

# **BOOST YOUR SKILLS**

**in Computer Basics for ESL Learners**



## **Chapter 8: Files, Folders, and Windows Search**



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# Learning Objectives

## ■ Computer Objectives

- ▲ Use Windows Search to find files and information
- ▲ Work with the File Explorer window and basic file management
- ▲ Save a file and then find and open it later
- ▲ Use double-click to open computer files

## ■ Language Objectives

- ▲ Use vocabulary words to describe using files and folders
- ▲ Use vocabulary words to describe parts of the File Explorer window, including files and folders
- ▲ Use computer verbs to describe how to find things using Windows Search
- ▲ Talk with a partner about saving files
- ▲ Talk with a partner about how to play sound files on the File Explorer window



# Picture Dictionary – Nouns

<b>Term</b>	<b>Definition</b>
<b>Folder</b>	A place where you can organize and keep computer files
<b>Hard drive</b>	Inside the computer, this holds all computer programs, including Windows; the information stays on the hard drive even after the computer is turned off
<b>File Explorer</b>	Shows you the storage areas, files, and folders in your computer
<b>C: drive</b>	A permanent hard drive inside the computer that holds the software that makes your computer work; it can also hold your files
<b>View tab</b>	A tab on the File Explorer Ribbon with buttons that you can use to change how File Explorer and the files look on the screen
<b>Address bar</b>	A bar below the File Explorer Ribbon that tells you where you are looking in the computer; the words in this box will change as you look at different things

