Microsoft Office 2007: Essentials

Lesson 3: Managing Computer Files
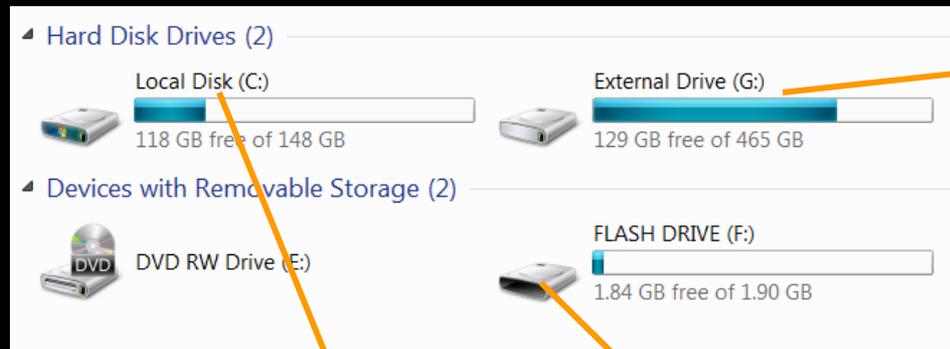
Return to the Office 2007 web page

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Storage Media

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

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

Browsing Through Files

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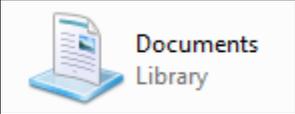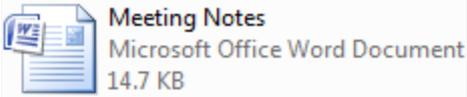

Libraries are a new storage location introduced in Windows 7

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

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File Organization

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

Level	Definition	Examples
Drive	Physical place to store files	- Floppy disk - Hard drive
Library	An electronic place to store groups of folders and files from various drive locations (New feature in Windows 7)	- Documents - Pictures - Music
Folder	Electronic place to store groups of related files	- Folder for files of an application program - Folder for all letters related to a project
File	Collection of computer data with a common purpose	- A letter - A picture

Local Disk (C:)
151 GB free of 293 GB

Documents
Library

Office 2007 Essentials
File folder

Meeting Notes
Microsoft Office Word Document
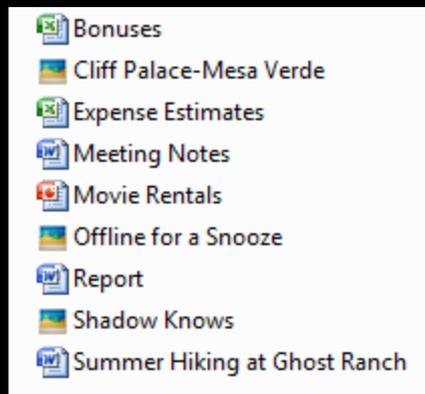14.7 KB

