

File Management



LESSON OUTLINE

- 3.1 Browsing User Files
- 3.2 Working with Folders
- 3.3 Moving and Copying Files
- 3.4 Deleting Files and Folders
- 3.5 Backing Up Your Files
- 3.6 Concepts Review

Reinforce Your Skills

Apply Your Skills

LEARNING OBJECTIVES

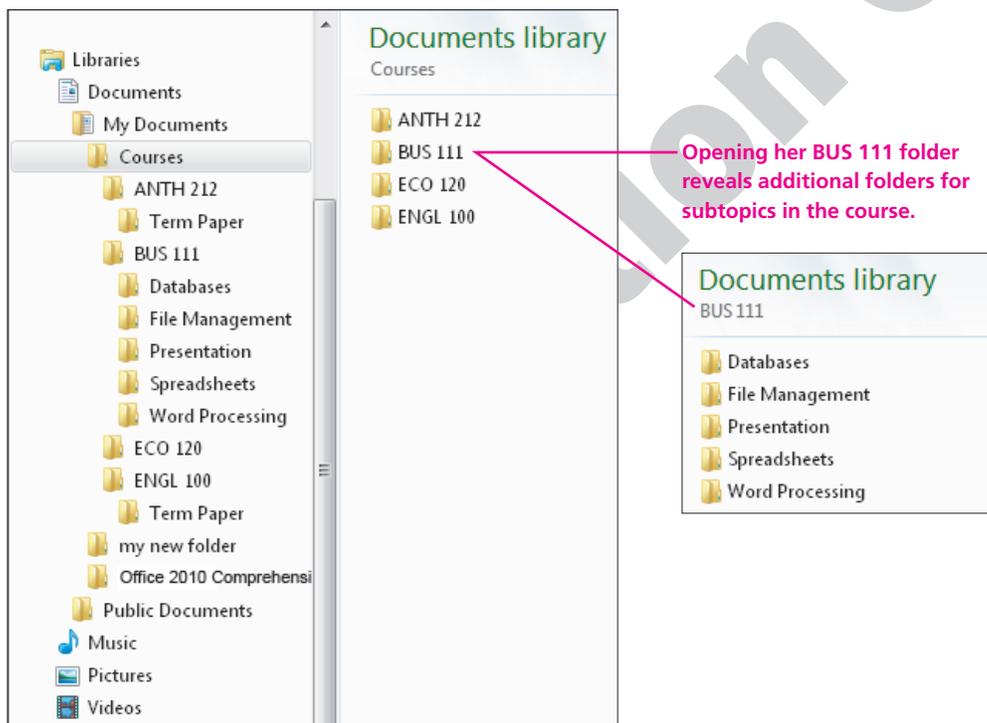
After studying this lesson, you will be able to:

- Browse files on the computer
- Open files from a folder window
- Copy and move files
- Create new folders
- Rename files and folders
- Delete and restore files using the Recycle Bin
- Back up files on a USB flash drive

When you begin working with a computer, you will have just a few files to keep track of. But as your use of the computer grows, so will the number of files you must manage. After several months, you can have more than one hundred of your own files. After a year, you can have hundreds more. Fortunately, Windows gives you a very effective tool for managing files: folders. With folders, you can group related files. You can even create folders inside of other folders. Win 7 introduces a new level of file management called the library, which can contain files and folders from more than one storage drive. In this lesson, you will practice browsing folders and libraries. You will also move and copy files from one storage location to another. This is particularly useful if you use a USB flash drive to store your coursework.

CASE STUDY**Creating Folders for a New Semester**

Esmeralda is taking four courses at her community college. As she goes over the syllabi, Esmeralda notices that one of her courses will require her to submit a term paper. She decides to prepare for some of the research she must do. Esmeralda creates several folders on her computer to help her organize files as she performs the research for her term paper. She also creates a folder for each of her classes on her computer. Then she creates folders inside the class folders to further organize her files. For example, she creates Final and Drafts folders for the word processor documents she will create. Esmeralda also creates a Research folder to hold the various files, web pages, and notes she will collect. She creates a folder called Old Stuff for everything she thinks she doesn't need but does not yet want to delete. She can delete the Old Stuff folder after the term paper project is finished.



Esmeralda organizes folders for her courses this semester.

3.1 Browsing User Files

Video Lesson labyrinthelab.com/videos

You can accumulate a lot of files as you work and play with a computer. If you have a digital camera, for example, you can end up with hundreds or even thousands of photo files by the end of a year. Working at a job or studying some courses will require the creation of numerous files. There will be times when you need to locate a file you haven't looked at in months. Browsing to find the file(s) you need can become a daily activity. This topic shows you some useful methods for browsing and finding files.

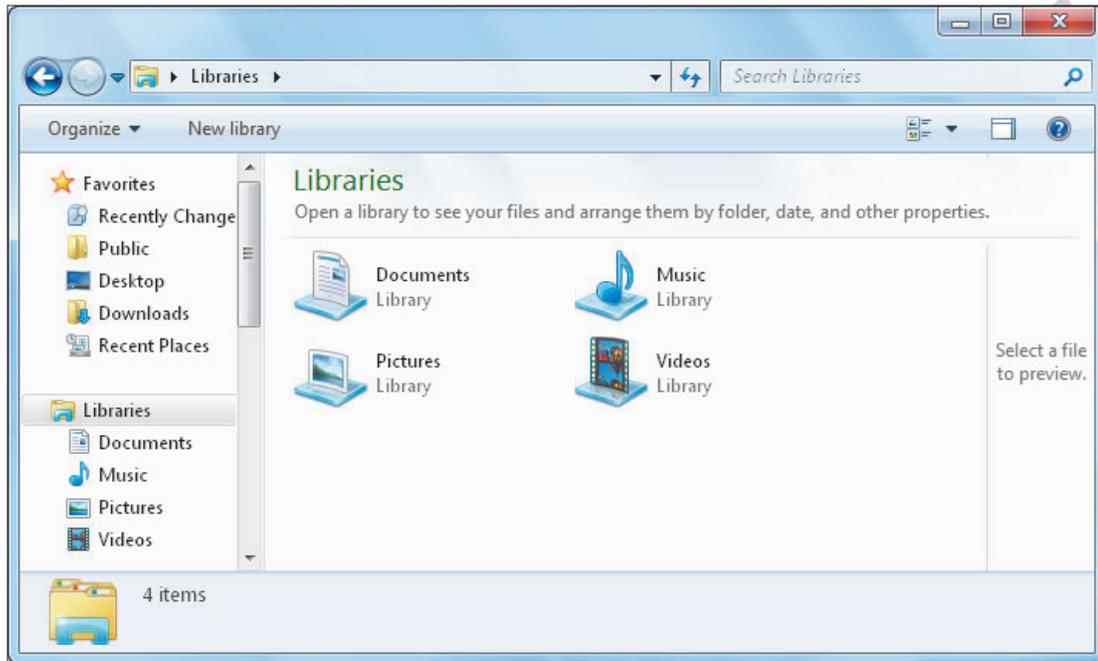
How Files Are Organized

Windows uses a flexible hierarchy that is common to most personal computers. The three (or four) levels in the hierarchy are listed in the following table.

