



File Management

Notes and Tutorial

Filing

- Imagine your computerised filing in the same manner as real life filing cabinets
- More efficient working practices when employing a filing system
- Let us call it File Management



Reasons for File Management

Files saved to the one place all the time means confusion with file names

You can NOT have the same file name of the same file type in the same place

Filing away into an appropriately named folder can save time in the long run

Creating a folder and placing a file within it, is exactly the same as real-time filing systems

Easier to locate a file for opening at a later date

Viewing a list of files is easier as the folder is only holding relevant files

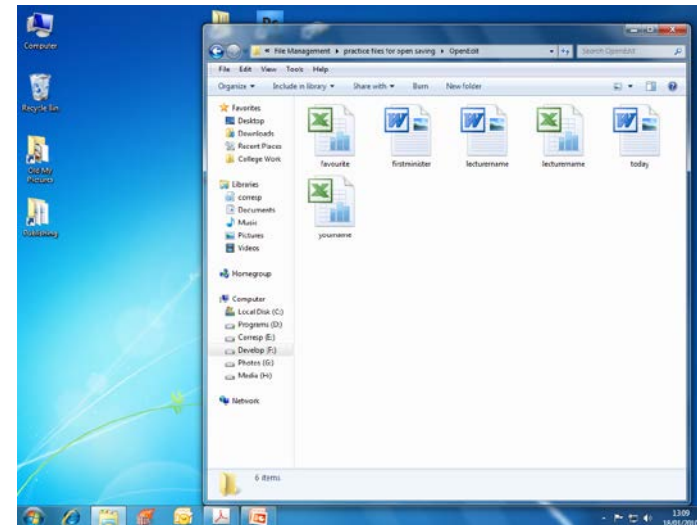
Easy to transfer / copy or move various files if you work with the folder