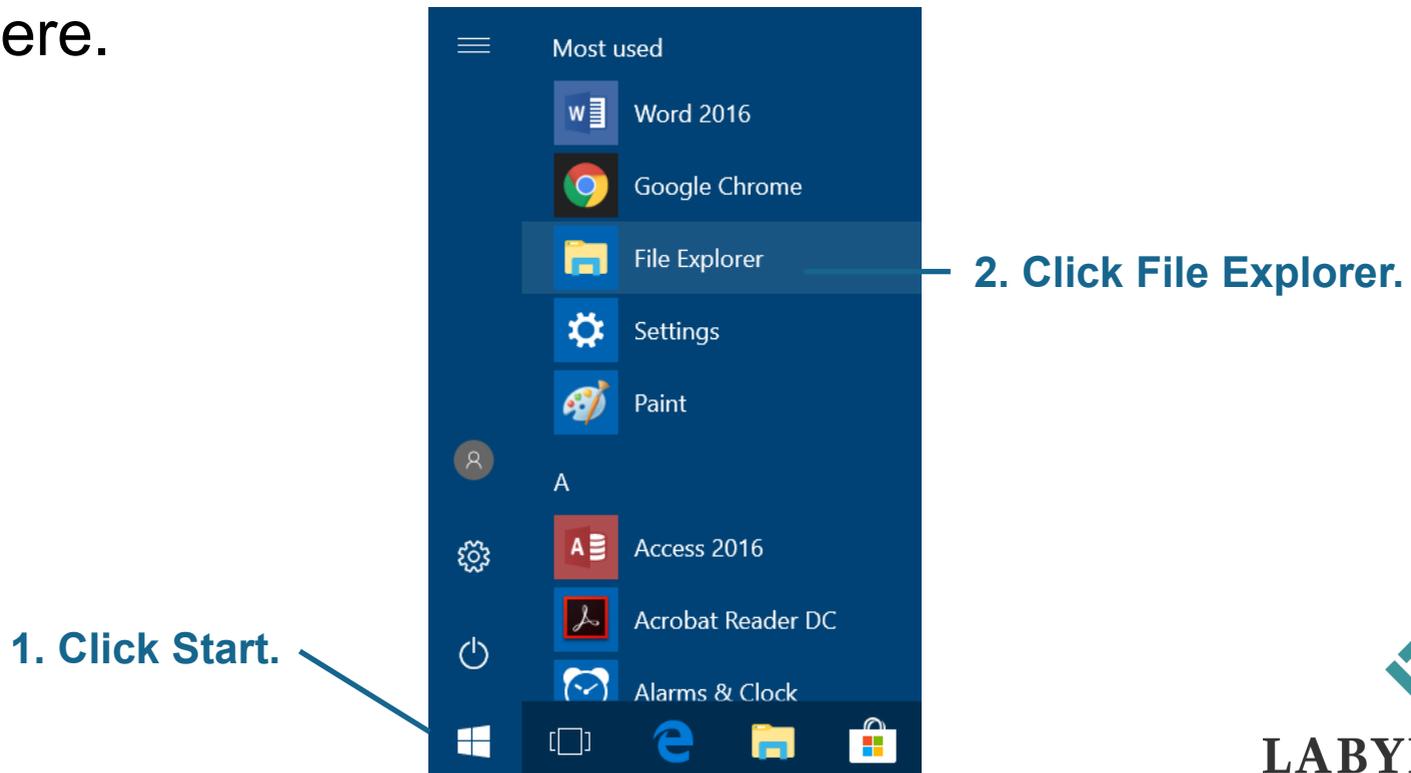
# Computer Verbs

<b>Verb</b>	<b>Meaning</b>
<b>Double-click</b>	To quickly press and release the left mouse button two times
<b>Search</b>	A program feature that lets you look for a specific topic in your computer
<b>Sort</b>	To put things in order by name, size, or date
