

# Microsoft Office 2007: Essentials



## Lesson 3: Managing Computer Files

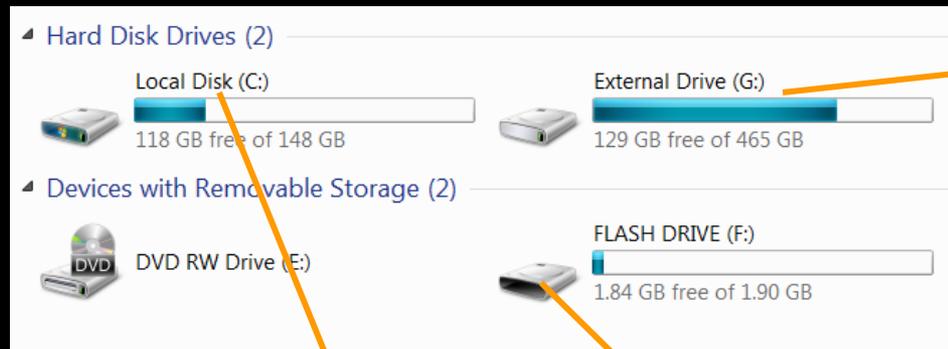
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# Storage Media

- 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



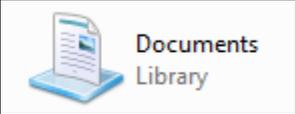
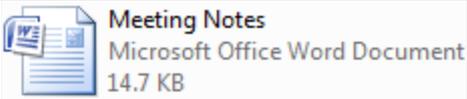
Libraries are a new storage location introduced in Windows 7

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
	<b>Drive</b>	Physical place to store files	<ul style="list-style-type: none"><li>Floppy disk</li><li>Hard drive</li></ul>
	<b>Library</b>	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"><li>Documents</li><li>Pictures</li><li>Music</li></ul>
	<b>Folder</b>	Electronic place to store groups of related files	<ul style="list-style-type: none"><li>Folder for files of an application program</li><li>Folder for all letters related to a project</li></ul>
	<b>File</b>	Collection of computer data with a common purpose	<ul style="list-style-type: none"><li>A letter</li><li>A picture</li></ul>



# The Computer Window

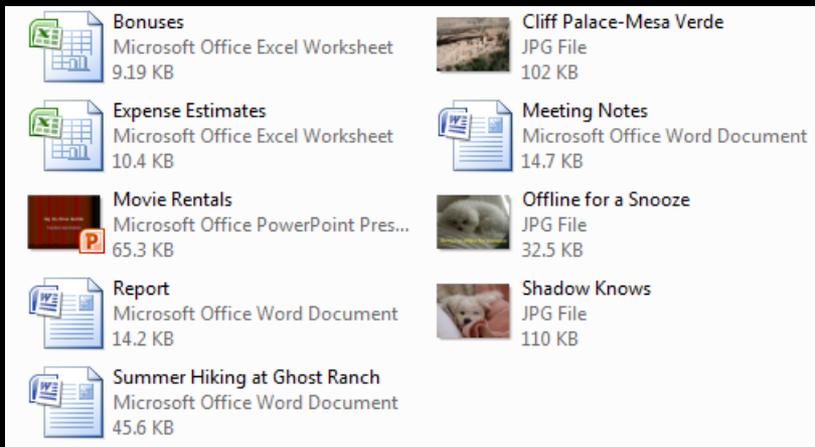
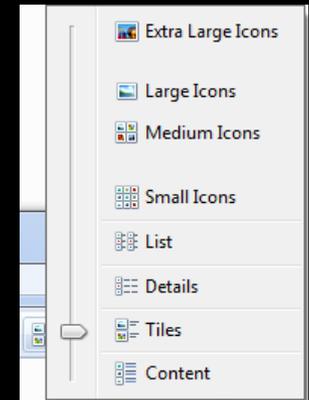
The image shows a Windows 7 'Computer' window with several annotations on the left side. The window displays the 'Computer' window with the following components:

