

Welcome to **Windows 7**



Lesson 4: Finding Files

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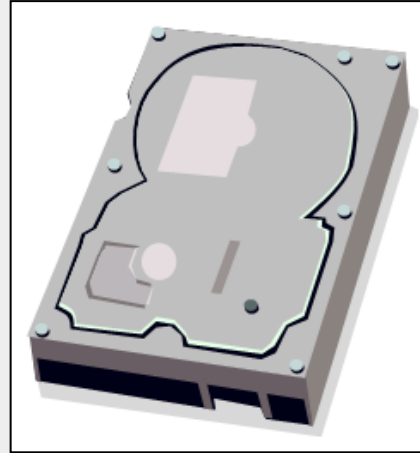
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Finding Files

- In this lesson, you will:
 - ▲ Describe and use various storage devices
 - ▲ Use Explorer to locate files and folders
 - ▲ Plug in and properly unplug a USB flash drive
 - ▲ Identify different types of folders used by Win 7
 - ▲ Find files and folders with Windows Search

Identifying Storage Devices

- Internal hard drives
- CD/DVDs
- External drives
- USB flash drives
- Network drives



Internal hard drive



USB flash drive



CD/DVD

Viewing Drive Designations



Two internal hard drives



The D: drive holds a backup of the original software in case Win 7 needs to be reinstalled.

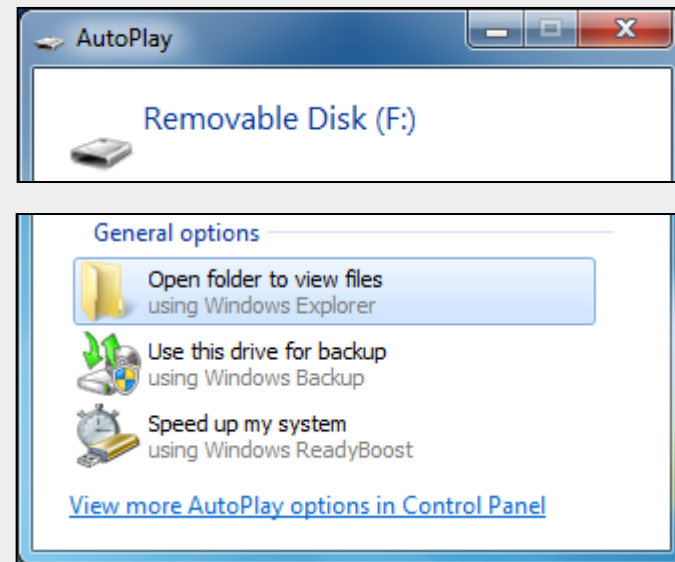
External hard drive with a storage capacity of 149 GB

Most Win 7 computers have a DVD/CD drive that uses removable discs for storage

Removable storage device (a USB flash drive)

Plugging in a USB Flash Drive

- A USB flash drive can be plugged in to any USB port on a computer
 - ▲ Before you can use it, Win 7 must recognize the drive (can take a few moments)
 - ▲ An AutoPlay dialog box displays the drive name, drive letter, and a list of options available for that drive



