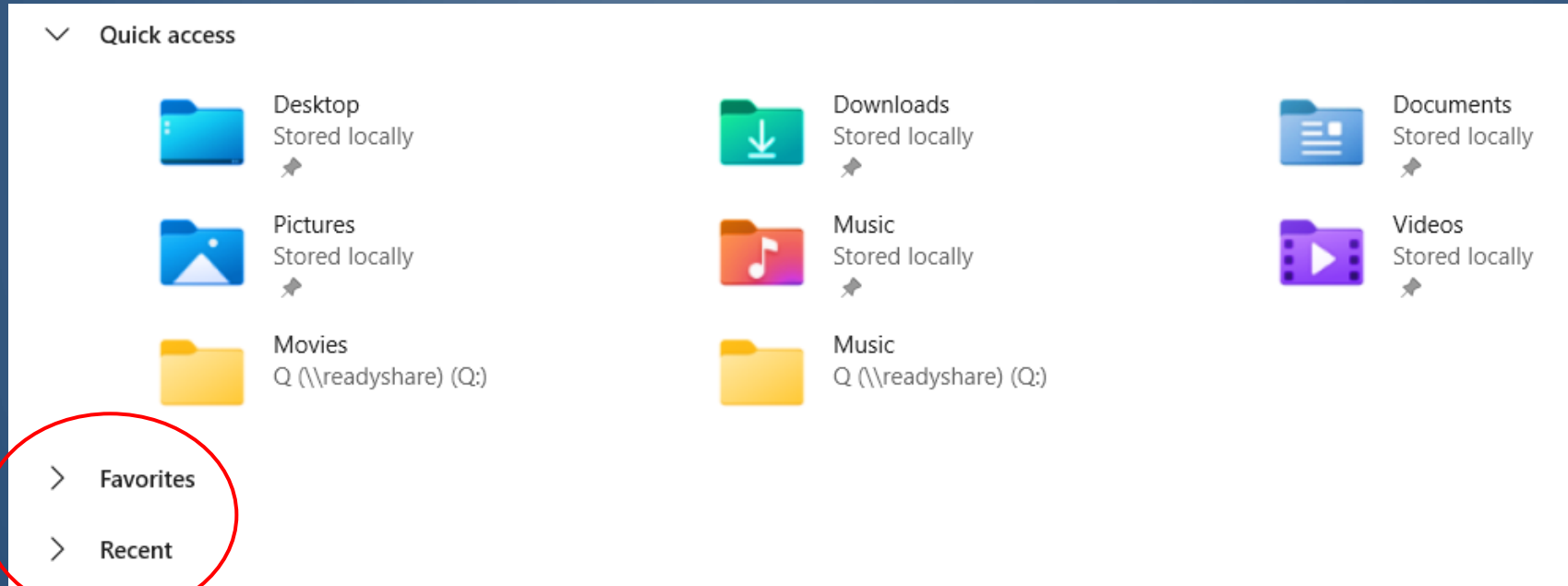
Search Sample Files

- Simple Search: Begin typing file name – files containing that name will appear with the search word highlighted in yellow.
- File Type with Wild Cards: *.* , or ?
 - *.docx - All MS Word docx files will be returned
 - ?.pdf - All PDF files will be returned
 - *ple.* - All files that contain “ple” in the name will be returned


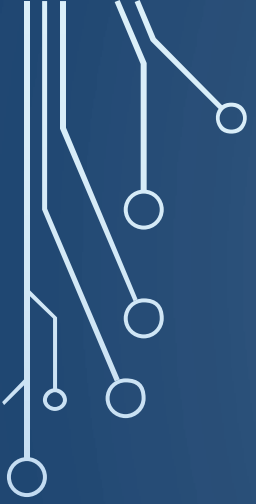
After you search with the first few letters a list will appear, with additional options

Exercise: On the USB Drive open the Samples Folder and:

- Search for all docx files
- Search for *500*.docx – three files should be returned with “500” in the name
- Search for *.* - What files are returned



Organize Saved Files so they are easy to locate



Searching for files many times you save a file and then you can't find it. You will use file explorer to find your files. Click the magnifying glass icon and the search tab will appear. Click. This PC to search the entire computer.

