

6

Finding Files

Learning Objectives

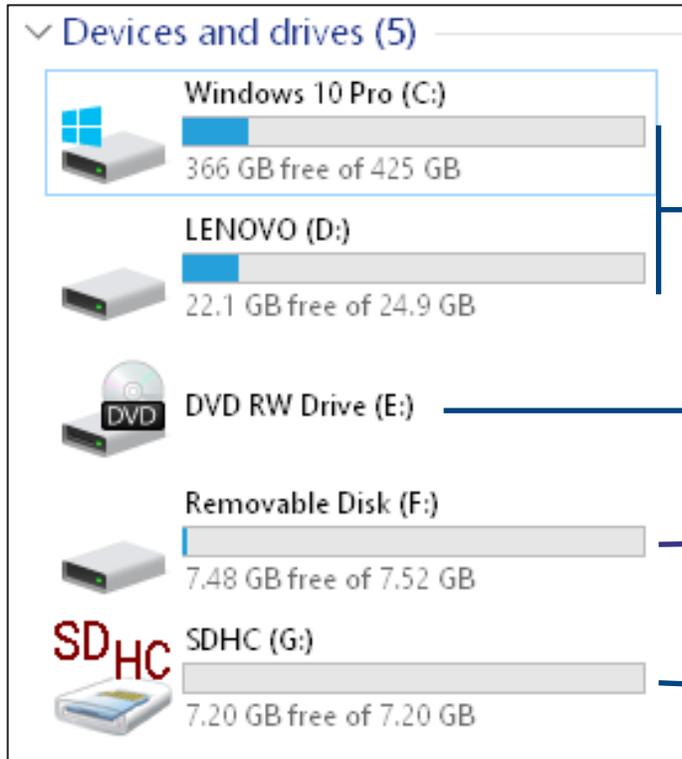
- Describe and use various storage devices
- Use File Explorer to locate files and folders
- Plug in a USB flash drive
- Identify different types of folders used by Windows
- Find files and folders with File Search

About Storage Media

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



Viewing Storage Drives



Two internal hard drives

Some Windows 10 computers have a DVD/CD drive that uses removable discs for storage.

Removable storage device (a USB flash drive)

Many computers now come with an SD card drive.

Plugging In a USB Flash Drive

A USB flash drive can be plugged in to any USB port on a computer.

- Before you can use it, Windows 11 must recognize the drive (this can take a few moments).

Unplugging Safely

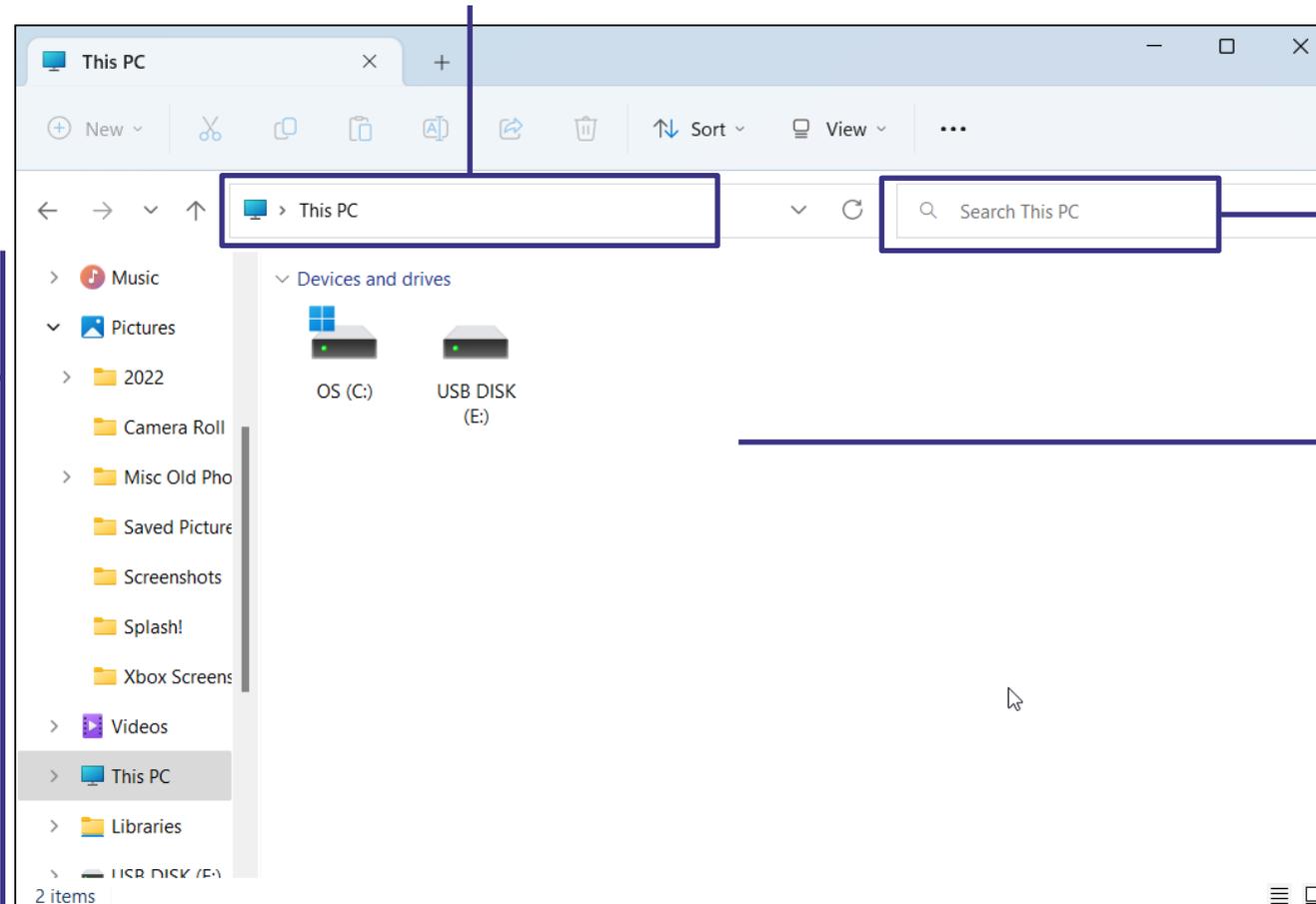
- Make sure Windows is no longer using the drive.
- Use the **activity light method**: Don't unplug the drive until a few seconds after the light stops blinking.

