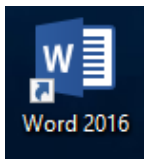


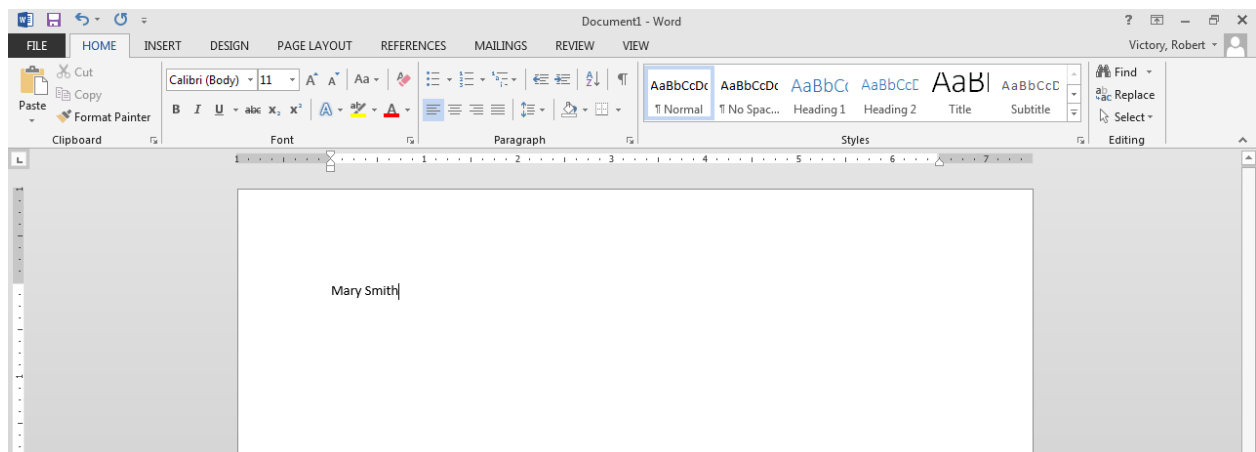
As you use your computer and create files you may need some help in storing and retrieving those files. This class shows you how to create, move, organize, search for, and delete files on your computer.

Creating a File

For this class we are going to create a file in Microsoft Word. Open Word on the desktop.



Type your name on the screen.

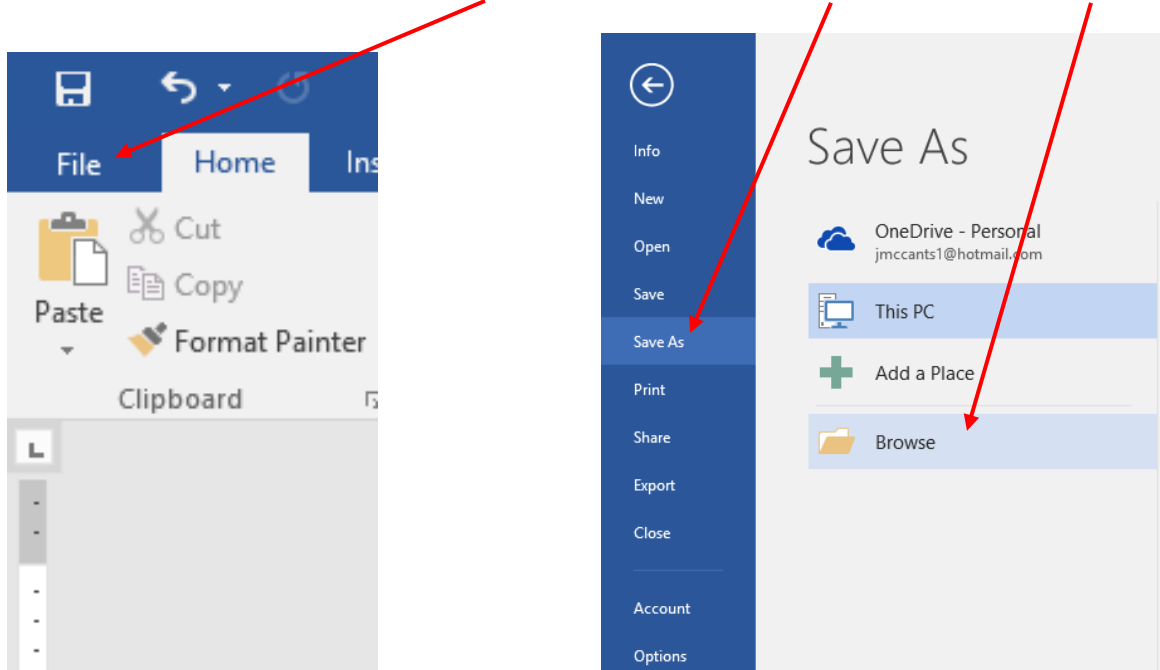


When opening any program on the screen, there are three buttons in the upper right hand corner that may be of use to you. The first button will minimize the window so you can see your desktop. The second button will make the window either full screen or partial your screen size. The third button closes the program completely.

