جـامعة المستقبل
كليـة العلـوم

Computer Sciences

First stage

LECTURE3

# Working with files

By

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Working with files

- In this lecture, we'll show you the absolute basics of working with files, including how to open files, move your files into folders, and delete files.

What is a file?

- There are many different **types of files** you can use. For example, Microsoft Word documents, digital photos, digital music, and digital videos are all types of files. You might even think of a file as a **digital version** of a real-world thing you can interact with on your computer. When you use different applications, you'll often be **viewing**, **creating**, or **editing files**.

- Files are usually represented by an **icon**. In the image below, you can see a few different types of files below the Recycle Bin on the desktop.
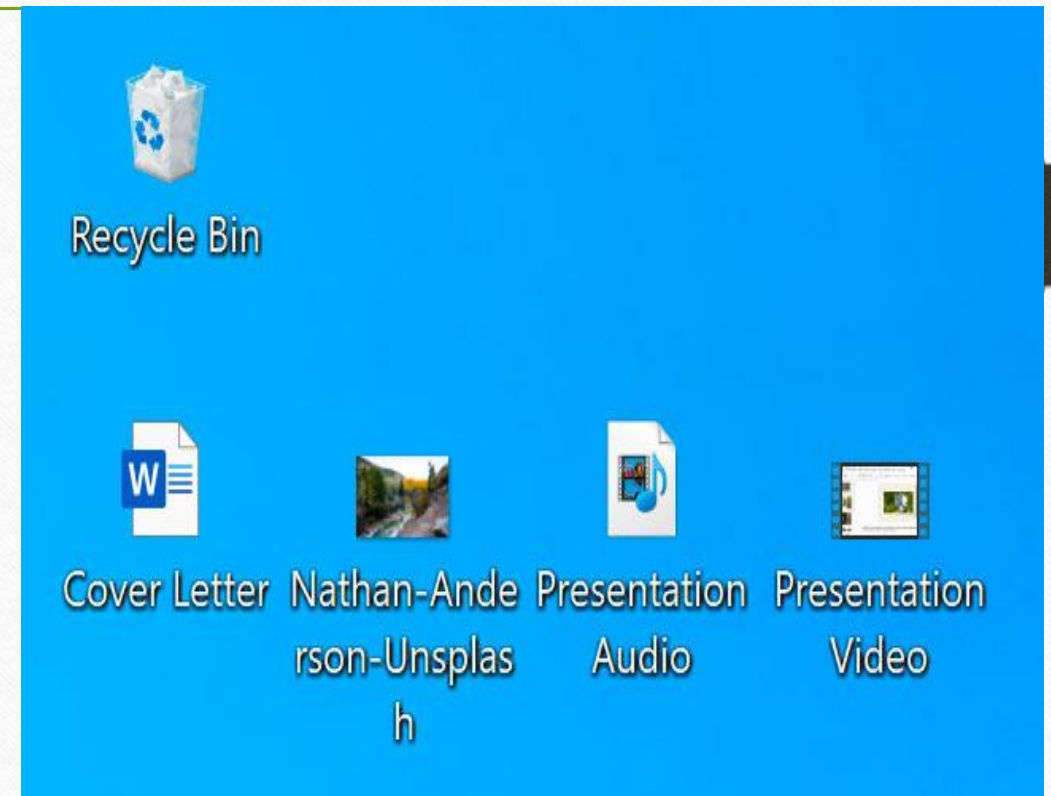
What is a folder?

- Windows uses folders to help you organize files. You can put files inside a folder, just like you would put documents inside a real folder. In the image below, you can see some folders on the desktop.
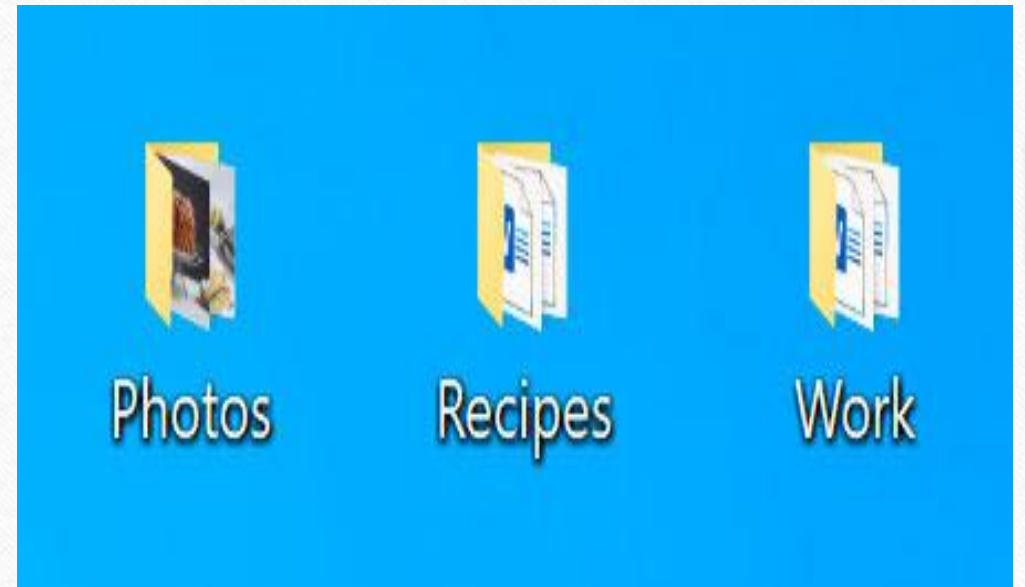
File Explorer:

- You can view and organize files and folders using a built-in application known as **File Explorer** (called **Windows Explorer** in Windows 7 and earlier versions).
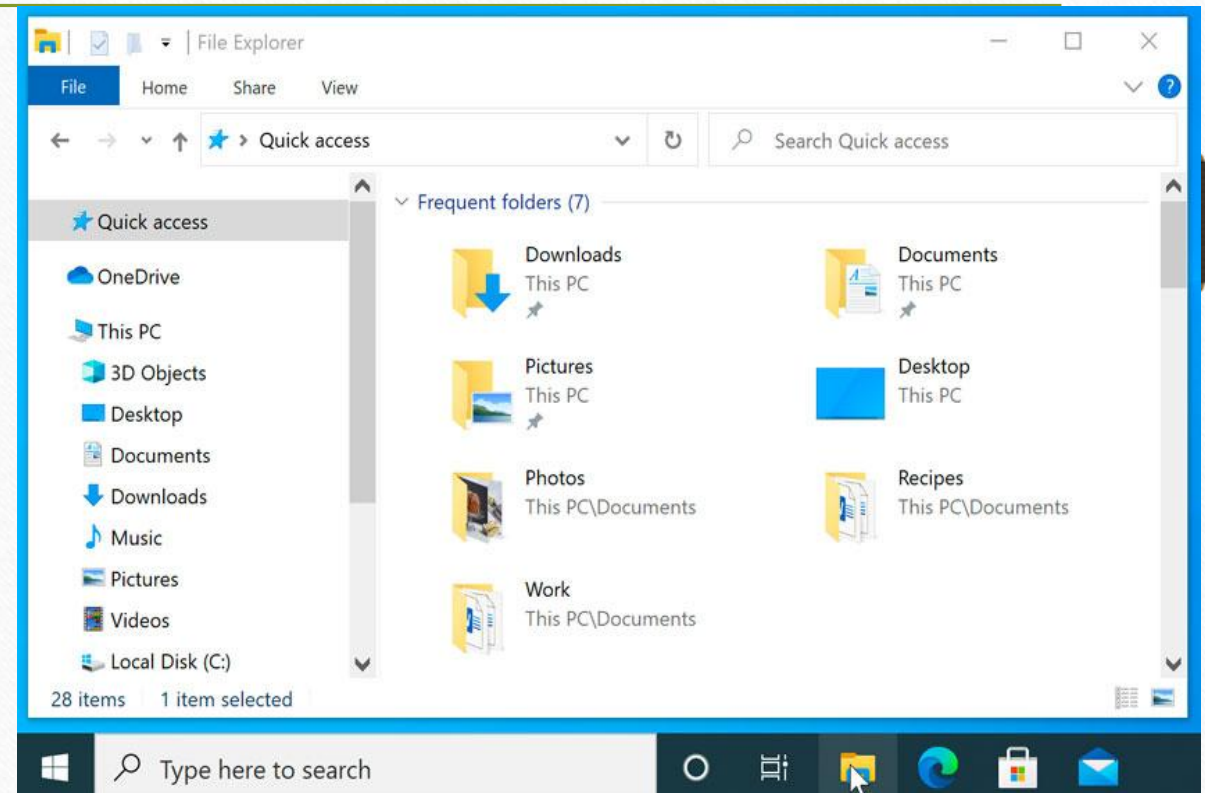
- To open File Explorer, click the **File Explorer** icon on the taskbar, or double-click any folder on your desktop.

- A new File Explorer window will appear. Now you're ready to start working with your files and folders.

- From File Explorer, **double-click a folder to open it**. You can then see all of the files stored in that folder.
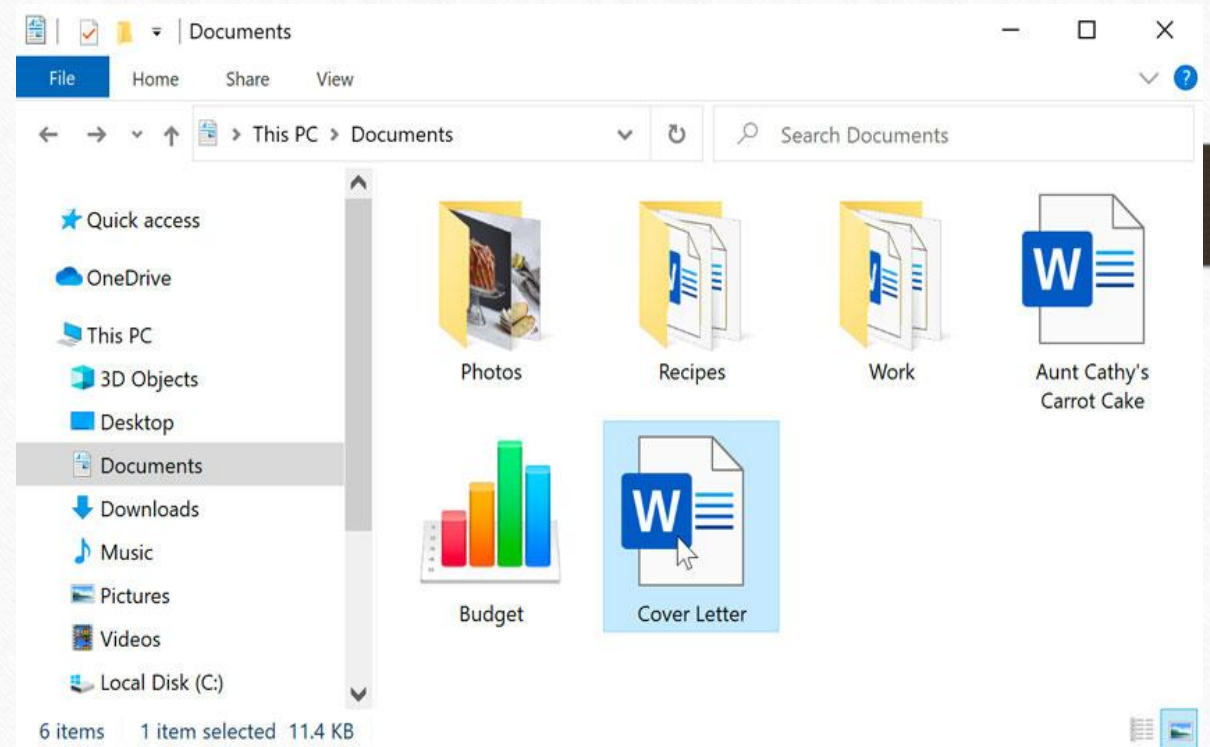
File Explorer:

- Notice that you can also see the location of a folder in the address bar near the top of the window.
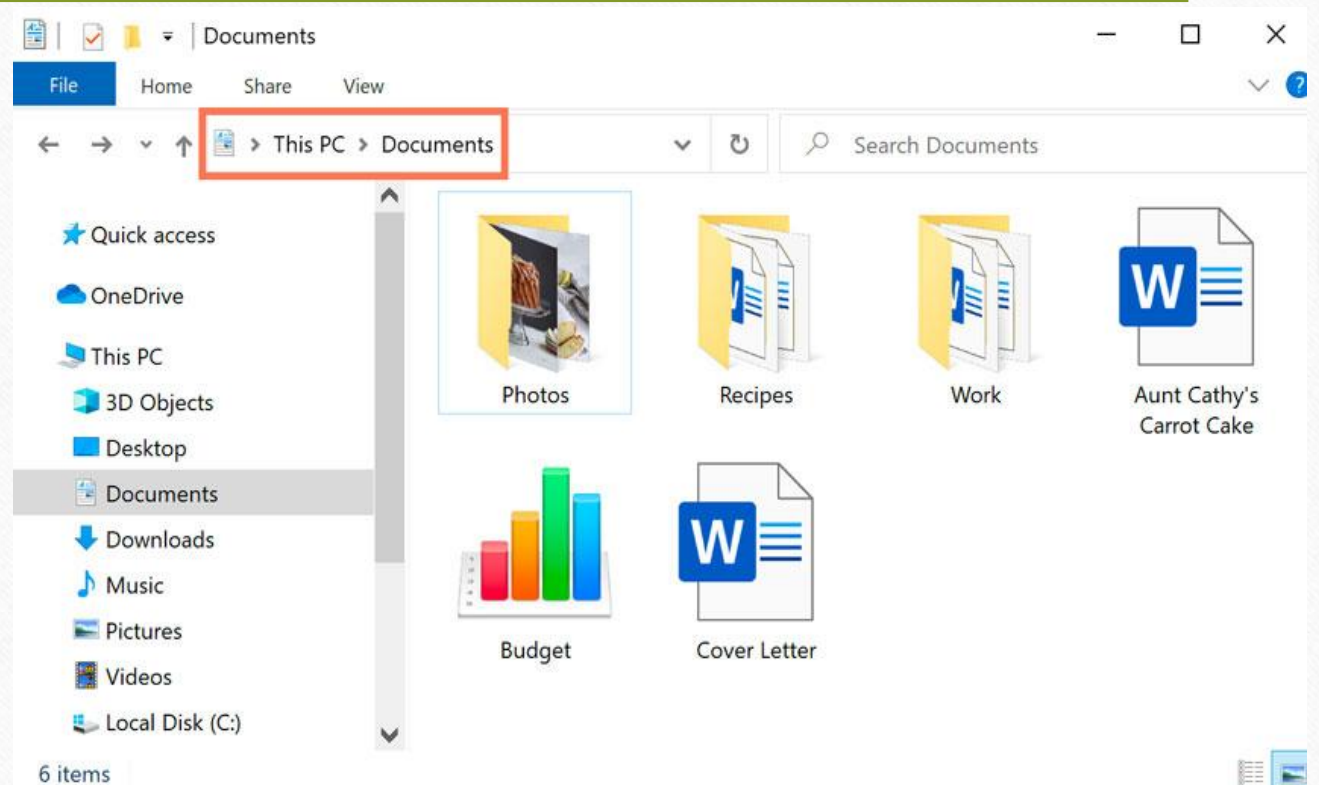
To open a file:

- There are two main ways to open a file:

- Find the file on your computer and double-click it. This will open the file in its default application. In our example, we'll open a Microsoft Word document (Cover Letter.docx), which will open in Microsoft Word.

