

Microsoft Office 2007: Essentials



Lesson 3: Managing Computer Files

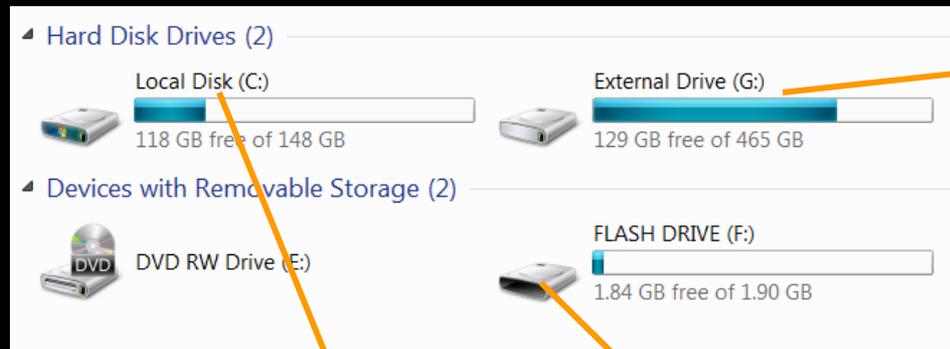
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Storage Media

- Hard drive
- USB flash
- CD/CDRW
- DVD/DVD-RW
- External hard drive
- Floppy



Browsing Through Files

- Windows helps you store, locate, and manage user files on various disk drives, network locations, libraries, and folders



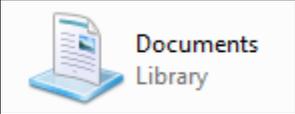
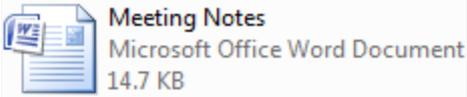
Libraries are a new storage location introduced in Windows 7

The Homegroup is a new shared network space introduced in Windows 7



File Organization

- Windows stores files in a flexible hierarchy with four basic levels

	Level	Definition	Examples
	Drive	Physical place to store files	<ul style="list-style-type: none">Floppy diskHard drive
	Library	An electronic place to store groups of folders and files from various drive locations (New feature in Windows 7)	<ul style="list-style-type: none">DocumentsPicturesMusic
	Folder	Electronic place to store groups of related files	<ul style="list-style-type: none">Folder for files of an application programFolder for all letters related to a project
	File	Collection of computer data with a common purpose	<ul style="list-style-type: none">A letterA picture



The Computer Window

The image shows a screenshot of the Windows 'Computer' window. On the left side, there are five labels with orange lines pointing to specific parts of the window:

- Address bar**: Points to the top navigation bar showing 'Computer' and a search box.
- Toolbar**: Points to the menu bar containing 'Organize', 'System properties', 'Uninstall or change a program', 'Map network drive', and 'Open Control Panel'.
- Shortcuts to locate files**: Points to the 'Favorites' section on the left sidebar, which includes Desktop, Downloads, and Recent Places.
- Library list**: Points to the 'Libraries' section on the left sidebar, which includes Documents, Music, Pictures, and Videos.
- Homegroup list**: Points to the 'Homegroup' section on the left sidebar, which includes 'checkout (TITLEV-759...)' and 'Instructor (WRITING)'.
- Computer Drive list**: Points to the 'Computer' section on the left sidebar, which includes Local Disk (C:), FLASH DRIVE (F:), and External Drive (G:).