Level	Definition	Examples
Drive	This is a physical place in which you store files.	<ul style="list-style-type: none"> ■ An internal hard drive ■ A USB flash drive
Library (Win 7)	This is a collection of folders and files on a local or network drive. Libraries can contain items from more than one drive.	<ul style="list-style-type: none"> ■ Documents ■ Music ■ Pictures ■ Public
Folder	This is an electronic location in which you store groups of related files. It is also possible to place folders inside of other folders.	<ul style="list-style-type: none"> ■ A folder to store all files for an application program ■ A folder to store files you type for a project
File	This is a collection of computer data that has some common purpose.	<ul style="list-style-type: none"> ■ A letter you've typed ■ A picture you've drawn

About Libraries

Win 7 introduces the *library* to the file organization hierarchy. Libraries are essentially collections of related groups of files and folders located on one storage drive (or more). A library can bring together folders from more than one location on your computer or on a network. Win 7 sets up some basic libraries when it is first installed on a computer. You can also create new libraries if you wish.



Win 7 sets up four basic libraries for each username. Each library can contain one or more folders.

Browsing Files

As you work with application programs such as Word and Excel, you will want to locate and open files you have created previously. Although you can open files from within an application program, sometimes it is more convenient to search directly through all of the files you have saved to a USB flash or hard drive. Then you can view all of the files you have saved rather than just files of the type your application program recognizes.

Computer Window Features

The following illustrations describe the major features of a typical Computer window. Take a moment to review these features before beginning the first Develop Your Skills exercise.

Win 7/Vista

Forward and Back buttons help you navigate through the system.

The toolbar contains buttons for common tasks.

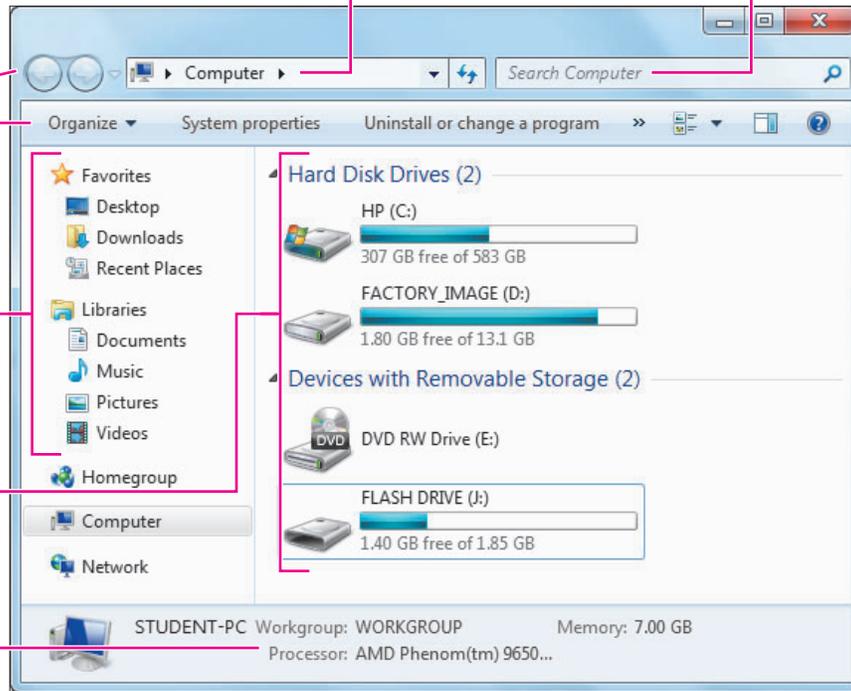
Links to frequently browsed locations are listed here. (Libraries appear in Win 7 only.)

The Computer window displays your storage drives.

Basic information about a selected location or device is displayed here.

The address bar displays the current location you are browsing.

The Search box allows you to search for files on your computer.



Win XP

Forward and Back buttons help you navigate through the system.

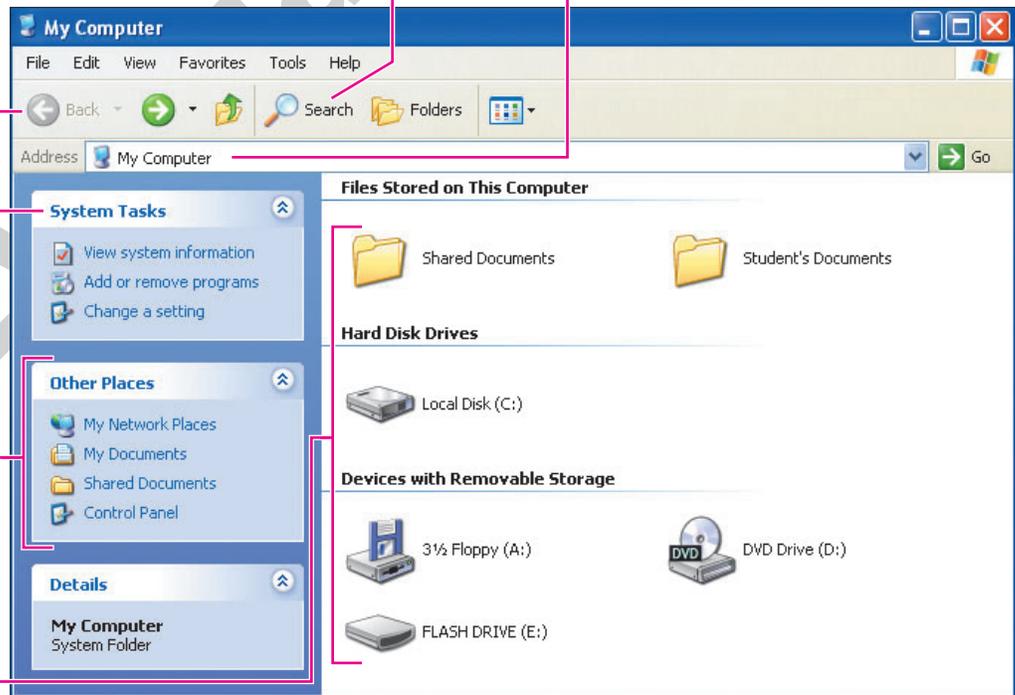
The Task Pane contains frequently used commands.

Links to frequently browsed locations are listed here.

Here, the My Computer window is showing storage drives and document folders.

The Search button allows you to search for files on your computer.

The address bar displays the current location you are browsing.



Win XP calls this view My Computer rather than simply Computer. Throughout this lesson, Computer and Documents (as used in Win 7/Vista) will mean My Computer and My Documents if you are using Win XP.

