

# SUN CITY SUMMERLIN COMPUTER CLUB



# Windows 11 Class

## Managing Your Files

1. Opening File Explorer
2. Default Folders
3. File Explorer Views
4. Save vs Save As
5. Saving emailed attachments
6. Typical File Extensions
7. Move & Copy Files
8. 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

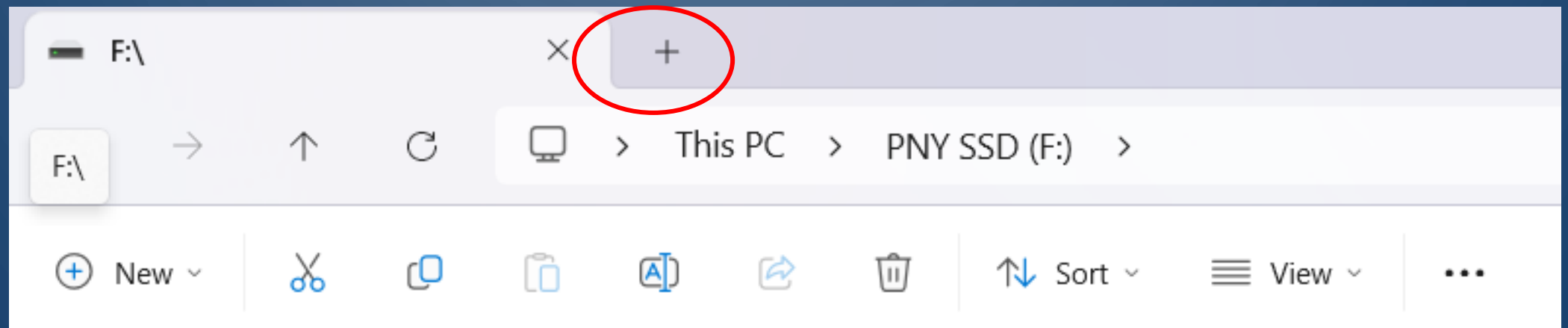
Exercise: Try each way of opening File Explorer on your machine and see which method you are most comfortable with. As with most Windows commands, there are multiple ways to accomplish the same result!

## Open a new tab

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

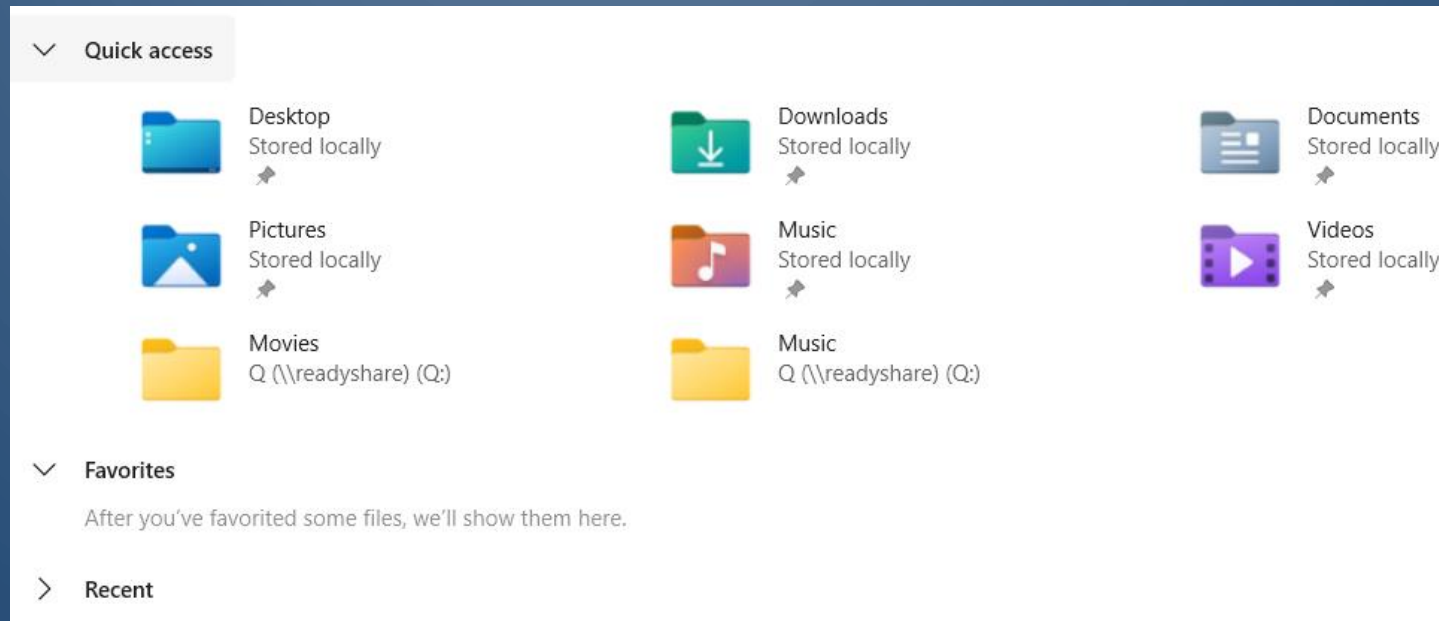
You can change the order of the tabs by left click and dragging to desired position