- Address bar:** Shows the current location as 'Computer'.
- Toolbar:** Includes 'Organize', 'System properties', 'Uninstall or change a program', 'Map network drive', and 'Open Control Panel'.
- Shortcuts to locate files:** A sidebar on the left contains 'Favorites' (Desktop, Downloads, Recent Places), 'Libraries' (Documents, Music, Pictures, Videos), 'Homegroup' (checkout (TITLEV-759...), Instructor (WRITING)), 'Computer' (Local Disk (C:), FLASH DRIVE (F:), External Drive (G:)), and 'Network'.
- Library list:** The 'Libraries' section in the sidebar.
- Homegroup list:** The 'Homegroup' section in the sidebar.
- Computer Drive list:** The 'Computer' section in the sidebar.
- Main Content Area:** Displays 'Hard Disk Drives (2)' and 'Devices with Removable Storage (2)'.
  - 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
- System Information:** At the bottom, it shows 'TITLEV-7599LT Workgroup: WORKGROUP Memory: 2.00 GB Processor: Intel(R) Core(TM)2 Duo ...'.

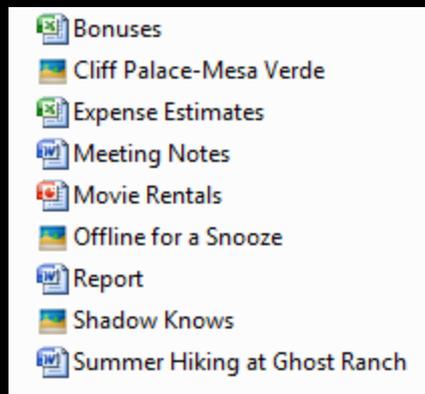


# Changing the View

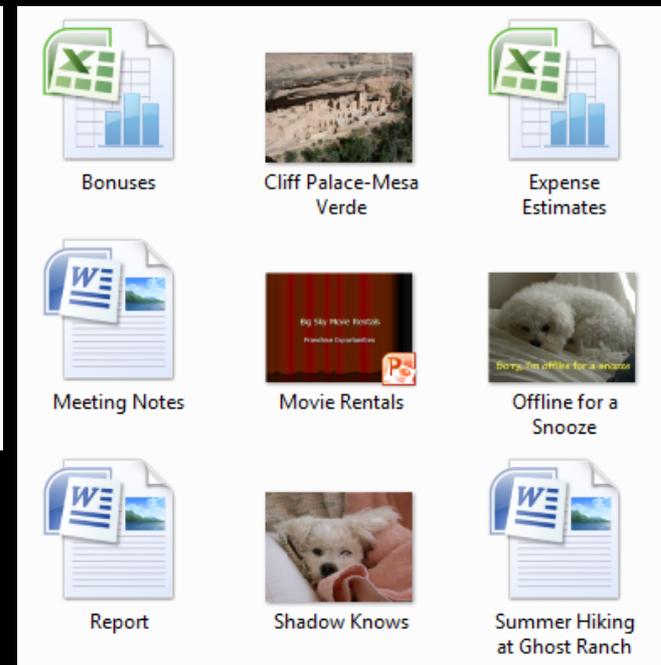
- You can display files and folders with various views