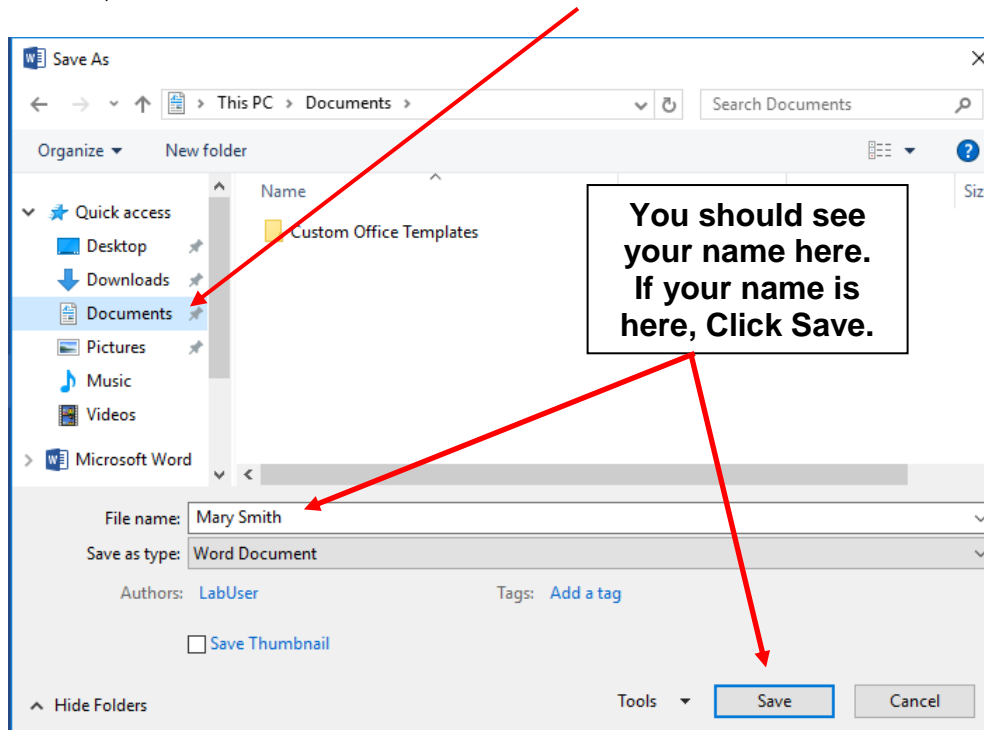


Saving a File to Documents

After you type your name, click on the **File Button**, then on **Save As**, then on **Browse**.



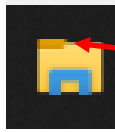
Because it is the first time you have saved this document the **Save As** box will open. In the left column, click on the word **Documents**.



Your name should be in the File name box. If you want to change the name of the document, just type – you don't need to click in the box. As long as the words are blue you can type right over them. Click **Save**. Then close the file. Your file will now be saved in the Documents folder (which is a folder on the hard drive of your computer).