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



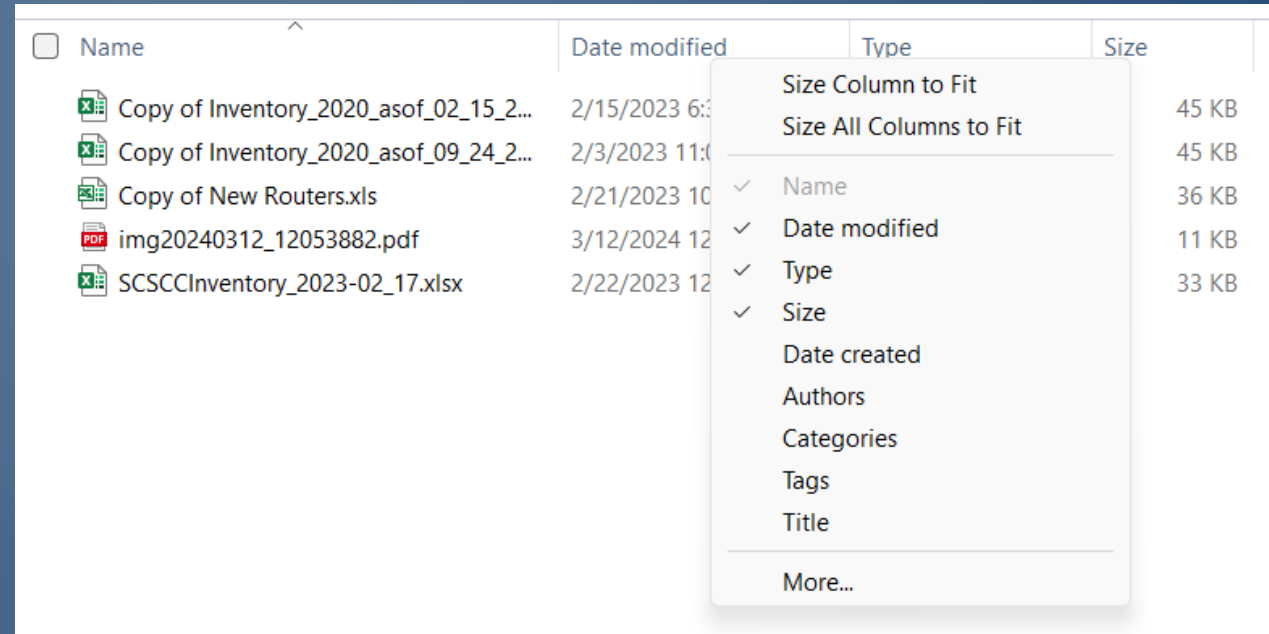
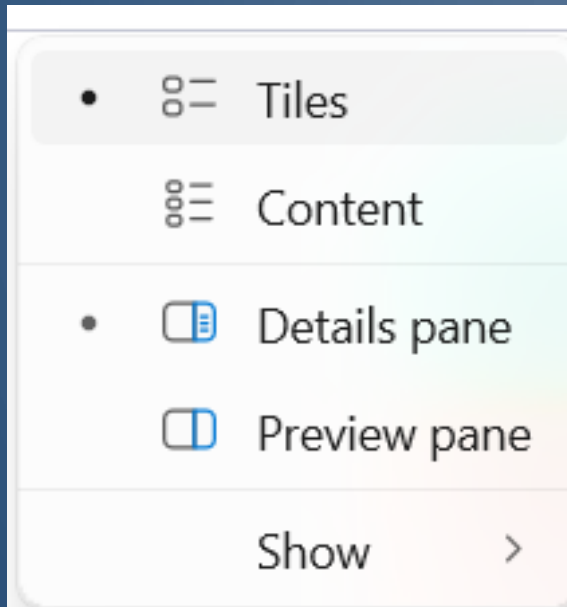
## 2. Default Folders

