

YOUR **DIGITAL FOUNDATION**

## 4

## Organizing Information



Information is useful only if you can locate it when needed. It is important to be able to identify your files' locations and navigate to them as needed. Additionally, understanding the purpose of a Windows file extension will help you identify the type of file you are trying to open and help you identify compatible software to download or purchase that will open the file if none is installed on your computer.

**LEARNING OBJECTIVES**

- Name files and folders appropriately
- Work with file extensions
- Customize a folder view
- Navigate folders using File Explorer
- Locate personal folders

# Keeping Track of Computer Files

Computers hold vast amounts of information, such as letters, contracts, books, pictures, music, videos, email addresses, and friends' phone numbers—the list is endless. But that information is usable only if you can locate it when needed. It is important to understand how your computer organizes information, where it is stored, and how to access it.

## Files, Folders, and Subfolders

All information is stored within files. Some files store text or image content, while others store rich media such as sound or video. Files are organized and stored within folders (also called directories). Folders that reside inside of other folders are called subfolders, or subdirectories. A folder is a container of files and other folders, while a file is a container of data or information.

The concept of files and folders on a computer is based on the physical world. Imagine that you wrote out a report by hand, stored that report in a manila folder, and stuck the folder in a filing cabinet along with other folders containing other documents. That same model is applied to computer systems. Computer files (such as reports) are stored in folders (similar to manila folders) that are stored on a hard drive (which resembles a filing cabinet).

 **View the video “Files and Folders.”**

## Folders for Information Organization

Different operating systems organize their files differently, but they all have one thing in common—they all use folders and subfolders to organize files. Aside from the default folders created and used by the operating system, users can create their own folders. When you create your own folders, it is important to use good names so that you can identify the contents easily. It is also important that you understand where your folders reside so that you can locate your files when you need them.

 **View the video “Windows and Mac Folders.”**

## Naming Files and Folders

When creating files and folders, a default name is usually provided. You can, and should, change the name from the default to something more useful. Imagine trying to find your great-grandmother's chocolate cake recipe on your computer. It would be difficult to locate that if your folders were named with the default names *New Folder*, *New Folder 1*, *New Folder 2* and your files were named *New Text Document*, *New Text Document 1*, *New Text Document 2*, etc. If the recipe file was instead named *Granny's Cake* and was stored inside a folder named *Recipes*, it would be much easier to locate.

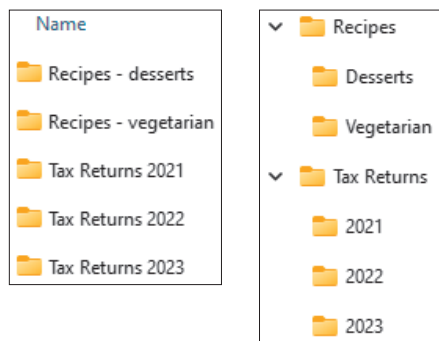
## Naming Conventions

Some offices or teachers require a specific naming convention for files, such as beginning a filename with the date in the YYYY-MM-DD format or ending a filename with a version or revision number. This makes alphabetizing, sorting, and finding files easier. Even on your own personal computer, adhering to a standard naming convention will help keep your files organized and easier to find and manage.

 **View the video “File and Folder Naming.”**

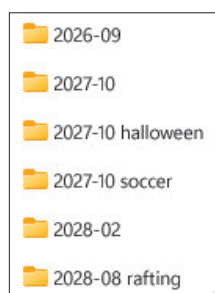
## Good Practices for Naming Files and Folders

A good practice for naming files and folders is one that makes sense to you and that you use consistently. Try to use a short word or phrase that describes the contents of the file or folder—and plan for the future. For example, rather than creating a folder named *Tax Returns* and storing your tax documents from this year in there, name the folder *Tax Returns 2026*. Then next year, create a folder named *Tax Returns 2027* to hold that year's documents. This way, when alphabetized, all the Tax Returns folders will appear sequentially, making it easy to find the one you need.



Use consistent keywords or nest subfolders to keep them organized.

To store photos in an organized way, create a main folder named *Pictures* (or use the default Pictures folder provided by your operating system). Inside, create subfolders named in the YYYY-MM format, such as *2022-02* or *2020-11*. For special events, create a folder with the same year and month and add a short word or phrase after the month. When sorted alphabetically, all the subfolders will be organized sequentially by year and then by month, making it easy to locate pictures from any point in time.



Name folders with dates and keywords to keep them organized.

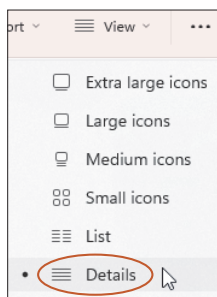
Whatever naming convention you use, be consistent. And remember that if you decide your naming convention is no longer working for you, you can always change the names of your files and folders.

## ACTIVITY D4-A1

In this activity, you will explore the benefits of using a consistent folder-naming convention.

**Before You Begin:** Download the student exercise files from your eLab course or the Student Resource Center ([labyrinthelab.com/office21](http://labyrinthelab.com/office21)) before beginning this exercise.

1. Open the **Contracts** folder from the **Chapter 4** folder.
2. Choose **View**→**Details**.



By default, the folders are sorted alphabetically by name.

