





Navigation

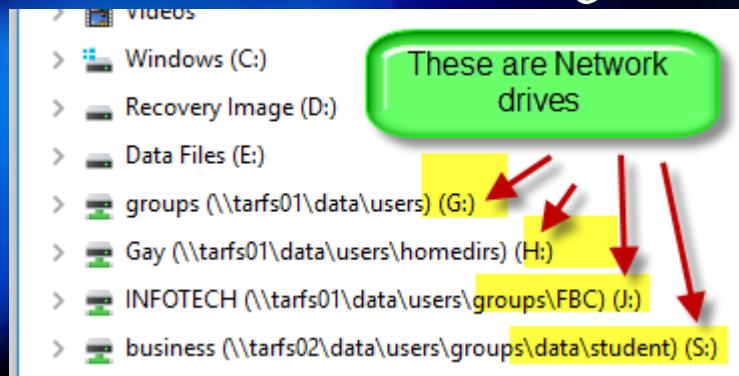
File Explorer

What is a drive?

- A disk drive is a storage device that allows a permanent copy of current data and the programs required to manage that data
- Hard disk drive C: = HDD
- Home drive H: = personal storage area
- Network drive J: = shared storage area
- CD Rom drive  Audio CD (E:)  CD Drive (D:)
- Portable disk drive or USB memory stick  Removable Disk (E:)  Elements (F:)

What is a network?

- A group of two or more computers which are linked
- Allows the linked computers to share hardware, data and software
- Network drive is a shared directory to which you are connected



What is a file management system?

- Just as you store paper records together in folders, your PC uses folders to store your items of work (called files).



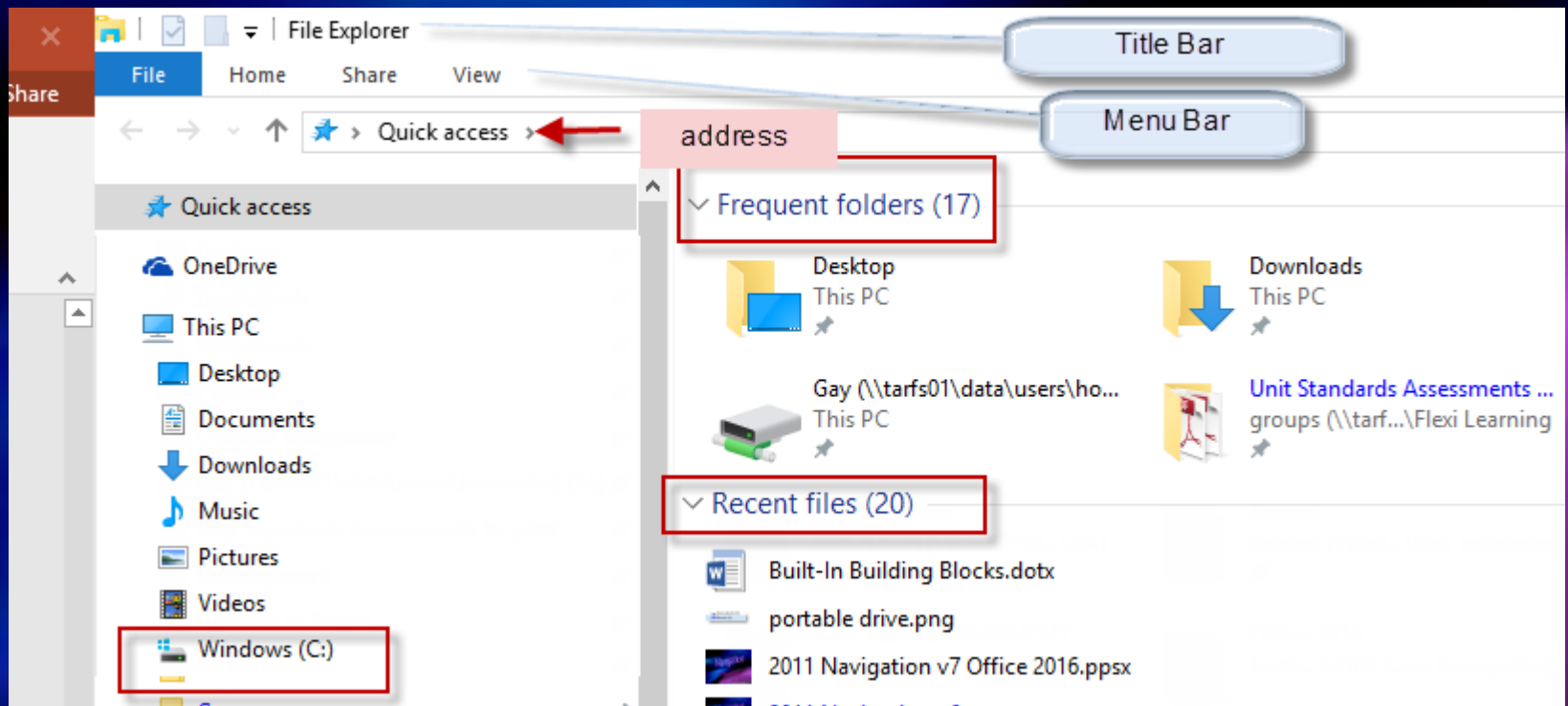
- like a filing cabinet with drawer dividers
- files can be kept in an orderly or logical manner