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



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

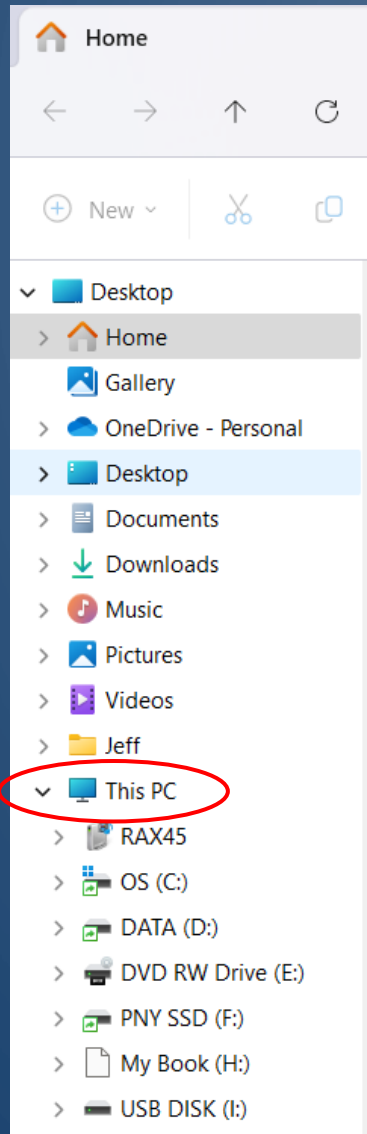
### 3. File Explorer Views



### File Explorer Detail View

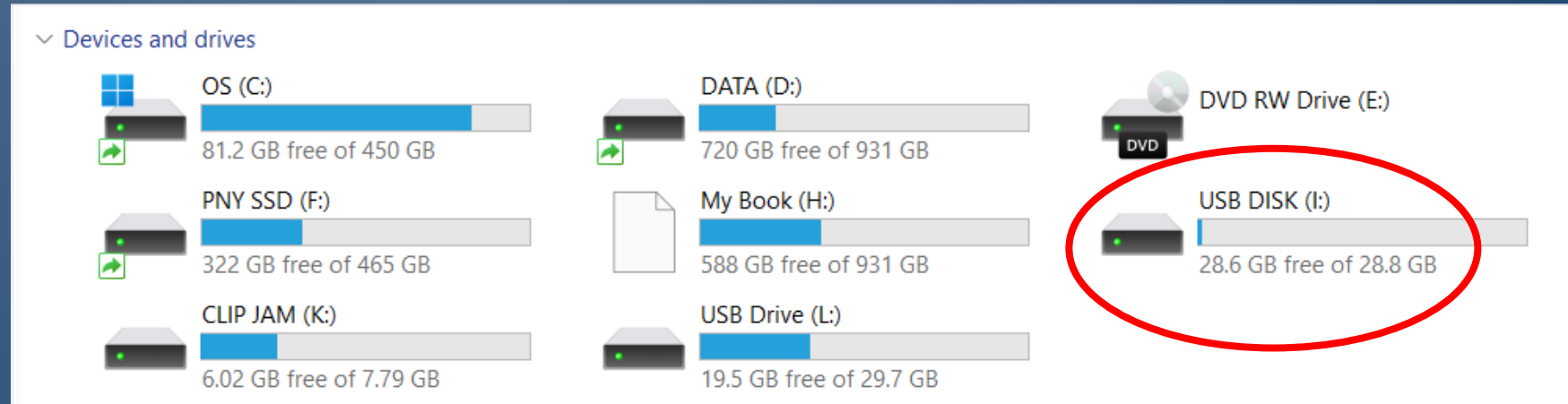
Under the view tab, click details to view columns of file details

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 left panel

- This PC
- Drives



Exercise: Insert the USB memory stick and left click on **"This PC"**. Then left click on the drive labeled something like USB Disk. Then double click on the folder "Samples".

Click at the top of any column to sort files by that attribute. You can add/remove columns and rearrange them.