3. Locate the file containing the text *Congratulations! You found the correct file!*

*As there is no naming convention, you will have to open each folder and then double-click each file to open it and view its contents.*

4. Record the name of the correct file and the folder containing that file:

- File: \_\_\_\_\_
- Folder: \_\_\_\_\_

5. Make a mental note as to how long this took and how frustrating it was.

6. Close all open windows and programs.

7. Open the **Photos** folder from the **Chapter 4** folder.

8. Choose **View**→**Details**.

9. Locate the *burger* photo from the *state fair* from *September of 2022*.

10. Record the name of the correct file and the folder containing that file:

- File: \_\_\_\_\_
- Folder: \_\_\_\_\_

11. Make a mental note as to how much faster and easier it was to find this file than the previous one.

*A good naming convention makes finding information much easier.*

12. Close all open windows and programs.

## Symbols to Avoid in Filenames

Different operating systems reserve some characters for special use and do not allow you to use them in file or folder names. For example, none of the following can be used in a file or folder name on a Windows computer:

< (less than)	" (double quote)	(vertical bar, pipe symbol)
> (greater than)	/ (forward slash)	? (question mark)
: (colon)	\ (backslash)	* (asterisk)

## Digital Citizen: Naming Conventions at School or Work

Be sure to follow the naming conventions at school or in the workplace. Many organizations have specific file- and folder-naming conventions that must be followed so work doesn't get lost; information can easily be found; and automated systems, such as system backups and synchronization, work as expected.

### ACTIVITY D4-A2

*In this activity, you will experience what happens when trying to use an illegal character in a folder name.*

1. Right-click any empty space on the Desktop and choose **New**→**Folder** from the pop-up menu.  
*A new folder is created and the name is highlighted, allowing you to type a new name.*
2. Type **My Folder ?** and then record the message that appears immediately after typing the question mark.

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3. Tap **[Enter]** to accept the name *My Folder* without the illegal character.  
*You cannot use any of the 9 illegal characters.*
4. Right-click **My Folder** and choose **Delete**.

## File Types and Extensions

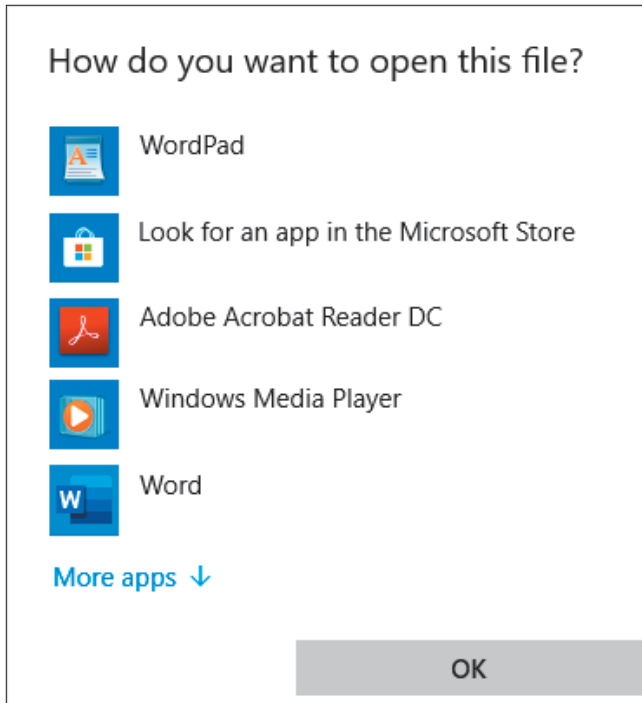
There are many different types of files, such as word-processing files, spreadsheet files, photos, audio, video, and more. And even those types of files come in a variety of more specific file types. For example, a word-processing file can be a Microsoft Word file, an OpenOffice file, a WordPad file, or one of a hundred different variations. Some computers, such as Apple Macintosh, rely on information embedded within the file to determine the file type, while Windows computers rely on a part of the file's name called the file extension.

### Overview of File Extensions

A file extension is the last part of a file's name—the part after the dot. For example, in a file named *Inventory.docx*, the file extension is *.docx*. On a Windows computer, the file extension tells the operating system which program to use to open the file when the file is double-clicked. If you delete the file



extension and then double-click the file to open it, Windows won't know what program to launch, and you will see a message similar to the following:



Similarly, if you try to open a file with a file extension that Windows doesn't recognize, Windows won't know what program to launch and you will see the same message. For these reasons, it is important that when renaming files, you never change the file extension.

**TIP!** Only files use file extensions. Folders do not need them.

## Viewing File Extensions

By default, Windows hides the file extension part of a filename. This is so users don't accidentally delete the file extension when renaming a file. However, making the file extension visible is a good way for users to tell at a glance which kind of file something is. It also makes for more secure computing as virus creators often try to trick computer users into running their virus code. Infecting your computer with a virus can be done by double-clicking an infected virus file that ends with the `.exe` file extension. (An EXE file is an executable file—one with code that runs like any other software program does.) If you see a file on your Desktop that is named *ClickMe*, you might double-click it without knowing what kind of file it is. If you saw the full filename as *ClickMe.exe*, you would know it is a program file that might contain malicious code. If, instead, the filename was *ClickMe.mp3*, you would know it was simply an audio file.

Not all EXE files are viruses. Most programs on your computer are EXE files. There is no way for the average computer user to tell which EXE files are safe and which aren't. Therefore, you should never open an EXE file unless you are absolutely sure what it is—and you can't even identify an EXE file unless you can see the file extension.

## ACTIVITY D4-A3

*In this activity, you will configure Windows to always show file extensions.*

1. Open the **Photos** folder from your **Chapter 4** folder.
2. Open the **2019-12** folder.
3. Look at the files. If they end with **.jpg**, your computer is already configured to show file extensions. Regardless, continue with the rest of the steps in this activity to learn how to enable and disable the showing of file extensions.
4. Click **View** and then point to *Show* at the bottom of the View menu.  
*The File Name Extensions option will have a check mark to its left if enabled.*
5. Choose **View**→**Show**→**File Name Extensions** several times to toggle the option on and off, taking note of how it affects the display of the file names each time.
6. Ensure **View**→**Show**→**File Name Extensions** is enabled (checked).
7. Leave the folder open, as you will use it in the next activity.