The Computer Window
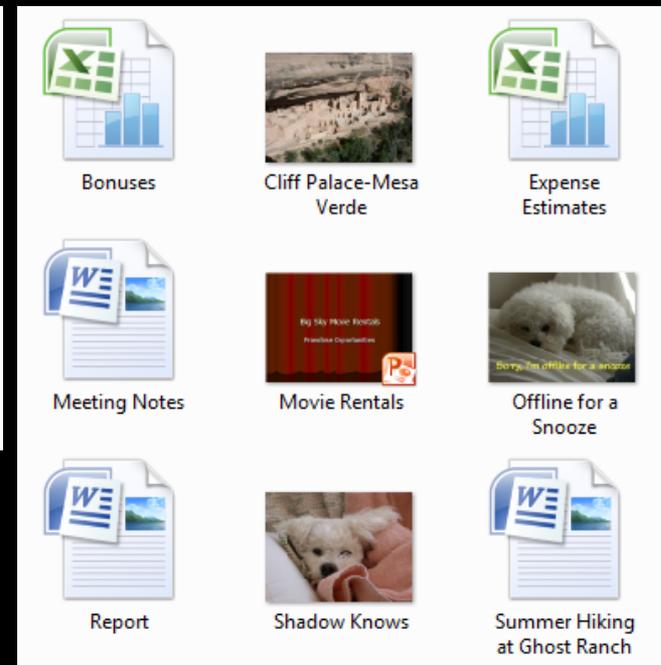
Changing the View

- **You can display files and folders with various views**

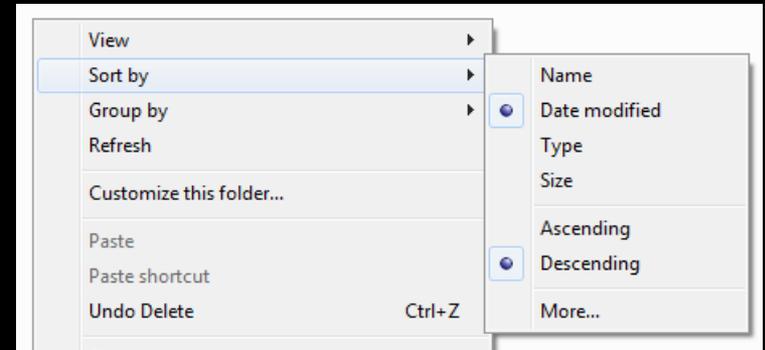Tiles View

List View

Large Icons View

Sorting Files

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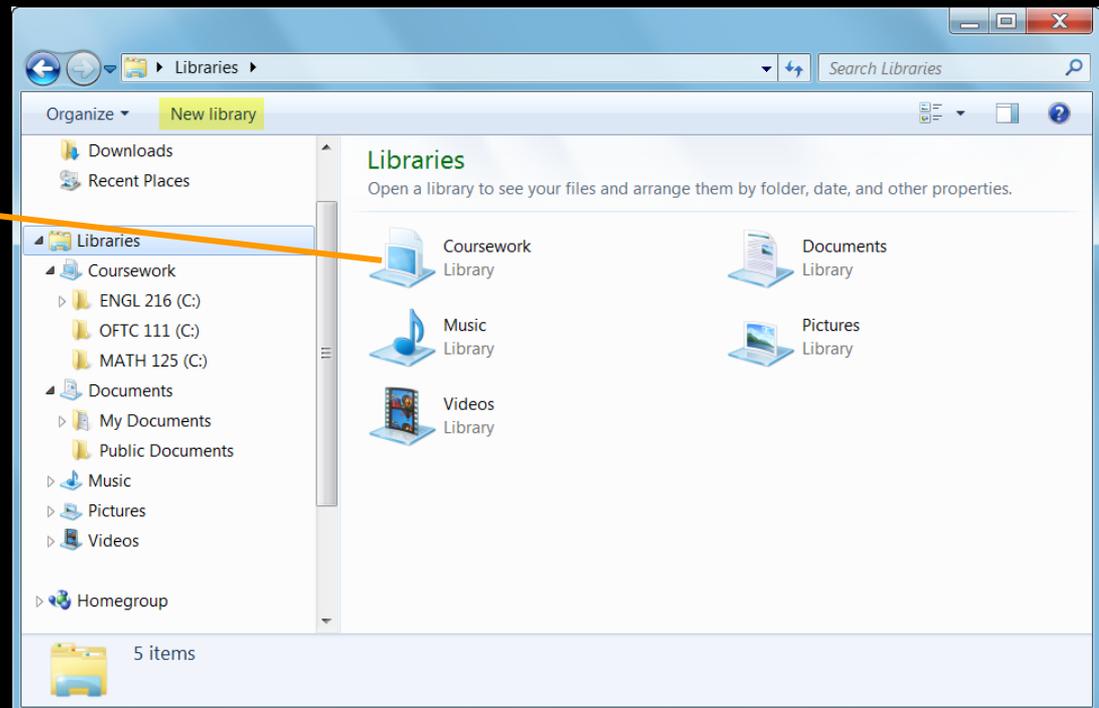
Sort Menu