<input type="checkbox"/> Name	Date modified	Type	Size
Audio File.mp3	3/4/2024 8:19 AM	MP3 File	1,027 KB
AVI File Sample_1280x720.avi	3/4/2024 8:15 AM	AVI File	4,306 KB
Get_Started_With_Smallpdf.pdf	3/4/2024 8:21 AM	Microsoft Edge PD...	68 KB
Microsoft Excel Sample.xls	3/4/2024 8:23 AM	Microsoft Excel 97...	20 KB
ONE-Lorem Ipsum 500 Word File.docx	3/2/2024 10:11 PM	Microsoft Word D...	16 KB
PDF File Lorem Ipsum 500 Word File.p...	2/28/2024 5:34 PM	Microsoft Edge PD...	79 KB
PDF File Sample.pdf	3/4/2024 8:21 AM	Microsoft Edge PD...	143 KB
Plain Text .txt	2/28/2024 5:34 PM	Text Document	2 KB
SampleVideo_1280x720_1mb.mp4	3/4/2024 8:09 AM	MP4 File	1,031 KB
SampleVideo_1280x720_2mb.mp4	3/4/2024 8:11 AM	MP4 File	2,059 KB
TWO-Lorem Ipsum 500 Word File.docx	3/2/2024 10:11 PM	Microsoft Word D...	16 KB
Video File Sample - Ocean-Sunset.mp4	3/4/2024 8:14 AM	MP4 File	2,071 KB
Video File sample-5s.mp4	3/4/2024 8:12 AM	MP4 File	2,782 KB
WAV File Sample3.wav	3/4/2024 8:17 AM	WAV File	18,222 KB
WAV File sample-6s.wav	3/4/2024 8:17 AM	WAV File	1,102 KB
Word Lorem Ipsum 12 paragraphs.docx	2/28/2024 5:56 PM	Microsoft Word D...	23 KB
Word Lorem Ipsum 500 Word File.docx	2/28/2024 5:33 PM	Microsoft Word D...	16 KB

- Size Column to Fit
- Size All Columns to Fit

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- ✓ Name
- ✓ Date modified
- ✓ Type
- ✓ Size
- Date created
- Authors
- Tags
- Title