<b>Modify</b>	To make a small change to text or an object to improve it
<b>Play</b>	To listen to a music file or to watch a video file
<b>Choose</b>	To select (or click on) an option from a group of different choices
<b>View</b>	To look at an object

# The File Explorer Window

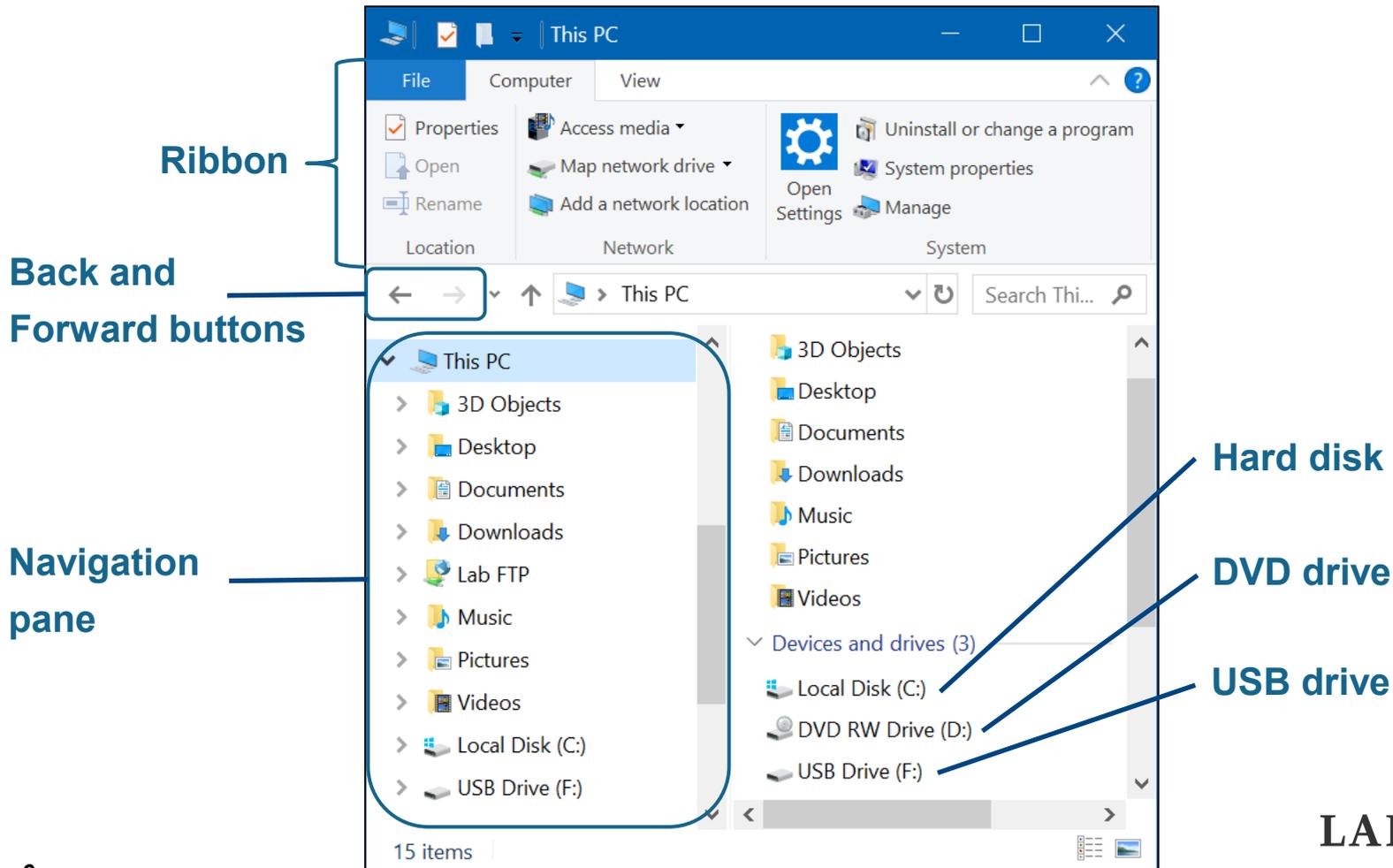
- This allows you to see the places where files can be saved.

