

Microsoft Office 2007: Essentials, Revised Edition



Lesson 3: Managing Computer Files

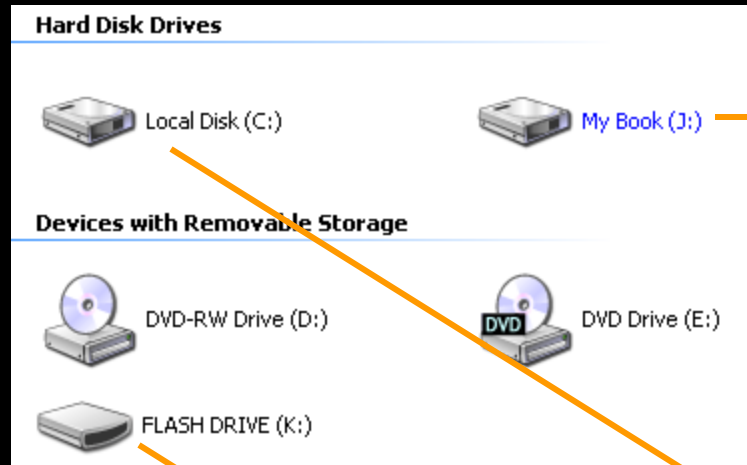
[Return to the Office 2007 web page](#)



LABYRINTH
LEARNING™

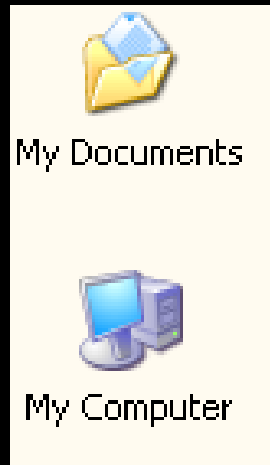
Storage Media

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

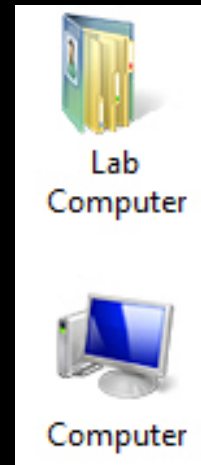


Browsing Through Files

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



Win XP






Win Vista



File Organization

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

	Level	Definition	Examples
 Local Disk (C:)	Drive	Physical place to store files	<ul style="list-style-type: none">Floppy diskHard drive
 Office 2007 Essentials	Folder	Electronic place to store files	<ul style="list-style-type: none">Folder for files of an application programFolder for all letters related to a project
 Shadow Knows 800 x 600 JPG File	File	Collection of computer data with a common purpose	<ul style="list-style-type: none">A letterA picture



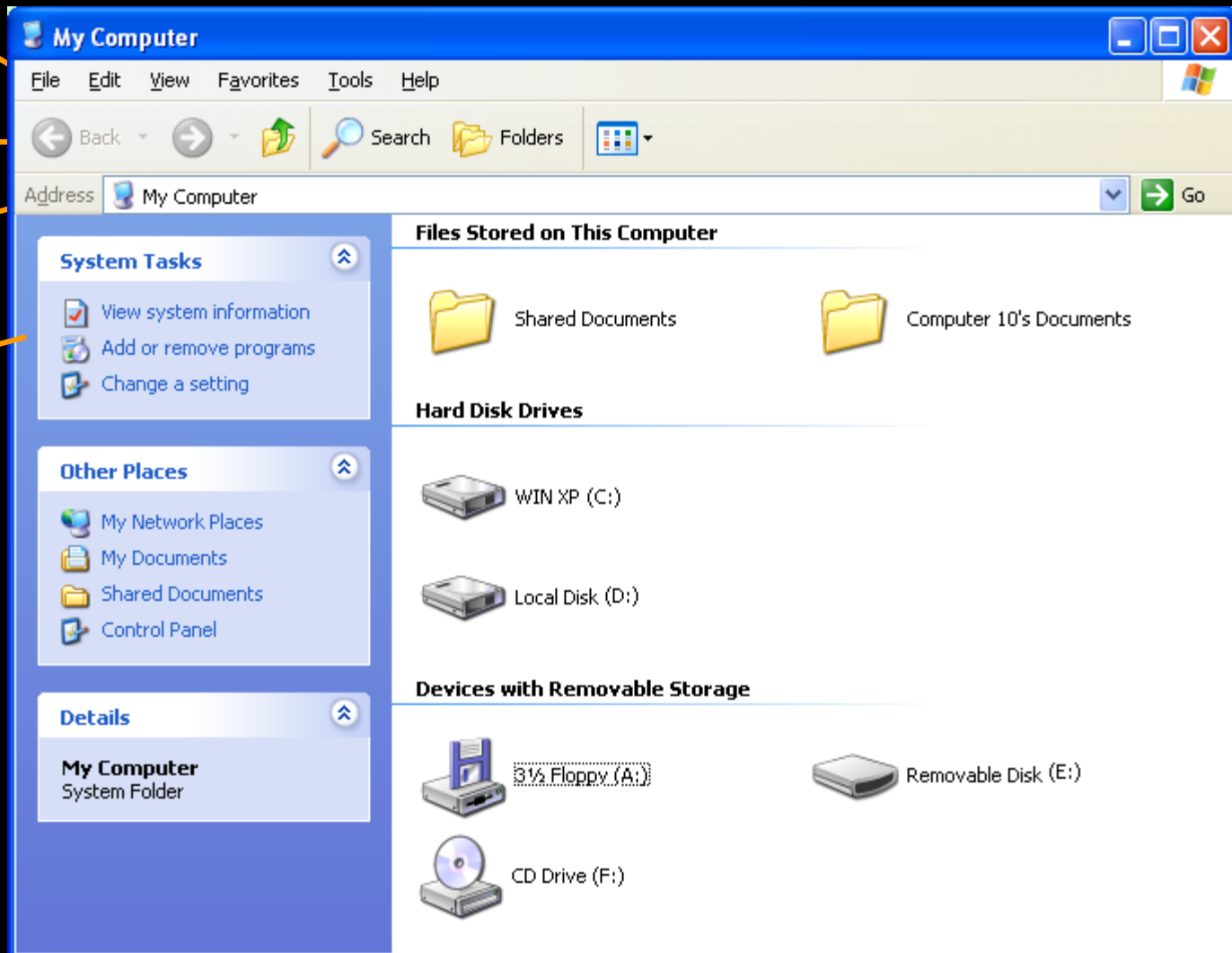
The My Computer Window (Win XP)