To open a file:

■ **Open the application, then use the application to open the file.** Once the application is open, you can go to the **File** menu at the top of the window and select **Open**.
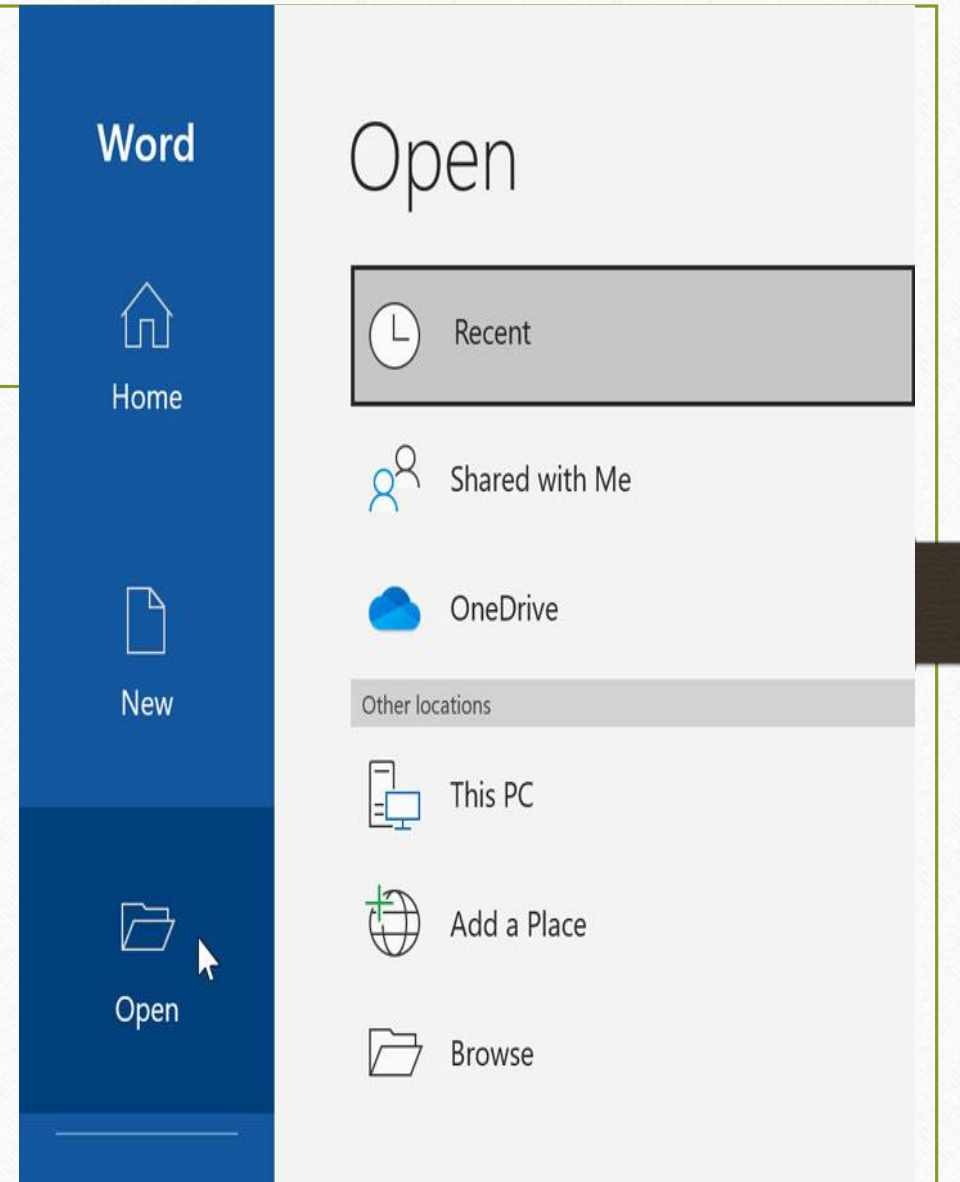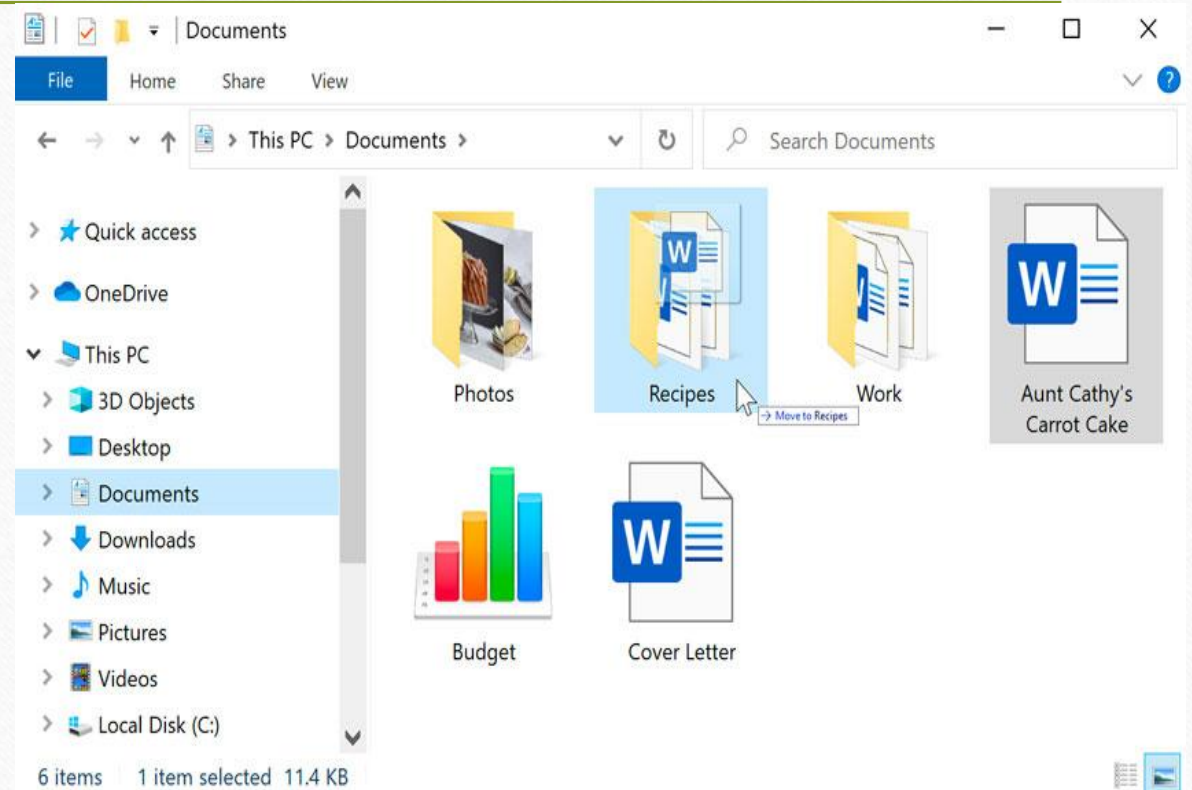
Moving and deleting files:

- To move a file:

It's easy to move a file from one location to another. For example, you might have a file on the **desktop** that you want to move to your **Documents** folder.
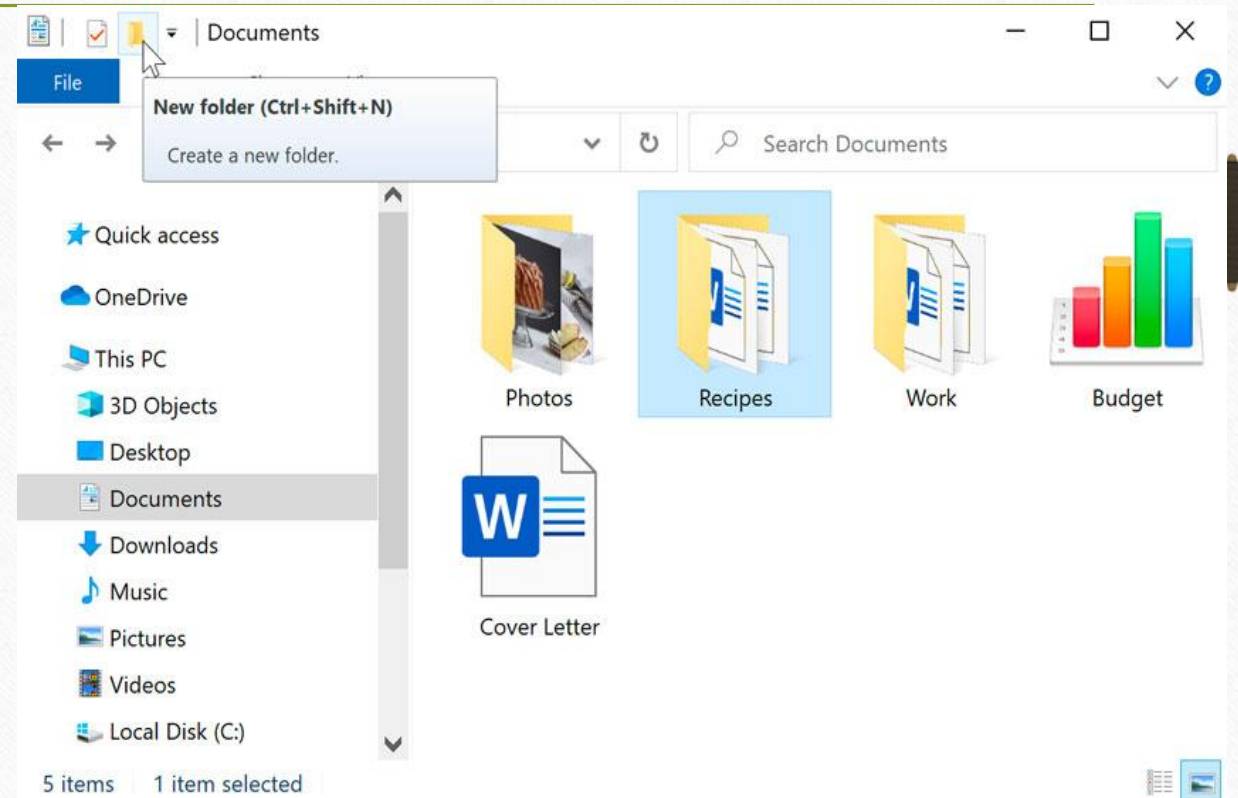
1) Click and drag the file to the desired location.

2) Release the mouse. The file will appear in the new location.

To create a new folder:

1) Within File Explorer, locate and select the **New folder** button. You can also **right-click** where you want the folder to appear, then select **New > Folder**.

To create a new folder:

2) The new folder will appear. Type the desired **name** for the folder and press **Enter**. In our example, we'll call it **School Documents**.

