

Sun City Summerlin Computer Club

Windows 11 File Explorer

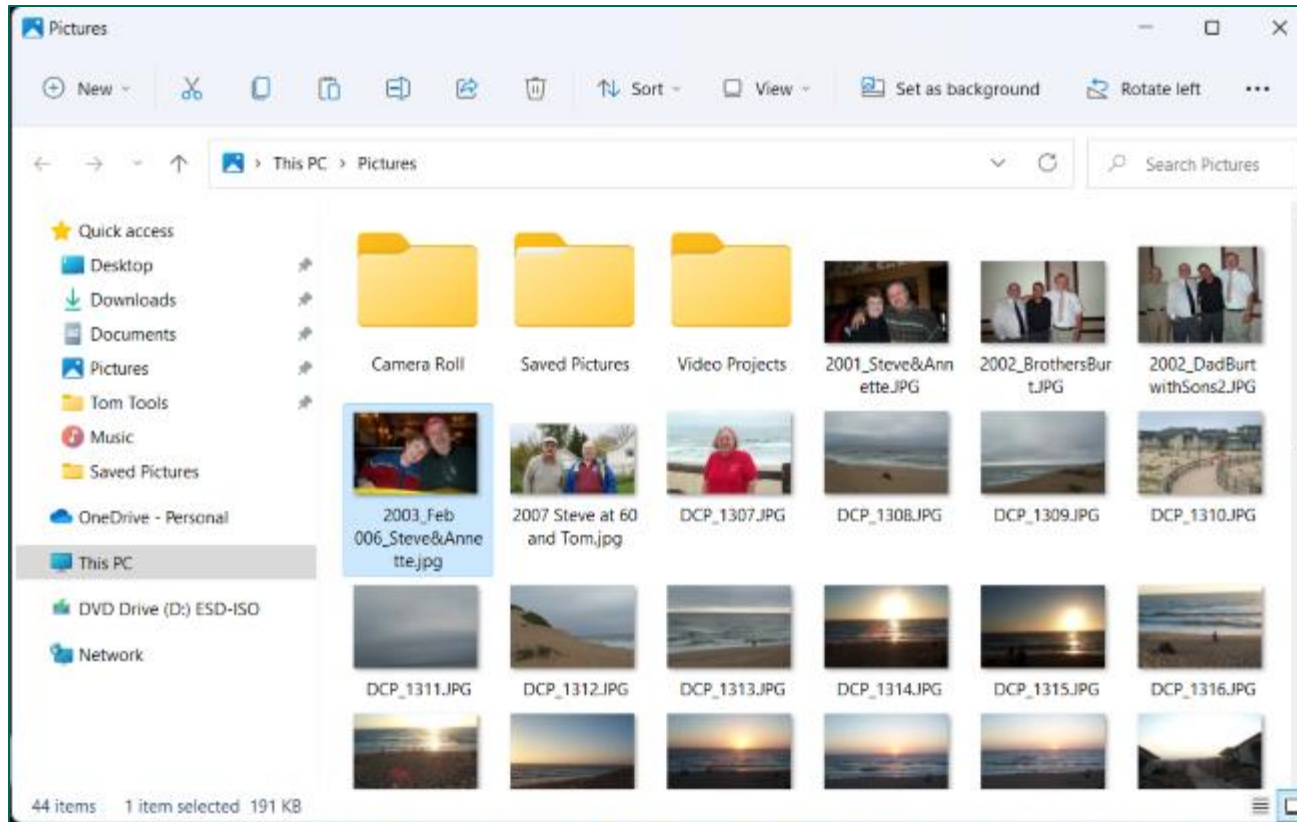
**Tom Burt
December 29, 2022**

Agenda



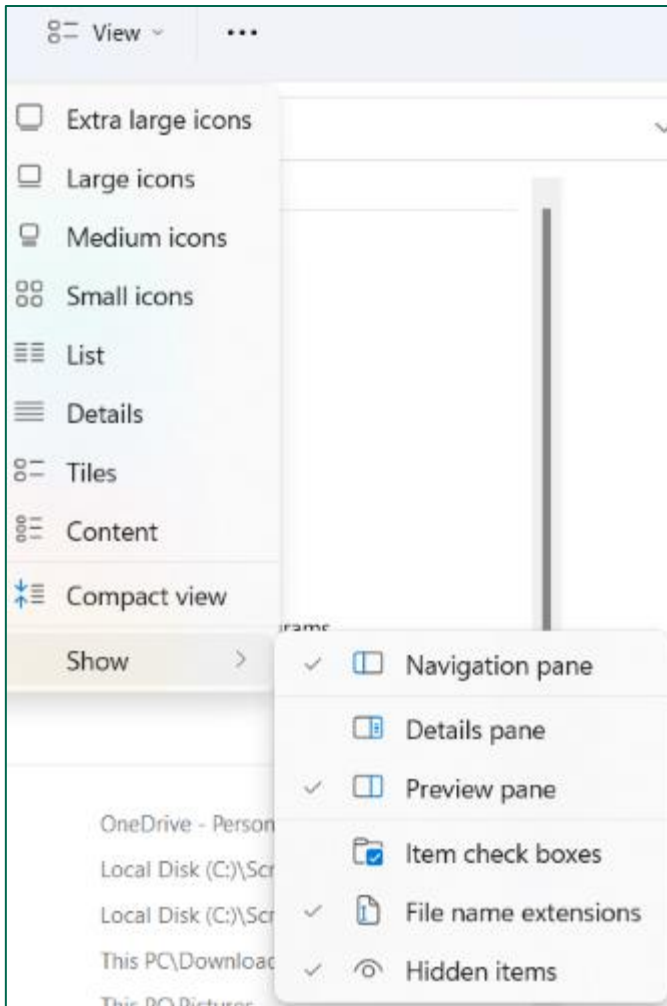
- **Menus & Toolbar Interface**
- **View Menu**
- **Browsing Files & Folders**
- **Creating New Folders**
- **Copying Files & Folders**
- **Moving Files & Folders**
- **Deleting Files & Folders**
- **Renaming Files & Folders**
- **Quick Access List**
- **Searching for Files**
 - **Simple Search**
 - **Advanced Search**

Menus & Toolbar Interface



Windows 11 File Explorer

The View Menu



- **The View menu allows you to set up the File Explorer's main window.**
 - **Various size icons**
 - **List, Details or Tiles**
 - **Content**
 - **Toggle between Compact and a spread-out view (List and Details)**
- **Click the Show submenu allows you to turn on various options ...**
 - **Reading, Details and Preview panes**
 - **Item check boxes**
 - **File name extensions**
 - **Hidden files and folders**

•Windows 11 File Explorer

Browsing Files and Folders

- Lefthand pane is for navigating the tree of drives, files and folders.
- This PC shows user's profile folders and available drives.
- Icons indicate folders vs files
- > symbol indicates a folder with subfolders
- OneDrive folder is special – synchronizes with your OneDrive cloud storage
 - Requires a Microsoft account
- Main pane is for showing contents of a selected folder
 - List of files and folders or an array of icons depending on View setting
- You can *open* a data file with its registered application by double-clicking the file or by selecting the file and pressing Enter.
- You can *launch* an application by double-clicking the .EXE file (or its shortcut) or by selecting the .EXE file/shortcut and pressing Enter.

Creating New Folders

- **Navigate to the folder you want to hold the new folder.**
- **Click the New menu at the top left.**
 - **From the dropdown, choose Folder.**
 - **A new, empty folder will be created in the main pane.**
 - **Its name field will be highlighted with the default name New Folder.**
 - **You can type in any name you like for the folder and press Enter.**