Menu bar

Toolbar

Address bar

Shortcuts to useful tasks and places



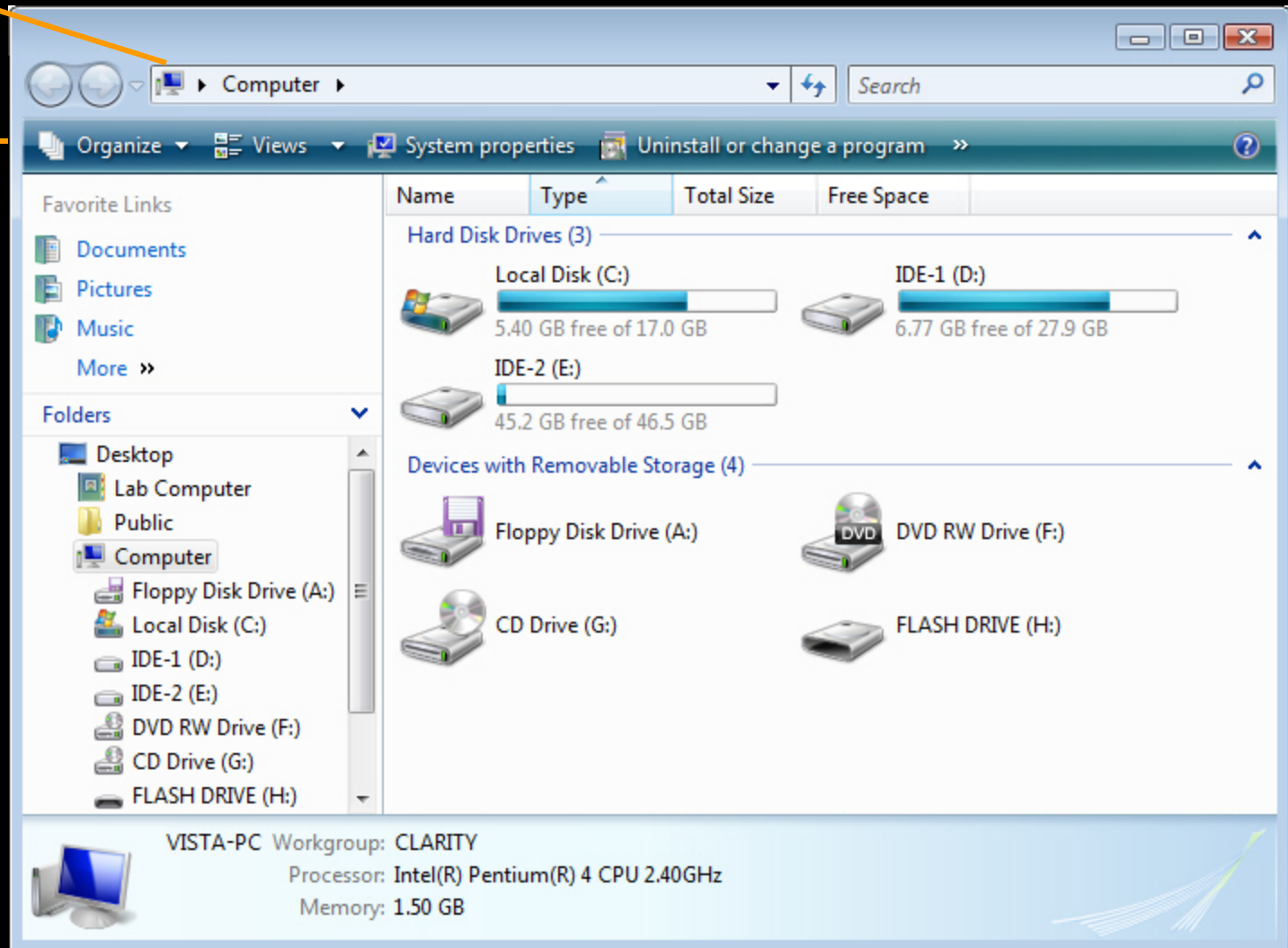
The Computer Window (Win Vista)