The main content area of the window displays the following information:

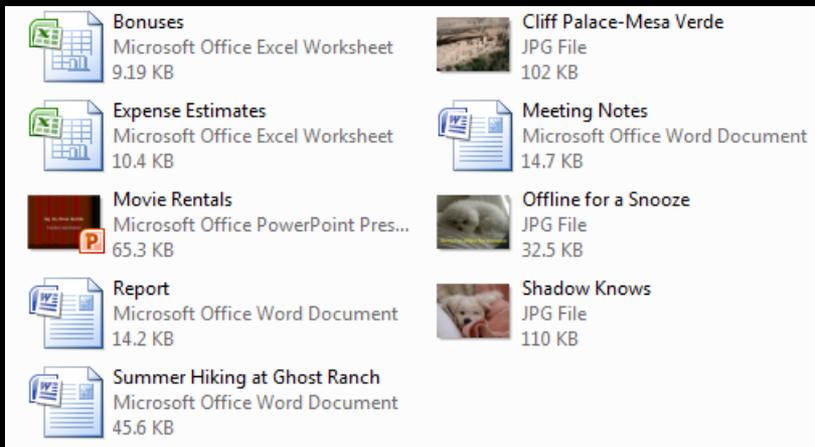
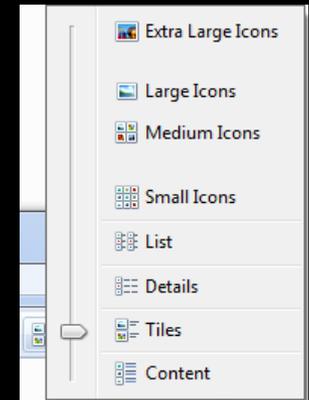
- Hard Disk Drives (2)**:
 - Local Disk (C:): 118 GB free of 148 GB
 - External Drive (G:): 129 GB free of 465 GB
- Devices with Removable Storage (2)**:
 - DVD RW Drive (E:)
 - FLASH DRIVE (F:): 1.84 GB free of 1.90 GB

At the bottom of the window, system information is displayed: TITLEV-7599LT, Workgroup: WORKGROUP, Memory: 2.00 GB, and Processor: Intel(R) Core(TM)2 Duo ...

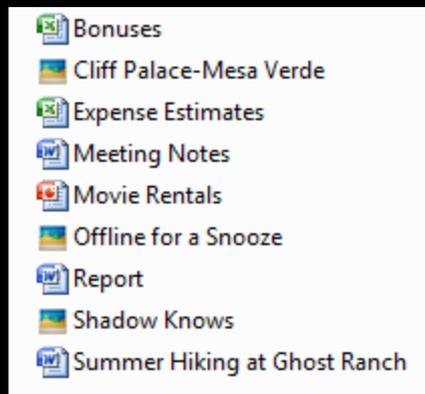


Changing the View

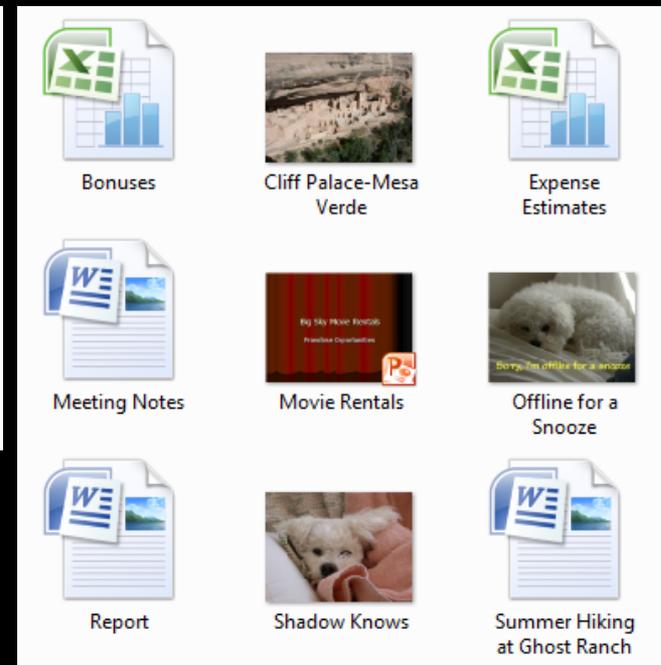
- You can display files and folders with various views



