Computer since

First Stage

Lec4

Files and Folders

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Finding files on your computer:

In the previous lecture, we talked about how folders can help to keep your files organized. However, there may be times when you have trouble finding a certain file. If this happens to you, don't panic! The file is probably still on your computer, and there are a few simple ways to find it. In this lecture, we'll show you different techniques you can use to find your files, including searching and looking in common places.

Searching for files:

Let's say you recently downloaded a few photos that were attached to an email message, but now you're not sure where these files are on your computer. If you're struggling to find a file, you can always search for it. Searching allows you to look for any file on your computer.

To search for a file (Windows 10):

In the Cortana Search Box next to the Start button, type to search for a file. The search results will appear above the search box.
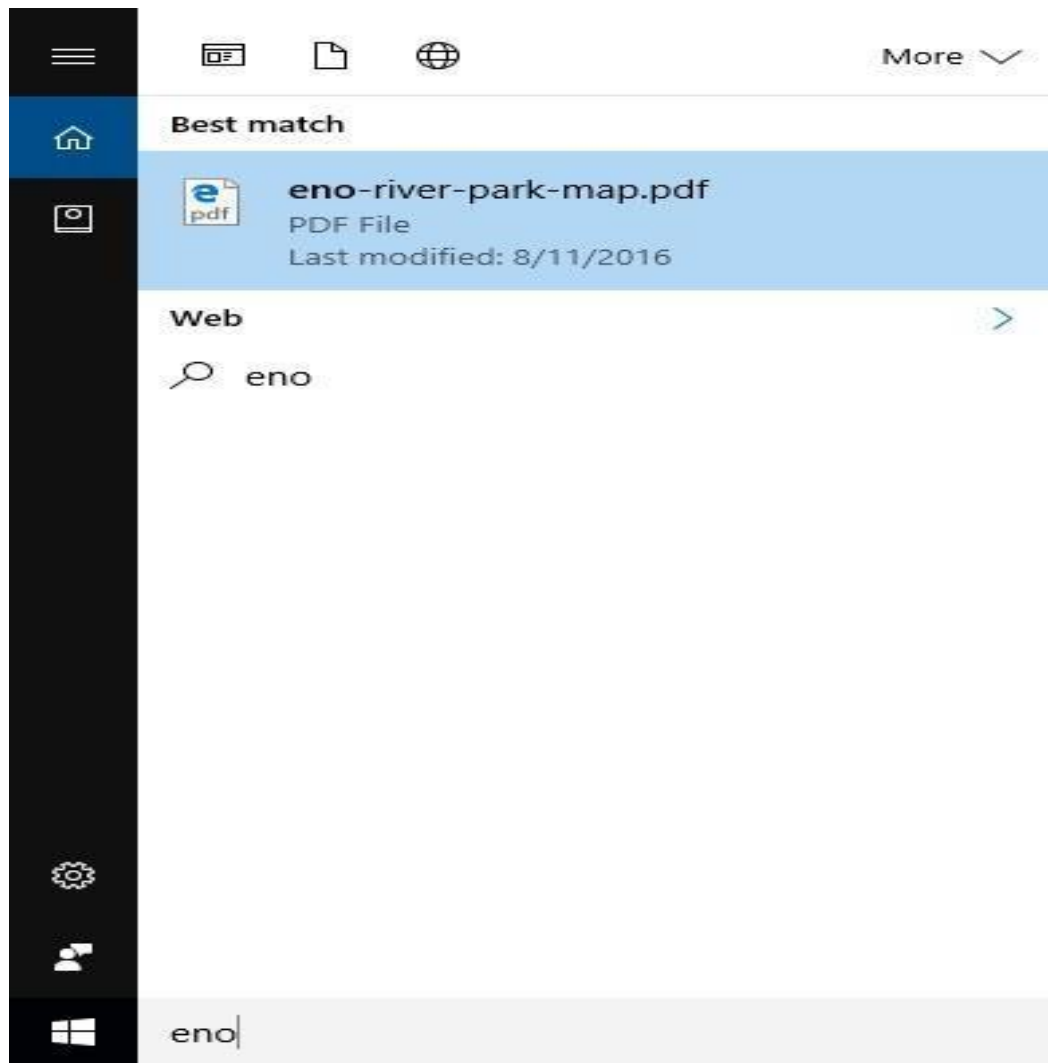
Figure 1: search with windows 10