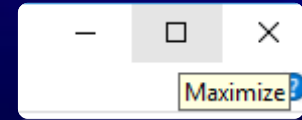
- easy to find again
- each folder contains related files
- Our file management system is File Explorer

Working in the file management system (Windows 10)

- Click on  (File Explorer)
- this will appear



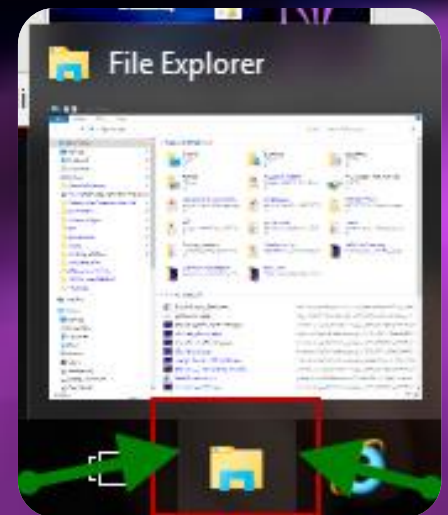
- To see File Explorer better, click on



- To put File Explorer on the task bar or minimise

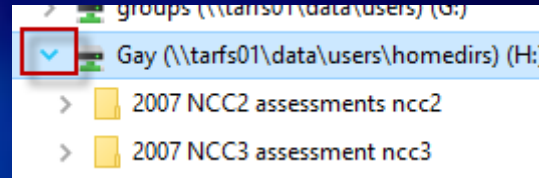


- To get File Explorer back as the Active Window, on the task bar, click on folder name



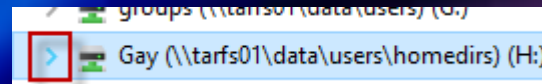
- to collapse a folder or directory

- ~ click on the
- ~ or click on the



- To expand a folder or directory

- ~ click on the
- ~ Or click on the



- To go up one level

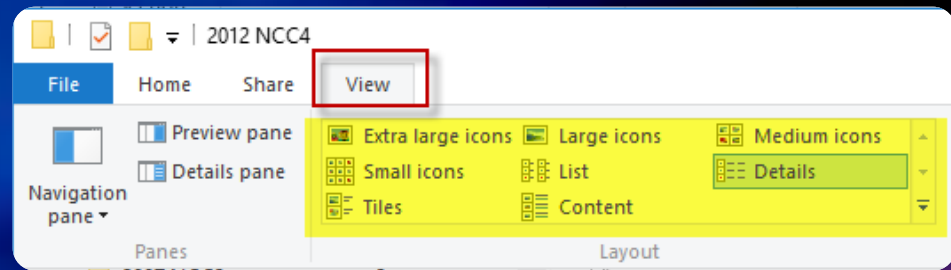
- ~ Click on the



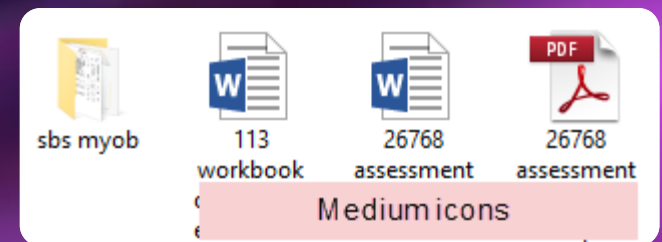
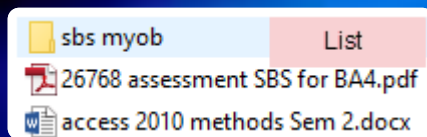
Changing the view of your file management system

- You may need to change how the files are displayed

- Click on View

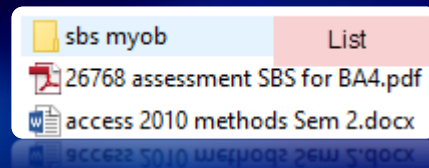


- choose from list of options



Name	Date modified	Type	Size
sbs myob	20/05/2014 8:30 AM	File folder	
113 workbook office 2007 exercises.docx	13/02/2014 7:57 AM	Microsoft Word D...	3,453 KB
26768 assessment SBS for BA4.docx	15/10/2014 1:58 PM	Microsoft Word D...	254 KB