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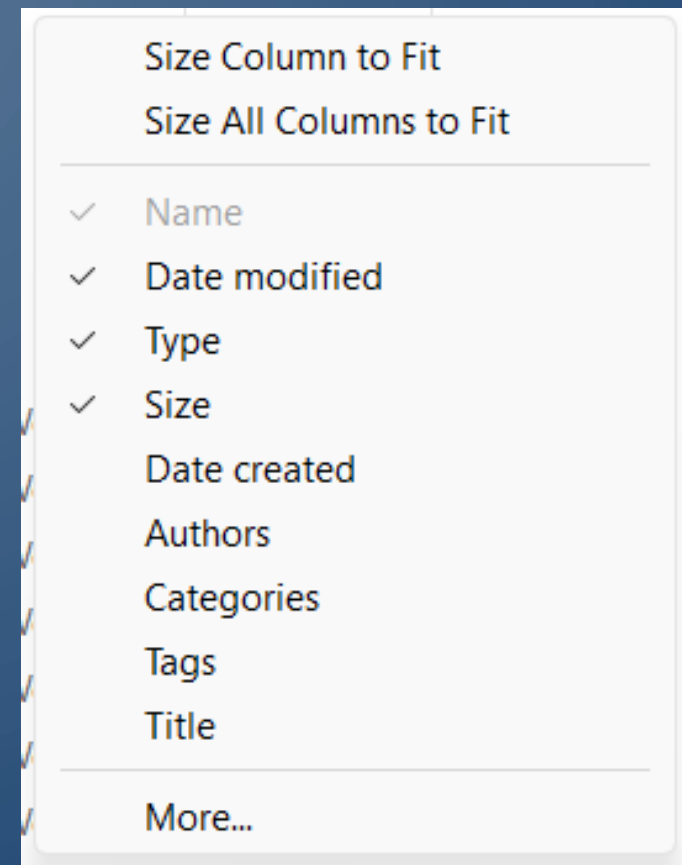
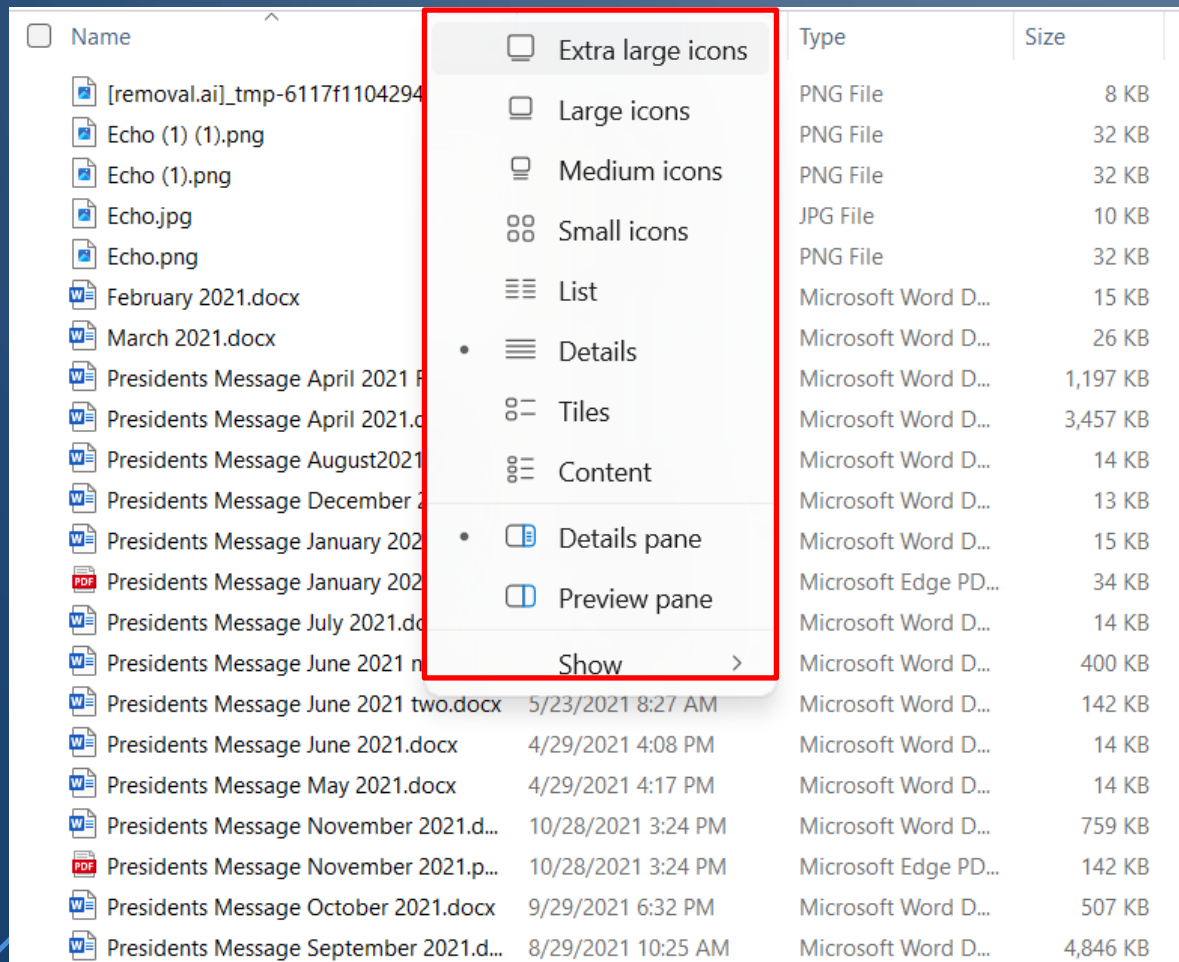
- More...



# 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



Exercise: On the 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

## 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

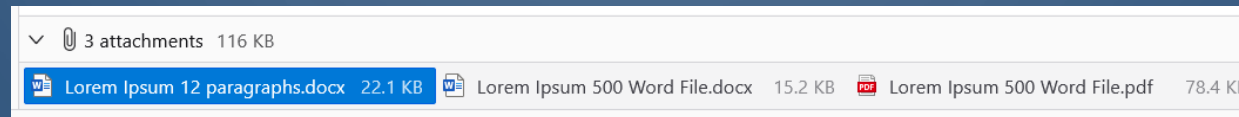
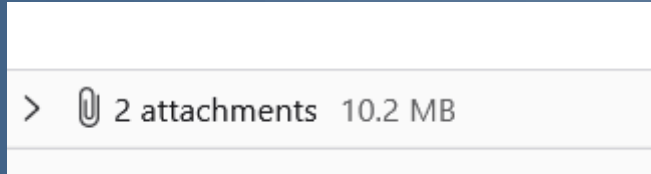
## 4. Save vs Save As

- 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

## 5. Saving email attachments



Right click on file to save

Choose *Save As..*

*Navigate to desired location and left click enter*

## 6. Typical File Extensions

### Documents:

- **.docx: Microsoft Word File**
- **.pptx: Microsoft PowerPoint presentation**
- **.txt: Plain text file**
- **.xlsx: Microsoft Excel spreadsheet**
- **.pdf: Portable Document Format**