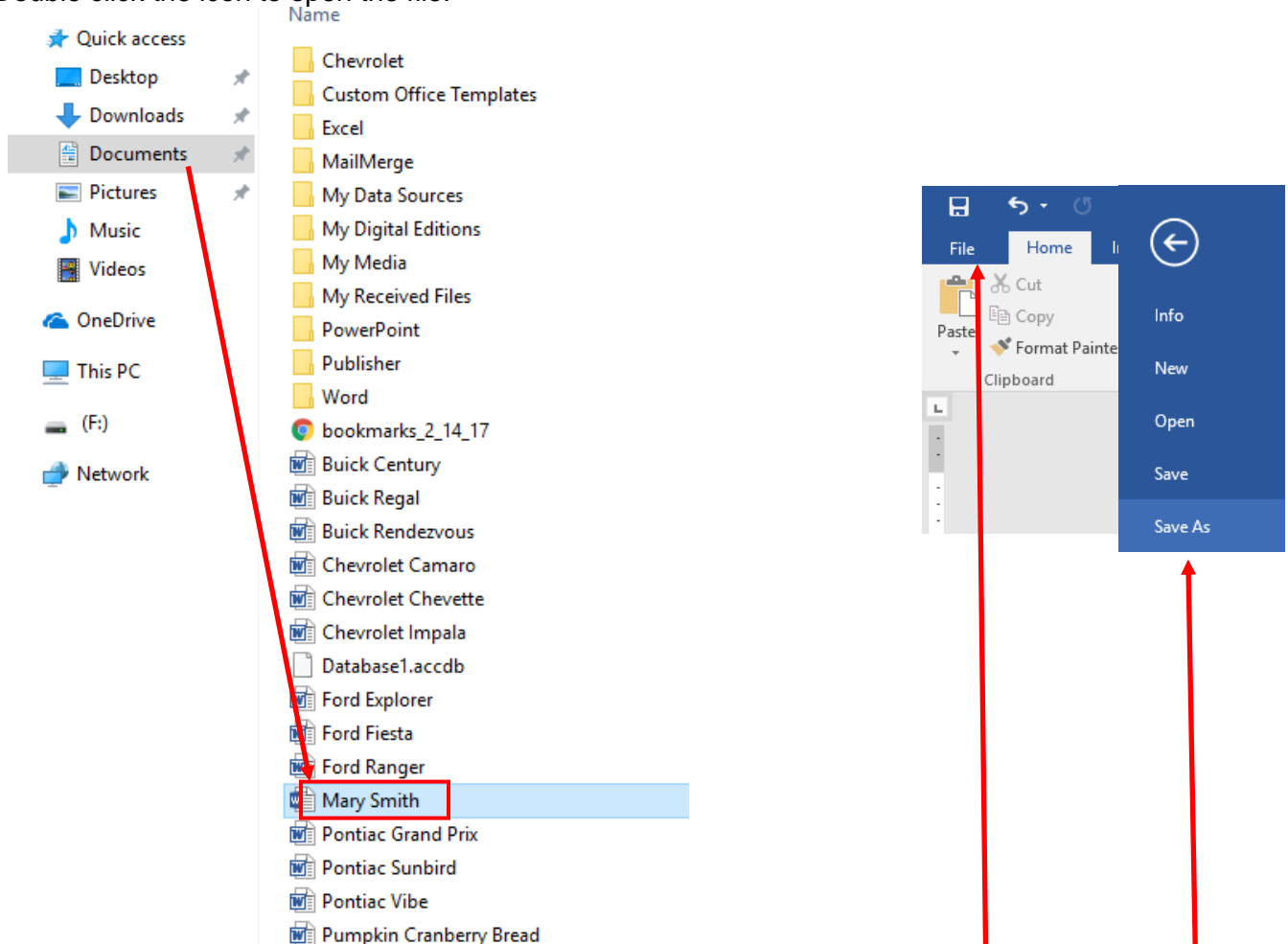
Saving a File to the Desktop

Click the File Explorer Icon on your taskbar, and then Documents



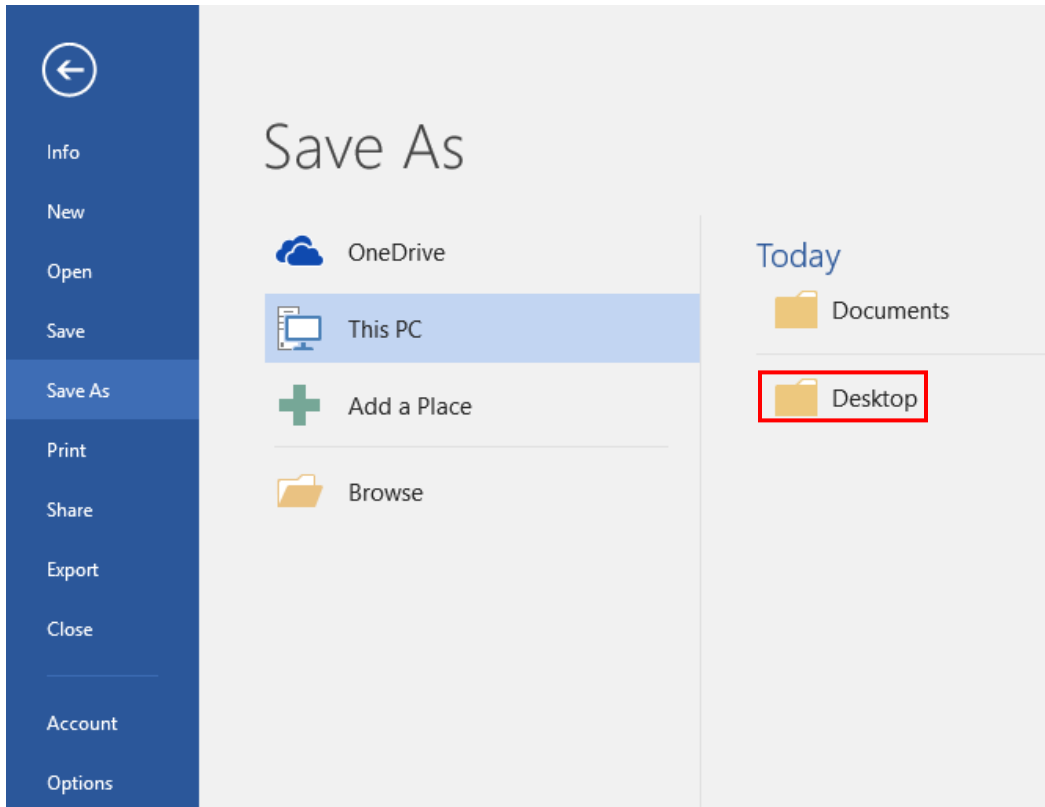
**File Explorer
Icon**

In the **Documents** folder you should see the document you just created – look for your name. Double click the icon to open the file.



Click on **File**, then on **Save As**.

The Save As window will open again. Click on **Desktop** on the right. If Desktop does not appear, click browse, then select Desktop from the left of the window. This changes where the computer will save the file.



After switching to the Desktop, click **Save**.

Close the file by clicking in the **X** in the upper right corner.



You should now see an icon for your file on the desktop of the computer.

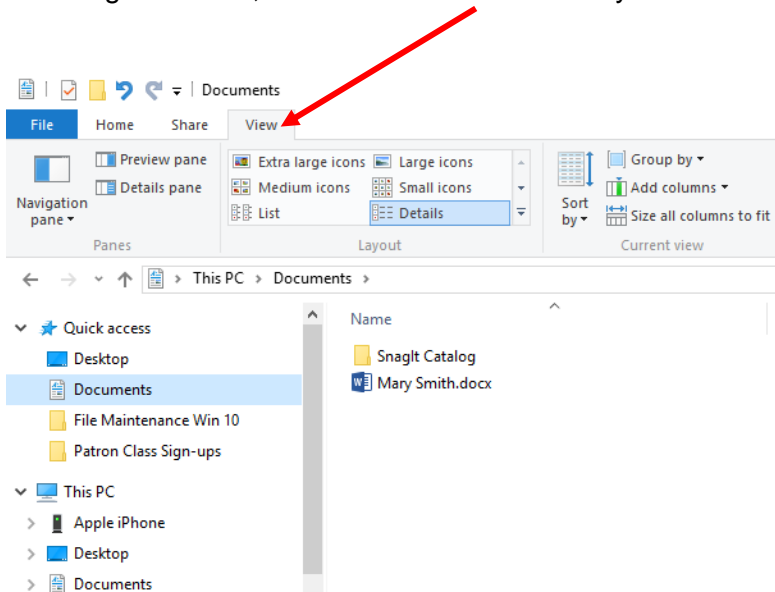


Different Views

There are multiple ways to view the contents of a folder. The actual contents will not change, but the way you view those items will.

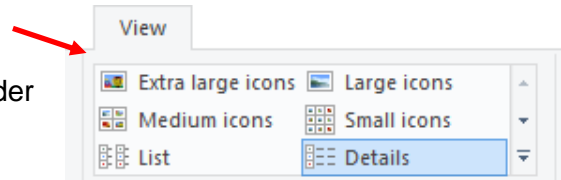
Open the **Documents** folder from the **File Explorer** if not already open. You will see the contents of the folder displayed.

To change the view, click on the **View** tab from your ribbon.



Choose another option from the list that appears.

The options for icons are useful when viewing a folder full of images.

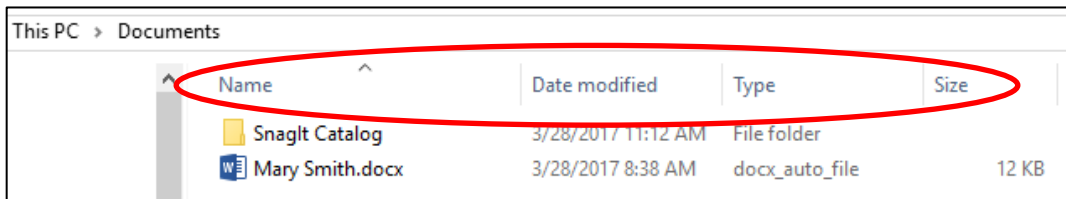


Choose a few options from the list to see what happens.