Tiles View



List View



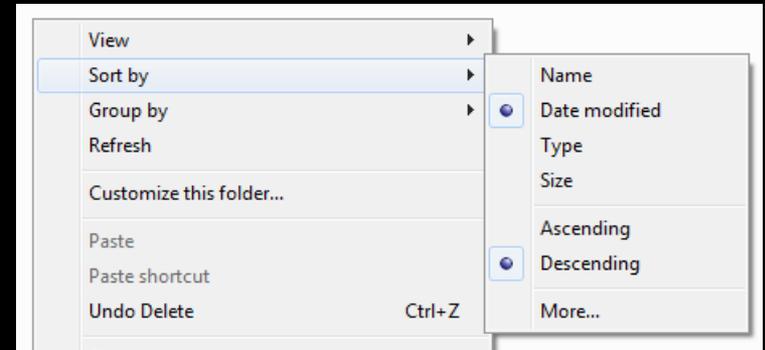
Large Icons View



Sorting Files

- Sort your view of files in various ways
 - ▲ By Name
 - ▲ By Size
 - ▲ By Type
 - ▲ By Modified (Date)

Sort Menu



Sort Bar – Details View

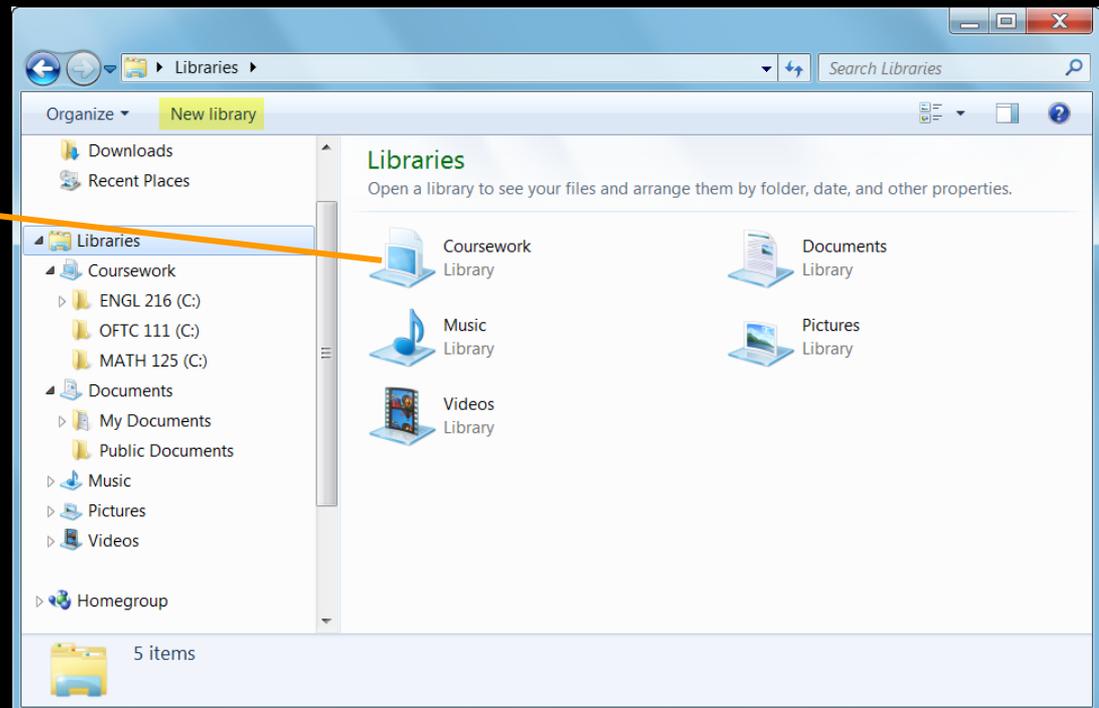
Name	Date modified	Type	Size
 Bonuses	2/9/2010 10:08 AM	Microsoft Office E...	10 KB



Working with Libraries

- Libraries are electronic locations to organize groups of folders and files
- You can create new libraries at any time
- Windows 7 automatically creates some libraries