3) The new folder will be created. You can now move files into this folder.
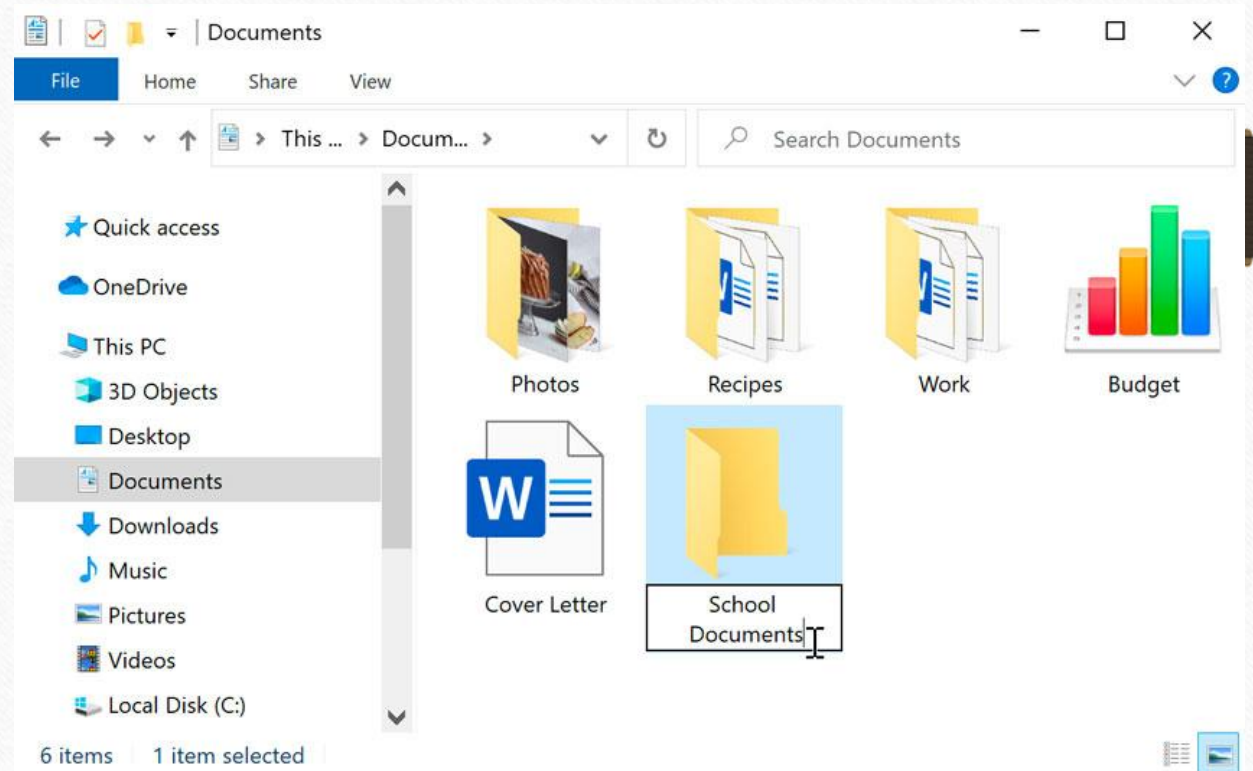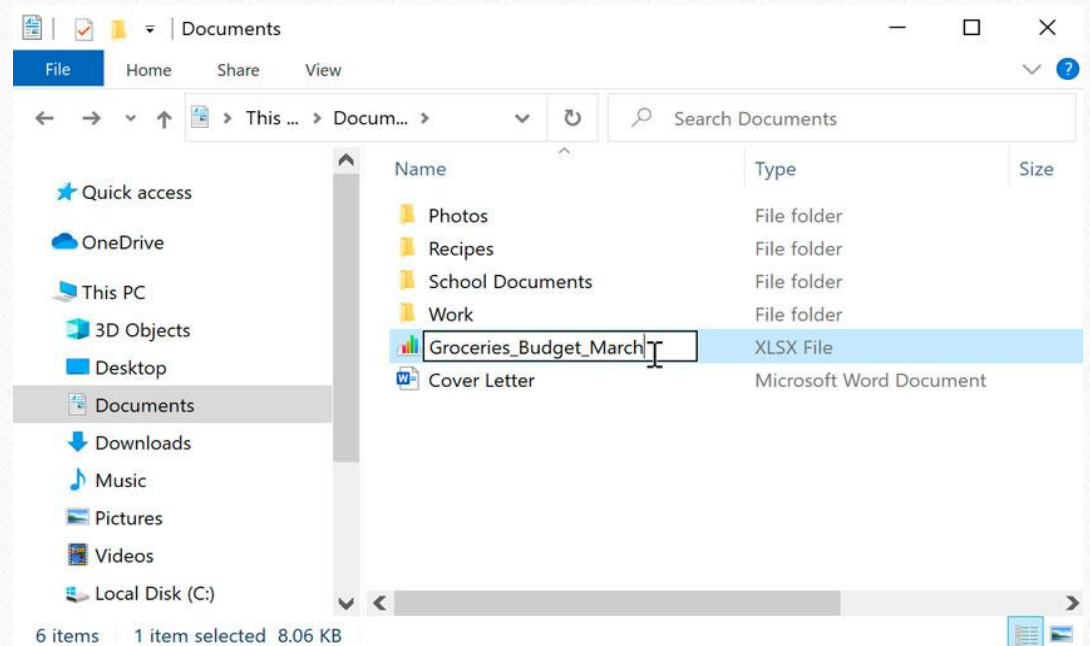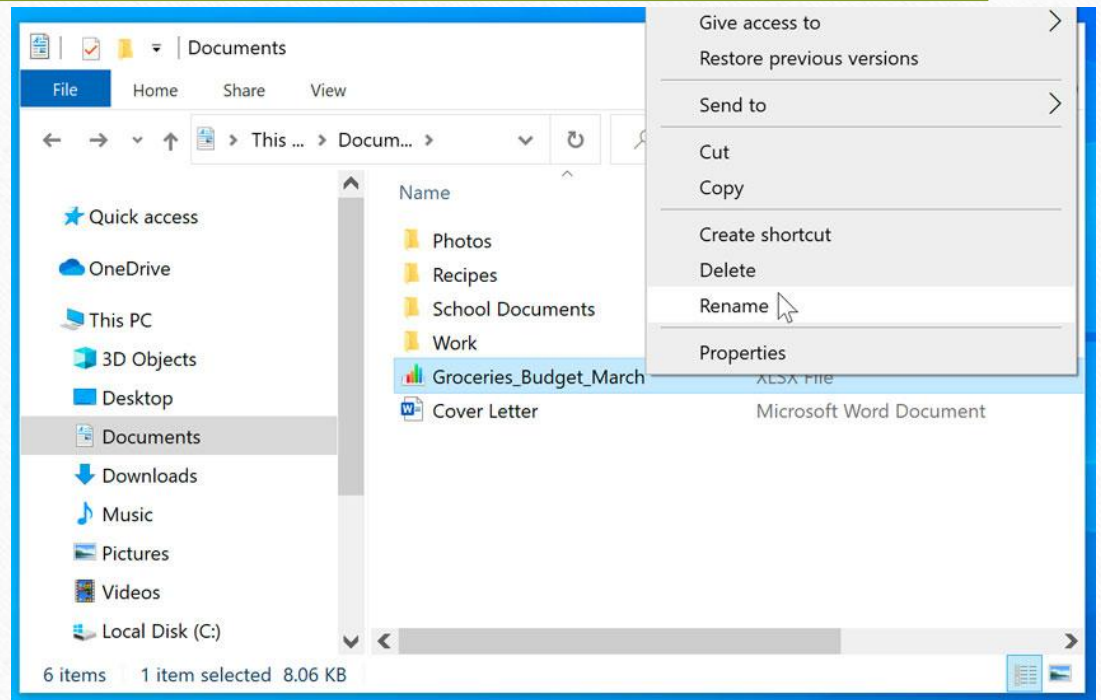
To rename a file or folder:

■ You can change the name of any file or folder. A unique name will make it easier to remember what type of information is saved in the file or folder.

1. Click the file or folder, **wait about one second**, and click again. An editable text field will appear.

2. Type the desired name on your keyboard and press **Enter**. The name will be changed.

You can also **right-click** the folder and select **Rename** from the menu that appears.

To rename a file or folder:

You can also **right-click** the folder and select **Rename** from the menu that appears.
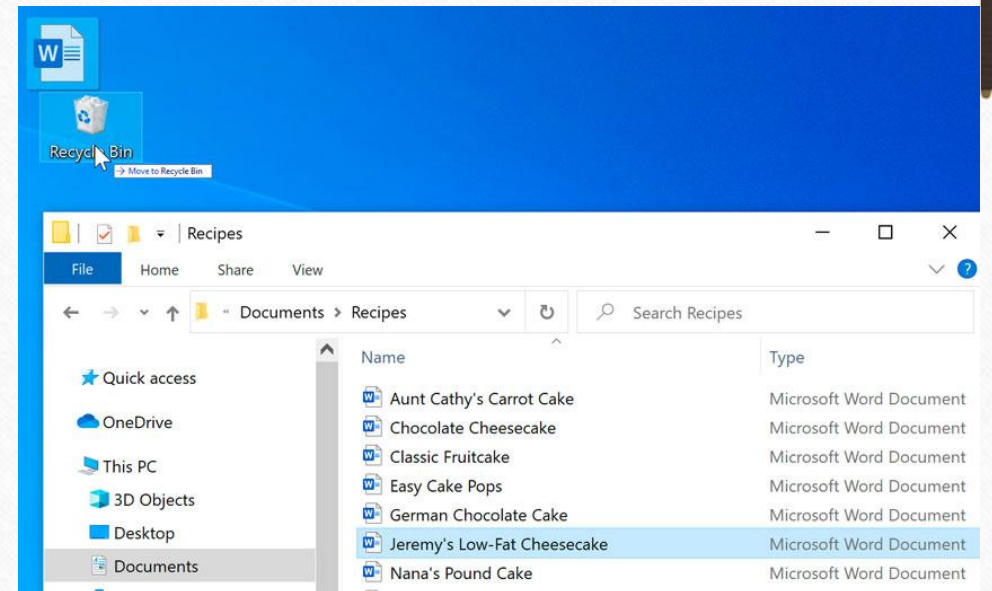
To delete a file or folder:

If you no longer need to use a file, you can delete it. When you delete a file, it is moved to the **Recycle Bin**.
If you change your mind, you can move the file from the Recycle Bin back to its original location. If you're sure you want to permanently delete the file, you will need to **empty the Recycle Bin**.

1) Click and drag the file to the **Recycle Bin** icon on the **desktop**. You can also click the file to select it and press the **Delete** key on your keyboard.