About Drive Letters

Windows identifies each storage drive on the computer with a drive letter. When you attach a USB flash or external drive to the computer, Windows immediately assigns it the next available drive letter. Thus, your USB flash drive may have a different drive letter on different computers. This makes no difference in terms of the files you actually store on the drive.

The screenshot shows the Windows Disk Management console. It is divided into two main sections: 'Hard Disk Drives (2)' and 'Devices with Removable Storage (2)'. Under 'Hard Disk Drives (2)', there are two drives: 'HP (C:)' with 311 GB free of 583 GB, and 'FACTORY_IMAGE (D:)' with 1.80 GB free of 13.1 GB. Under 'Devices with Removable Storage (2)', there are two devices: 'DVD RW Drive (E:)' and 'Flash Drive (J:)' with 949 MB free of 983 MB. Three pink callout boxes with arrows point to specific drives: the first points to 'HP (C:)', the second points to 'FACTORY_IMAGE (D:)', and the third points to 'Flash Drive (J:)'. A large, faint watermark 'FOOTNOTES' is visible across the background of the screenshot.

The primary hard drive is always named drive C:.

The DVD or Blu-Ray drive is usually drive D: or E:.

This USB flash drive received the next available drive letter.

Storing Your Exercise Files

Throughout this book, you will be referred to files in your “file storage location.” You can store your exercise files on various media, such as on a USB flash drive, in the Documents folder, or to a network drive at a school or company. While some figures may display files on a USB flash drive, it is assumed that you will substitute your own location for that shown in the figures. See Storing Your Exercise Files for additional information on alternative storage media. Storing Your Exercise Files is available on the student web page for this book at labyrinthelab.com/ccw10.



In Win XP, the folder is called My Documents. In Win Vista/7, it is called Documents. Throughout this lesson, we will use the word *Documents* when referring to this folder.

If you have not yet copied the student exercise files to your local file storage location, follow the instructions in Storing Your Exercise Files, located on the student web page for this book.



Regarding Window Sizing Buttons: Different versions of Windows display different sizes and colors of window sizing buttons, even though the symbol of the button is identical. For simplicity's sake, only the *Win 7* version of such buttons will be shown. Close button examples:



Win7

Win
Vista

Win XP

DEVELOP YOUR SKILLS 3.1.1

Open a Folder Window

In this exercise, you will open a Folder window and view the contents of your exercise folder.

Before You Begin: Navigate to the student web page for this book at labyrinthelab.com/ccw10 and see the *Downloading the Student Exercise Files* section of *Storing Your Exercise Files* for instructions on how to retrieve the student exercise files for this book and to copy them to your file storage location.

1. If necessary, **start** the computer and **log on** to Windows.
2. Carefully **insert** your USB flash drive, if you are using one as your file storage location. Otherwise, skip to **step 3**.



Close  the AutoPlay window if it appears after you insert the USB flash drive.

3. Follow the appropriate step for your file storage location:
Windows displays the Computer folder. This shows all of the storage drives available to you in the main panel on the right side of the window.

- **USB flash drive:** Click **Start**→**Computer**, and then **double-click** the icon for your flash drive in the Computer window. (It may or may not have a name similar to the figure at right.) Or, **click** once to select the flash drive then **tap** the  key on the keyboard.



- **Documents:** Click **Start**→**Documents**.

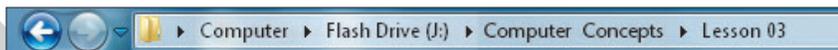
- **Any other location:** Ask your instructor for help if necessary.

4. Click the **Maximize**  button if the folder window is not already maximized.
5. **Double-click** the Office 2010 Comprehensive Introductory folder. Or, **click** once to select the folder then **tap** the  key on the keyboard.
A list of all folders for lessons in the course appears.
6. **Double-click** the Lesson 03 folder. Or, **click** once to select the folder then **tap** the  key on the keyboard.

Windows displays the contents of the folder. You should see icons for fourteen files inside the Lesson 03 folder.

Notice that the address bar displays where you are browsing, including the drive letter.

Win 7/Vista



Win XP



Leave the Lesson 03 window open.

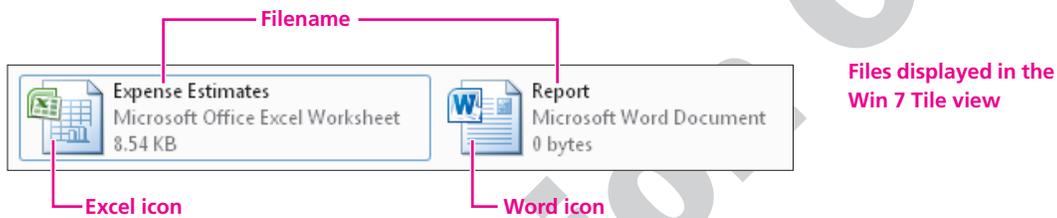
Opening Files

Video Lesson labyrinthelab.com/videos

When you double-click a file's icon, Windows launches the program used to create or edit that type of file and displays the file in the program window. This is a convenient way to start working with a file after you find it.

About Files

A file is a named collection of computer data. You create files by using application programs, such as Word or Excel. A typical hard disk drive has thousands of files stored on it. With most Windows programs, you use the Save command to save your work in a file. Windows displays your files in various ways that you can choose. In general, each file has a filename and an icon. The icon indicates what type of file you are viewing.



Filename Extensions

Most Windows filenames have an extension that consists of three or four letters following a period at the end of the filename. Filename extensions identify the type of file you are working with and they are what allows Windows to launch the correct program when you double-click a file. For example, the Bonuses file is a spreadsheet document, so it has a filename extension of `.xlsx`. The `.xlsx` filename extension tells Windows to launch Microsoft Excel when you double-click the file. Windows application programs add this extension to the filename when you save a file. Most Windows systems hide the filename extension. But if your system is set to display it, you must type out the extension whenever you rename a file.



Do not change the extension of a filename if it is visible when you rename a file. This causes Windows to lose track of which program is configured to open the file.



DEVELOP YOUR SKILLS 3.1.2

Open and Close a Document File

In this exercise, you will open one of the files in the Lesson 03 folder.

Before You Begin: The Lesson 03 folder window should be open.

1. Examine the various files in the Lesson 03 window.
Notice that the files in the Lesson 03 folder display different icons. The icon is a visual cue as to which program will open the file.
2. **Double-click** the Meeting Notes file. Or, **click** once to select the file then **tap** the  key.
Windows starts Microsoft Word to display the file. Windows knows to start Word because Word was used to create the file originally.
3. **Click**  and then choose **Close** from the menu to close the file and leave Microsoft Word running. Choose **No** if you are prompted to save changes.
The Meeting Notes file closes, but the Microsoft Word program remains open.
4. **Close**  the Microsoft **Word** program window.
The Lesson 03 folder window should be visible again. Leave the window open.