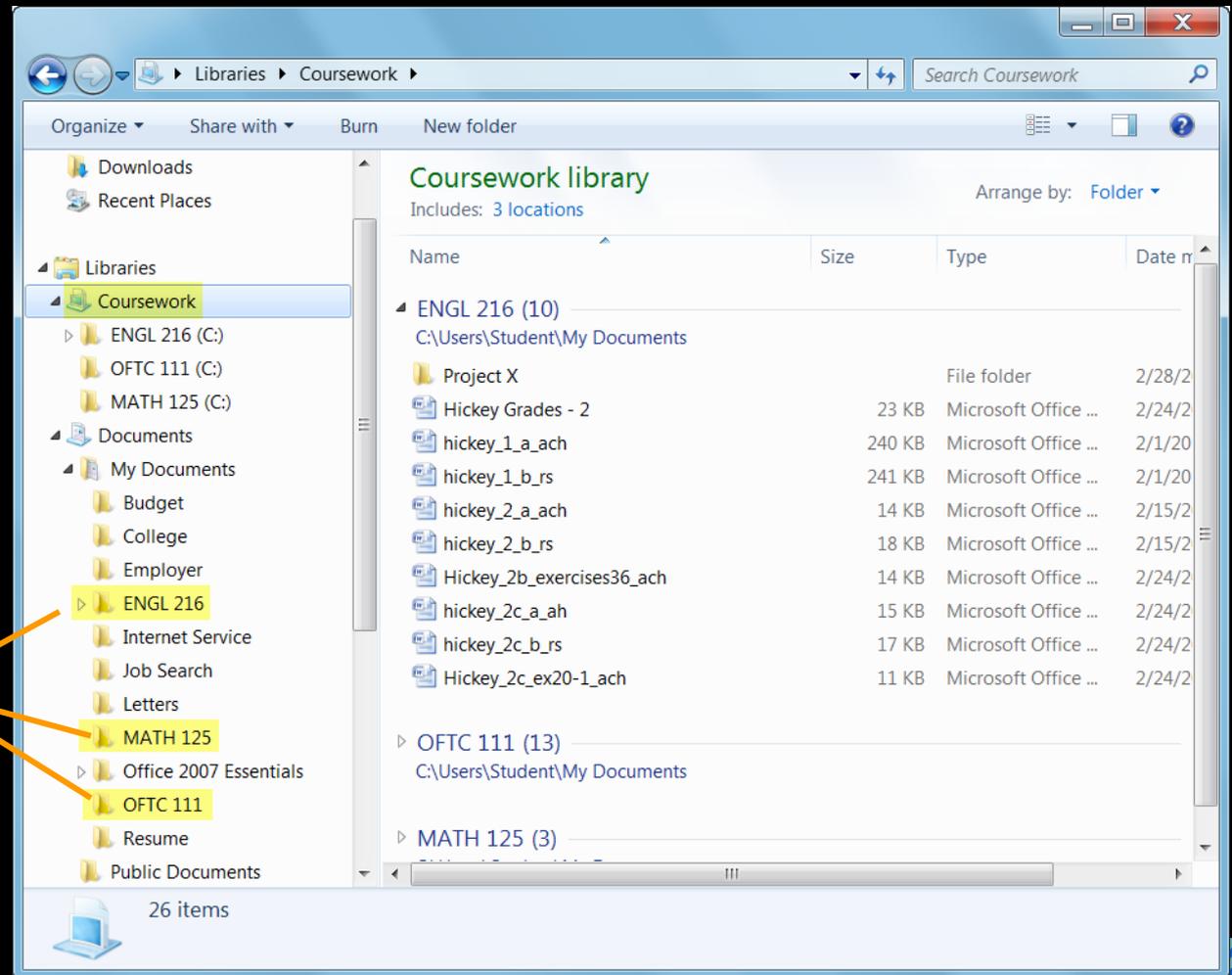
Custom Library



Example of a Library

Custom Library puts course folders in one place

Course folder locations in My Documents Library



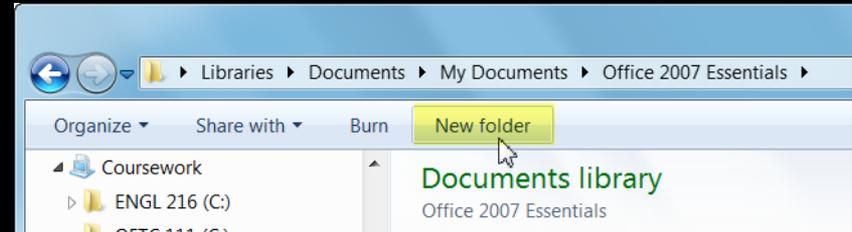
Working with Folders

- Folders are electronic locations to store groups of related files
- Create new folders whenever at any time
- Windows automatically creates a My Documents library to store most of your folders

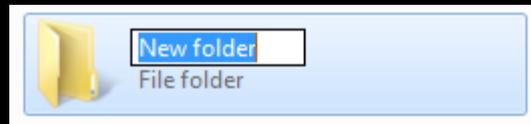


Creating Folders

- You can create new folders to build your own file system



- You can create folders in the Documents folder, on a USB flash drive, etc.