- **Once the new folder is created, you can copy files to it or refer to it when creating files with an application like MS Word or Adobe Photoshop Elements.**

Copying Files and Folders

- **Navigate to the folder or file you wish to copy and click to select it.**
 - **Use Shift + click to select a contiguous range of files and / or folders.**
 - **Use Ctrl+click to select a non-contiguous set of files and / or folders.**
- **Click the Copy icon at the top.**
- **Navigate to the folder where you wish the copied files to be placed and click to select it.**
- **Click the Paste icon at the top.**
 - **The copied files and / or folders will be placed in the target folder. The originals are retained in their original folder.**
- **You can also copy by holding the Ctrl key down while dragging a file or folder from one folder to another.**

Moving Files and Folders

- **Navigate to the folder or file you wish to move and click to select it.**
 - **Use Shift + click to select a contiguous range of files and / or folders.**
 - **Use Ctrl+click to select a non-contiguous set of files and / or folders.**
- **Click the Cut icon at the top.**
- **Navigate to the folder where you wish the file or folder to be placed and click to select it.**
- **Click the Paste icon at the top.**
 - **The cut files and / or folders will be placed in the target folder. The originals are *not* retained in their original folder.**
- **You can also move by dragging a file or folder from one folder to another.**

Deleting Files and Folders

- **Navigate to the folder or file you wish to delete and click to select it.**
 - **Use Shift + click to select a contiguous range of files and / or folders.**
 - **Use Ctrl+click to select a non-contiguous set of files and / or folders.**
- **Click the Delete icon at the top.**
 - **The files and / or folders will be moved to the recycle bin.**
- **Files or folders held in the recycle bin can be restored back to their original locations.**
 - **Once the recycle bin is emptied, any files or folders it contained are permanently deleted.**
- **You can also delete a selection to the recycle bin by pressing the Delete key.**
- **You can permanently delete a selection by pressing Shift+Delete.**
 - **Windows will ask for a confirmation of a .Shift+Delete.**