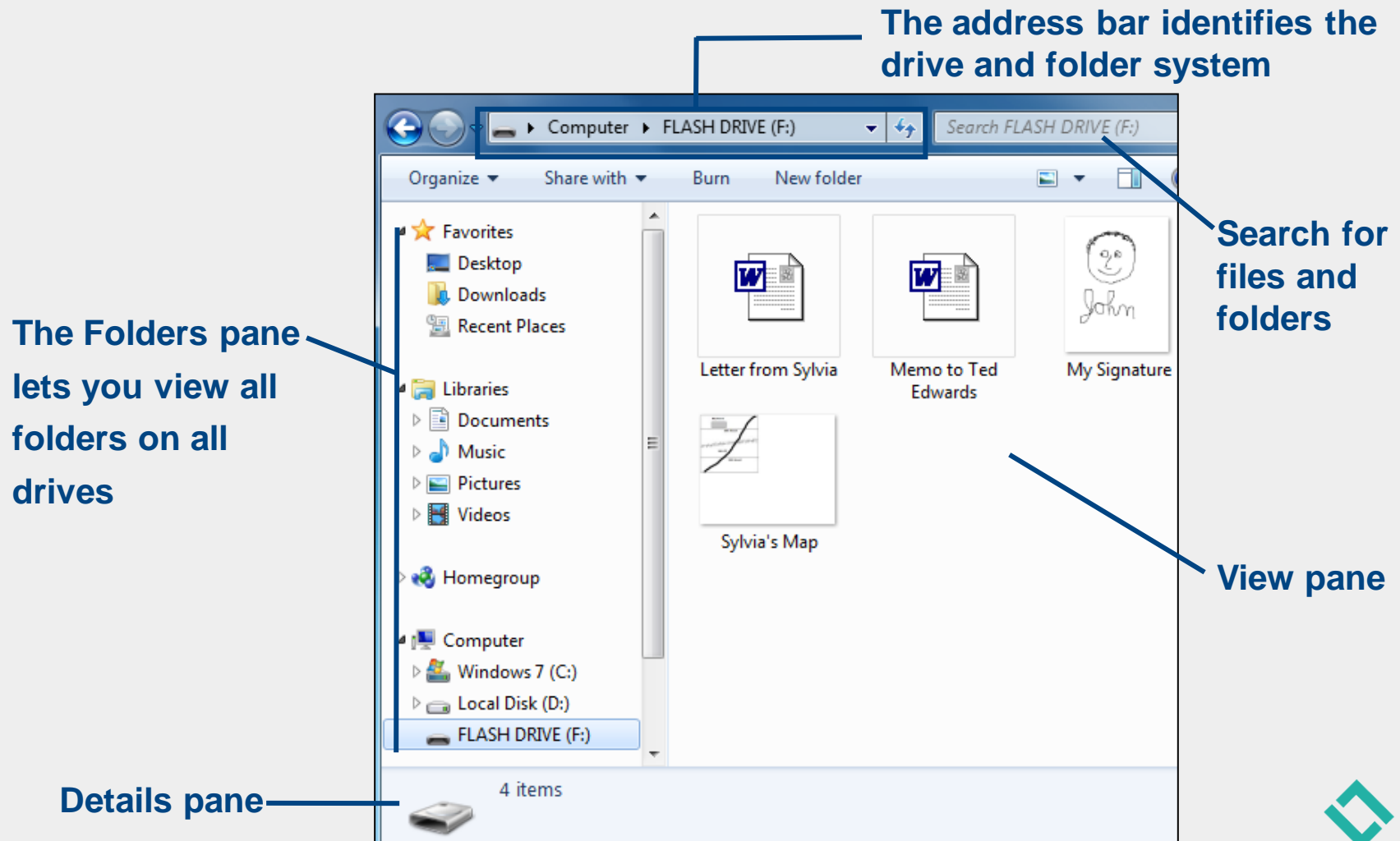
Unplugging Safely

- Two methods to unplug a USB flash drive while the computer is running:
 - ▲ Activity light method—Do not unplug the drive until a few seconds after the light stops blinking
 - ▲ Safely Remove Hardware and Eject Media command—Safe method!



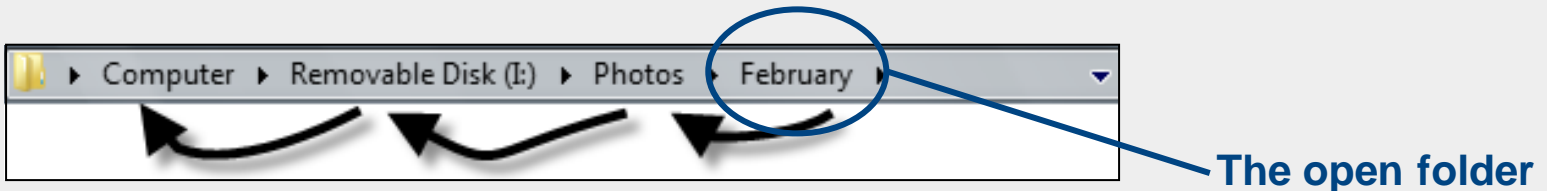
 ***There is a risk of damaging the files on a USB flash drive if it is unplugged improperly!***