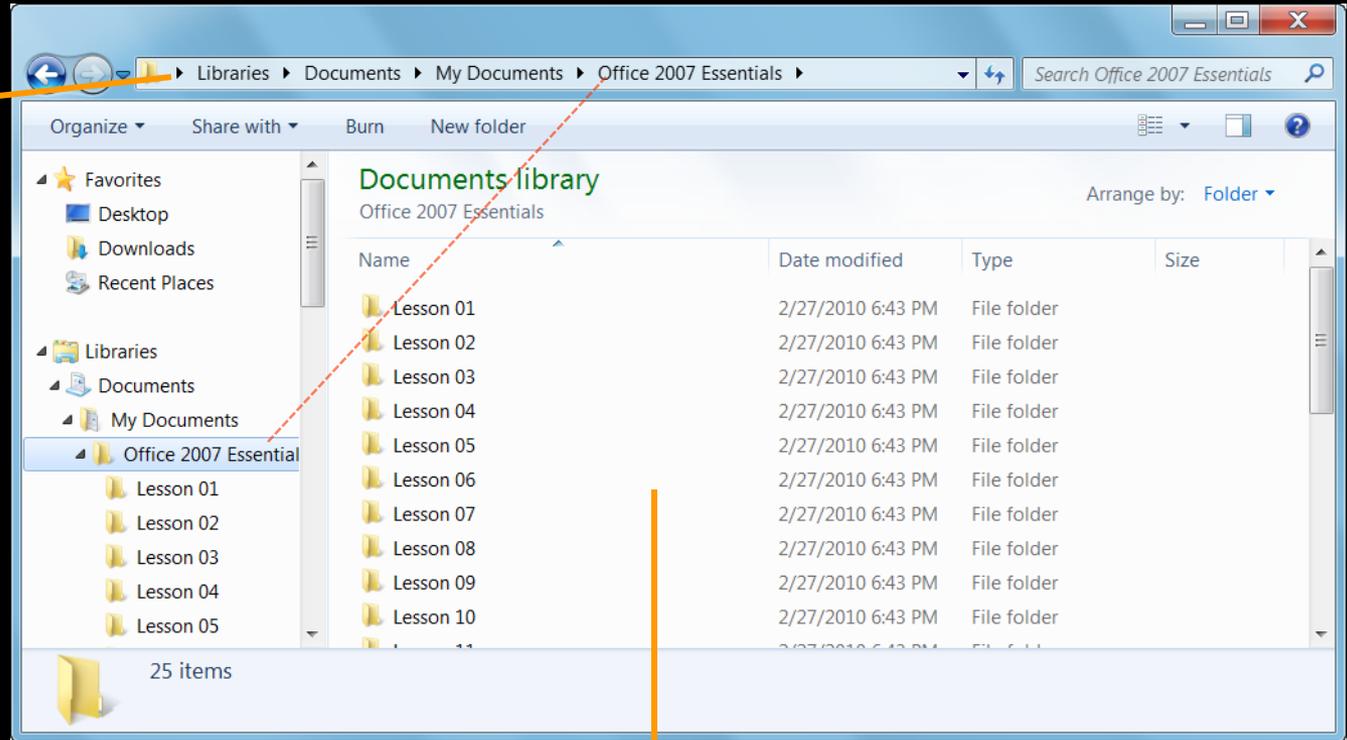


TIP When you create a new folder, Windows highlights the default name automatically – ready for you to type the new name.



The Folders Panel

The Address bar indicates the open folder



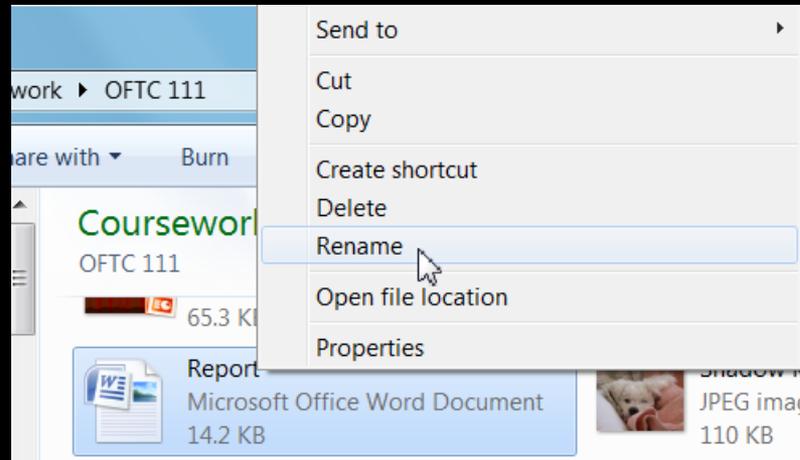
The Navigation panel displays a hierarchical view of the computer system in the Libraries area

The right panel displays the contents of the selected folder



Renaming Files and Folders

- Rename a file or folder after you have created it



A right-click on any filename displays the Rename command



You can also rename a file by clicking the name once, waiting about one second, and clicking again to select the name. You can then type a new name.



Filename Extensions

- **Three letters that follow most filenames**
 - ▲ Extensions help Windows keep track of the program you used to create a file
 - ▲ You can set Windows to hide filename extensions