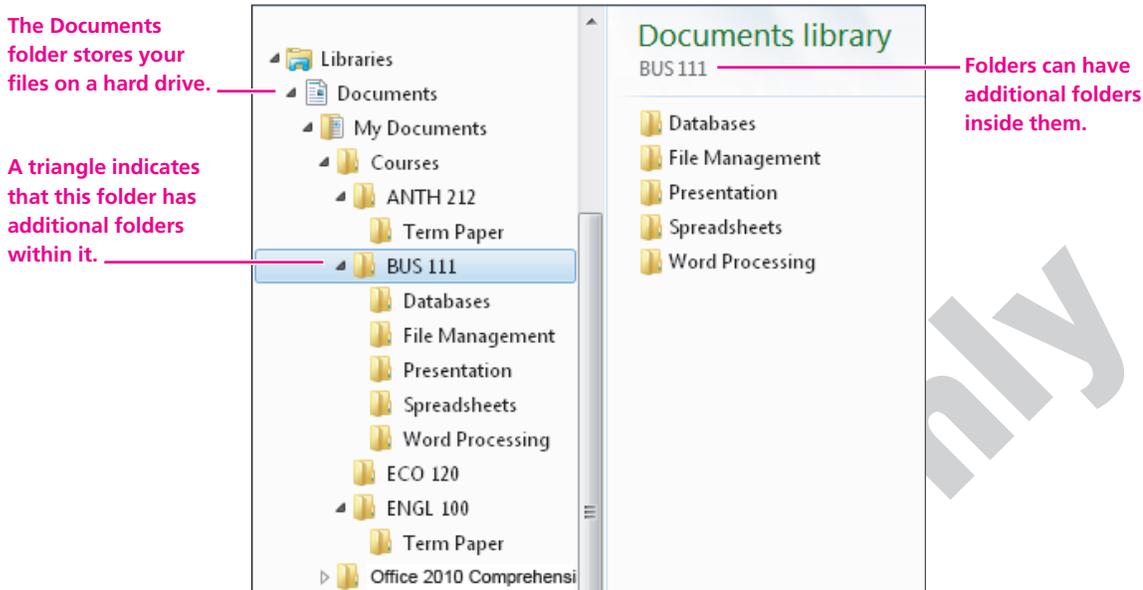
3.2 Working with Folders

Video Lesson labyrinthelab.com/videos

A *folder* is an electronic location where you store groups of related files. Folders are important tools for organizing files. You may have just a few files when you begin using a computer, but after a year or two you may have hundreds of files. What if you could only view your files in a single, long list? This would be similar to finding a book in a library that had only one long bookshelf. You could find the book eventually, but you would need to scan through many titles first. Folders help you subdivide your files into easy-to-find groups.

Folder Hierarchy

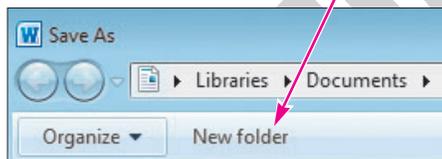
Folders form a hierarchy on a storage drive or Documents window. You can create new folders inside of other folders to add multiple layers to your file organization. Win 7 also allows you to organize groups of folders into *libraries*, but that technique is beyond the basic scope of this lesson.



Creating Folders

You can create folders on a USB flash drive or the Documents folder on the hard drive whenever you need them. You can create a new folder while browsing in a Computer or Documents window. You can also create folders from the Save As dialog box of most Windows programs. The following figures each show the New Folder command in the Word 2010 Save As dialog box.

Win 7



Win Vista



Win XP



Word 2010 allows you to create a new folder as you save a document.

QUICK REFERENCE

CREATING FOLDERS

Task	Procedure
Create a folder (Win 7)	<ul style="list-style-type: none"> ■ Open a Computer or Folder window. ■ Click the New Folder button on the toolbar. ■ Type a name for the new folder and tap the Enter key.
Create a folder (Win Vista)	<ul style="list-style-type: none"> ■ Open a Computer or Folder window. ■ Choose Organize→New Folder from the toolbar. ■ Type a name for the new folder and tap the Enter key.
Create a folder (Win XP)	<ul style="list-style-type: none"> ■ Open My Computer, My Documents, or any folder window. ■ Choose File→New→Folder from the menu bar. ■ Type a name for the new folder and tap the Enter key.

DEVELOP YOUR SKILLS 3.2.1A

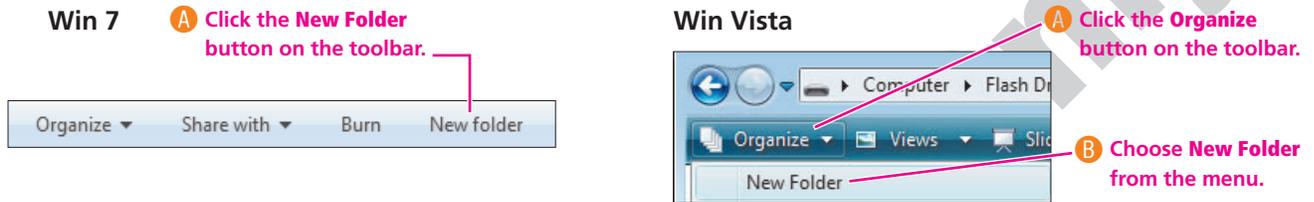
Create Folders (Win 7/Vista)

Win XP Users: Skip this version of the exercise and perform the steps in Develop Your Skills 3.2.1B on page 55.

In this exercise, you will create three folders in the Lesson 03 folder. Later in this lesson you will move and copy files into these folders.

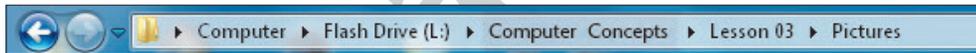
Before You Begin: The Lesson 03 folder should be open.

1. Follow the steps for your version of Windows to create a new folder:



A new folder appears. Its name is already selected, ready for you to type the new name.

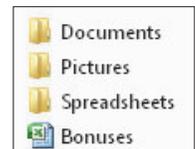
2. Type **Pictures** as the new folder name and tap the **Enter** key.
3. **Double-click** the Pictures folder to navigate to your new folder. Notice that the address bar displays the folder you are viewing. This folder is empty now, but you will place files in it later.



The Pictures folder is considered a subfolder of the Lesson 03 folder. Conversely, the Lesson 03 folder is considered the parent folder of the Pictures folder.

4. Click the **Back** button on the toolbar to return to the Lesson 03 parent folder.
5. Follow the step for your version of Windows to create another new folder:
 - **Win 7:** Click the **New Folder** button on the toolbar.
 - **Win Vista:** Choose **Organize**→**New Folder** from the menu bar.
6. **Name** the new folder **Spreadsheets** and tap the **Enter** key.
7. Create a third **subfolder** named **Documents**.
8. **Right-click** on a clear area of the folder window and choose **Refresh** from the context menu.

If the folders weren't alphabetized before, they should be now. The top of your Lesson 03 folder should look similar to the illustration at right.