Address
bar

Toolbar

Shortcuts to
locate files

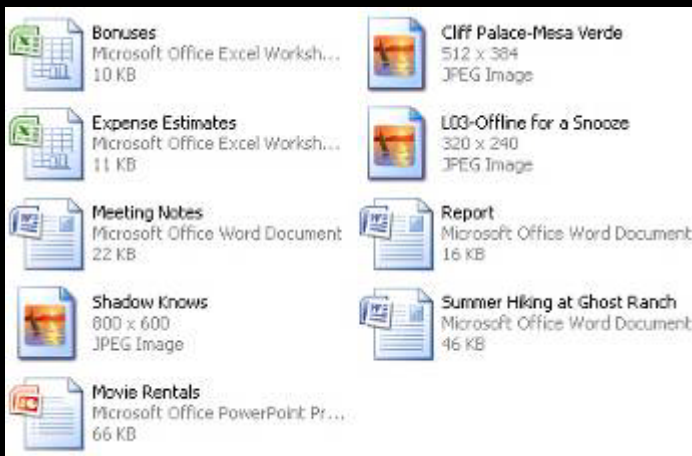
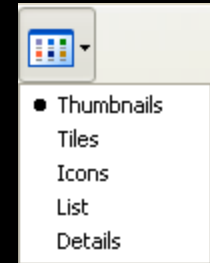
Folder and
Device list



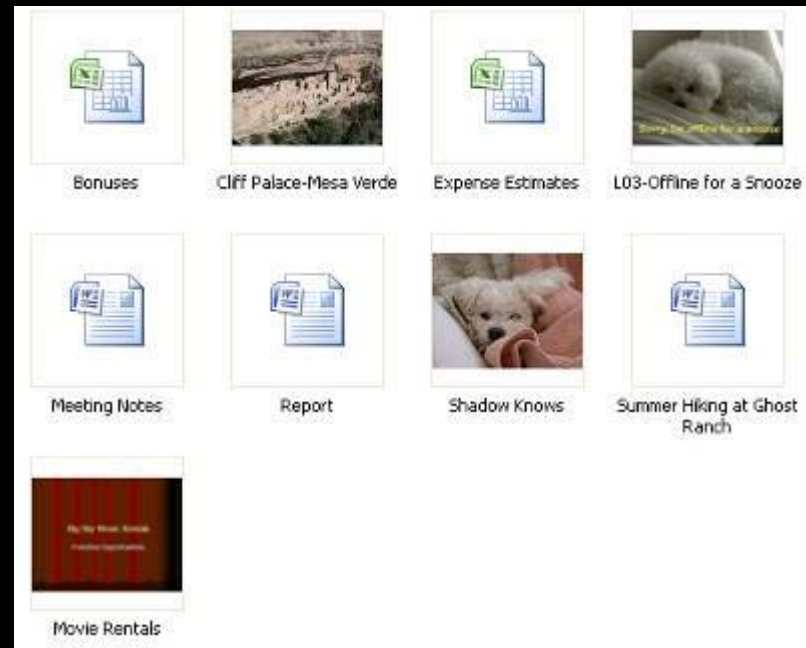
Changing the View

(Win XP)

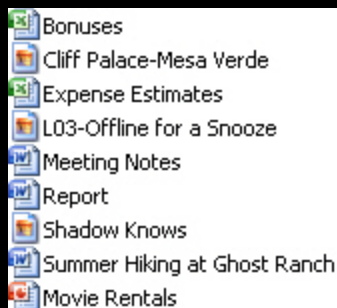
- You can display files and folders with various views



Tiles View



Thumbnails View



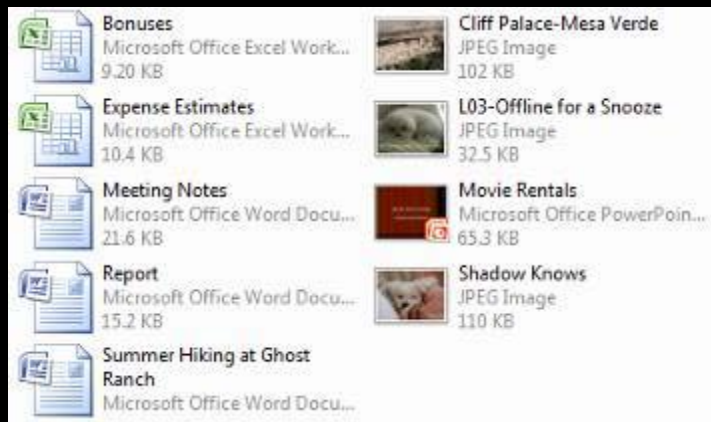
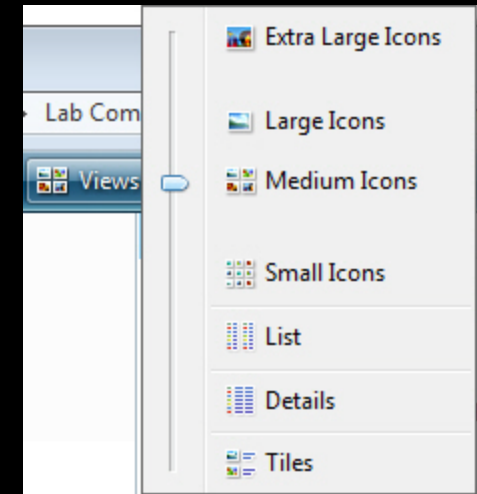
List View