Folders contain files

Folder icon

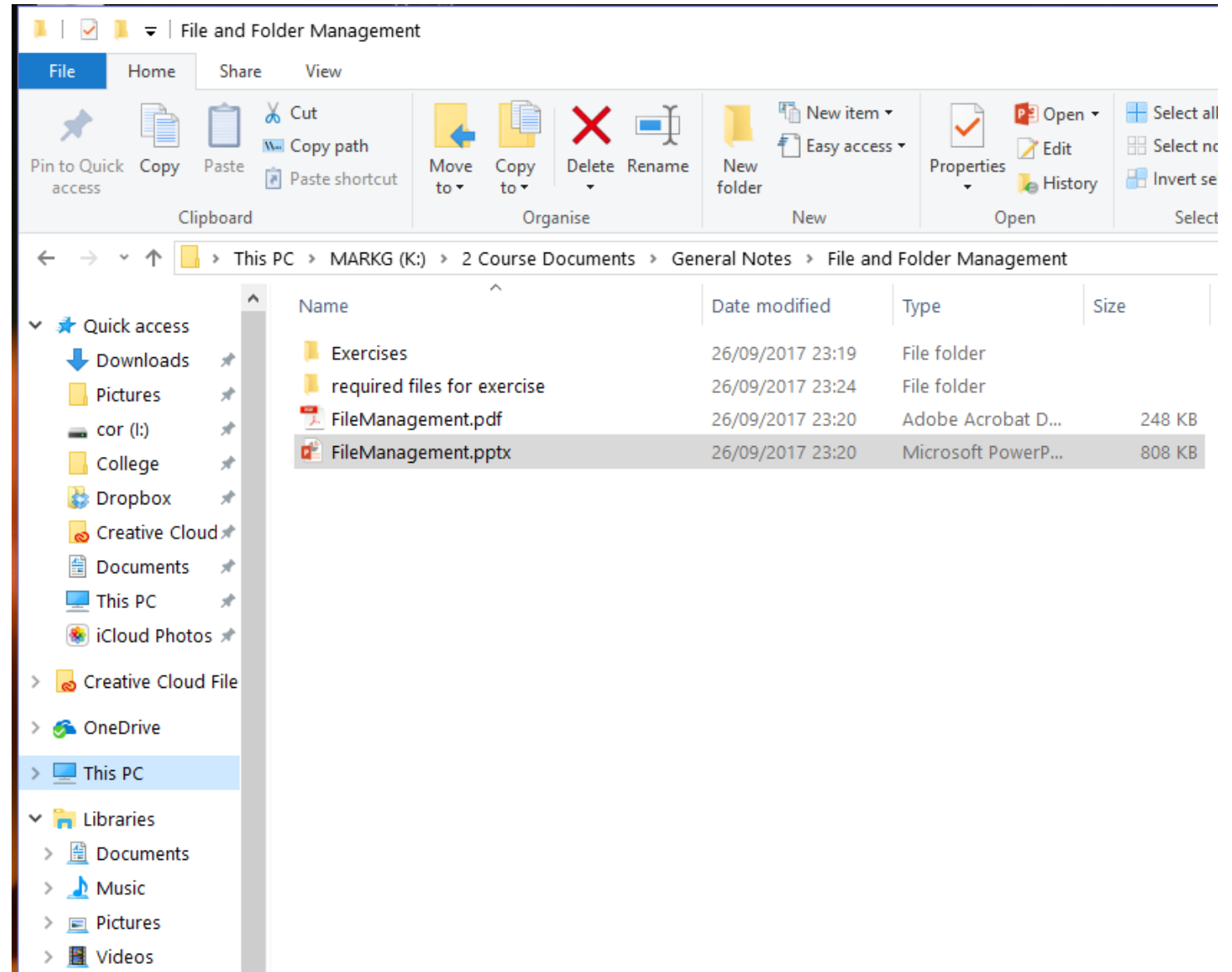


Files – example of icon



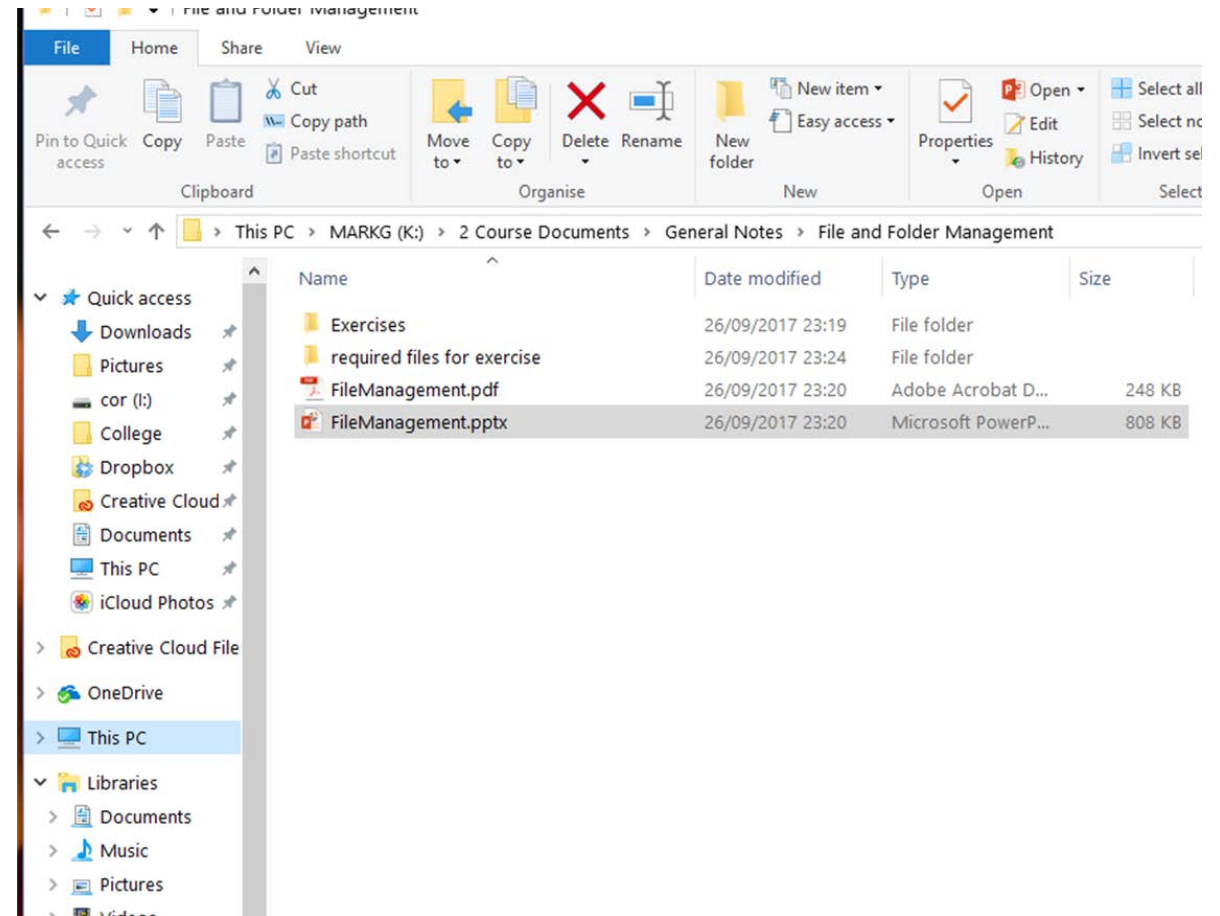
Windows Explorer

- Search for Windows Explorer on the PC or click on Programs via the start windows button in the bottom left of the screen
- Windows 7 onwards has a folder icon available on the Taskbar that runs along the bottom of the screen, this will run Windows Explorer
- Windows Explorer / File Explorer is the place to be for file and folder management because it is far easier to view, edit, move, copy and work away with file management