Sort Bar – Details View

Working with Libraries

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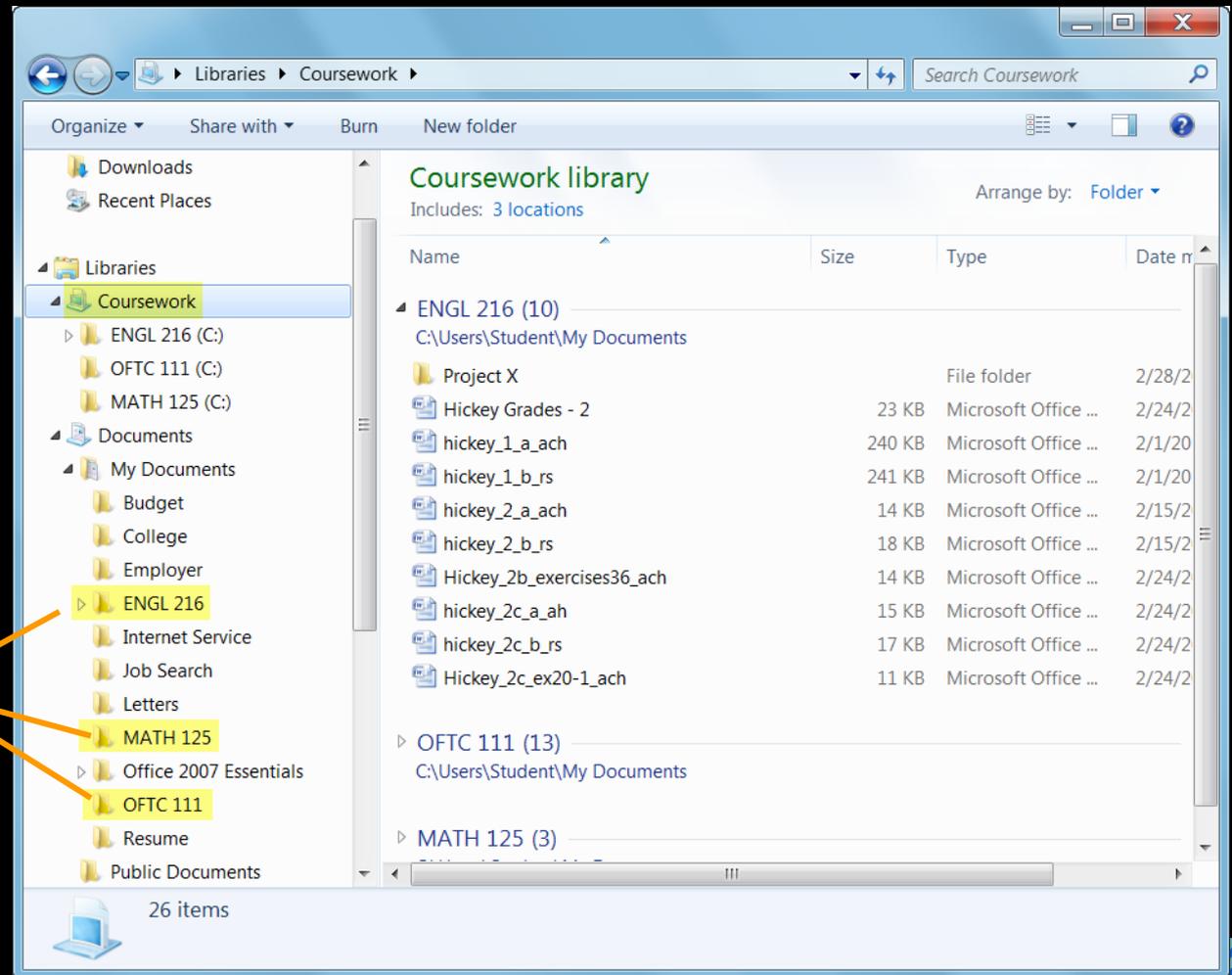- **Windows 7 automatically creates some libraries**

Custom Library

Example of a Library

Custom Library puts course folders in one place

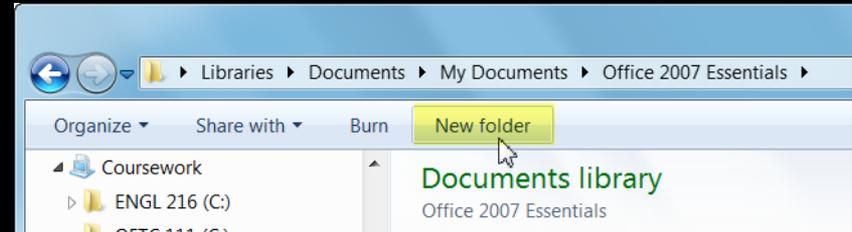Course folder locations in My Documents Library