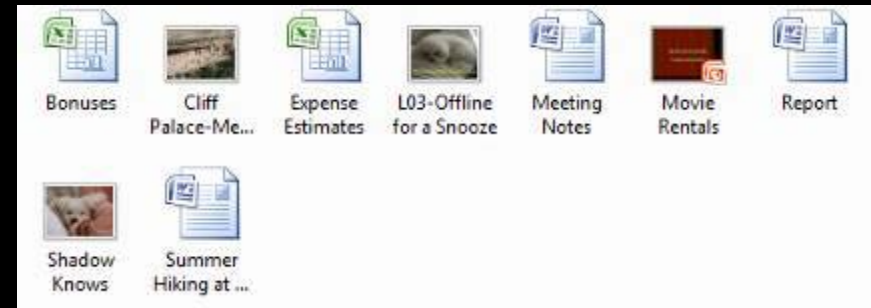
Changing the View

(Win Vista)

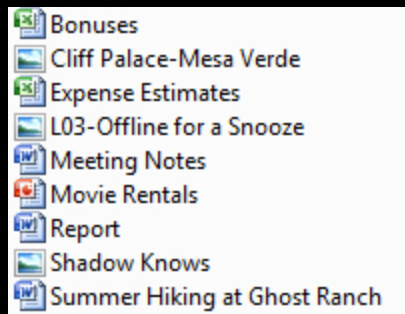
- You can display files and folders with various views



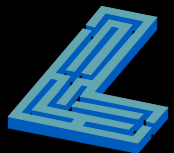
Tiles View



Medium Icons View



List View



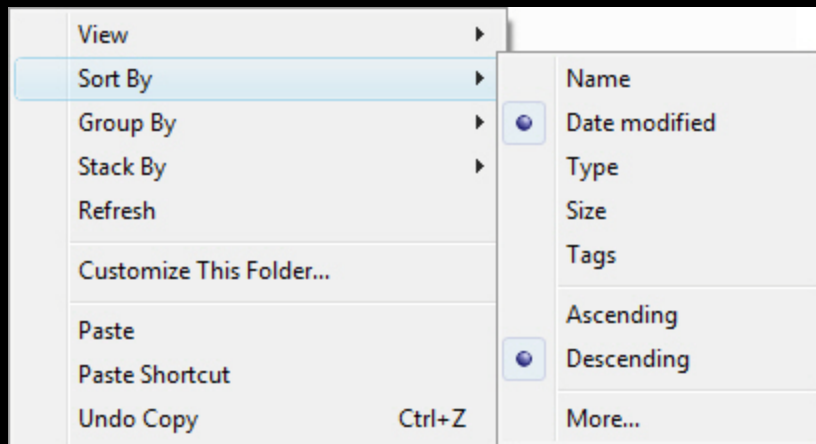
Sorting Files

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

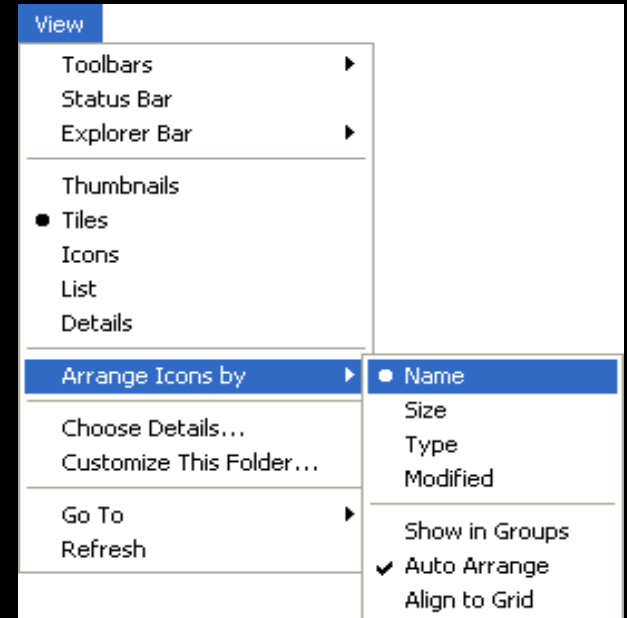
Sort Bar – Win Vista

Name	Date modified	Type	Size	Tags
------	---------------	------	------	------

Sort Menu – Win Vista



Sort Menu – Win XP



Working with Folders

- Folders are electronic locations to store groups of related files
- Create new folders whenever at any time
- Windows 2000 and XP automatically create a My Documents folder

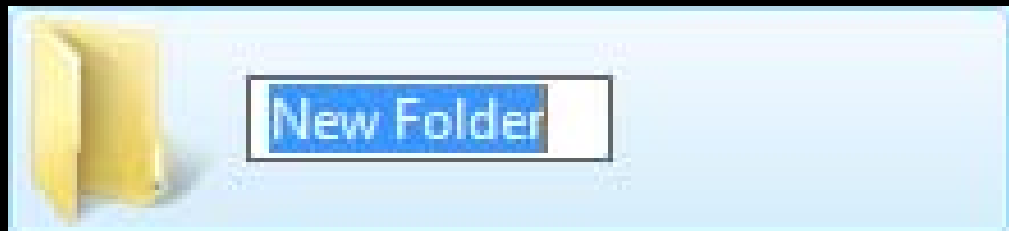


Creating Folders

- 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.