## File Types and Their Association with Programs

A file association is a relationship between a file extension and a specific program. When you double-click a file, the associated program starts and opens the file. If the file does not have a file extension, or if your computer doesn't have a program associated with a particular file extension, the file cannot be opened by double-clicking it.

File associations exist only on Windows computers as no other operating system relies on them. However, other operating systems still maintain file extensions to make it easier to exchange files between different computer systems. For example, a Macintosh user who creates an MP3 audio file would need the **.mp3** file extension if sending the file to a Windows user. Without the **.mp3** file extension, the Windows computer wouldn't know what kind of file it was.

## ACTIVITY D4-A4

*In this activity, you will explore file associations.*

1. Locate the **haircuts.jpg** file in the **2019-12** folder that is still open from the previous activity.  
*The .jpg file extension indicates this is an image file.*
2. Double-click the **haircuts.jpg** file.  
*The file opens in your computer's default image-viewing program.*
3. Close the image-viewing program.
4. Right-click the **haircuts.jpg** file and click the **Rename** button.



*Notice that Windows highlights only the first part of the file's name. Windows is trying to make sure you don't accidentally delete the file extension.*

5. Press the  key until the cursor moves to the end of the filename.

6. Tap **[Backspace]** four times to delete the letters and the dot in the file extension and then tap **[Enter]**.

*Windows warns you about changing or deleting the file extension.*

7. Read the message in the box and then click **Yes**.

8. Double-click the **haircuts** file to try to open it.

*Without a file extension, Windows doesn't know how to open the file. Windows displays a dialog box prompting you to select a program to use to open the file.*

9. Tap **[Esc]** to close the dialog box without making a selection.

10. Right-click the **haircuts** file and click the **Rename** button.

11. Tap the **[→]** key until the cursor moves to the end of the filename; type **.rtf** and tap **[Enter]**.

*The file is renamed haircuts.rtf.*

12. Double-click the **haircuts.rtf** file to try to open it. If prompted to choose an app, choose **Word**.

*Depending on your computer's configuration, the file may open but display a page of strange characters rather than the image, or a dialog box may appear asking to convert the file. This is an image file, but the RTF file extension causes Windows to think it is a word-processing document. Simply changing the file extension does not change the file type. It just breaks the file association.*

13. Follow the step for your situation:

- If prompted with a conversion prompt, click **Cancel** to close the prompt.
- If prompted with a conversion prompt with no Cancel button, click an empty part of the Desktop to dismiss the prompt.
- If the file opened and displayed a page of strange characters, close the program window.

14. Right-click the **haircuts.rtf** file and click the **Rename** button.

15. Press the **[→]** key until the cursor moves to the end of the filename.

16. Tap **[Backspace]** three times to delete the letters in the file extension; type **.jpg** and tap **[Enter]**.

17. When prompted to change the file extension, click **Yes**.

*The file is renamed to haircuts.jpg. It is once again identified as an image file.*

18. Double-click the **haircuts.jpg** file.

*The file opens in your computer's default image-viewing program because Windows can now identify the correct file type and associate it with the correct program.*

19. Close the image-viewing program.

## Unknown File Extensions

An unknown file extension is one that your computer doesn't know what to do with. For example, if someone sends you a *.psd* file and you double-click it, your computer may not have a program installed that can open it. In that case, a *.psd* file is unknown to your computer. A quick Internet search of a file extension can reveal which program or programs can open that type of file and you can then decide to purchase and install that software, or ask the sender to provide the file in a different format. Remember that simply renaming a file and changing its file extension does not change the file type. If you can open *.txt* files but not *.psd* files, you can't simply rename *file.psd* to *file.txt* and expect it to open.

 **View the video “Unknown File Extensions.”**



## Viewing Information

As different operating systems have differing user interfaces, the options for viewing files and folders are inconsistent from system to system. But almost all computers let you control and customize the view to some degree.

### The File Explorer Window

In Windows, a folder window is called a File Explorer window as it allows you to explore the files stored in the folder. A File Explorer window includes the following regions:

- **Toolbar**—Contains buttons and menus, some of which are specific to the type of file selected
- **Navigation Pane**—A left sidebar allowing access to other folders and locations on your computer
- **Files Pane**—The main area of the window showing the files and subfolders
- **Address Bar**—The strip beneath the toolbar that shows the folder's exact location on the computer and allows quick navigation to parent or previously viewed folders
- **Preview Pane and Details Pane**—A right sidebar showing either a preview of the selected file's contents or details about the selected file or subfolder; either the Preview Pane or the Details Pane can be displayed, but not both.

 **View the video “File Explorer Areas.”**

### Controlling the View

Controlling a folder window's view allows you to more easily find the file you are looking for. While the options vary between operating systems, most allow you to change the view and sort order. In Windows, the options to control the view appear on the View tab.

### View

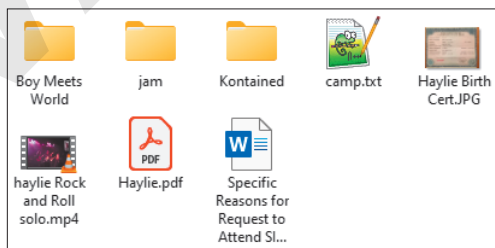
The View menu lets you control how folder contents are arranged. Windows 11 offers eight views, with a ninth option to reduce the space between the items.