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**
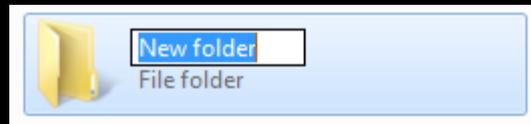
Creating Folders

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

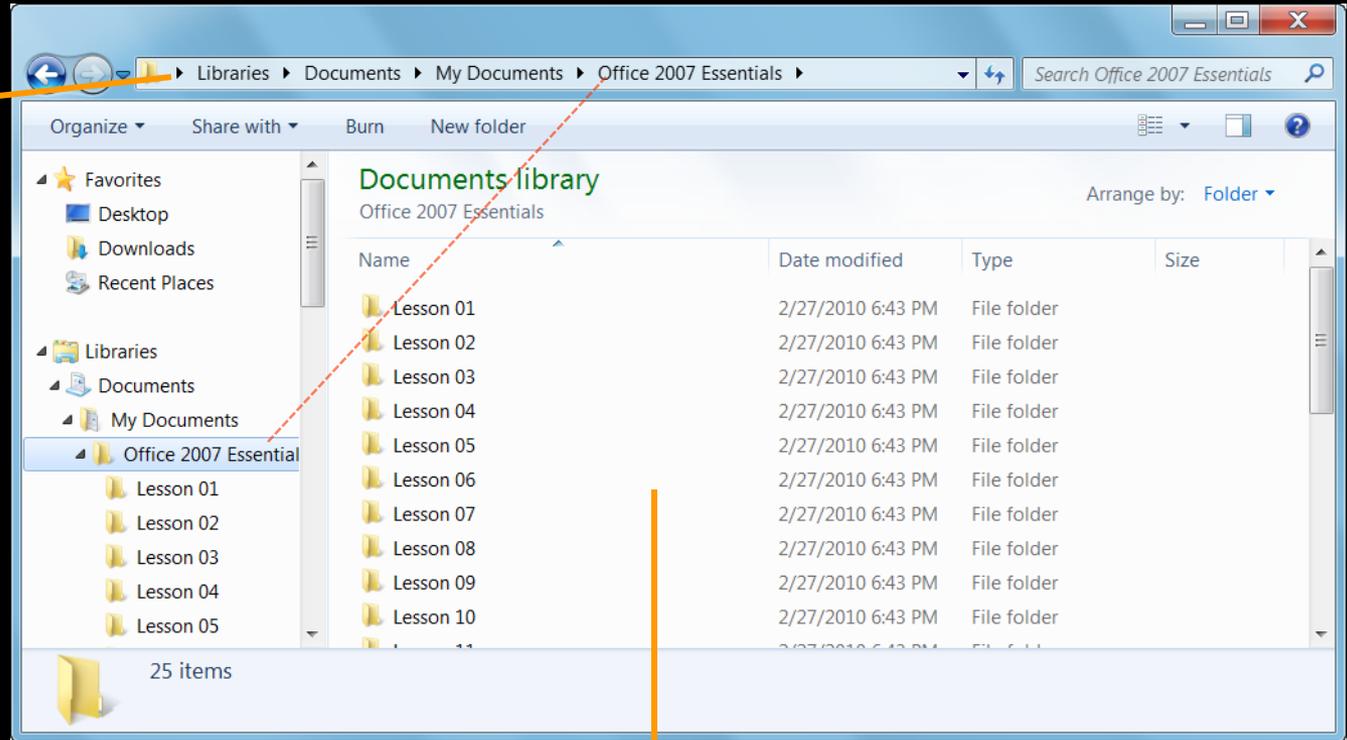- **You can create folders in the Documents folder, on a USB flash drive, etc.**