To search for a file (Windows 8):

Click the Start button to go to the Start screen, then start typing to search for a file. The search results will appear on the right side of the screen. Simply click a file or folder to open it.
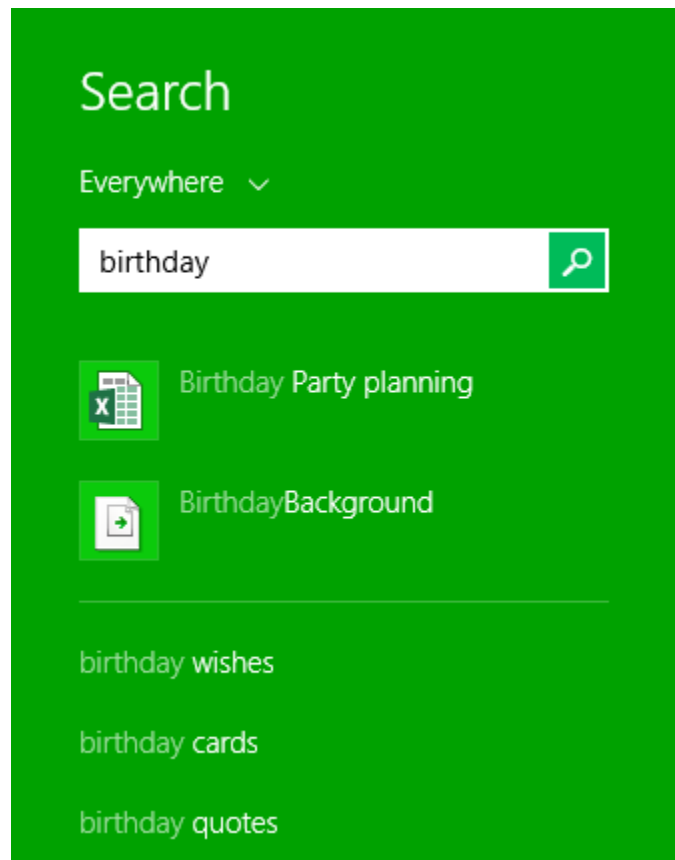
Figure 2: Search with windows 8.1

To search for a file (Windows 7 and earlier):

Click the Start button, type the file name or keywords with your keyboard, and press Enter. The search results will appear. Simply click a file or
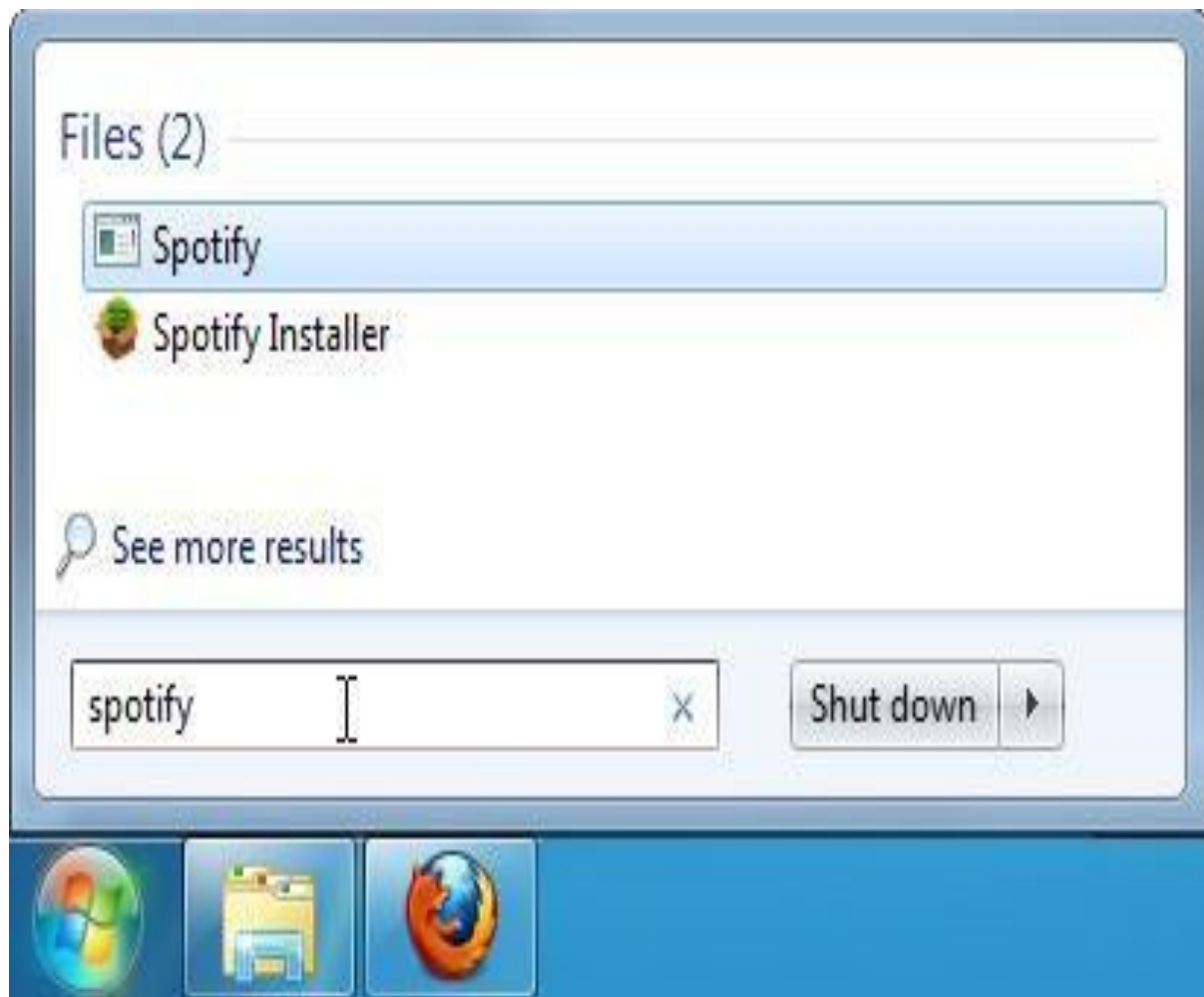
folder to open it.