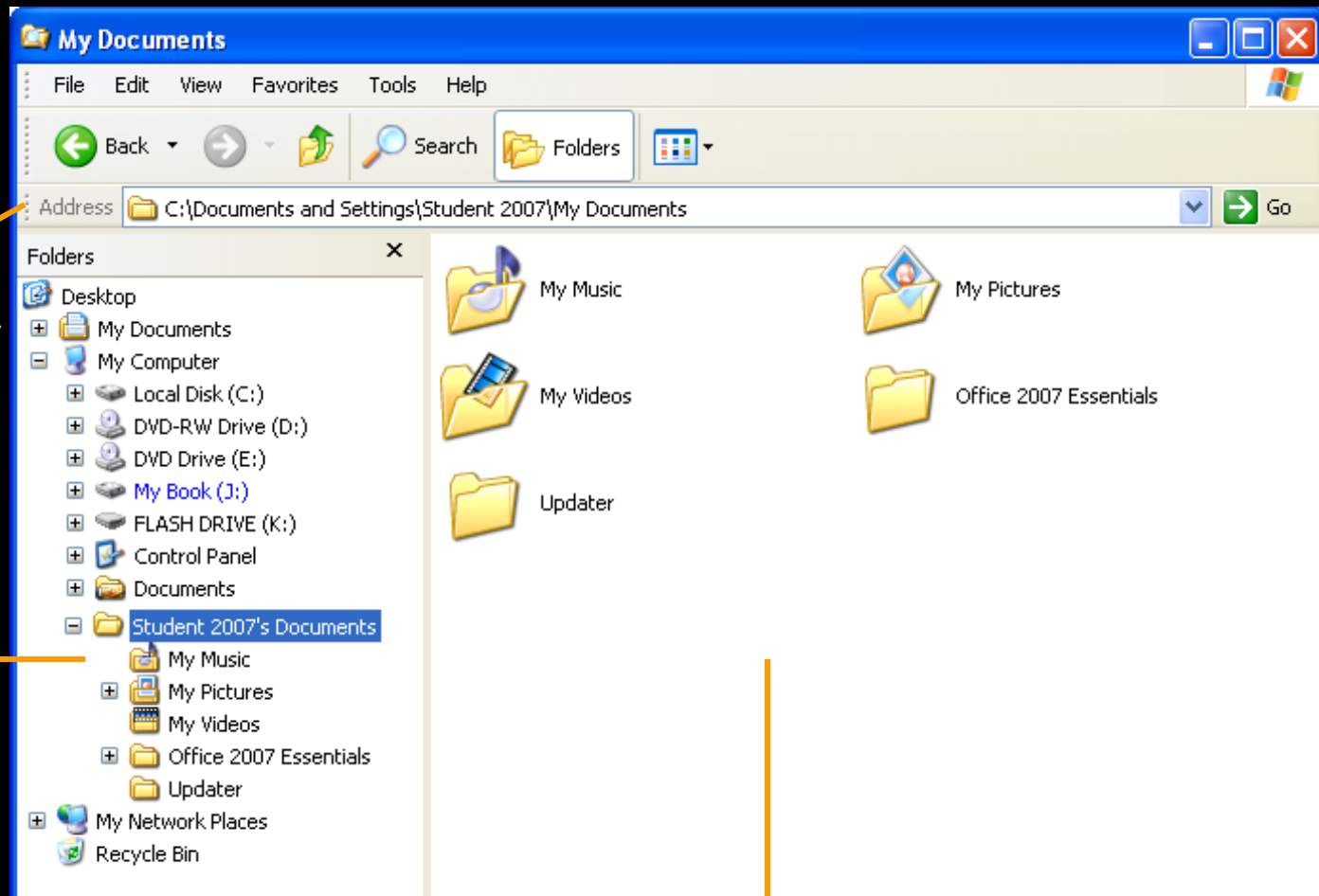
Win XP



Win Vista



The Folders Panel (Win XP)