- List view shows file/folder names only



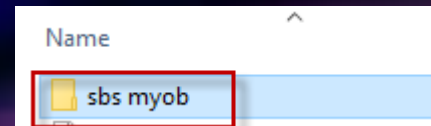
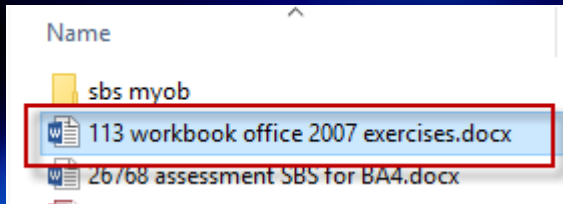
- Details view shows details of file/folder eg filename, date of modification,
- application attached or file type, size of file

A screenshot of a Windows Explorer window in Details view. The view is set to 'Details'. The content area displays a table with the following data:

Name	Date modified	Type	Size
sbs myob	20/05/2014 8:30 AM	File folder	
113 workbook office 2007 exercises.docx	13/02/2014 7:57 AM	Microsoft Word D...	3,453 KB
26768 assessment SBS for BA4.docx	15/10/2014 1:58 PM	Microsoft Word D...	254 KB

Clicking in the file management system

- Click once to select a file or folder (can be called highlight, or “go to”)



- Double click to open a file or folder

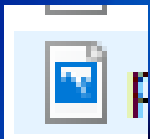
Icons used in the file management system



- Represents a folder/directory



- Represents a file associated with an application. When you open this file, the application associated with it starts



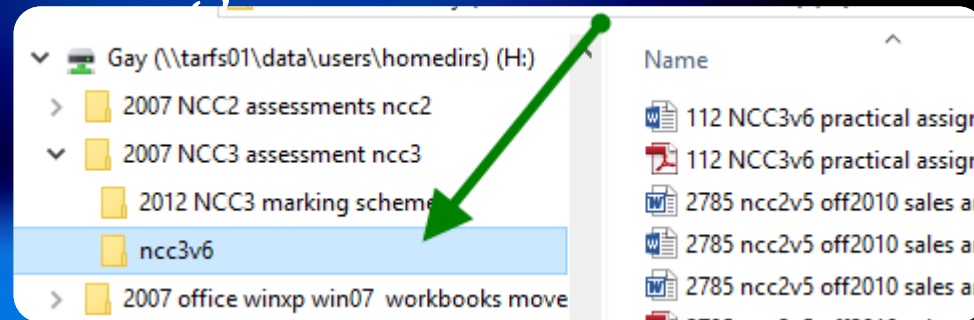
- This icon represents a graphic file

A reminder ~ why we use folders

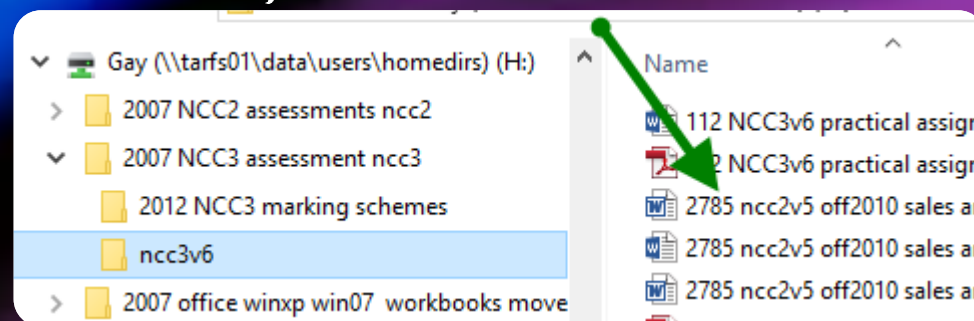
- Storing related files in folders makes files easier to find as folder names generally indicate the contents eg inside your **LETTERS** folder you would store all your **letters** to people
- Programs are stored in their own sub folders eg Program Files, Corel
- The use of folders allows users to organise their data files more efficiently

Some hints when navigating in File Explorer

- Stay in the left window pane for navigating to drives and folders or for making drives and folders active “blue”



- Use the right window pane for accessing files





- Esc or Cancel generally will cancel a command or instruction



- Enter or OK generally will accept a command or instruction
- Remember to highlight (blue/black out) any file or folder you want to take some action on

Press **ESC** to close this presentation