Figure 3: Search with windows 7

Tips for finding files:

If you're still having trouble finding the file you need, here are some additional tips.

1- *Try different search terms. If you're using the search option, try using different terms in your search. For example, if you're looking for a certain Microsoft Word document, try searching for a few different file names you might have used when saving the document.*

2- *Open the last application used to edit the file. If you know you used a certain application to edit a file, open that application and select File > Open > Recent from the menu. The file may appear in the list of recently edited files.*

3- *Move and rename the file after finding it. Once you've located the file, you may want to move it to a related folder so you can find it more easily in the future.*

Keyboard shortcuts in Windows:

Working with text:

These keyboard shortcuts are useful when working with text in word processors, email applications, and more. They can help you perform commonly repeated tasks, like copying and pasting text.

1- *Ctrl+X: Cut the selected text.*

2- *Ctrl+C: Copy the selected text.*

3- *Ctrl+V: Paste the copied or cut text.*

4- *Ctrl+A: Select all of the text on the page or in the active window.*

5- *Ctrl+B: Bold the selected text.*

6- *Ctrl+I: Italicize the selected text.*

7- *Ctrl+U: Underline the selected text.*

Working with files and applications:

You can use keyboard shortcuts to open, close, and switch applications. When working with a file, like a Microsoft Word document, shortcuts can be used to create new files, find words, and print.

1- *Ctrl+Alt+Delete: Force an unresponsive or frozen program to*

quit. This keyboard shortcut opens the Task Manager. You can then select the unresponsive application and close it.

2- *Delete: Send a selected file or files to the Recycle Bin.*

3- *Enter: Open a selected application or file.*

4- *Ctrl+N: Create a new file.*

5- *Ctrl+O: Open an existing file.*

6- *Ctrl+S: Save the current file.*

7- *Ctrl+Z: Undo the previous action. If you want to redo the action, press Ctrl+Y.*

8- *Windows key: Open the Start menu.*

Internet shortcuts:

Keyboard shortcuts can also be used to navigate your web browser. Many of the text shortcuts above are also useful online, like the shortcuts for selecting, copying, and pasting text into your web browser's address bar. Note that some of these shortcuts may work a bit differently depending on the web browser you're using.

1- *Ctrl+N: Open a new browser window.*

2- *Ctrl+T: Open a new browser tab.*

3- *Ctrl+D: Bookmark the current page.*

4- *Ctrl+B: View bookmarks.*

5- *Ctrl+J: View recently downloaded files.*