If you need to, maximize the window to see all the available information.



In the **Details** view, you can sort the files by Name, Date, Size, etc. by clicking on the appropriate words at the top of the column.



Storage

Storage devices allow you to save your files and take the information from computer to computer.

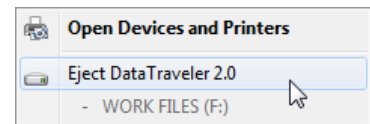
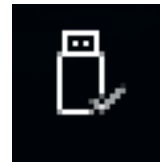
Flash Drive

A thumb drive, jump drive, flash drive, or USB drive will hold a large amount of data and is easily portable. It can hold between 128 MB and 4+ GB.



External Hardware – Another icon you may run across in your system tray quite often is your external hardware icon. This icon only shown when you have a piece of external hardware plugged in. Examples include things like flash drives, digital cameras, external hard drives, etc. When it's time to remove the device, it is recommended that you tell the computer to stop the connection with the device. That way your hardware isn't damaged when you pull the device out.

To stop the device, left click one time on the external hardware icon. Choose which device you would like to remove, and left click on it one time. (Flash drives are commonly called USB Mass Storage Devices.) You will be informed when it's safe to remove the device from the system tray area.



Cloud Storage

“Cloud” storage means saving to a website that you have an account with. This will allow you to access your documents, photos, etc. from any computer after you have logged into the website with a username and password. You can access cloud storage through a desktop, laptop, smart phone, etc. Examples of cloud storage include websites such as Google, Dropbox, and Microsoft's OneDrive (*formerly known as SkyDrive*). Most of these websites will give you so much free storage but if you need more then you can purchase it for a low cost.



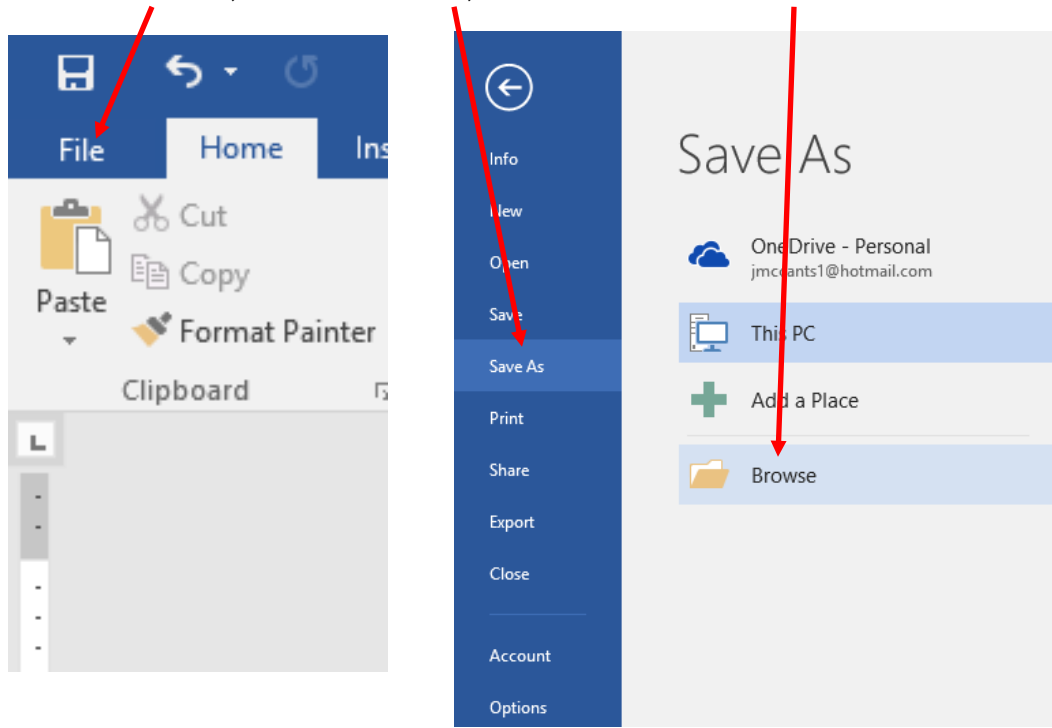
Measuring Storage

What's the difference between Megabytes and Gigabytes?

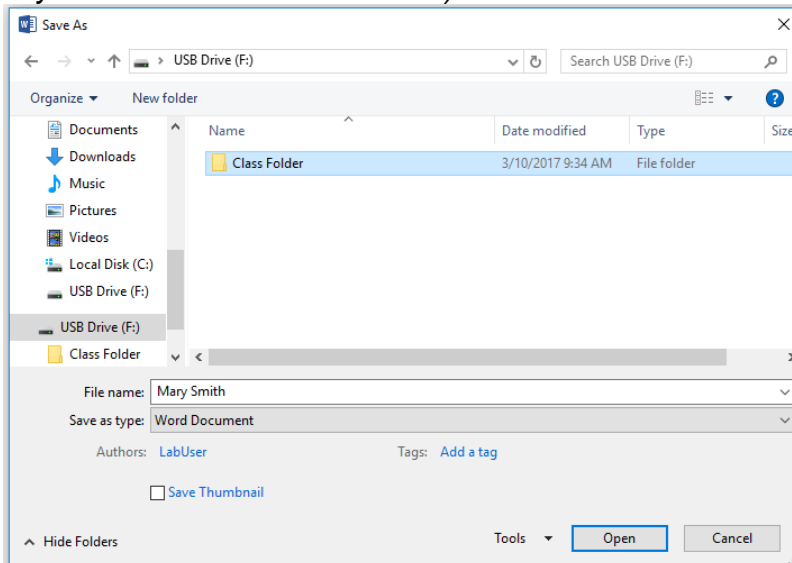
1,024 Kilobytes (KB) = 1 Megabyte (MB)
1,024 Megabytes (MB) = 1Gigabyte (GB)
1,024 Gigabytes (GB) = 1 Terabyte (TB)

Saving to a Flash Drive

Double click on the icon for your document on the Desktop to open it. Click on the **File** Button, then on **Save As**, and then click **Browse**.