The Address bar indicates the open folder

This Documents folder contains five folders

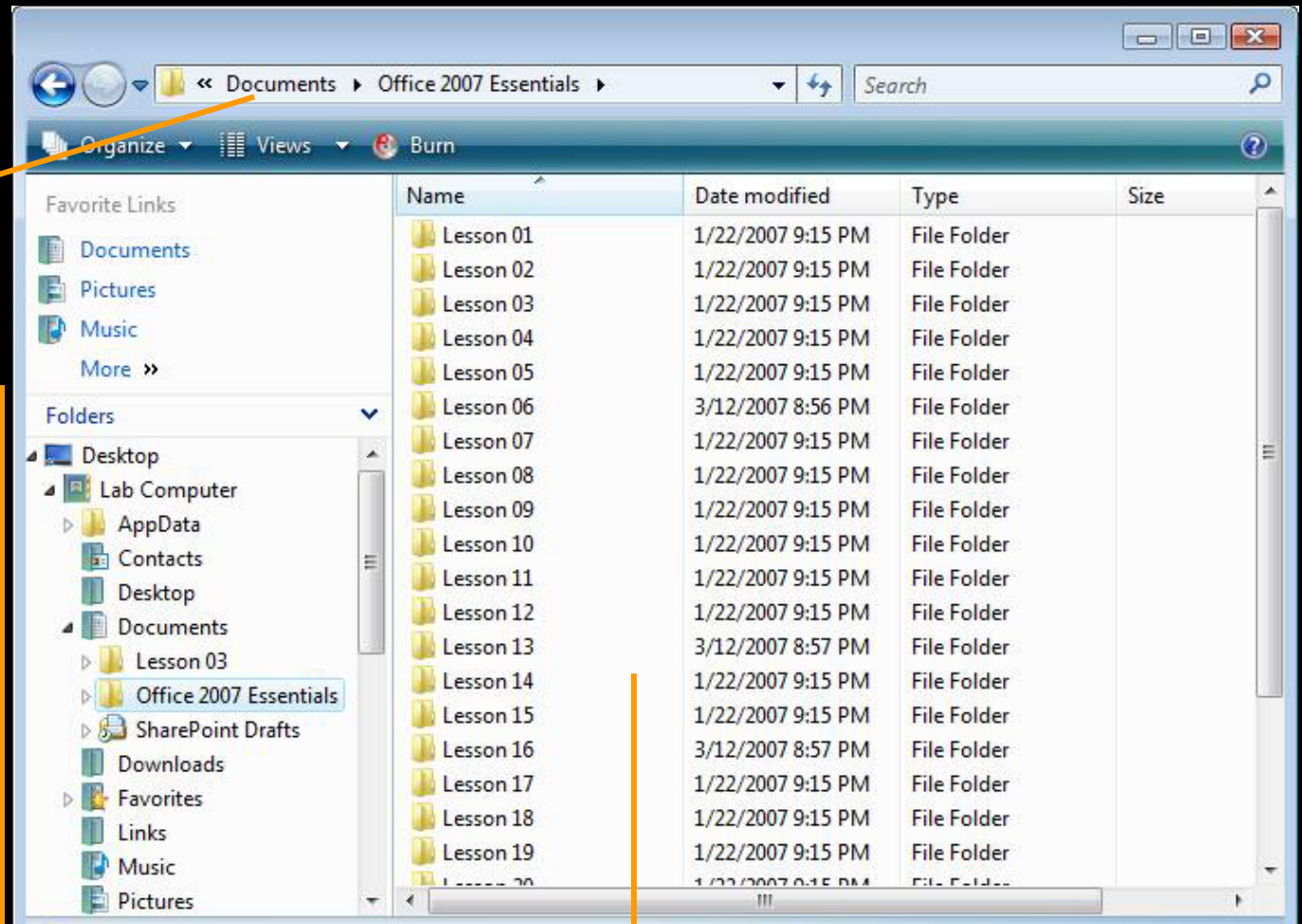
The right panel displays the contents of the selected folder



The Folders Panel

(Win Vista)

The Address bar indicates the open folder



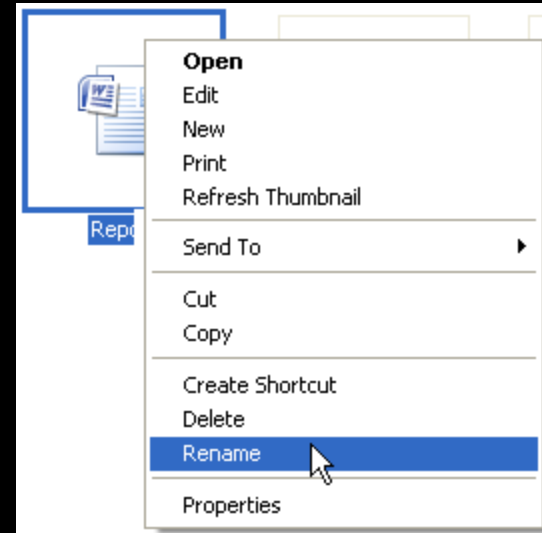
The Folders panel displays a hierarchical view of the computer system