▲ You can open those places to see the files that are there.



# The File Explorer Window (cont.)

- You will see all the places where you can save files.



# Double-Clicking

- To see what is in the drives or folders, double-click the left mouse button (press and release two times very fast).
  - ▲ When you double-click successfully, a window will open to show you what is in the drive or folder.
- The file icon tells you in what program the file was made and in which program it will open.



Google Chrome



Windows Photos



Microsoft Word



sound or music file



video file (may differ)



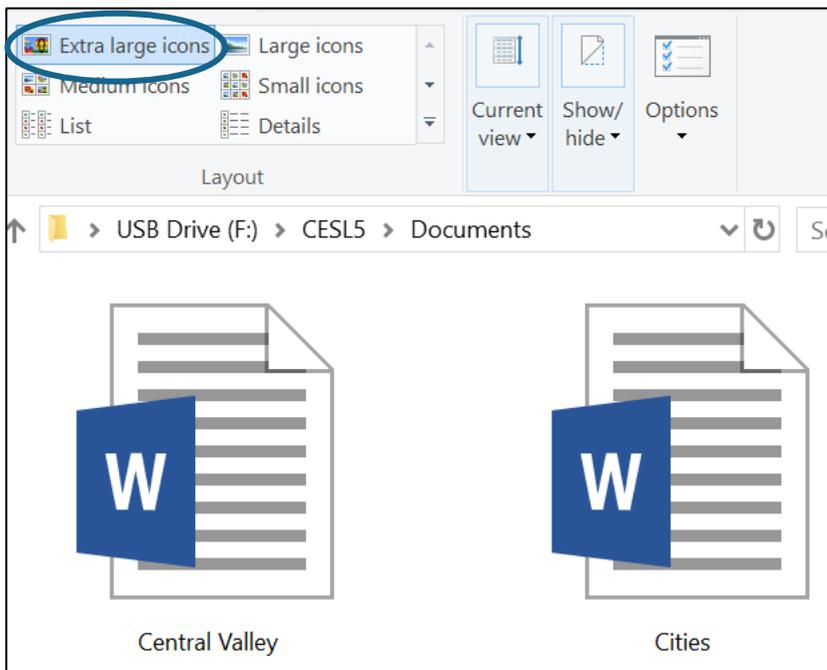
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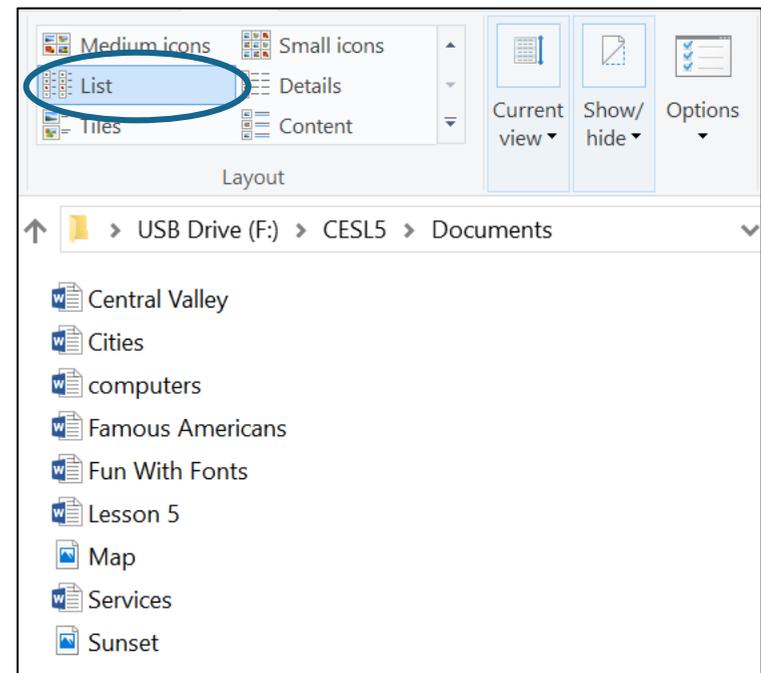
# Viewing Files on a USB Drive