In the box on the left, find the item called **This PC**. Your flash drive should be listed here once you have inserted your flash drive. (It may be called **Removable Disk**, **Kingston**, or the name of your flash drive's manufacturer.)



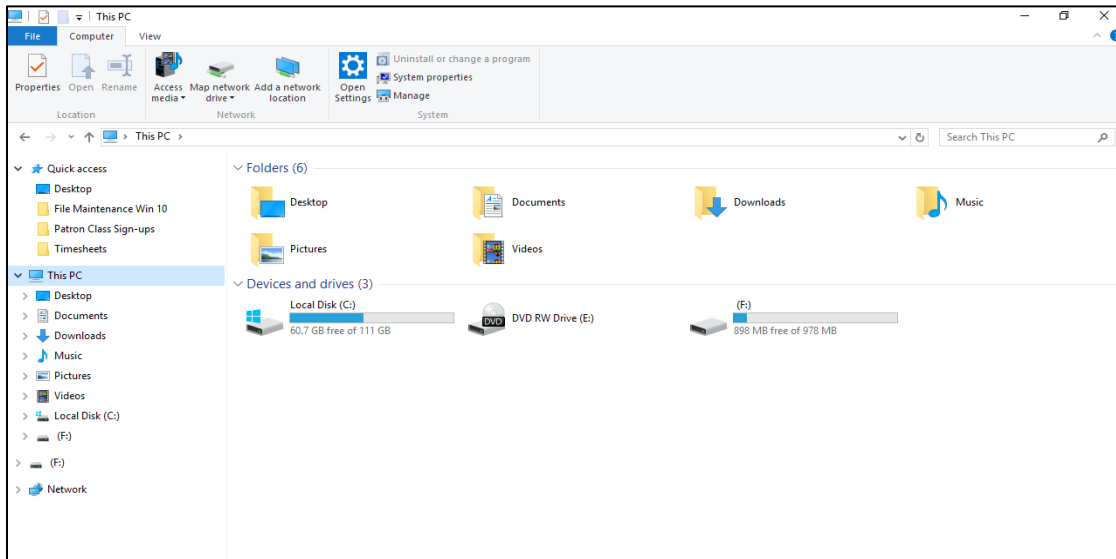
Click on the **Save** button and close the program. Your document is now on your flash drive.

Accessing Different Drives.

Now that you have a document saved on your flash drive, how do you access it? Click the **File Explorer** icon on your taskbar.

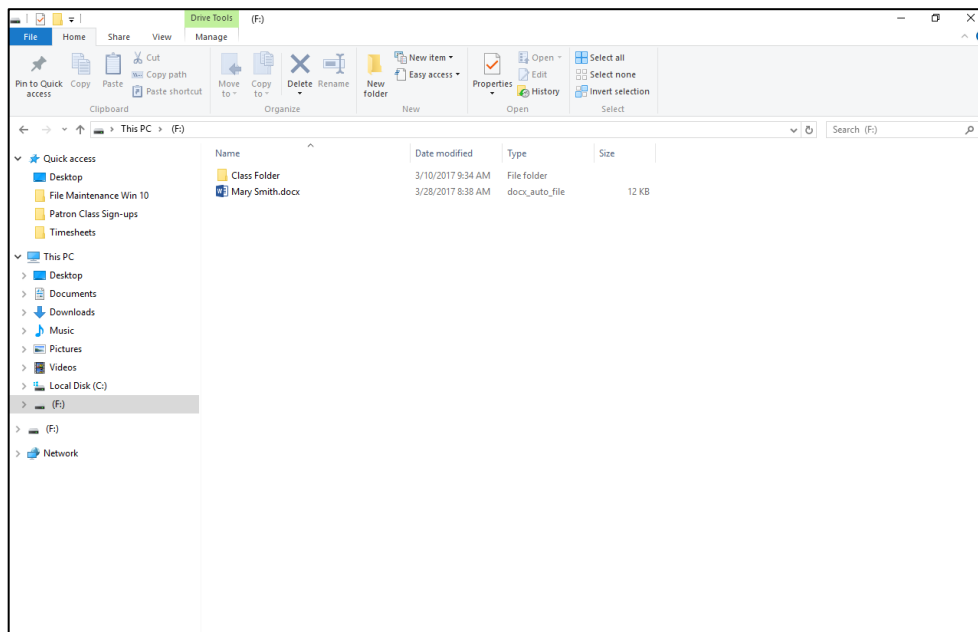
Your computer's list of drives will appear.

- You have a drive called **Local Disk (C:)**, which is where all of the information on your computer is stored.



- The **DVD Drive (D:)** is the part of your computer that reads and writes to CDs and DVDs.
- Flash drives that you plug in will also be labeled with letters of the alphabet. Here, there are several plugged in (E:, F:, & G:). The bar below the drive lets you know how much used and free space there is.

Double click on your flash drive icon to see what is saved on it.



Other Ways to Save to a Flash Drive

Sometimes you would like to send items other than Word documents to your flash drive (folders, pictures, movies, etc.).