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

File Explorer

The address bar identifies the drive and folder system.

The Folders pane lets you view all folders on all drives.



Search for files and folders

View pane

The Address Bar

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

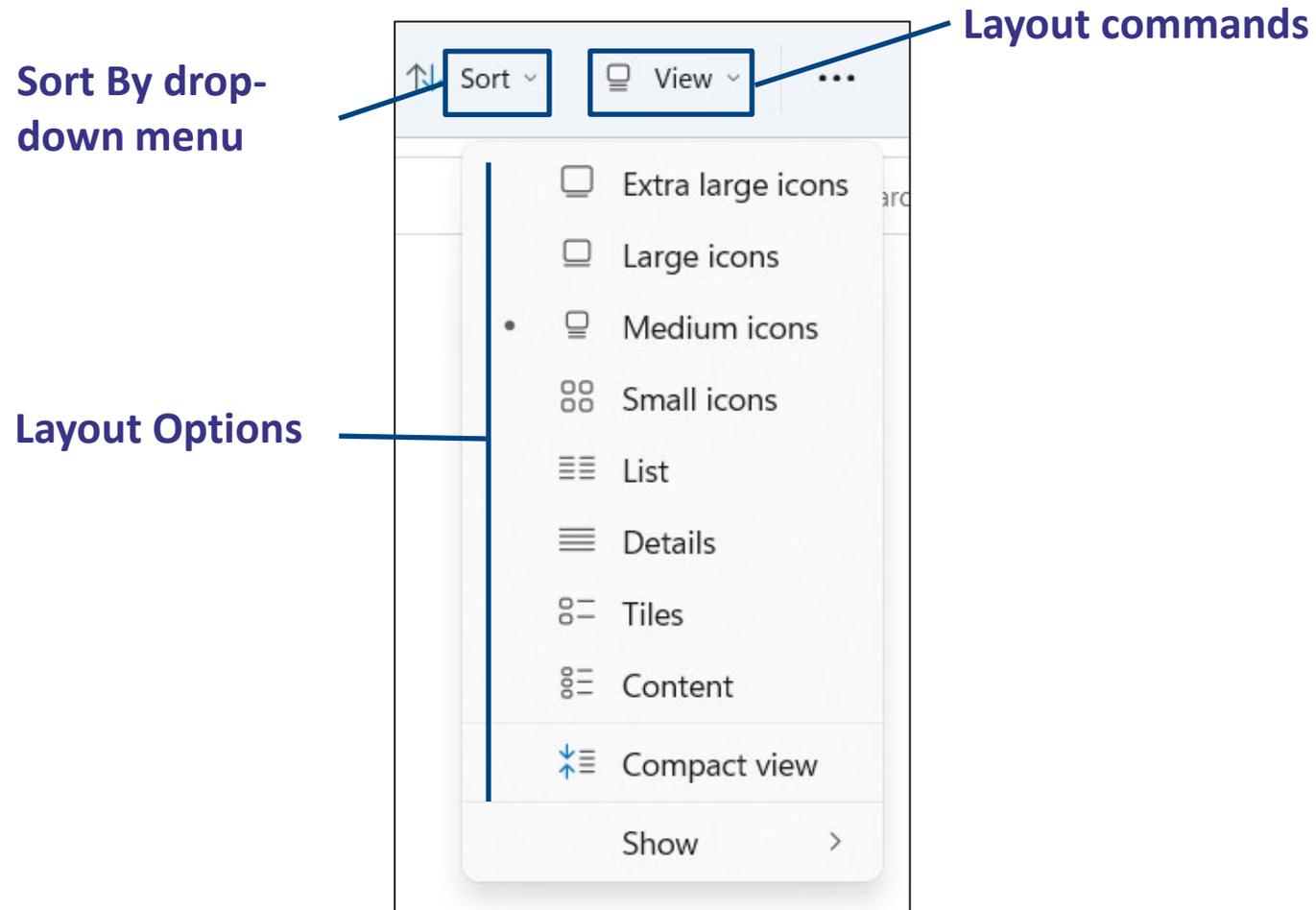


TIP! *The path is Explorer's way of saying, "You are here, and this is how you got here."*

Common Folder Window Tasks

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