- There are different views.

## Extra Large Icons view

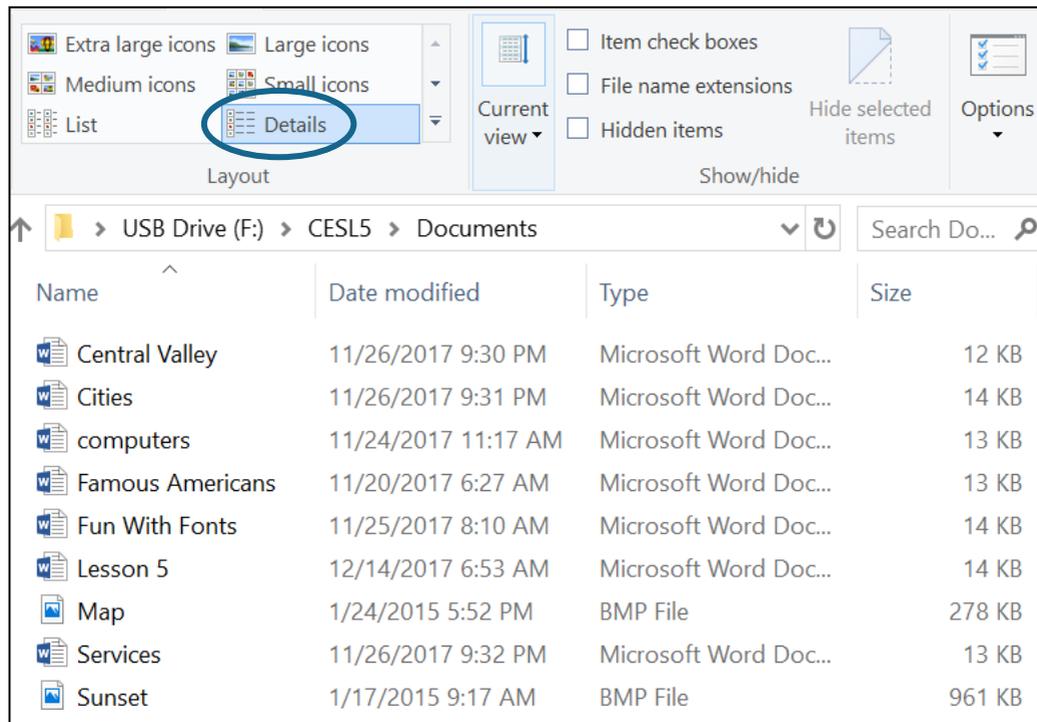


## List view



# Viewing Files on a USB Drive (cont.)

## Details view



The screenshot shows the Windows File Explorer interface. The ribbon at the top has the 'View' tab selected, with the 'Details' view option circled. The 'Show/hide' section includes checkboxes for 'Item check boxes', 'File name extensions', and 'Hidden items'. The address bar shows the path: USB Drive (F:) > CESL5 > Documents. The file list is displayed in a table format with the following columns: Name, Date modified, Type, and Size.

Name	Date modified	Type	Size
Central Valley	11/26/2017 9:30 PM	Microsoft Word Doc...	12 KB
Cities	11/26/2017 9:31 PM	Microsoft Word Doc...	14 KB
computers	11/24/2017 11:17 AM	Microsoft Word Doc...	13 KB
Famous Americans	11/20/2017 6:27 AM	Microsoft Word Doc...	13 KB
Fun With Fonts	11/25/2017 8:10 AM	Microsoft Word Doc...	14 KB
Lesson 5	12/14/2017 6:53 AM	Microsoft Word Doc...	14 KB
Map	1/24/2015 5:52 PM	BMP File	278 KB
Services	11/26/2017 9:32 PM	Microsoft Word Doc...	13 KB
Sunset	1/17/2015 9:17 AM	BMP File	961 KB

# Viewing Files on a USB Drive (cont.)

- Files can be sorted by name, size, or date.

Name	Date modified	Type	Size
Central Valley	11/26/2017 9:30 PM	Microsoft Word Doc...	12 KB
Chapter 5	12/14/2017 6:53 AM	Microsoft Word Doc...	14 KB
Cities	11/26/2017 9:31 PM	Microsoft Word Doc...	14 KB
computers	11/24/2017 11:17 AM	Microsoft Word Doc...	13 KB
Famous Americans	11/20/2017 6:27 AM	Microsoft Word Doc...	13 KB
Fun With Fonts	11/25/2017 8:10 AM	Microsoft Word Doc...	14 KB
Map	1/24/2015 5:52 PM	BMP File	278 KB
Services	11/26/2017 9:32 PM	Microsoft Word Doc...	13 KB
Sunset	1/17/2015 9:17 AM	BMP File	961 KB

Name	Date modified	Type	Size
Sunset	1/1/2018 9:14 PM	BMP File	961 KB
Map	1/1/2018 9:13 PM	BMP File	278 KB
Chapter 5	12/14/2017 6:52 AM	Microsoft Word Doc...	14 KB
Cities	11/26/2017 9:31 PM	Microsoft Word Doc...	14 KB
Fun With Fonts	11/25/2017 8:10 AM	Microsoft Word Doc...	14 KB
Services	11/26/2017 9:32 PM	Microsoft Word Doc...	13 KB
Famous Americans	11/20/2017 6:27 AM	Microsoft Word Doc...	13 KB
computers	11/24/2017 11:17 AM	Microsoft Word Doc...	13 KB
Central Valley	11/26/2017 9:30 PM	Microsoft Word Doc...	12 KB

## By name

## By size

Name	Date modified	Type	Size
Sunset	1/1/2018 9:14 PM	BMP File	961 KB
Map	1/1/2018 9:13 PM	BMP File	278 KB
Chapter 5	12/14/2017 6:52 AM	Microsoft Word Doc...	14 KB
Services	11/26/2017 9:32 PM	Microsoft Word Doc...	13 KB
Cities	11/26/2017 9:31 PM	Microsoft Word Doc...	14 KB
Central Valley	11/26/2017 9:30 PM	Microsoft Word Doc...	12 KB
Fun With Fonts	11/25/2017 8:10 AM	Microsoft Word Doc...	14 KB
computers	11/24/2017 11:17 AM	Microsoft Word Doc...	13 KB
Famous Americans	11/20/2017 6:27 AM	Microsoft Word Doc...	13 KB