Name	Date modified	Type
Boy Meets World	10/5/2018 11:02 AM	File folder
jam	10/5/2018 11:08 AM	File folder
Kontained	10/5/2018 11:09 AM	File folder
camp.txt	3/3/2013 12:55 PM	TXT File
Haylie Birth Cert.JPG	5/23/2017 12:44 PM	JPG File
haylie Rock and Roll solo.mp4	12/10/2012 7:13 PM	MP4 Video
Haylie.pdf	6/19/2015 4:53 PM	Adobe Acrr
Specific Reasons for Request to Attend SL...	1/22/2013 9:23 PM	Microsoft V

Details view includes sortable columns.

Name	Date modified	Type
Boy Meets World	10/5/2018 11:02 AM	Fi
jam	10/5/2018 11:08 AM	Fi
Kontained	10/5/2018 11:09 AM	Fi
camp.txt	3/3/2013 12:55 PM	T
Haylie Birth Cert.JPG	5/23/2017 12:44 PM	J
haylie Rock and Roll solo.mp4	12/10/2012 7:13 PM	M
Haylie.pdf	6/19/2015 4:53 PM	A
Specific Reasons for Request to Attend SL...	1/22/2013 9:23 PM	M



Details view with Compact View enabled reduces the vertical spacing.



Medium Icons view shows icon or file content previews.

## ACTIVITY D4-A5

In this activity, you will explore the different views on a File Explorer window.

1. Open the **Misc Files** folder from your **Chapter 4** folder.
2. Press  +  to maximize the window.  
*You may have to tap this key combination twice to maximize your window.*
3. Choose **View**→**Extra Large Icons**.  
*The files are shown with extra-large icons. Some files clearly display their contents.*
4. Choose **View**→**Compact View** to enable this option.  
*Compact View has no effect on the Extra Large, Large, or Medium Icons views.*
5. Choose **View**→**Compact View** to disable it.
6. Choose **View**→**Large Icons**.  
*The file icons get a little smaller, but you can still see the contents of a few of the files.*
7. Choose **View**→**Medium Icons**.  
*The file icons get even smaller, but you can still see the contents of a few of the files.*
8. Choose **View**→**Small Icons**.  
*The file icons get smaller and no longer display previews.*
9. Choose **View**→**Compact View** and notice how the reduced vertical spacing allows more files to be shown in a smaller area, and then choose **View**→**Compact View** again to disable the option.
10. Choose **View**→**List**.  
*The file icons display at the same size as the Small Icons setting, but now the files are displayed in a single column.*
11. Choose **View**→**Details**.  
*The view is similar to the List view, but now there are columns showing detailed information about each file, such as the size, type, and date the file was modified.*
12. Choose **View**→**Tiles**.  
*The file icons display at the same size as the Medium Icons setting, but the file sizes are now shown next to each icon.*
13. Choose **View**→**Content**.  
*The file icons display at the same size as the Medium Icons setting. The files are now displayed in a single column with some additional information.*
14. Leave the window open for the next activity.

## Doing More with the Details Layout

The Details layout offers options for sorting and filtering directly from the column headings. Although in most layouts you can sort your files alphabetically to make it easier to find a file by its name, the Details layout is unique in that it allows you to sort files by their file size so you can easily find the largest or smallest file. Additionally, you can filter the window so you see only files that meet a certain criterion, such as only files in a specific size or alphabetical range or files of a certain type. The ability

to filter and hide all the files you are not interested in is especially helpful when trying to find a file in a folder containing hundreds of files.

Name	Date modified	Type	Size
Amp.jpg	10/4/2022 10:53 AM	JPEG image	1,420 KB
Bacon.docx	2/25/2021 3:08 PM	Microsoft Word Document	13 KB
L33tspeak.pdf	2/25/2021 3:14 PM	Adobe Acrobat Document	278 KB
Lorem.rtf	8/25/2020 4:03 PM	Rich Text Format	4 KB
Lorizzle.docx	2/25/2021 3:06 PM	Microsoft Word Document	15 KB
Morse Code.pdf	2/25/2021 3:12 PM	Adobe Acrobat Document	231 KB
Mystery Continued.yyz	2/24/2022 2:25 PM	YYZ File	1 KB
Pangrams.docx	2/25/2021 3:10 PM	Microsoft Word Document	13 KB
Poem.txt	2/25/2022 12:31 PM	TXT File	2 KB
Recipe.txt	8/25/2020 3:59 PM	TXT File	1 KB

Files sorted ascending by name with no filter

Name	Date modified	Type	Size
Bacon.docx	2/25/2021 3:08 PM	Microsoft Word Document	13 KB
Lorizzle.docx	2/25/2021 3:06 PM	Microsoft Word Document	15 KB
Pangrams.docx	2/25/2021 3:10 PM	Microsoft Word Document	13 KB

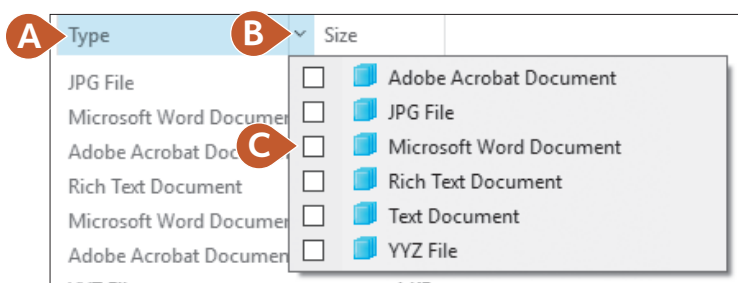
The same window filtered to show only Microsoft Word files, indicated by the check mark at the top of the Type column

## ACTIVITY D4-A6

In this activity, you will explore some advanced features of the Details layout.