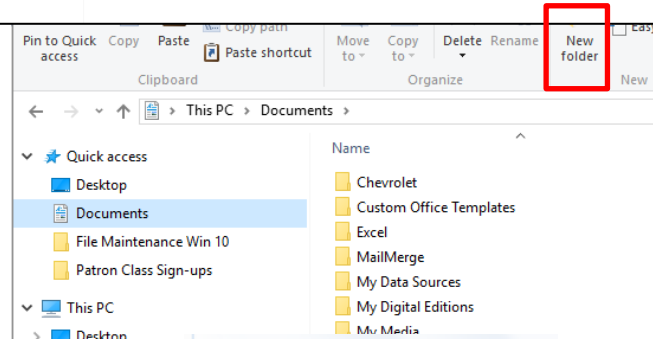
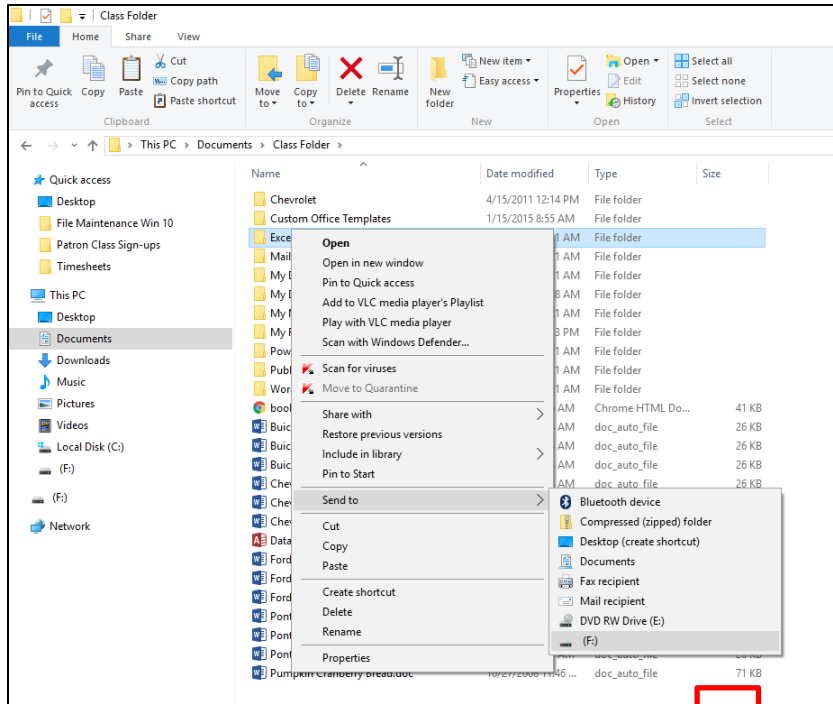
Open the File Explorer window.

Choose a folder or other item and **right** click on it. Point your mouse to **Send to** and left click on the name of your flash drive (i.e. **Removable Disk**).

A **copy** of your item will be sent to your flash drive. The original one will stay in place on your computer.

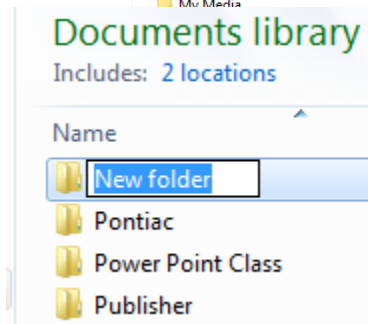
Creating Folders

In the Documents folder under the Home tab, click on **New Folder**.



The computer will make a new folder for you.

Type a name for the folder and hit the **Enter** key.



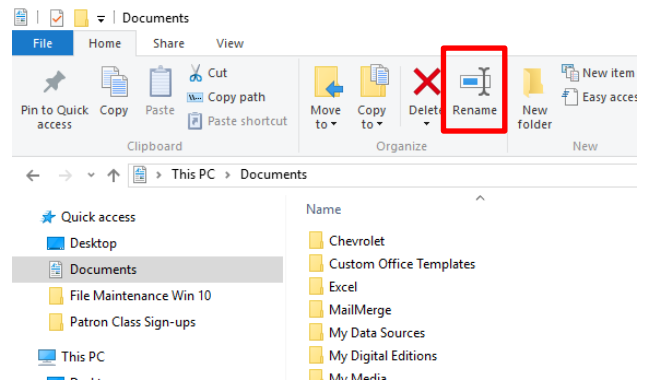
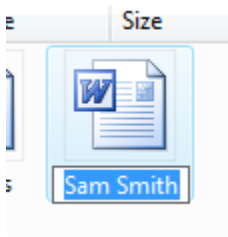
Renaming Files

To change a file's name (but not its contents) right click on the file and select **Rename**.

OR

Click on the Home tab and choose **Rename**.

The file name will change so that you can edit it. Just type the new file name hit the **Enter** key.



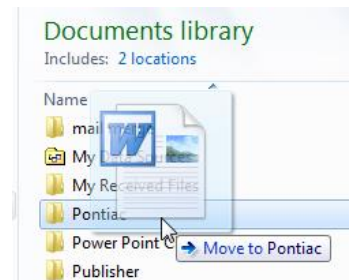
The name will change to whatever you type.

Moving Documents into Folders

Now that you have a new folder you can begin organizing your documents by placing them in the folder.

Using the mouse, click on the document you wish to move. Hold the mouse button down and drag the icon on top of the new folder icon.

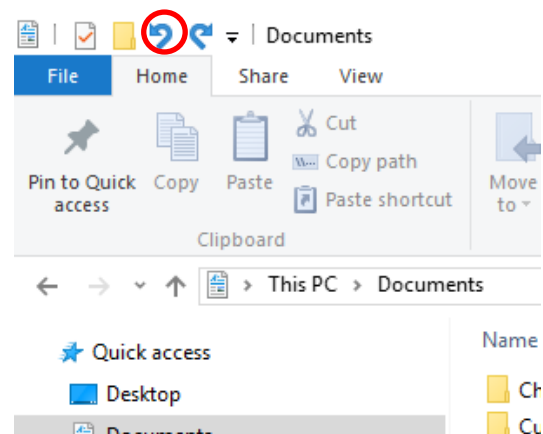
Let go of the mouse button and the computer will move that document into the folder.



Open the folder to make sure your document has been moved successfully. Double click the folder icon to see if your document is in that folder.

Oops! I made a mistake. What do I do?

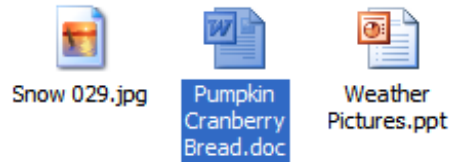
The quick and easy way to undo a mistake is to press the **Ctrl** and **Z** keys at the same time. This will place your file back in its original location. **Ctrl + Z** is the shortcut for the undo function. If you can't remember which keys to press, the undo function can be added to the quick access toolbar the top of the File Explorer window.