Using Windows Explorer



Using the Address Bar

- Runs across the top of a folder window
 - ▲ Displays a path (hierarchy) that includes a starting location and any drive, folders, or subfolders linked to that location
 - ▲ The path is like a map with signs pointing to your present location



 **TIP!** *The path is Explorer's way of saying, "You are here, and this is how you got here."*

Performing Common Folder Tasks

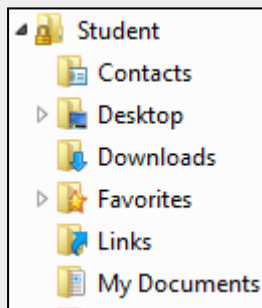
- View files and folders
- Browse for files and folders
- Search for files and folders
- Create new folders and use them to organize your documents
- Rename files and folders
- Move and copy files and folders
- Delete files and folders



An Explorer window is also called a drive or folder window.

Creating Personal Folders

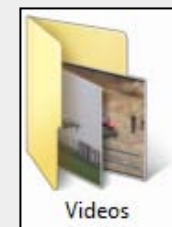
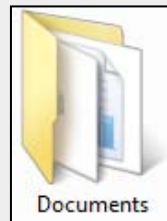
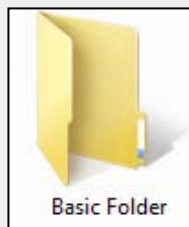
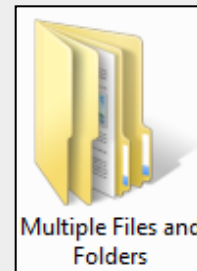
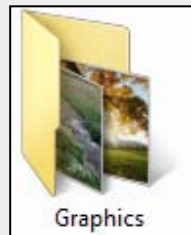
- Win 7 creates a set of eleven personal folders on the internal hard drive for every login name
 - ▲ Folders are storage locations for each user's folders and files
 - ▲ Win 7 provides quick access commands to these folders from various locations, such as the Start menu and folder windows



Personal folders are yellow with unique graphics

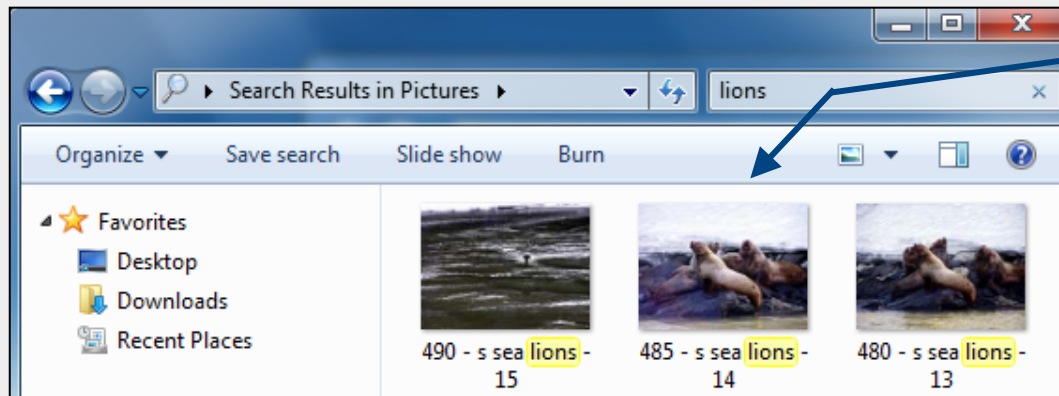
Identifying Folder Types

- The icons used to identify folders tell you a lot about the kind of information stored in the folders
- Win 7 changes the look of a folder icon (in certain views) to help you identify its contents



Searching for Files

- Windows' Search command allows you to easily look for lost files or folders
 - ▲ Type part of a filename or text from a document, and Search displays (filters) the files and folders that match your search text



Typing the word "lions" in Search filters for pictures and/or documents related to lions

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