1. With the folder window open from the previous activity, choose **View→Details**.  
*Each column header is clickable, allowing you to sort ascending or descending.*
2. Point to, but don't click, the column header for the *Size* column.  
*The column header becomes highlighted and a small menu arrow appears to the right of the column header. You will explore the arrow menu later.*
3. Click **Size** at the top of the column header to sort the files by their size.  
*A small down-pointing arrow appears at the top of the header (above the word Size) indicating the files are sorted in descending order by size. Notice the largest file is at the top of the list and the smallest is at the bottom.*
4. Click **Size** at the top of the column header again to change the sort order to ascending.  
*The small arrow at the top of the column now points up to indicate the files are now sorted in ascending order.*
5. Click the **Type** column header.  
*The files are now sorted in ascending order by their file type. This makes it easy to find all the files of a certain type, like all the PDF files or all the Microsoft Word documents.*
6. Click the **Name** column header to sort the files by name.

7. Follow these steps to filter the files and show only the Microsoft Word files:



**A.** Point to the *Type* column so the menu arrow appears.

**B.** Click the **menu** button.

**C.** Check the check box for **Microsoft Word Document**.

*Only the three Microsoft Word files are visible. The rest have been hidden.*

8. Click an empty part of the window to close the filter check boxes.

*The Type column now displays a check mark, indicating a filter is applied and some files have been hidden.*

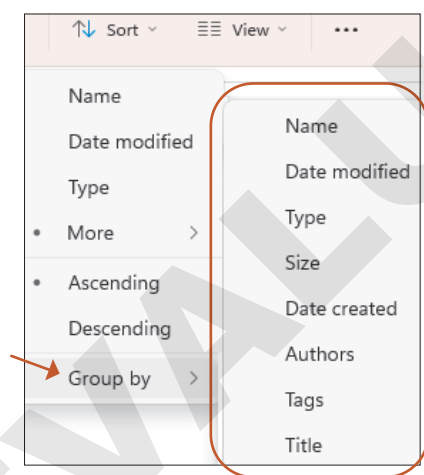
9. Click the check mark in the *Type* column to display the filter menu again.

10. Remove the check mark from the **Microsoft Word Document** option so that all files are made visible.

11. Click an empty part of the window to close the filter check boxes.

## Sort

The Sort menu in the toolbar lets you both sort and group folder contents. Sorting and grouping help you organize files and are important components of effective file management. You could group files, for example, by file type and then sort them by date last modified.



The Group By menu shows the column grouping options available.

## ACTIVITY D4-A7

In this activity, you will group the contents of a File Explorer window and apply options specific to the Details layout.

1. With the folder window open from the previous activity, choose **Sort**.

*A menu appears allowing you to sort, ascending or descending, by the existing column headers or by additional data not present as a current Details column.*

2. Tap **[Esc]** to close the menu without making a selection.

3. Choose **Sort→Group By→Type**.

*The files are grouped according to their file type, making it easy to locate files of a certain type. Each group is labeled with the file type and the number of total files in that group.*

4. Click the downward-pointing arrow to the left of the **PDF File (2)** group header to collapse that group. Depending on your computer's configuration, it might read **Adobe Acrobat Document (2)** or similar.

*You can collapse one group at a time to reduce clutter.*

*Your header may be titled Adobe Acrobat Document or have another name, depending on the software installed.*

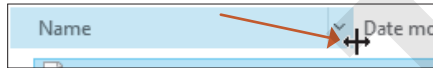
5. Right-click the **JPG File** group header and choose **Collapse All Groups**.

*All groups are collapsed, making it easy to find a specific group.*

6. Double-click the **Microsoft Word Document** heading to expand it.

7. Choose **Sort→Group By→(None)** to turn off the grouping.

8. Point to the right of the **Name** column heading until your cursor becomes a double-headed arrow.



9. Drag to the left to make the column narrower (until the filenames are cut off).

*You can manually resize a column's width.*

10. Point to the right of the **Name** column heading until your cursor becomes a double-headed arrow and double-click.

*Double-click instead of dragging to automatically resize the column to show all of its contents. If a column is wider than necessary, double-click to narrow it.*

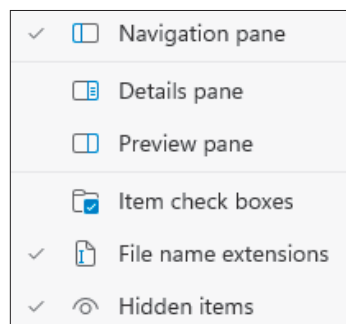
11. Right-click any column header (Name, Date Modified, Type, or Size) and choose **Size All Columns to Fit** to automatically resize all the columns.

*This is quicker than double-clicking each column heading separately.*



## Show

The Show submenu of the View menu in the toolbar lets you show or hide file extensions and check boxes. The item check boxes are helpful in selecting files for copy or deletion. Additionally, there are options to show one of two panels on the right side of the folder window with more details about a selected file.



The Show menu lets you show and hide additional folder and file details.

### ACTIVITY D4-A8

In this activity, you will toggle between several folder windows.