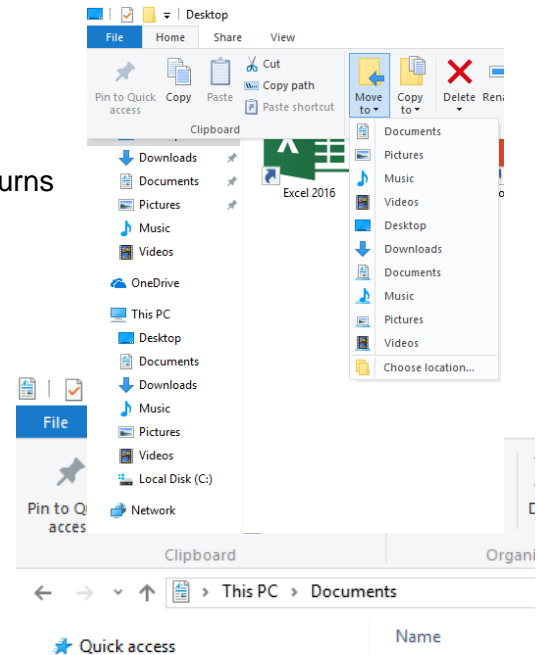
How do I move files into folders I can't see?

You can always cut and paste.

- Left click on the file you wish to move so that it turns blue.



- In the Home tab, Select **Cut**. (Select **Copy** if you wish to have two copies of the file instead of moving it.)



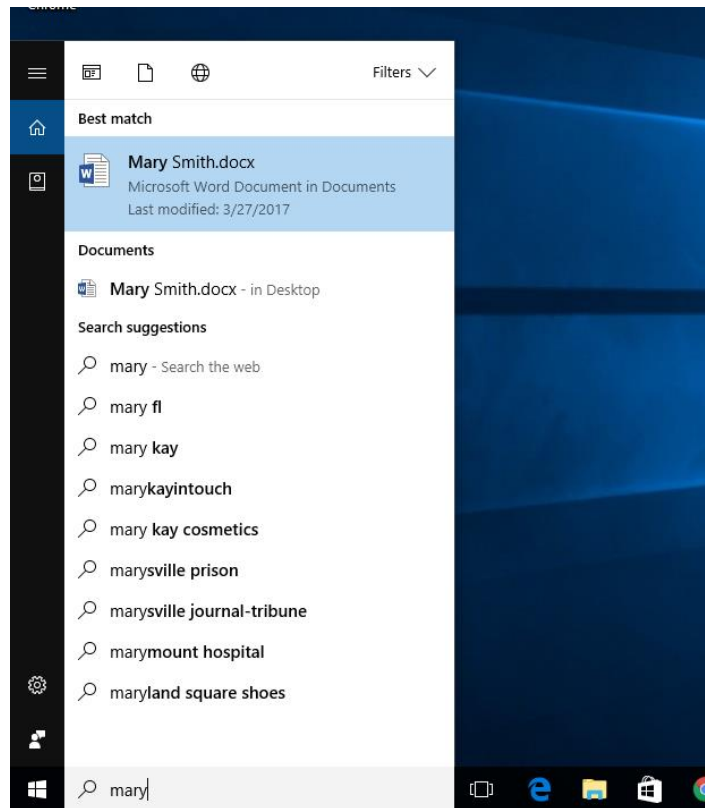
- Navigate to the folder you wish to place your file in. Once you have opened that folder, click on the **Paste** option in the Home tab.

Searching for Files

To search the computer for a file, click on the **Search Box** on your taskbar, next to the Windows Icon. From here, you can search for anything stored on your computer.

Type the file name, if you know it, or search for a phrase that is in the file itself. It will automatically search your computer and display results in the Start menu, itself, when you stop typing.

The computer will find all the files that contain all or part of the file name. In this case, it only found 1 document that included the name "mary" in the file name. To open that document, click on it from the list.

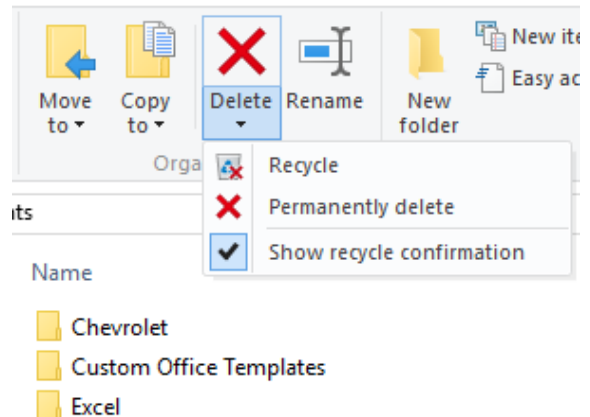


Moving a File to the Recycle Bin

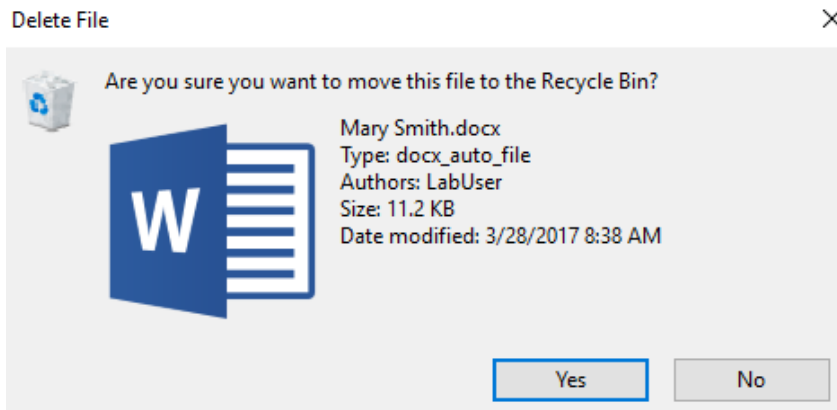
If you no longer need a file you can move it to the Recycle Bin to get rid of it.