The View Tab



Identifying Folder Contents

The look of a folder icon changes in certain views to indicate the contents.



Empty Folder



Compressed Folder.zip



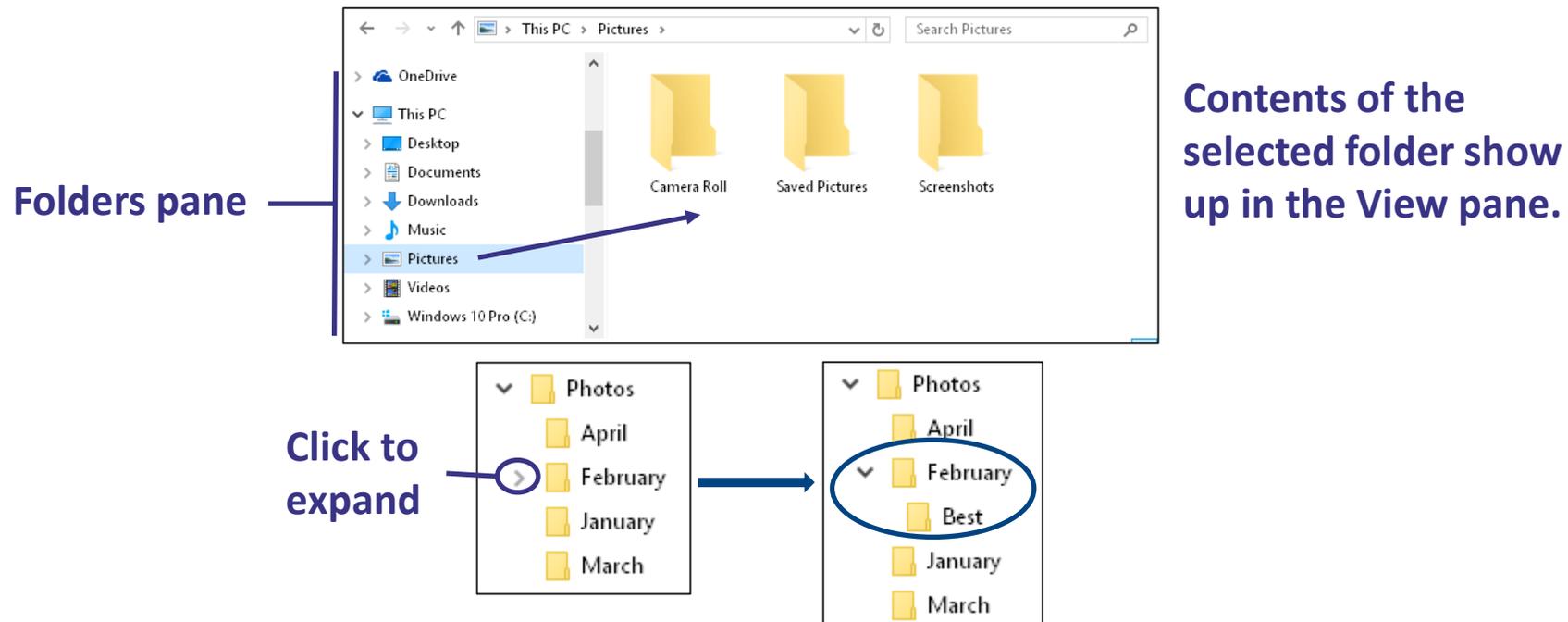
Folder with Word Documents



Folder with Pictures

The Folders Pane

The Folders pane displays all drives and folders on computer in “tree” (hierarchy).



Searching for Files

Windows gathers information about documents in the background to make Search work faster and more accurately.