Tiles View



List View



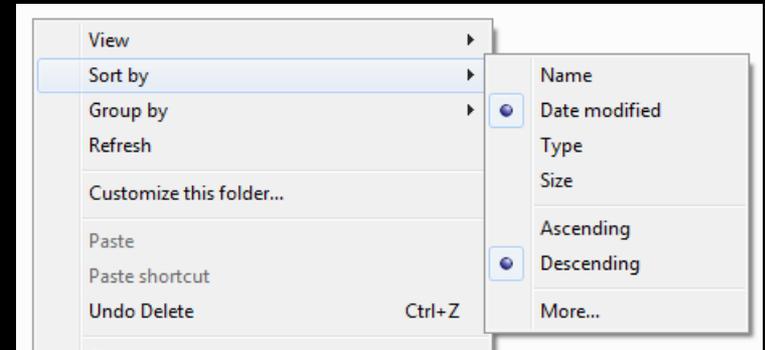
Large Icons View



# 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

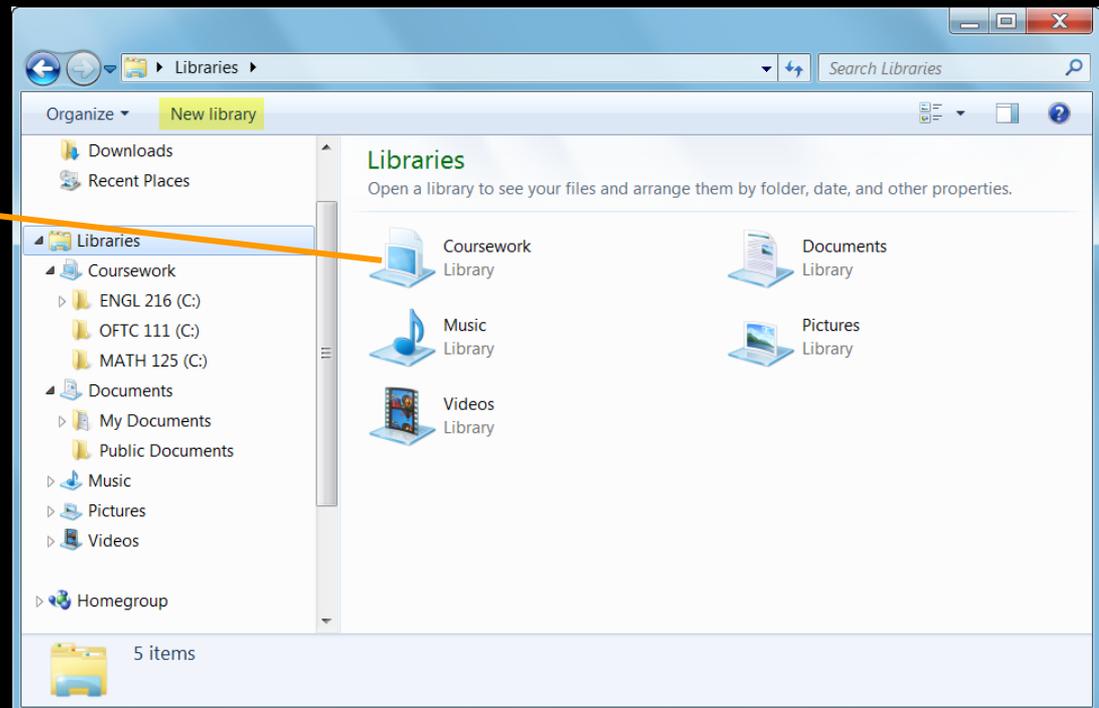
Name	Date modified	Type	Size
 Bonuses	2/9/2010 10:08 AM	Microsoft Office E...	10 KB