1. With the folder window open from the previous activity, ensure the **View→Show→Item Check Boxes** item is checked.

*A single check box appears at the top-left of the column headers. The files are indented to make room for individual check boxes, which display when you point to a file. Because the files have been indented, the names no longer fit in the column.*

2. Right-click any column header and choose **Size All Columns to Fit** to automatically resize all of the columns.

*The filenames are no longer cut off.*

3. Point to the **Amp.jpg** file and notice the check box that appears next to it.

4. Click the **Amp.jpg** check box to insert a check mark.

*Checking a box selects the file.*

5. Using the same technique, check the **Poem.txt** check box.

*Both files are now selected. Using the check boxes to select files is sometimes easier than **[Shift]+clicking** or **[Ctrl]+clicking** to select multiple files. Now that files are selected, they can be copied, moved, or deleted as a group.*

6. Check the box in the top-left corner next to the **Name** column header.

*The header check box checks or unchecks all of the files.*

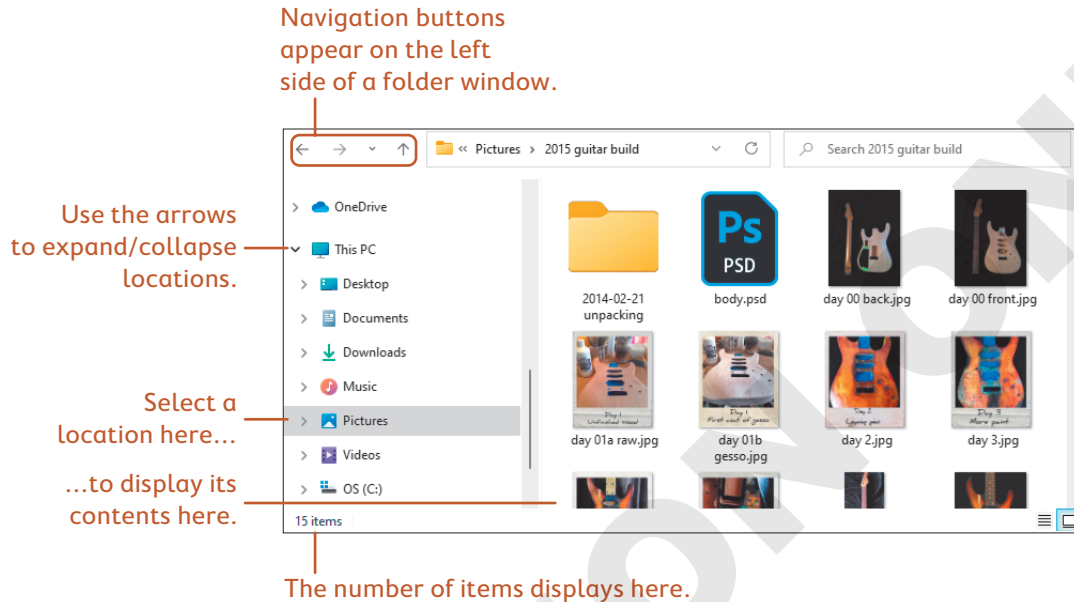
7. Check the box in the top-left corner next to the **Name** column header again to deselect all the files.

8. Choose **Views→Show→Item Check Boxes** to hide the check boxes.

9. Leave the folder open to use in the next activity.

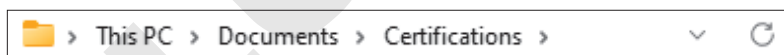
## The Navigation Pane

The Navigation pane, which resides on the left side of a File Explorer window, displays the drives on your computer and their subfolders. It also displays shortcuts to commonly used locations, such as the Desktop. The Navigation pane displays only folders—not files. If you want to view files, you must select a folder from the Navigation pane and then its contents will display in the main files pane. The Navigation pane can be hidden to maximize the files pane.



## The Information Path

When using a File Explorer window, it is important to know which folder you are viewing and where it is located. If you don't know a folder's location, it will be frustrating to return to that folder to access the files inside. The address bar beneath the toolbar displays the path for the current folder. The path is the exact location of a folder on a drive. In a Windows path, folder names are separated by a backslash (\). For example, a folder named Important that resides inside a parent folder named Personal on a USB drive that is attached as the F: drive has the path F:\Personal\Important. Read the path from right to left to trace back the location of a folder.



This address bar shows the Certifications folder is the current folder, and it resides in the Documents folder.



The address bar displays the full path back to the storage drive when clicked.

In addition to displaying the current path, you can type a new path into the address bar, if you know it, to navigate directly to a specific folder. There is also a set of navigation buttons to the left of the address bar and a search box to the right—all designed to help you easily navigate folders and find the files you want.

 **View the video “File Explorer Address Bar Buttons.”**

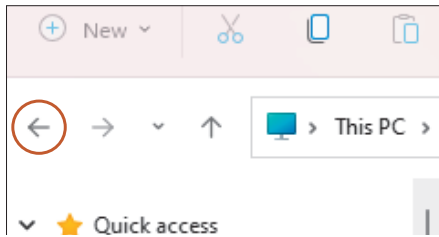
## ACTIVITY D4-A9

In this activity, you will use the Navigation pane and address bar to navigate to different folders.

1. With the folder window open from the previous activity, choose **View→Show→Navigation Pane** to uncheck it and hide the Navigation pane in the left sidebar.

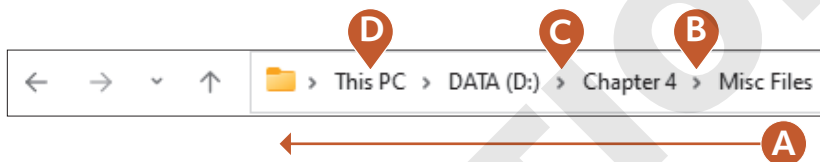
*The Navigation pane disappears and the files pane is maximized.*

2. Choose **View→Show→Navigation Pane** to check it and display the Navigation pane again.
3. In the Navigation pane, click **This PC** to navigate to that location.  
*The information in the files pane changes to show the contents of This PC.*
4. Click the **Back** button above the Navigation pane to return to the Misc Files folder.