### Images:

- **.jpg: JPEG image (common for photos)**
- **.png: Portable Network Graphic**
- **.bmp: Bitmap image**
- **.gif: Graphics interchange format**

### Audio:

- **.mp3: MP3 audio file**
- **.wma: Windows Media Audio**
- **.wav: Waveform audio file**

### Video:

- **.mp4: MPEG-4 video file**
- **.avi: Audio Video Interleave**
- **.mkv: Matroska video file**

## 7. Move and Copy 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 to the right of scissors icon
- Rename this file: Original TWO-Lorum Ipsum 500 Word File.docx
  - MOVE
- Select the file - Word Lorem Ipsum 12 paragraphs.docx
- Rename this file – Cant Read This.docx

## 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 1<sup>st</sup> File then SHIFT + Left Click on 2<sup>nd</sup> 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



## 8. Searching Saved Files



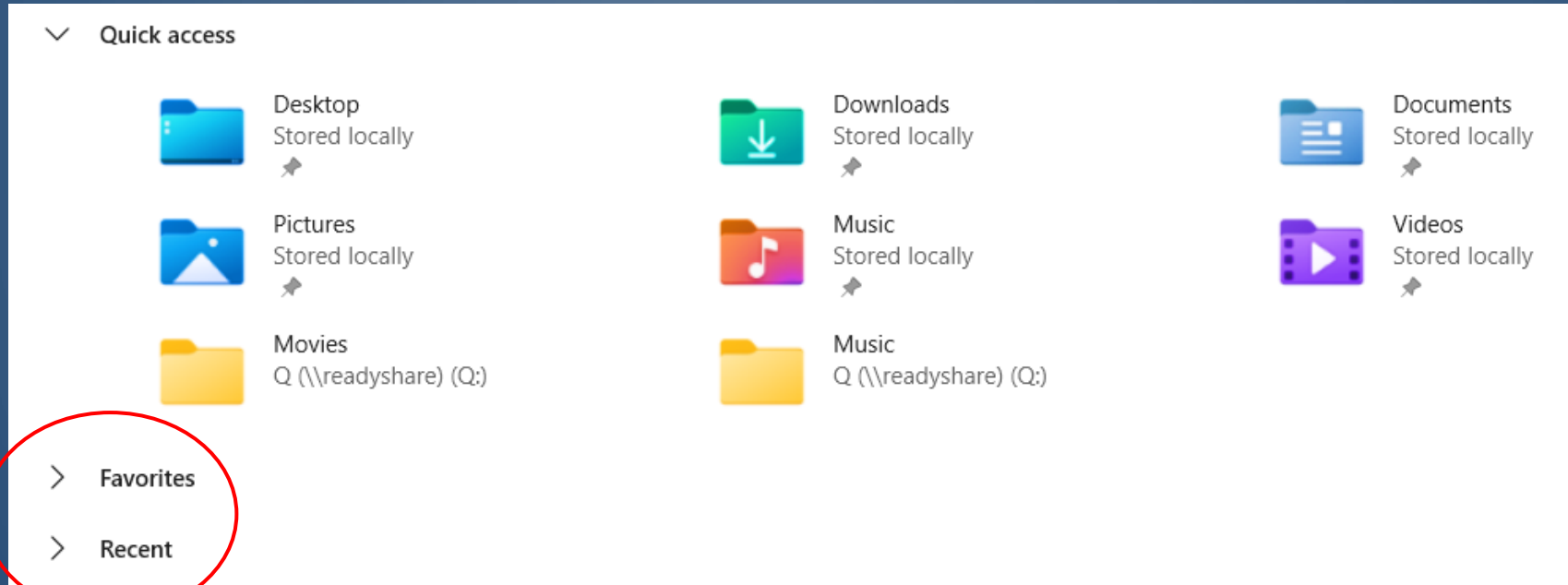
Search Sample Files

- 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


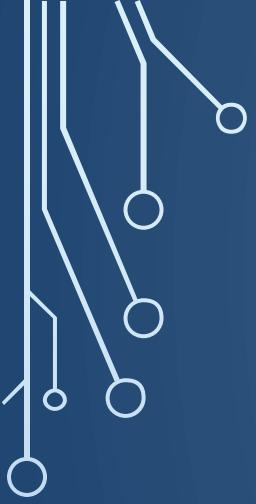
After you search with the first few letters a list will appear, with additional options

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.