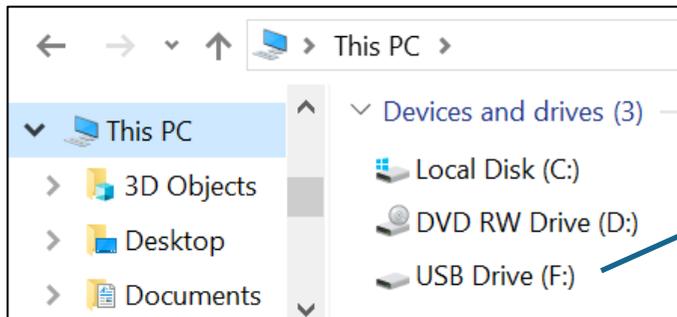
## By date



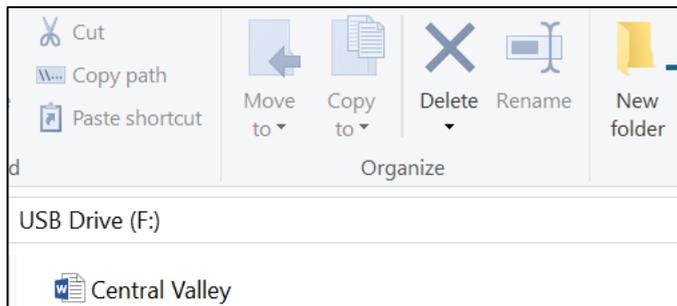
# Creating Folders

- Create a folder when you are in a drive, such as the C: drive or the USB drive.

▲ To create a folder on the USB drive:



1. Double-click the USB drive icon.



2. Click New Folder.

3. Type the folder name and tap [Enter].



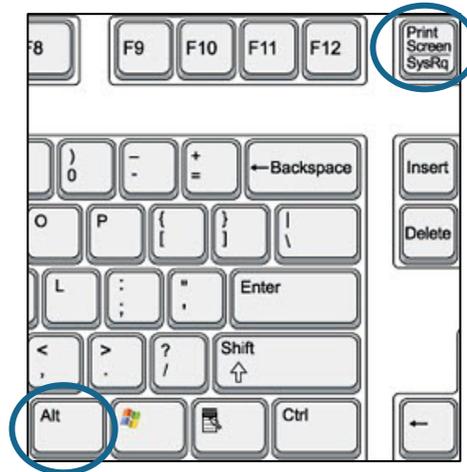
# Opening Files & Saving to a New Location

- You can save a file that you made before to a new location, such as into a different folder.
  - ▲ Click the File tab.
  - ▲ Click Save As, click Browse (if necessary).
  - ▲ Click the new location in the Navigation pane or double-click the folder on the right side of the window.
  - ▲ Click Save.

# Taking a Screen Capture

- Press [PrintScreen] to capture the whole screen.
- Paste it into a program, like Paint.

*Tip! Hold down [Alt] and press [PrintScreen] to capture only the window in which you are working.*



# Windows Search

- Use Windows Search to find information.
  - ▲ Click the Windows Search button on the taskbar.

The screenshot shows the Windows Search interface. At the top, there are icons for File Explorer, a document, and a globe, along with a 'Filters' dropdown. The search results are divided into three sections: 'Best match', 'Can I help?', and 'Search suggestions'. The 'Best match' section shows a search for 'how do I change the windows background' with a TIF File result. The 'Can I help?' section shows a search for 'how do I change the desktop background'. The 'Search suggestions' section shows three suggestions, including 'how do I change the desktop background - See web results' and 'how do i change the desktop background photo'. The taskbar at the bottom shows the Start button, Edge, File Explorer, Store, Chrome, and Task View buttons.

**Search box** —

**Search button** —

**Results from your computer** —

**Results from the Internet** —

**Results from Microsoft** —