From the Documents folder, click on the document you want to delete. Then click on the **Delete** button on your Home tab in the ribbon, or press the Delete key on your keyboard.

(**Note:** You must click the drop down arrow and click “show recycle confirmation” to get the warning message to delete files)

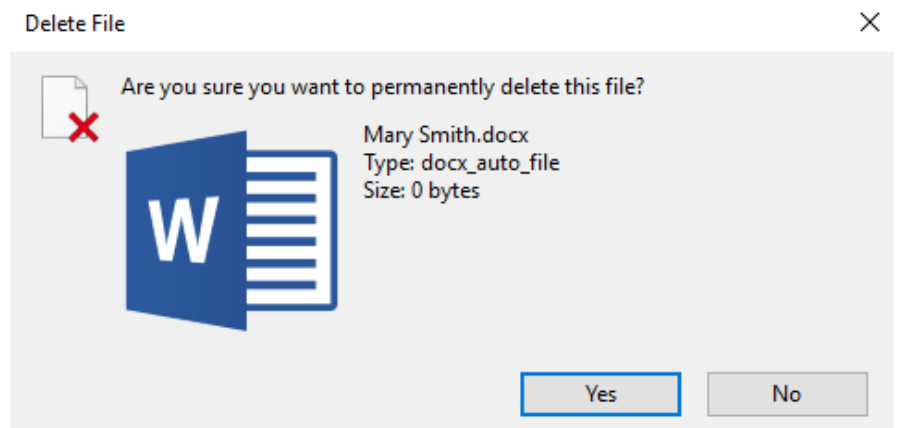


The computer will check to be sure that this is what you want to do.



If it is, click **Yes**.

Note: Deleting files from a flash drive will permanently delete your files as it is indicated in the message box shown on the right. Your files will not be sent to the Recycle Bin.

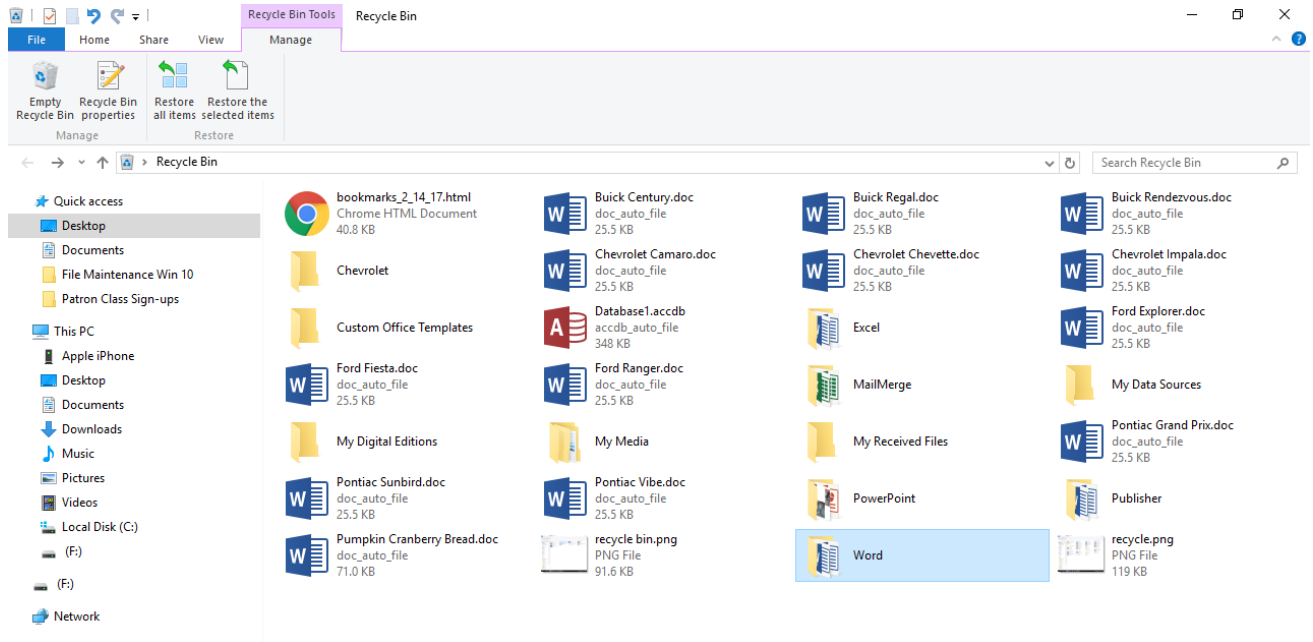


Exploring the Recycle Bin

If you need to see what files you have put into the Recycle Bin, simply double click on the Recycle Bin from your desktop to see its contents.



This box shows the contents of the Recycle Bin. You should see the file you just deleted.



Restoring Files from the Recycle Bin

If you spot a file in the Recycle Bin that you do not want to permanently delete, click the file and select **Restore this item** under the Manage tab in the ribbon. If you want to put all files back in their original place, click on **Restore all items**. The computer will put the item(s) back in the prior location.

Emptying the Recycle Bin

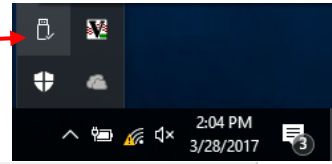
If you are sure you no longer need any of the files in the Recycle Bin, click on **Empty the Recycle Bin**. Your files will be **permanently** deleted, so be sure you are ready to get rid of those files!

Removing your Flash Drive

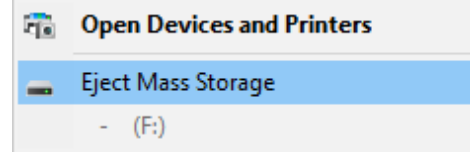
It's best not to just pull your flash drive out of your machine when you are done. That may damage the device. When you are finished using your flash drive and would like to remove it, first click on the device icon from your system tray. In our case, it is hiding. Click on the **Up** arrow to display hidden system tray icons.



In the window that appears, click on the device icon.



Click on the device you would like to eject.



A message will appear, letting you know is it is safe to remove the device.