- Follow the steps for your version of Windows to set the Tiles view:

- Win 7:** Click the **Views** menu button, as shown at right, and choose **Tiles**.



- Win Vista:** Click the **Views** menu button, as shown at right, and choose **Tiles**.



Windows changes the view to the versatile Tiles view. This shows a good-sized icon and gives additional information about each file.

Leave the Lesson 03 window open.

Skip the Win XP version of this exercise and continue reading the next topic.

DEVELOP YOUR SKILLS 3.2.1B

Create Folders (Win XP)

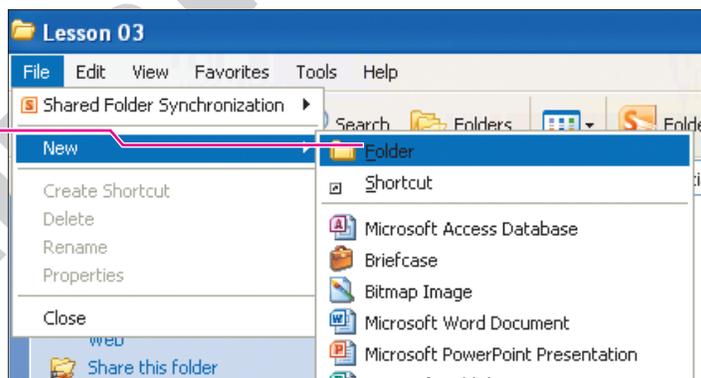
In this exercise, you will create three folders in the Lesson 03 folder. Later in this lesson you will move and copy files into these folders.

Before You Begin: The Lesson 03 folder should be open.

- Follow these steps to create a new folder:

A Click once on a clear area of the **Computer** window to ensure no file is selected (highlighted).

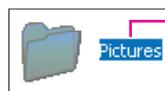
B Choose **File**→**New**→**Folder** from the menu bar.



C The default folder name is highlighted, indicating that you can immediately type a new name for the folder.



D Type the name **Pictures** and tap the **Enter** key.



The newly named folder appears in the file list.

- Double-click** the Pictures folder icon to navigate to your new folder. Notice that the address bar displays the folder you are viewing. This folder is empty now, but you will place files in it later.



- Click the  button on the toolbar to return to the Lesson 03 folder.

4. Choose **File**→**New**→**Folder** from the menu bar to create a second subfolder within Lesson 03.
5. Name the folder **Spreadsheets**, then **click** a clear area in the window to deselect the folder.
6. Create a third **subfolder** named **Documents**.
7. Choose **View**→**Tiles** from the menu bar.
Windows displays the files as medium-sized icons with some file information alongside.
8. Choose **View**→**Arrange Icons By**→**Name** from the menu bar.
Windows sorts the contents of the window alphabetically by name, with the folder names coming first. Now the Lesson 03 folder should look similar to the following figure.



Leave the Lesson 03 window open.

Renaming Files and Folders

Video Lesson labyrinthelab.com/videos

Sometimes files are created with default names like Document1 or Workbook1. It is easy to rename a file when its icon displays in a folder window. Use either of the two methods described in the following Quick Reference table to rename a file or folder in a folder window. Whichever method you use, once the folder name is highlighted, you can immediately type the new name and tap the **Enter** key to rename the file.

QUICK REFERENCE	RENAMING FILES AND FOLDERS
Task	Procedure
Rename a file or folder with the right-click method	<ul style="list-style-type: none"> ■ Right-click on the file or folder icon and choose Rename from the context menu. ■ Type the new name and tap the Enter key.
Rename a file or folder with the click-pause method	<ul style="list-style-type: none"> ■ Left-click once on the filename under the icon. ■ Pause about one second then click on the filename again. ■ Type the new name and tap the Enter key.

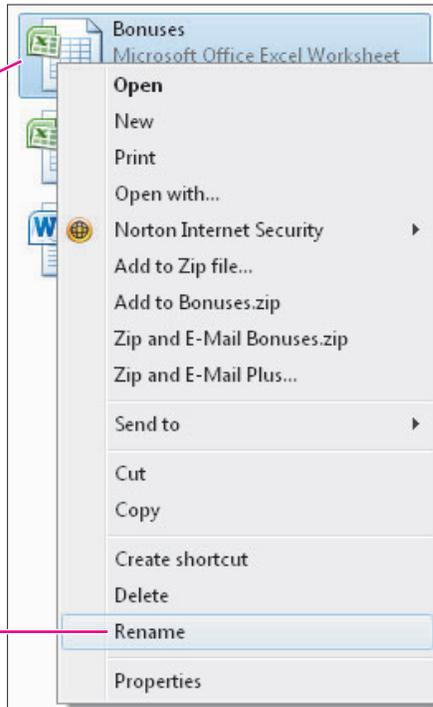
DEVELOP YOUR SKILLS 3.2.2

Rename a File

In this exercise, you will rename files and folders using several methods.

1. Follow these steps to issue the Rename command with the right-click method:

A Click with the right mouse button (right-click) on the Bonuses file icon.



B Choose Rename from the context menu.

Windows highlights the filename, ready for you to rename it.

2. Type **Bonuses Jan-June** and tap **[Enter]**.
The new name replaces the old filename.

3. **Click** on a clear area of the window to **deselect** the Bonuses Jan-June file.

4. **Click** once (do not right-click) on the Bonuses Jan-June filename (not the icon) then **pause** one second and **click** again.

The filename is highlighted and ready for editing.

5. **Tap** the left arrow **[←]** key until the insertion point is blinking to the left of the **B** in **Bonuses**.

The arrow keys allow you to move the insertion point without deleting any part of the filename.



6. Type **Company**, tap the **[Spacebar]**, and tap the **[Enter]** key.

The new filename should read **Company Bonuses Jan-June**. Leave the Lesson 03 window open.

3.3 Moving and Copying Files

Video Lesson labyrinthelab.com/videos

Windows lets you move and copy files from one drive to another and from one folder to another. There are several techniques you can use to move and copy files. This lesson will teach you two methods.

- **Copy and Paste:** Copies files into a new location
- **Cut and Paste:** Moves files to a new location

QUICK REFERENCE

MOVING AND COPYING FILES WITH CUT, COPY, AND PASTE

Task	Procedure
Copy files with Copy and Paste	<ul style="list-style-type: none"> ■ Select the files to be copied. ■ Win 7/Vista: Choose Organize→Copy from the toolbar. Win XP: Choose Edit→Copy from the menu bar. ■ Navigate to the location in which the files are to be copied. ■ Win 7/Vista: Choose Organize→Paste from the toolbar. Win XP: Choose Edit→Paste from the menu bar.
Move files with Cut and Paste	<ul style="list-style-type: none"> ■ Select the files to be moved. ■ Win 7/Vista: Choose Organize→Cut from the toolbar. Win XP: Choose Edit→Cut from the menu bar. ■ Navigate to the location in which the files are to be moved. ■ Win 7/Vista: Choose Organize→Paste from the toolbar. Win XP: Choose Edit→Paste from the menu bar.