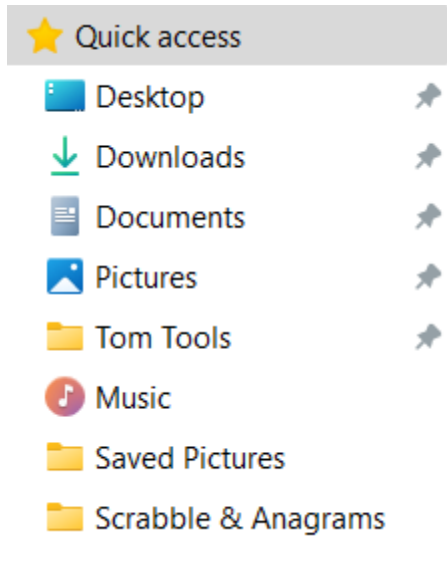
Renaming Files and Folders (1)

- **Navigate to the folder or file you wish to rename and click to select it.**
- **Click the Rename icon at the top.**
 - **A text entry box will display over the current file name.**
 - **Type in the new file or folder name and press Enter.**
 - **If the new name is a duplicate (in the same folder) Windows will raise an alert and allow you to abandon the rename or change the name to have (2) appended.**
- **You can also rename a selected file or folder by pressing the F2 key and then typing in the new name.**

Renaming Files and Folders (2)

- **Navigate to the folder containing the files and / or folders you wish to rename.**
 - **Use Shift + click to select a contiguous range of files and / or folders.**
 - **Use Ctrl+click to select a non-contiguous set of files and / or folders.**
- **Click the Rename icon at the top.**
 - **A text entry box will display over the current file name.**
 - **Type in the new file or folder name and press Enter.**
 - **The entire selection will be renamed with the name typed followed by a sequence number in (). E.g. (1), (2), ...**
 - **This can be handy when renaming a group of photos.**

Quick Access List



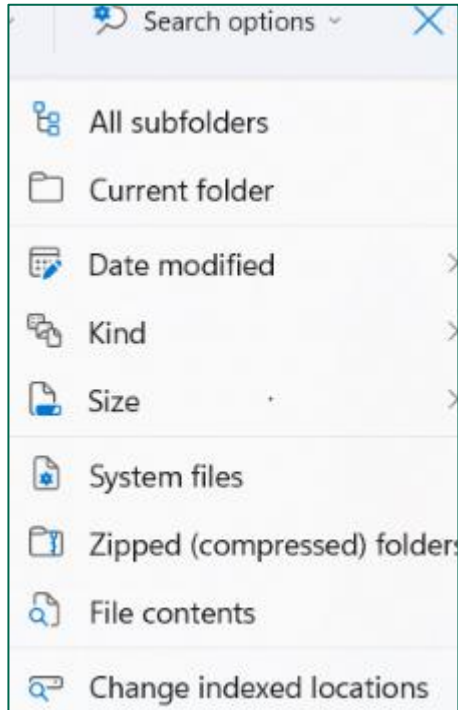
- **The Quick access list is at the top of the left-hand navigation pane.**
 - It holds links to frequently and recently used folders.
 - You can select any folder and pin it to the Quick access list. Click the ... menu at the top.
 - You can select a folder in the Quick access list and unpin it by right clicking.
- **The list of recently used folders changes based on your latest usage.**
 - Most recent folders are displayed below any pinned folders.
 - You can remove a folder from the Quick access list's recently used section. Select the folder, right click and choose remove from Quick access.

•Windows 11 File Explorer

Searching for Files - Simple

- **Simple Search**
 - **Select a folder to search in. Let's choose Pictures.**
 - **Enter a wildcard file expression into the search box at the top right. Let's try dcp*.jpg.**
 - **Press the Enter key or click the search arrow icon.**
- **You can use * (matches 0 or more characters) or ? (matches exactly one character in wild card expressions).**
- **The simple search looks in the selected folder and subfolders for file names matching the wildcard expression.**

Searching for Files - Advanced



- When a search expression is entered into the search box, a new “Search options” menu will appear.
 - You can toggle the search to look only in the current folder or to look in the current folder and all subfolders.
 - You can filter the search by various date expressions.
 - You can filter the search by the kind of file.
 - You can filter the search by various size ranges.
- You can optionally search inside zipped folders.
- You can have the search look at each file’s contents to match the search expression.
 - This can be much slower than regular searches.
- You can also modify which locations are indexed.

•Windows 11 File Explorer

Questions And Answers

Windows 11 File Explorer