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.doc

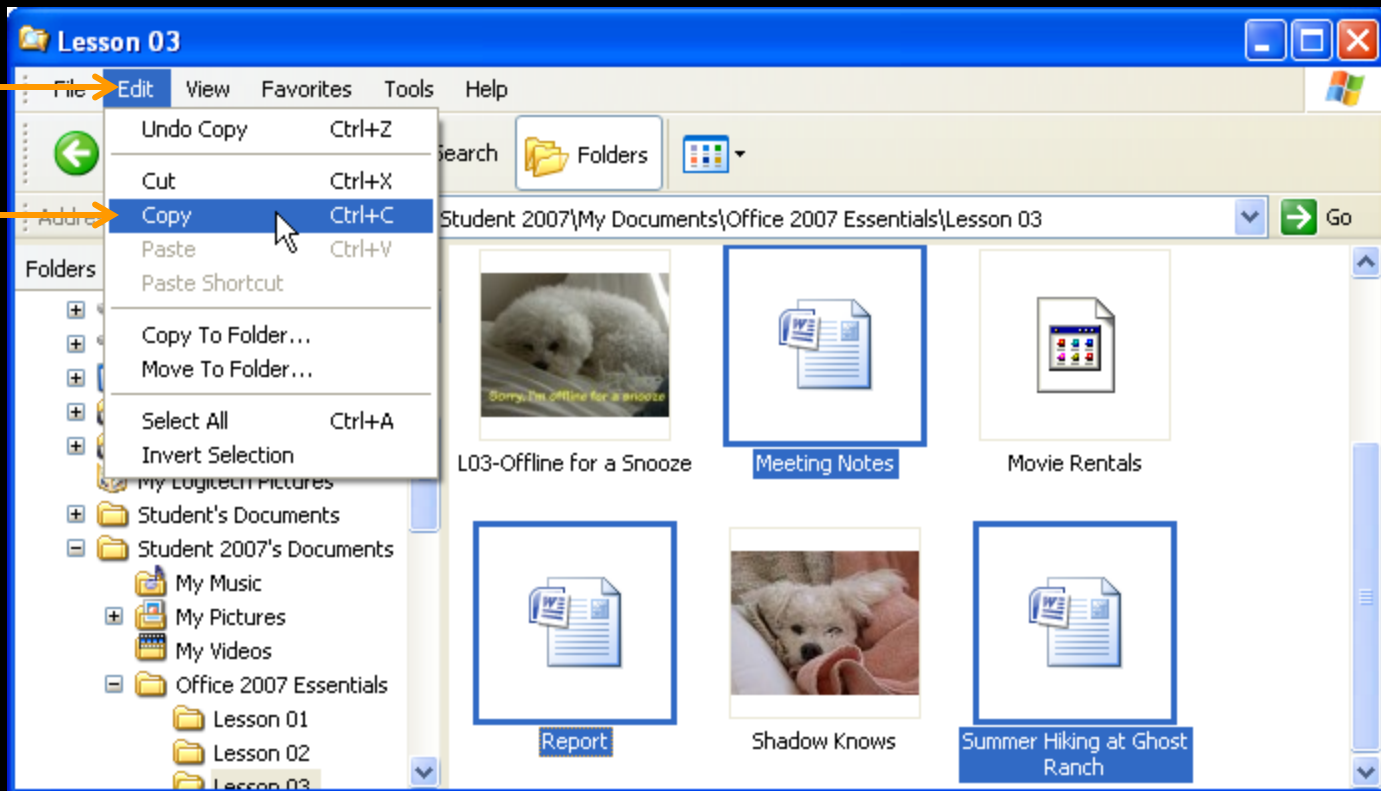
Filename Extension



Moving and Copying Files

(Win XP)

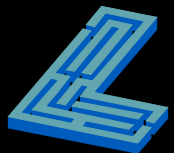
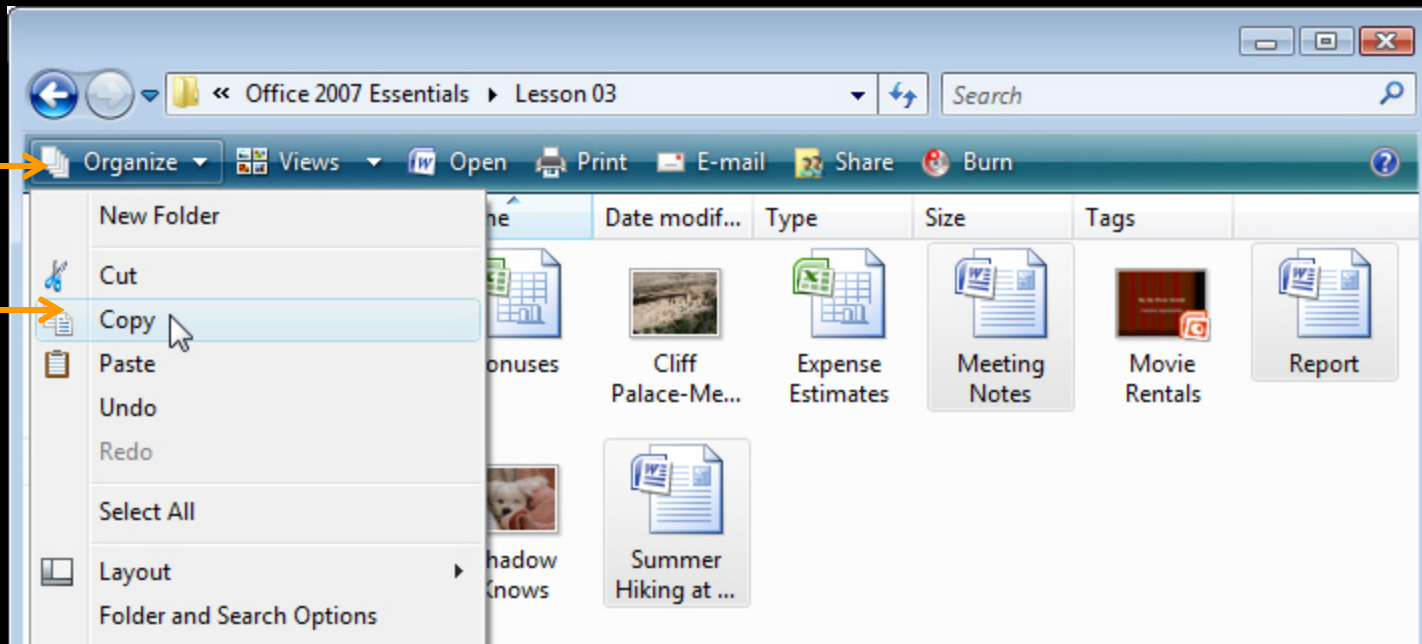
- Copy and Paste method to copy files
- Cut and Paste method to move files