Selecting Multiple Files for Move and Copy Commands

You can move and copy a single file or dozens of files with the same command. Before you give the Cut or Copy command, select the file(s) you wish to be affected by the command. To select a single file, simply click on it. The two easiest methods of selecting multiple files are described in the following Quick Reference table. You can combine these two techniques as your needs dictate.



You can select nonconsecutive files for cut and copy commands. In this example, only the Excel spreadsheet files and a picture file are selected.

QUICK REFERENCE	SELECTING MULTIPLE FILES FOR COMMANDS
Task	Procedure
Ctrl +click technique to select several files	<ul style="list-style-type: none"> ■ Click the first file you wish to select. ■ Press and hold the Ctrl key on the keyboard while you click any other files you wish to select. ■ Release the Ctrl key when you have made all of your selections.
Shift +click technique to select several files in a row	<ul style="list-style-type: none"> ■ Click the first file you wish to select. ■ Press and hold the Shift key on the keyboard while you click the last file in the group that you wish to select; release the Shift key.
Deselect a selected file	<ul style="list-style-type: none"> ■ Press and hold the Ctrl key on the keyboard while you click on the file you wish to deselect.

DEVELOP YOUR SKILLS 3.3.1

Move and Copy Files

In this exercise, you will use the Cut and Paste technique to move single files into one of your new folders. Then you will use the Copy and Paste technique to copy files into another folder.

Move a File with Cut and Paste

1. With the Lesson 03 folder open, **click** once (do not double-click) to select the Company Bonuses Jan-June file.
2. Follow the step for your version of Windows:
 - **Win 7/Vista:** Choose **Organize**→**Cut** from the toolbar.
 - **Win XP:** Choose **Edit**→**Cut** from the menu bar.

Notice that the icon for the file you selected is “dimmed.” This indicates that the file has been cut and will be moved when you give the Paste command.

3. **Double-click** to open the Spreadsheets folder.
This navigates you to the empty Spreadsheets folder.
4. Follow the step for your version of Windows:
 - **Win 7/Vista:** Choose **Organize**→**Paste** from the toolbar.
 - **Win XP:** Choose **Edit**→**Paste** from the menu bar.

The pasted file appears in the folder window.
5. Click the **Back**  /  **Back** button to return to the Lesson 03 folder.
Notice that the Company Bonuses Jan-June file is no longer listed with the other files; it was moved to a different folder.
6. Repeat steps 1–4 to **cut and paste** (move) the file Expense Estimates into the Spreadsheets folder.
7. Go **back**  /  **Back** to the Lesson 03 folder.

Copy Multiple Files

In this part of the exercise, you will use the **Ctrl** key to select more than one file for the Copy and Paste commands.

8. **Click** once (do not double-click) to select the December picture file.
9. **Hold down** the **Ctrl** key and keep it held down as you **click** once to select the other three image files:
 - Giants
 - Monument Valley
 - Sea Dragon
10. **Release** the **Ctrl** key.

*Even after you release the **Ctrl** key, the four image files are selected and ready for your next command.*
11. Follow the step for your version of Windows:
 - **Win 7/Vista:** Choose **Organize**→**Copy** from the toolbar.
 - **Win XP:** Choose **Edit**→**Copy** from the menu bar.
12. **Double-click** to open the Pictures folder.
13. Follow the step for your version of Windows:
 - **Win 7/Vista:** Choose **Organize**→**Paste** from the toolbar.
 - **Win XP:** Choose **Edit**→**Paste** from the menu bar.

The files appear in the window as they are copied.
14. Go **back**  /  Back to the Lesson 03 folder.

Notice the four image files are still in the Lesson 03 window because they were copied rather than moved.

Leave the Lesson 03 window open.

3.4 Deleting Files and Folders

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You can delete unneeded files and folders to free up space on a storage drive. When you delete a folder, any other folders and files inside that folder are deleted as well. However, the Delete command doesn't necessarily mean erase. Windows takes steps to help avoid the loss of files you may not have meant to delete.

What Happens to Deleted Files?

Windows does not physically erase a deleted file from the hard drive. Instead, the file is placed in the Recycle Bin. (Exception: See the warning below.) The Recycle Bin holds the deleted files until you give a command to empty it, or it runs out of the space allotted to store deleted files. If you delete files from the hard drive, you can usually recover them from the Recycle Bin.



Files and folders deleted from **USB flash drives** or a network drive *are not* sent to the Recycle Bin! They are immediately deleted when you issue the delete command.

DEVELOP YOUR SKILLS 3.4.1

Delete Files and a Folder

In this exercise, you will delete some of the files in the Lesson 03 subfolder. Then you will delete the Lesson 03 folder itself.

Before You Begin: The Lesson 03 folder should be open.

Delete Files

- 1. Double-click** to open the Pictures folder.
Windows displays the contents of the Pictures folder.
- Follow the steps for your version of Windows to select the four files in the right panel:
 - **Win 7/Vista:** Choose **Organize**→**Select All** from the toolbar.
 - **Win XP:** Choose **Edit**→**Select All** from the menu bar.*Windows selects all of the files in the folder.*
- 3. Tap** the **Delete** key on the keyboard.
Windows will probably display a prompt window asking you to confirm the Delete command. This is a safeguard to protect against accidental deletions.
- Choose **Yes** to confirm the deletion.
The files disappear from the right panel and have been sent to the Recycle Bin. The Pictures folder is now empty.



If you deleted the picture files from a USB flash drive, the files are not sent to the Recycle Bin. (You still have copies of them in the Lesson 03 folder, however.)

- Go **back**   **Back** to the Lesson 03 folder.

Delete a Folder

6. **Right-click** the Pictures folder, then choose **Delete** from the context menu. Choose **Yes** if Windows asks you to confirm the deletion.

The Pictures folder disappears and is moved to the Recycle Bin. (Exception: The folder is not in the Recycle Bin if it was deleted from a USB flash drive.)

7. **Close**  the Lesson 03 folder window if you use a USB flash drive to store your exercise files. Leave the window open if you store your files in the Documents folder.



Skip the rest of this exercise if you use a USB flash drive as your file storage location. Files deleted from USB flash drives are not sent to the Recycle Bin.

View Files in the Recycle Bin

Now you will view your files from within the Recycle Bin. Any file in the Recycle Bin can be restored (undeleted) to the location from which it was deleted.

8. **Minimize**  the Lesson 03 folder.

9. **Double-click** the Recycle Bin icon on the Desktop.

The Recycle Bin folder opens to show the contents of the Recycle Bin. Depending on the type of storage location you deleted the files from, the three files deleted in step 3 may be visible.



10. Attempt to open the Giants file by **double-clicking** it.

The file does not open. Instead, a Properties window opens. You are not able to open files if they are in the Recycle bin.

11. Click the **Cancel** button at the bottom of the Properties window to close it.

Leave the Recycle Bin window open.