# 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

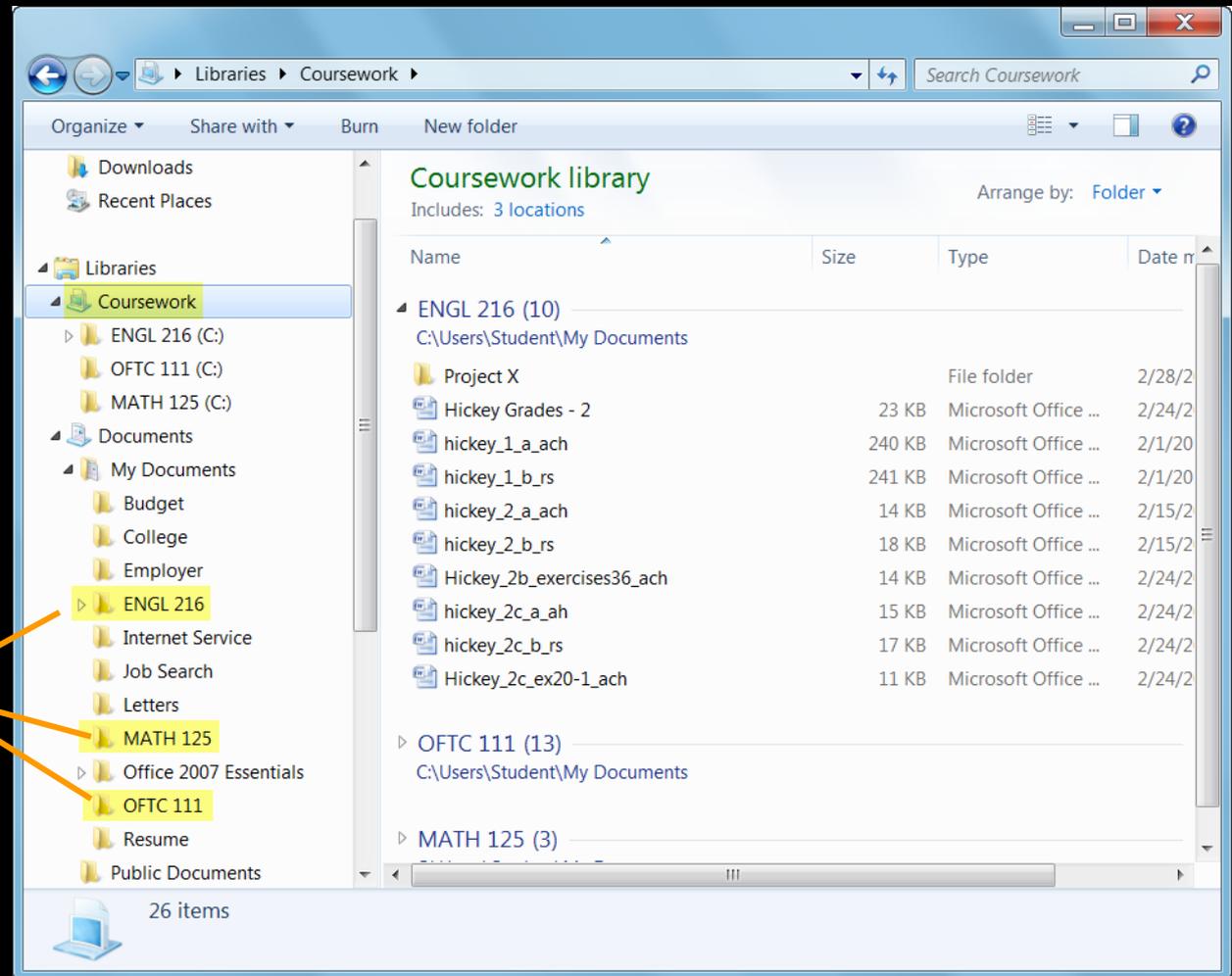
Custom Library



# Example of a Library

Custom Library puts course folders in one place

Course folder locations in My Documents Library



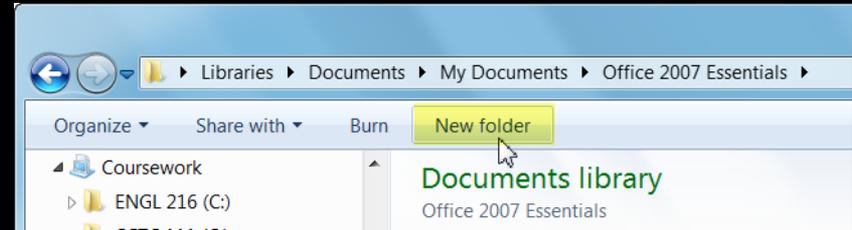
# Working with Folders

- 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

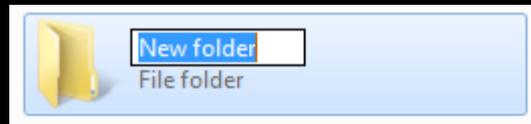


# Creating Folders

- 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.