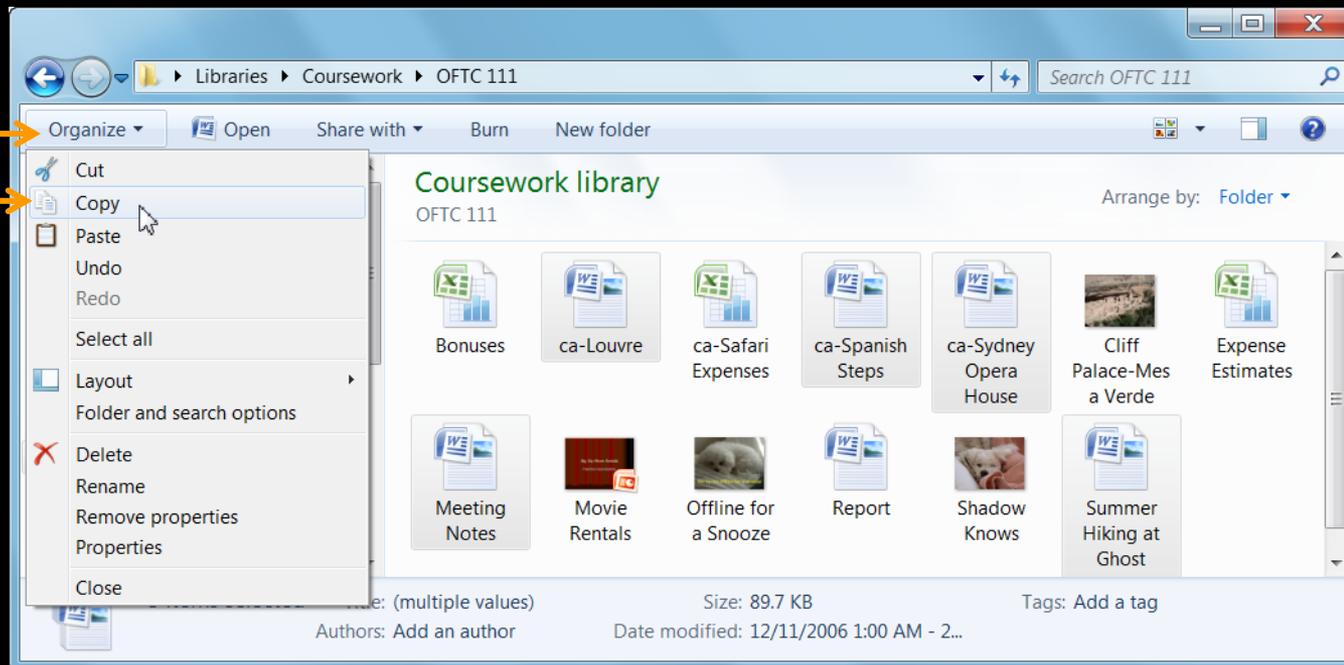
Tutor Meeting.docx

Filename Extension



Moving and Copying Files

- Copy and Paste method to copy files
- Cut and Paste method to move files



Selecting Files

- Use **Ctrl** and **Shift** to move and copy multiple files

A screenshot of a file explorer window showing a grid of files. The files are arranged in two columns. The first column contains three files: 'ca-Safari Expenses' (Microsoft Office Excel Worksheet, 7.68 KB), 'ca-Sydney Opera House' (Microsoft Office Word Document, 9.83 KB), and 'Expense Estimates' (Microsoft Office Excel Worksheet, 10.4 KB). The second column contains three files: 'ca-Spanish Steps' (Microsoft Office Word Document, 9.82 KB), 'Cliff Palace-Mesa Verde' (JPEG image, 102 KB), and 'Meeting Notes' (Microsoft Office Word Document, 14.7 KB). Red circles with numbers 1, 2, and 3 are placed over the icons of 'ca-Safari Expenses', 'Expense Estimates', and 'Meeting Notes' respectively, indicating they are the files selected using the Ctrl key.

Use **Ctrl** + click to select non-adjacent files with each mouse click

A screenshot of a file explorer window showing a grid of files. The files are arranged in three rows and two columns. The first row contains 'Bonuses' (Microsoft Office Excel Worksheet, 9.19 KB) and 'ca-Louvre' (Microsoft Office Word Document, 9.82 KB). The second row contains 'ca-Safari Expenses' (Microsoft Office Excel Worksheet, 7.68 KB) and 'ca-Spanish Steps' (Microsoft Office Word Document, 9.82 KB). The third row contains 'ca-Sydney Opera House' (Microsoft Office Word Document, 9.83 KB) and 'Cliff Palace-Mesa Verde' (JPEG image, 102 KB). Red circles with numbers 1 and 2 are placed over the icons of 'Bonuses' and 'ca-Spanish Steps' respectively, indicating they are the files selected using the Shift key.

Use **Shift** + click to select adjacent files between two mouse clicks



Deleting Files

- Deleted files and folders from hard disks are placed in the Recycle Bin
- Retrieve files and folders from the Recycle Bin to "undelete" them.



Recycle Bin



*Files and folders deleted from USB flash drives and floppy disks are **not** placed in the Recycle Bin! They are deleted permanently.*



Restoring Files and Folders

- Open the Recycle Bin to restore (undelete) its contents
- Restore individual items too



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