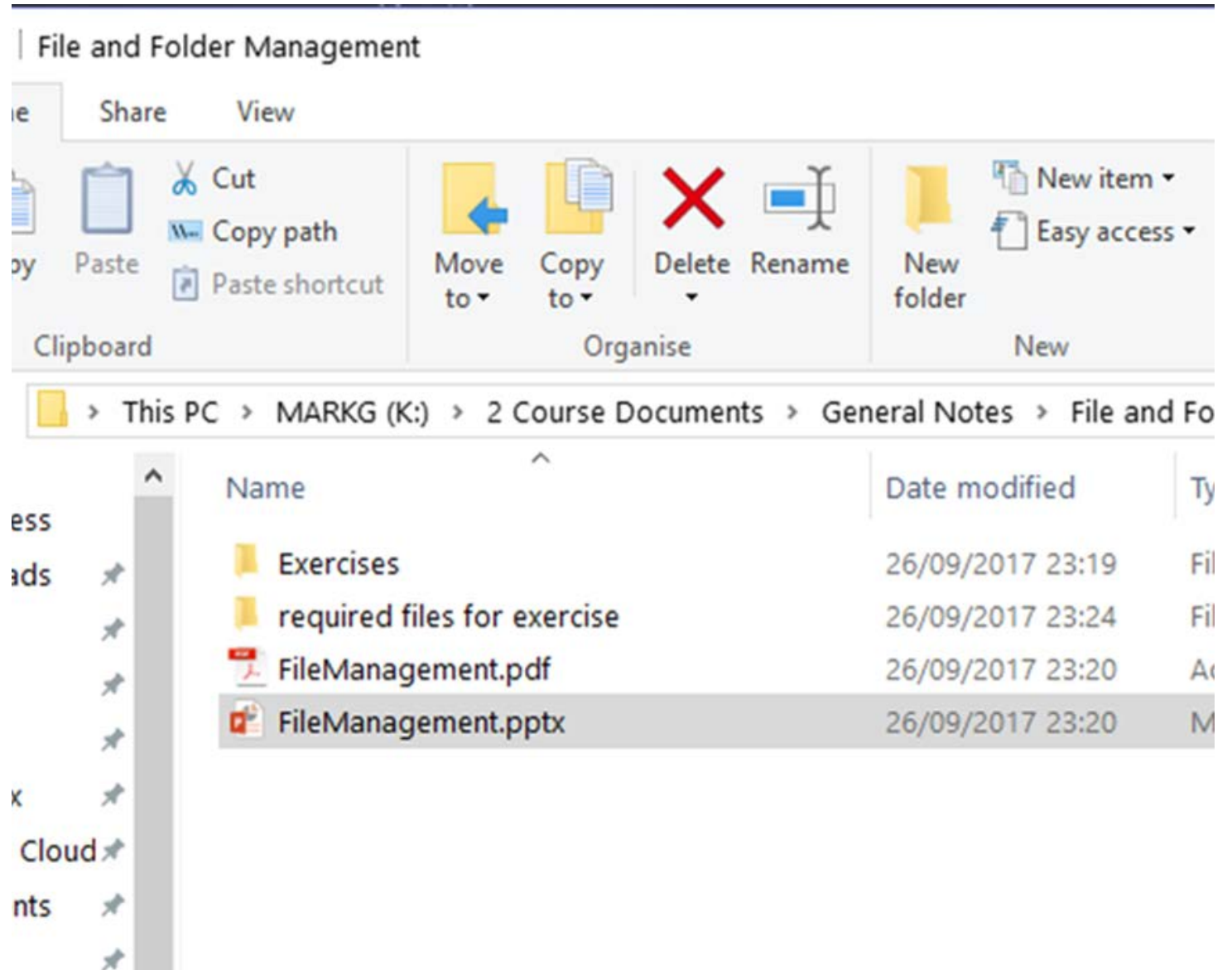
Window Panes

- Left hand pane views the drives and folders accessible via the computer
- Right hand pane views the folders and files when a drive or folder in the left hand pane is selected
- Notice the arrow to the left of the drive or folder within the left hand pane
- Clicking the arrow expands the view of the folder and displays sub-folder, clicking the next arrow down the hierarchal structure expands the view of that sub-folder and so forth
- Clicking the arrow when it has expanded the view will collapse the view



Creating a folder

- Commanding a new folder will provide a brand new folder and await the input of the folder name wherever the view inside a folder is
- For example, clicking on a folder in the left hand pane will select the folder contents and instructing a new folder to be created will take place at that particular place
- The address bar shows the name of the folder, sub-folder all the way to the actual point of selection
- The example shows the “File and Folder Management” folder having been selected and viewed
- The example shows that folder is within the General Notes folder that is within the 2 Course Documents folder that is within the K: drive that is located on the PC



New folder

- Create a new folder by clicking on the “New Folder” command button on the Home ribbon of the folder of choice
- Or, right hand click > New Folder (as shown opposite)
- The folder will be created and await the input of the folder name
- Sub-folders can be created inside folders and various levels
- Right hand click allows for other commands related to the selection