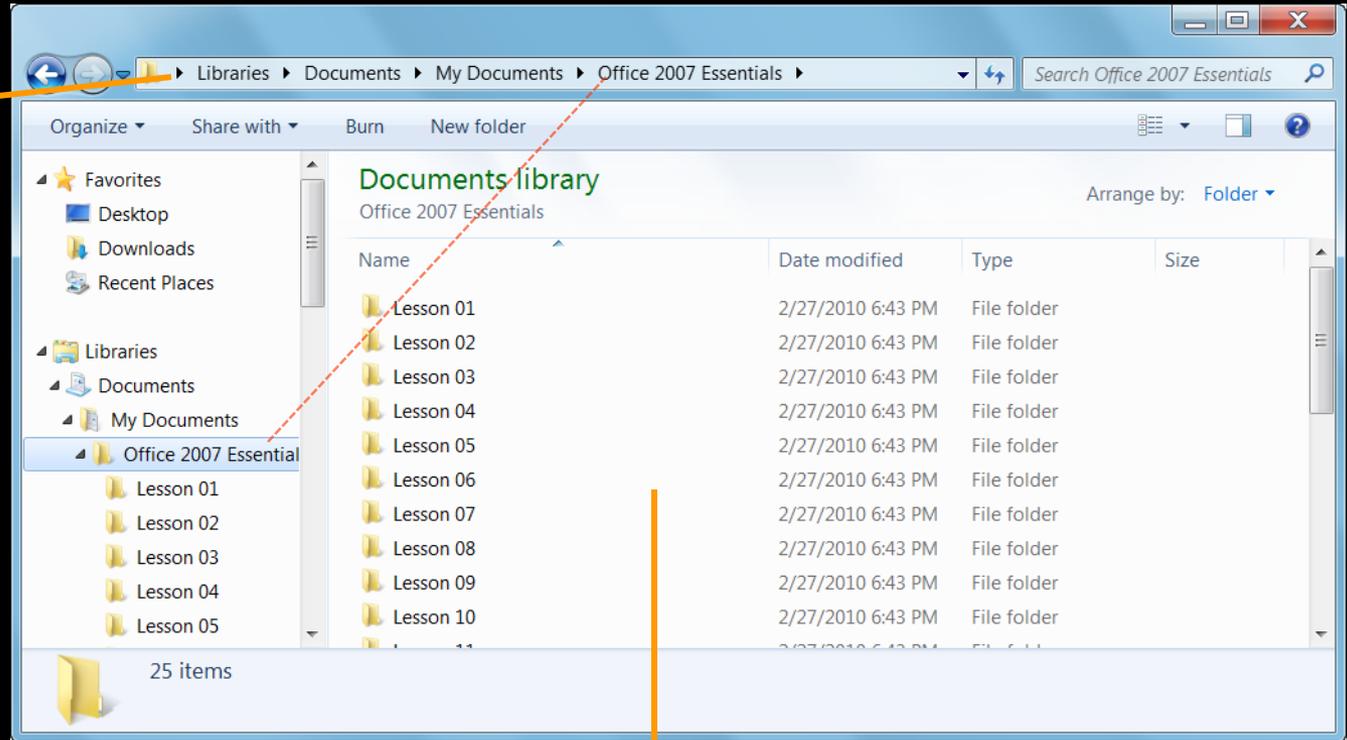


**TIP** When you create a new folder, Windows highlights the default name automatically – ready for you to type the new name.



# The Folders Panel

The Address bar indicates the open folder



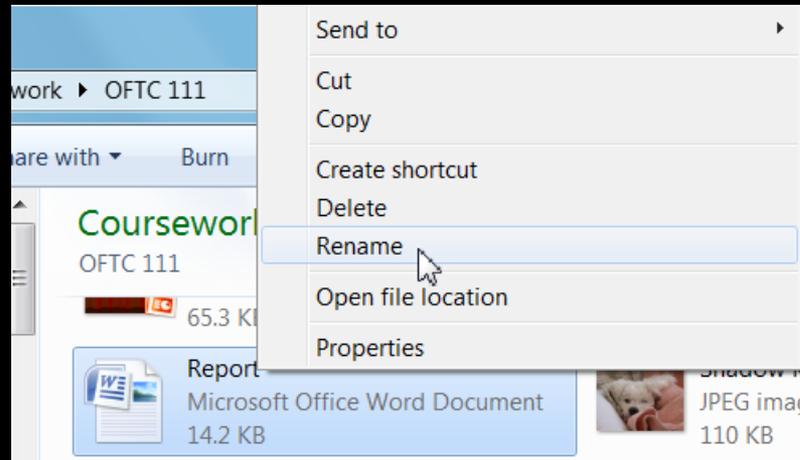
The Navigation panel displays a hierarchical view of the computer system in the Libraries area