*The files pane once again shows the contents of the Misc Files folder.*

5. Follow these steps to navigate using the address bar:



- A. Read the path from right to left to learn the exact location of the Misc Files folder. Your path will differ from the one in the figure.
- B. Click this arrow to display the subfolders of the **Chapter 4** folder.
- C. Point to the arrow for your drive letter to display the subfolders of your drive.
- D. Click **This PC** to navigate there.



- E. Click **Recent Locations** and choose **Misc Files**.
- F. Click to the right of the path to view the path as a text string rather than as clickable buttons.
- G. Click anywhere in the files pane to deselect the path and return the address bar to its default view.

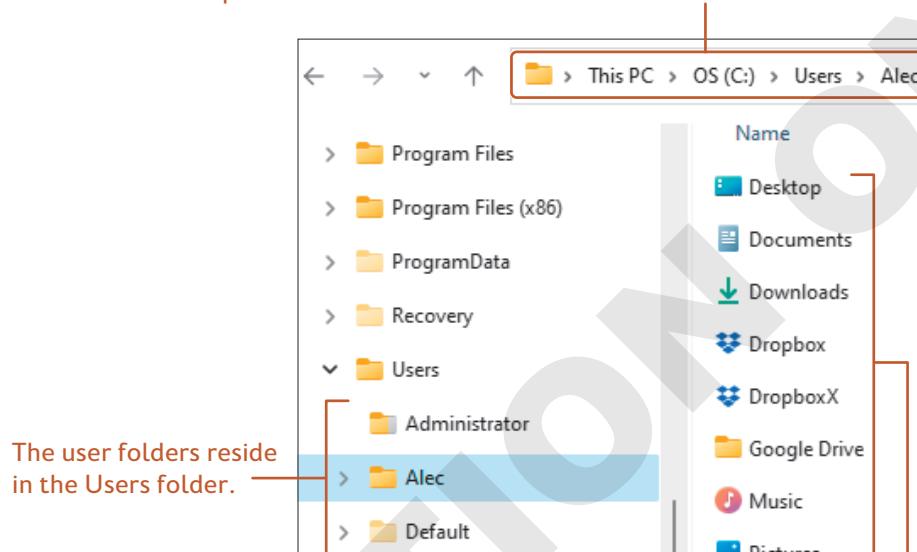
## Common Storage Locations for Files

Most operating systems provide default folders to store personal files for each user. As these locations differ between operating systems, it is worth taking the time to research exactly where your personal folders are for your operating system. If you know where your personal folders are, and you use them, you are less likely to lose track of your files.

## Default Storage Locations in Windows

In Windows, each user has a folder referred to as a **user folder**. The user folder resides in the C:\Users folder by default and is named for the user account. For example, a user with an account named *Ryan* would have a user folder in the location C:\Users\Ryan. The user folder contains a variety of subfolders called **personal folders**. Personal folders are named for specific content such as Pictures or Documents. One personal folder is the Desktop folder, the contents of which are displayed on your Desktop. While you aren't prevented from storing pictures in the Videos folder, videos in the Music folder, and pictures in the Documents folder, storing the suggested file type in the matching folder will help you keep your files organized.

The path to the current user's folder is shown in the address bar.



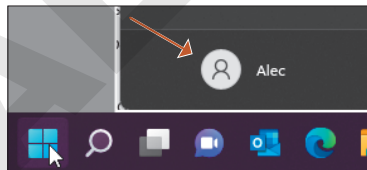
The user folders reside in the Users folder.

The default personal folders are inside each user's folder.

### ACTIVITY D4-A10

In this activity, you will explore your user folder.

1. Click the **Start** button and note the user account icon and name. In this figure, the user account name is *Alec*.



2. Tap **[Esc]** to close the Start menu without making a selection.
3. Back in the File Explorer window, point to *This PC* in the Navigation pane and then click the small right-pointing arrow to the left of it to expand it, if necessary.

*A variety of locations are displayed inside This PC, including the personal folders Desktop, Documents, Downloads, Music, Pictures, and Videos.*

4. Click **Documents** to navigate to that folder.

*Notice the address bar lists the path as This PC→Documents. Windows does not show the actual path of the personal folder unless you navigate there directly rather than through a shortcut.*

5. In the address bar, click **This PC**.
  6. In the files pane, double-click the **C: drive** to enter it.
  7. In the files pane, double-click the **Users** folder.
  8. Double-click the folder for your username. If you can't find your username, ask your instructor, as your computer's configuration may have been changed from the default settings.  
*You see all of your personal folders, some of which have shortcuts in the Home section of the Navigation pane.*
  9. In the files pane, double-click the **Desktop** folder.  
*The Desktop folder contains the items shown on your actual Desktop.*
  10. Right-click an empty space in the files pane and choose **New**→**Text Document**.
  11. Type **My File** as the filename and then tap .
  - You have created a new file on your Desktop.*
  12. Close the File Explorer window so that you are returned to your Desktop.  
*Notice your new file is on your Desktop because you created it inside the Desktop folder.*
  13. Right-click **My File.txt** and choose **Delete**.
- 

## Digital Citizen: Respecting Other People's Files

When multiple user accounts are created on a computer, all those users will have their own personal folders and files. Even if you can open someone else's personal folders and access their files, don't do it without permission! Digital property is like physical property. No one likes other people "going through their stuff." Respect the privacy of your fellow users.