Emptying Files from the Recycle Bin

Video Lesson labyrinthlab.com/videos

Files located in the Recycle Bin are permanently deleted from your computer when you issue an Empty Recycle Bin command, or automatically when the Recycle Bin runs out of space to keep deleted files. Depending on your computer's configuration, the Recycle Bin is set to store a certain amount of files. Once that limit is reached, the oldest files in the Recycle Bin are automatically and permanently deleted to make room for additional files.



Restoring Files from the Recycle Bin

Files cannot be opened if they are located in the Recycle Bin. If you decide you need a file you previously deleted, and it hasn't been permanently deleted from the Recycle Bin, you can restore the file to its original location by right-clicking the file and choosing Restore from the pop-up menu. The Recycle Bin also has a Restore All Items command to restore all files it presently contains.

Recovering Lost Files

There may be an occasion in the future when you accidentally empty the Recycle Bin while it's holding some valuable files you didn't intend to delete. In a situation like this, there are two important things to keep in mind.

- **Don't panic:** In most cases, the "lost" files can be recovered. Don't go into cardiac arrest! Instead, follow the second point below.
- **Get expert help:** There are experts in file recovery everywhere and most likely in your town. Do as little as possible with the storage drive from which the files were deleted and take it to a computer expert as soon as you can.

QUICK REFERENCE	DELETING AND RESTORING FILES
Task	Procedure
Delete a file or folder	<ul style="list-style-type: none"> ■ Select the file or folder in a folder window. You can select multiple files if you wish using the [Ctrl] and/or [Shift] keys. ■ Tap the [Delete] key on the keyboard. Or, right-click any selected file/folder and choose Delete from the context menu.
Restore an item from the Recycle Bin	<ul style="list-style-type: none"> ■ Double-click the Recycle Bin on the Desktop. ■ Select the files and/or folders you wish to restore. ■ Click the Restore the Selected Items from the left panel of the Recycle Bin folder window.
Empty the Recycle Bin	<ul style="list-style-type: none"> ■ Right-click the Recycle Bin icon. ■ Choose Empty Recycle Bin from the context menu. (Remember, this will permanently delete the contents of the Recycle Bin.)

DEVELOP YOUR SKILLS 3.4.2

Restore Files and Folders

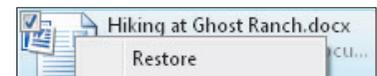
In this exercise, you will restore the files and folders you deleted in the previous exercise.

Before You Begin: Skip this exercise if you use a USB flash drive as your file storage location.

1. If the Recycle Bin window is not already open, **double-click** the Recycle Bin icon on the Desktop.
2. Use **[Ctrl]**+click to select three files in the Recycle Bin:
 - Giants
 - Monument Valley
 - Sea dragon

Your Recycle Bin may have more items, but we are only concerned with the files and folder deleted in the previous exercise.

3. **Right-click** any one of the three selected files (it doesn't matter which one) and choose **Restore** from the context menu, as shown at right.



The file disappears from the right panel because it has been removed from the Recycle Bin and restored to its original location.

4. **Close**  the Recycle Bin window.

5. If necessary, click its button on the Windows **taskbar** to display the Lesson 03 folder.
Notice that the Pictures folder has reappeared. It was re-created when you restored the three picture files that were deleted while inside it.
6. **Double-click** to open the Pictures folder.
The three restored picture files should be visible.
7. **Close**  the Pictures folder window.
The Windows Desktop is now empty.

3.5 Backing Up Your Files

Video Lesson labyrinthelab.com/videos

USB flash drives are extremely compact and convenient. They are also easy to misplace! The last thing you want is to lose an entire semester's work on your flash drive. The best way to avoid a loss is to make regular backups of your flash drive onto your computer's hard drive. Then, at most you might lose a day or two of work—but not weeks or months.



Make a backup of your coursework files at least once a week, or even more often.

Storing Backups

Creating a special folder in your Documents folder for backups is a great idea. That way the backup is easy to find. You could even rename the backup folder with the current date each time you copy files from your flash drive. That way, you always know how long ago you made your most recent backup.

QUICK REFERENCE**BACKING UP FLASH DRIVE FILES**

Task	Procedure
Create a new folder for backups	<ul style="list-style-type: none"> ■ Open a Documents window. ■ Use the New Folder command to create a new folder. ■ Name the folder Flash Drive Backups and tap [Enter].
Back up files from the flash drive to a hard drive	<ul style="list-style-type: none"> ■ Carefully insert your flash drive into a USB port, open a Computer window, and then open your flash drive. ■ Use [Ctrl]+[A] from the keyboard to select all of the files and folders on the flash drive. ■ Use [Ctrl]+[C] from the keyboard to copy the selection. ■ Display the Documents folder on your computer. ■ Open the Flash Drive Backups folder. ■ Use [Ctrl]+[V] from the keyboard to paste the files and folders copied previously. (If you've previously made a backup, Windows will ask if you wish to overwrite the previous backup with this new backup.) <p>Follow the step for your version of Windows:</p> <ul style="list-style-type: none"> ■ Win 7/Vista: <ul style="list-style-type: none"> ◆ Place a checkmark in the Do This for All Current Items checkbox and choose Yes. ◆ Place a checkmark in the Do This for The Next... checkbox and choose Copy and Replace. ■ Win XP: <ul style="list-style-type: none"> ◆ Choose Yes to All. ■ (Optional) Click the Back button and rename the Flash Drive Backups folder, putting today's date at the end of the folder name.

DEVELOP YOUR SKILLS 3.5.1**Back Up Files**

In this exercise, you will copy all the files from your USB flash drive to a hard drive.

Before You Begin: Skip this exercise if you are not using a USB flash drive.

1. If necessary, carefully insert your **USB flash drive** into a USB port.
2. Open a **Computer** window and **double-click** to display your flash drive.
3. Follow the steps for your version of Windows to select all of the files and folders on your flash drive in the right panel:
 - **Win 7/Vista:** Choose **Organize**→**Select All** from the toolbar. Or, use **[Ctrl]+[A]** from the keyboard.
 - **Win XP:** Choose **Edit**→**Select All** from the menu bar. Or, use **[Ctrl]+[A]** from the keyboard.

Windows highlights its selection of all of the files and folders on your flash drive.

4. Follow the step for your version of Windows:
 - **Win 7/Vista:** Choose **Organize**→**Copy** from the toolbar.
 - **Win XP:** Choose **Edit**→**Copy** from the menu bar.
5. Click **Documents** on the left navigation panel.

Windows displays your Documents folder.

Create a Backup Folder

Now you will make a new folder to store your backup files.