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

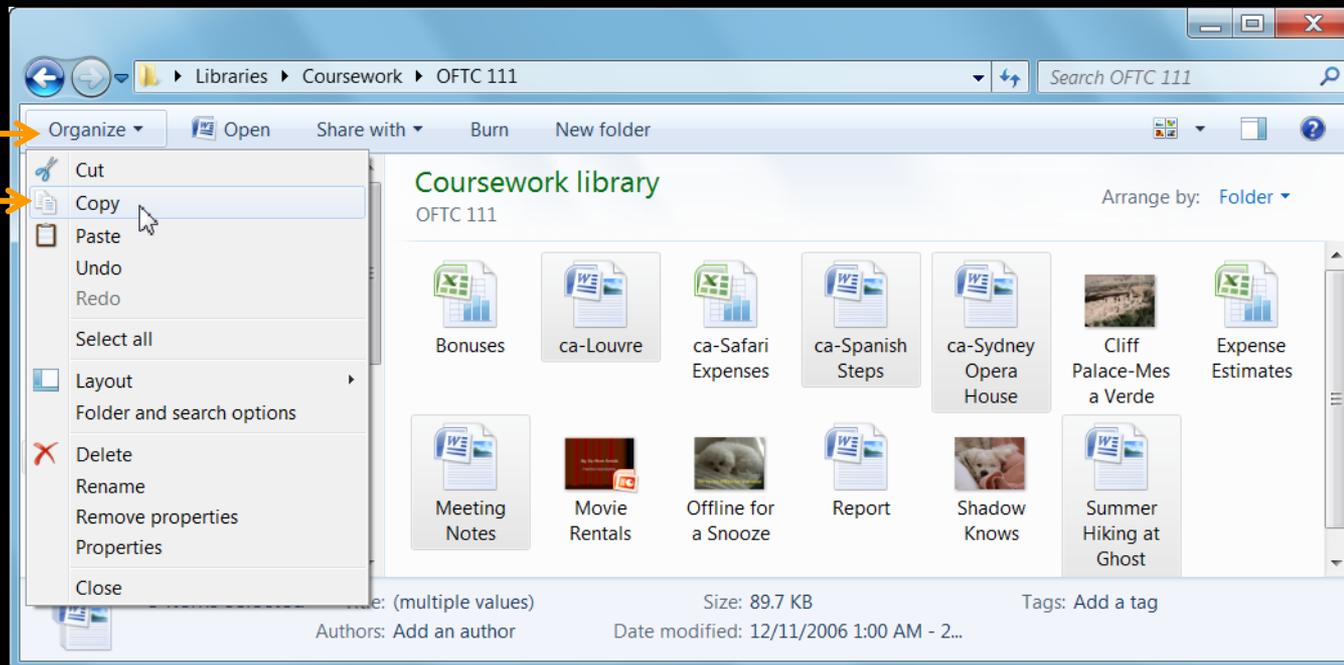
Tutor Meeting.docx

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

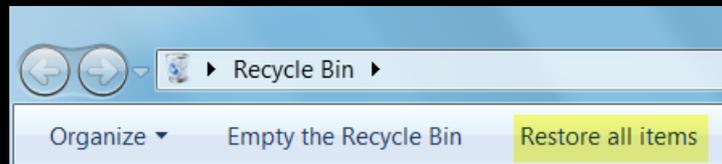


*Files and folders deleted from USB flash drives and floppy disks are **not** placed in the Recycle Bin! They are deleted permanently.*



# Restoring Files and Folders

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



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