## Self-Assessment

Use the Self-Assessment quiz to check your knowledge of the key concepts and skills introduced in this chapter. You can complete the quiz in your ebook, from your eLab course, and from the Student Resource Center.



# Learn More

## LEARN MORE D4-L1

### More on File Explorer Panes

*In this activity, you will explore the Details and Preview panes of a File Explorer window.*

1. Open the **Misc Files** folder from the **Chapter 4** folder.
2. Maximize the window.
3. Choose **View→Show→Details Pane**.

*The Details pane displays as a right sidebar.*

4. In the files pane, click the **Amp.jpg** file once to select it.

*A thumbnail of the image and several file details are displayed in the Details pane.*

5. Click the **Bacon.docx** file once to select it.

*File details are displayed in the Details pane, but, unlike for the image file, no preview is shown other than a large file-type icon.*

6. Click the **L33tspeak.pdf** file once to select it.

*Depending on your computer's configuration, a large file-type icon or a thumbnail of the file contents and several file details are displayed in the Details pane. Depending on the file type, either a preview of the contents or a large file-type icon is displayed above the details.*

7. Choose **View→Show→Preview Pane**.

*The Preview pane replaces the Details pane. Only one or the other of these panes can be displayed.*

8. Click the **Amp.jpg** file in the files pane.

9. Click the **Bacon.docx** file in the files pane.

10. Click the **L33tspeak.pdf** file in the files pane.

*The Preview pane provides a quick way to view a file's contents without opening another program. However, a preview can be shown only if your computer has software to open the file. If your computer does not have Adobe Acrobat installed, you may see a large file-type icon instead of a preview of the contents.*

11. Click the **Mystery Continued.yyz** file in the files pane.

*No preview is displayed because your computer doesn't have the software needed to open a .yyz file.*

12. Choose **View→Show→Preview Pane** to close the pane.

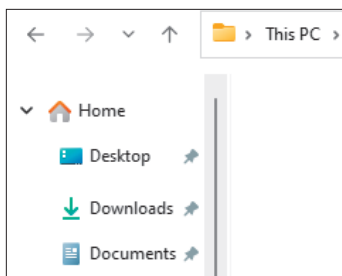
13. Close the File Explorer window.

## LEARN MORE D4-L2

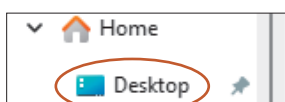
### More on the Navigation Pane

In this activity, you will use the Home section of the Navigation pane and the navigation buttons next to the address bar to navigate a folder hierarchy.

1. Open the **Chapter 4** folder and maximize the window.
2. Ensure Home in the Navigation pane is expanded.



3. Choose **Home**→**Desktop** from the Navigation pane.

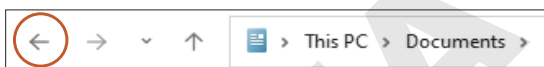


The files pane displays the contents of the Desktop, and the address bar shows the Desktop as the current location.

4. Choose **Home**→**Documents** from the Navigation pane.

The files pane displays the contents of the Documents folder and the address bar shows the Documents folder as the current location.

5. Click the **Back** button next to the address bar.



You are returned to the previous folder, the Desktop.

6. Click the **Back** button next to the address bar again.

You are returned to the Chapter 4 folder. The Back button steps you back through your navigation history.

7. Click the **Recent Locations** button next to the address bar.



A list of recently visited folders displays, allowing you to quickly navigate to any one of them.

8. Click the **Chapter 4** option in the Recent Locations menu to return to that folder, if necessary, or tap **[Esc]** to close the menu without making a selection.

9. In the files pane, right-click the **Misc Files** folder and choose **Pin to Quick Access**.

The Misc Files folder is added to the Home menu in the Navigation pane. Items with a pin icon remain in Home until manually deleted. Items without a pin icon change automatically based on recently visited folders. In previous versions of Windows, the Home menu was named Quick Access. Microsoft hasn't gotten around to updating the right-click menu, so you just need to remember the Quick Access option refers to the Home category.

10. Use the Home menu in the Navigation pane to navigate to the **Pictures** folder.
11. Use the Home menu in the Navigation pane to navigate to the **Downloads** folder.
12. Use the Home menu in the Navigation pane to navigate to the **Misc Files** folder.  
*Adding locations you visit frequently to Home helps you access your files more quickly.*
13. In the files pane, right-click **Amp.jpg**.  
*Notice there is no Pin to Quick Access option. Only folders, not files, can be pinned to Home.*
14. Tap **[Esc]** to close the pop-up menu without making a selection.
15. Right-click **Misc Files** in the Navigation pane and choose **Unpin from Quick Access**.  
*The item is removed from the Home menu, but the folder and its contents remain in their original location. Customizing the Home menu in this way helps you to be more efficient in locating your files.*
16. Close the File Explorer window.

## LEARN MORE D4-L3

### More on File Extensions

Create a word-processing document named: **D4 - L3 - FileExt**

In this activity, you will explore common file extensions. It is helpful to know a few common file extensions so if a file is emailed to you or you download one from a website, you can identify the file type and thus the program needed to open it.

Use the Internet to search for a website that lists file extensions and their descriptions. Make a list of the following file extensions, what they stand for, and what program can open them. Be sure to list the website(s) you used to find this information.

.accdb	.png
.docx	.pptx
.exe	.rtf
.html	.txt
.jpg	.xlsx
.pdf	.zip