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

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The Folders Panel

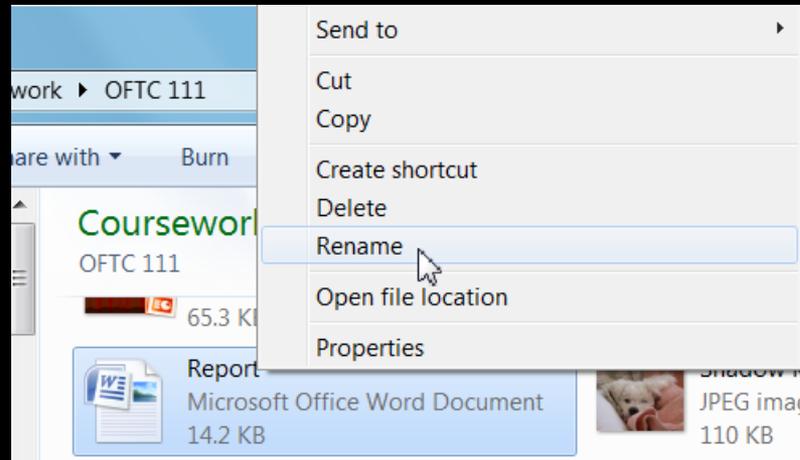The Address bar indicates the open folder

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

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Renaming Files and Folders

- **Rename a file or folder after you have created it**

A right-click on any filename displays
the Rename command

TIP ⚠️

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
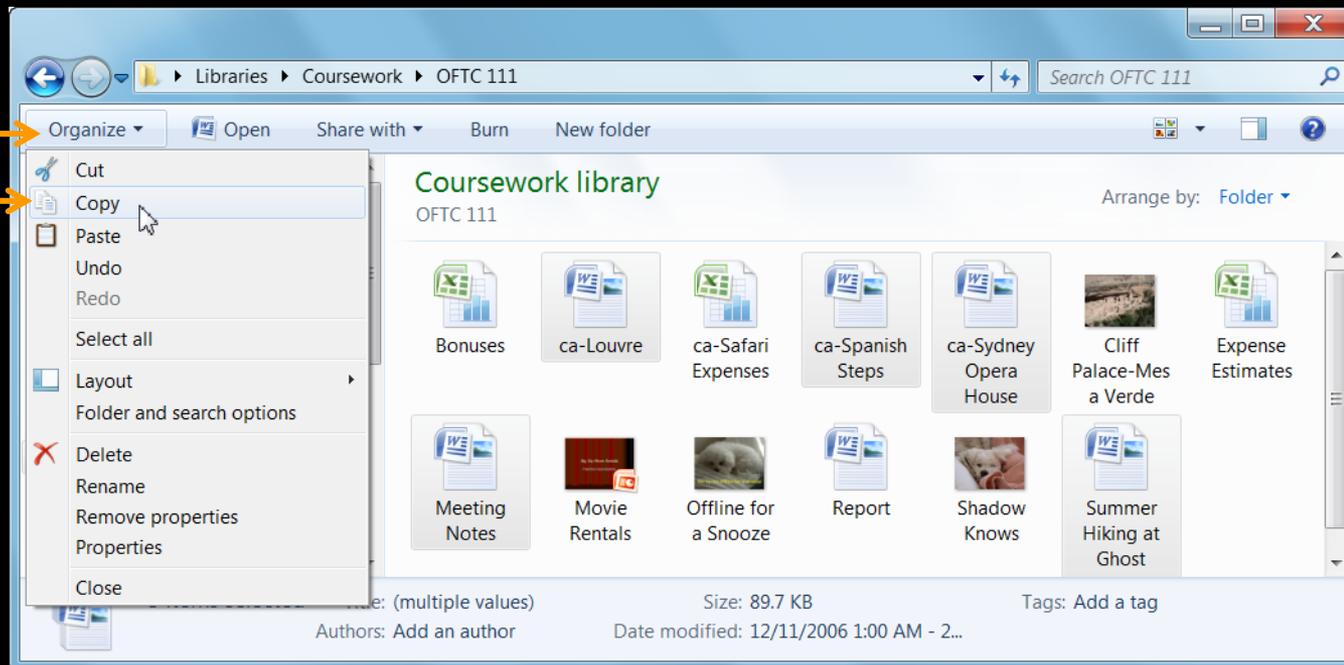 - ▲ You can set Windows to hide filename extensions

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**

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

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

TIP ⚠️

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

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Restoring Files and Folders

- **Open the Recycle Bin to restore (undelete) its contents**

- **Restore individual items too**

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