6. **Create** a new folder, name it **Flash Drive Backup**, and tap . The renamed folder appears in the Documents folder.
7. **Double-click** to open the Flash Drive Backup folder. Now that you are at the destination, you can paste the copied files.
8. Follow the step for your version of Windows:
 - **Win 7/Vista:** Choose **Organize**→**Paste** from the toolbar. Or, use + from the keyboard.
 - **Win XP:** Choose **Edit**→**Paste** from the menu bar. Or, use + from the keyboard. All of the files and folders from your flash drive appear in the backup folder.
9. Go **back** /  to the Documents folder. You should see your Flash Drive Backup folder in the file/folder list.

Delete the Backup Files (Optional)

If you are studying on a public computer, you will want to delete your files from the Documents folder.

10. **Skip** the rest of this exercise if the files in your Documents folder will remain private. (Ask your instructor if you are unsure.)
11. **Click** once (do not double-click) to select the Flash Drive backup folder and **tap** the  key. Choose **Yes** if Windows asks you to confirm the deletion.
12. **Close**  the Documents window.
13. **Open** the Recycle Bin then click the **Empty the Recycle Bin** command to remove the recently deleted files and folders. Choose **Yes** when Windows asks you to confirm emptying the Recycle Bin.
14. **Close**  the Recycle Bin window.

3.6 Concepts Review

Concepts Review labyrinthlab.com/ccw10

To check your knowledge of the key concepts introduced in this lesson, complete the Concepts Review quiz by going to the URL listed above. If your classroom is using Labyrinth eLab, you may complete the Concepts Review quiz from within your eLab course.



Reinforce Your Skills

REINFORCE YOUR SKILLS 3.1

Create Folders

In this exercise, you will create a new folder on your file storage location.

1. Open a Computer window and display the location where your student files are located.



If necessary, carefully plug in your USB flash drive now. Close the window when AutoPlay opens.

2. **Open** the Computer Concepts folder then open the Lesson 03 folder.
3. Follow the step for your version of Windows to create a new folder:
 - **Win 7:** Click the **New Folder** button on the toolbar.
 - **Win Vista:** Choose **Organize**→**New Folder** from the toolbar.
 - **Win XP:** Choose **File**→**New**→**Folder** from the folder window menu bar.

A new folder appears. The generic folder name is already selected, ready for you to type the new name.

4. **Name** the new folder **Folder Practice**.

5. **Double-click** to open the new Folder Practice folder.
The newly created folder is empty.

6. **Create** five new folders inside the Folder Practice folder:

Travel Planning

Photos

Backups

Letters

Reports

7. Go **back**   Back to the Lesson 03 folder.

REINFORCE YOUR SKILLS 3.2

Copy and Delete Files

In this exercise, you will copy files to the new Folder Practice folder, then delete them.

Before You Begin: You must complete Reinforce Your Skills 3.1 before starting this exercise.

1. If necessary, follow **steps 1 and 2** of Reinforce Your Skills 3.1 to **open** a folder window displaying the Lesson 03 folder.

Copy Files to a Folder

2. **Click** once (do not double-click) on the **December** photo to select it for the **Copy** command.
3. **Hold down** the **Ctrl** key, then **click** once (do not double-click) on each of the other three picture (type JPG) files (Giants, Monument Valley, Sea Dragon); **release** the **Ctrl** key.



If you choose a file you don't want in the selection, hold down the **Ctrl** key and select it again. The reselection of a selected file drops it from the selection.

4. Follow the step for your version of Windows to give the Copy command:
 - **Win 7/Vista:** Choose **Organize**→**Copy** from the toolbar.
 - **Win XP:** Choose **Edit**→**Copy** from the menu bar.
5. Open the **Folder Practice** folder then open the **Photos** folder.
6. Follow the step for your version of Windows to give the Paste command:
 - **Win 7/Vista:** Choose **Organize**→**Paste** from the toolbar.
 - **Win XP:** Choose **Edit**→**Paste** from the menu bar.

The four files you selected should appear in the folder.

7. Go **back**  /  Back twice to view the Lesson 03 folder.

Delete Files

8. **Click** once on a picture file to select it.
9. **Hold down** the **Ctrl** key, select the other three picture files again, and **release** the **Ctrl** key.
10. **Tap** the **Delete** key on the keyboard. Chose **Yes** when Windows asks you to confirm the deletion.

The files are placed in the Recycle Bin, unless you deleted them from your flash drive. (Files deleted from a flash drive are never placed into the Recycle Bin.)

REINFORCE YOUR SKILLS 3.3

Move Files

In this exercise, you will move files from the new Reinforce Your Skills 3.1 folder back into the Lesson 03 folder.

***Before You Begin:** You must complete Reinforce Your Skills 3.2 before starting this exercise.*

1. **Display** the Lesson 03 folder.
2. Using the **Ctrl** key, select the following files:
 - Destinations
 - Museums
 - Road Trips
 - Travel Expenses
3. Follow the step for your version of Windows to give the Cut command:
 - **Win 7/Vista:** Choose **Organize**→**Cut** from the toolbar.
 - **Win XP:** Choose **Edit**→**Cut** from the menu bar.

The four files you selected appear dimmed, indicating that they have been cut for moving. They will stay in this folder until you give the Paste command.

4. **Open** the Folder Practice folder then open the Travel Planning folder.
5. Give the **Paste** command.
The four moved files appear in the folder.
6. Go **back**  /  Back to view the Folder Practice folder.

Copy a Folder

You can copy folders and their contents the same way you copy/move individual files.

7. **Click** once (don't double-click) to select the Travel Planning folder.
8. **Copy** the folder.
9. **Double-click** to open the Backups folder.
10. **Paste** the folder.
The folder you copied appears in the Backups folder.
11. **Open** the Travel Planning folder.
All the files in the folder when you copied it are here too.
12. Go **back**  /  Back three times to the Lesson 03 folder.
Notice that the files you moved in steps 2–5 are no longer listed in the Lesson 03 folder.



Apply Your Skills

APPLY YOUR SKILLS 3.1

Manage Files

In this exercise, you will create a new folder in your file storage location.

1. **Open** a Computer window and display your file storage location.
2. **Open** the Computer Concepts folder then open the Lesson 03 folder.
3. **Create** a new folder named **Manage Files**.
4. **Open** the Manage Files folder and **create** three new folders within it:

Excel Spreadsheets

Project Files

Backup Files

5. Return to **viewing** the Lesson 03 folder.

Copy Files

6. Select the **Word** files in the Lesson 03 folder and **copy** them into the Project files folder in the Manage Files folder. (Hint: You will need to open *two* folders to complete this command.)
7. Return to **viewing** the Lesson 03 folder. (Go back twice.)

Move Files

8. Select the **Excel** spreadsheet file in the folder and **move** it into the Excel Spreadsheets folder that is inside the Manage Files folder.
9. Return to **viewing** the Lesson 03 folder.

Create a Backup of a Folder

10. **Copy** the Manage Files folder to the Computer Concepts folder on your USB flash drive or the Documents folder. (This will place your backup folder at the same level as all the lesson folders in Office 2010 Comprehensive Introductory.)
11. **Rename** this backup folder **Manage Files 3-1**.