Moving and Copying Files

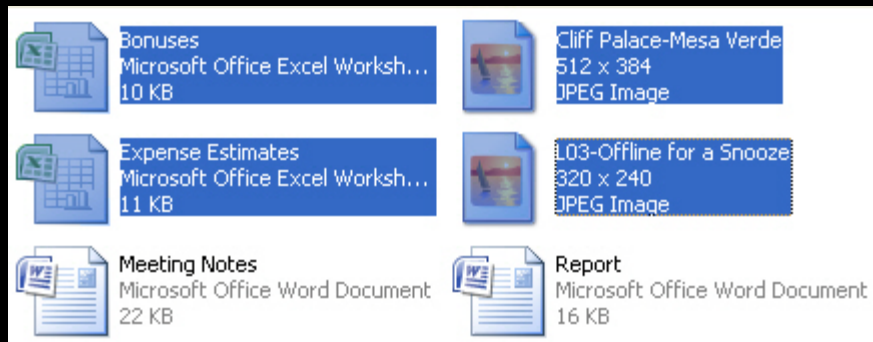
(Win Vista)

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

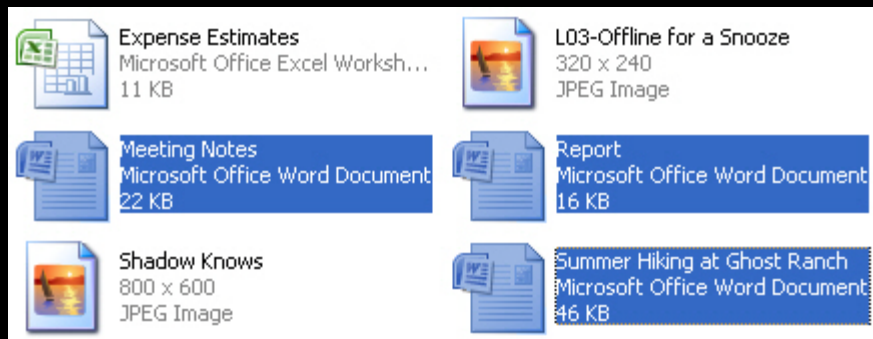


Selecting Files

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



Use **Shift** to select adjacent files



Use **Ctrl** to select non-adjacent files



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



Recycle Bin

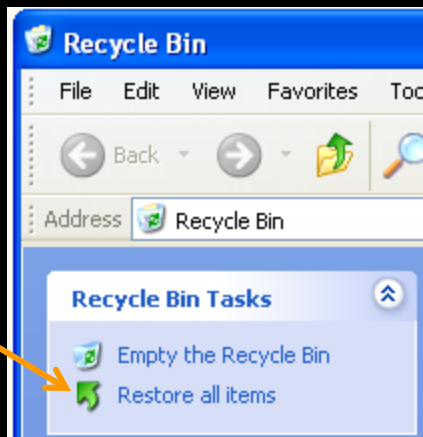


TIP *Files and folders deleted from USB flash drives and floppy disks are **not** placed in the Recycle Bin! They are deleted permanently.*

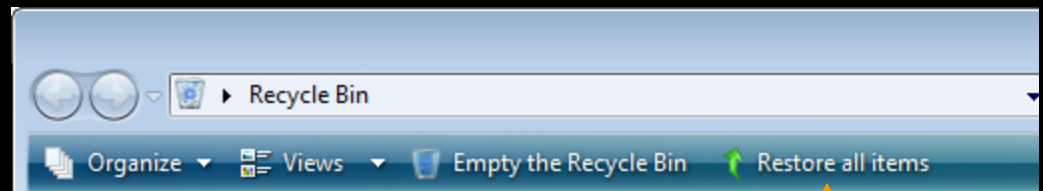


Restoring Files and Folders

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



Win XP



Win Vista



Microsoft Office 2007: Essentials, Revised Edition



Lesson 3: Managing Computer Files

[Return to the Office 2007 web page](#)



LABYRINTH
LEARNING™