To delete a file or folder:

2) To permanently delete the file, right-click the **Recycle Bin** icon and select **Empty Recycle Bin**. All files in the Recycle Bin will be permanently deleted.
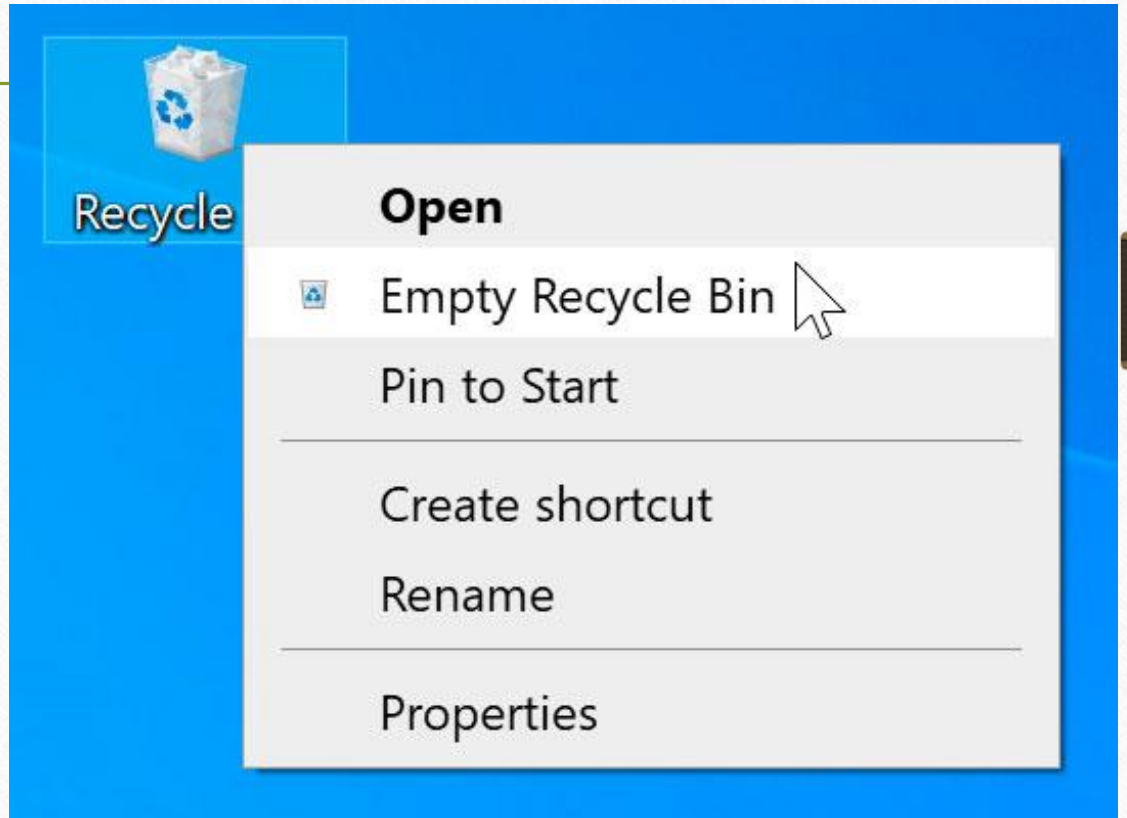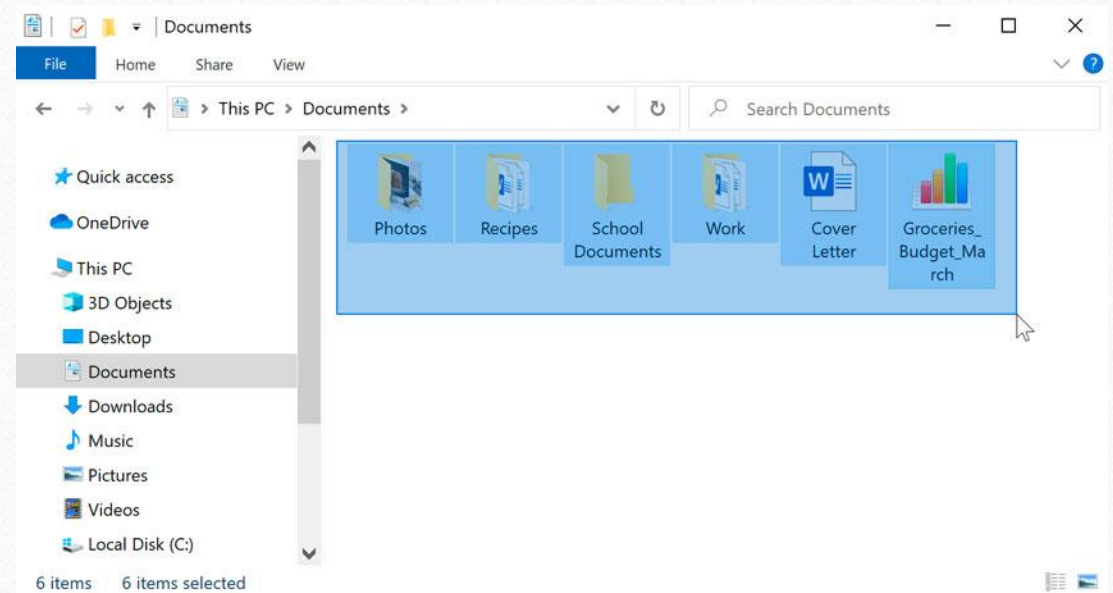
Selecting multiple files

Selecting more than one file

There are a few ways to select **more than one file at a time**:

•If you're viewing your files as icons, you can **click and drag the mouse to draw a box** around the files you want to select. When you're done, release the mouse; the files will be selected. You can now move, copy, or delete all of these files at the same time.
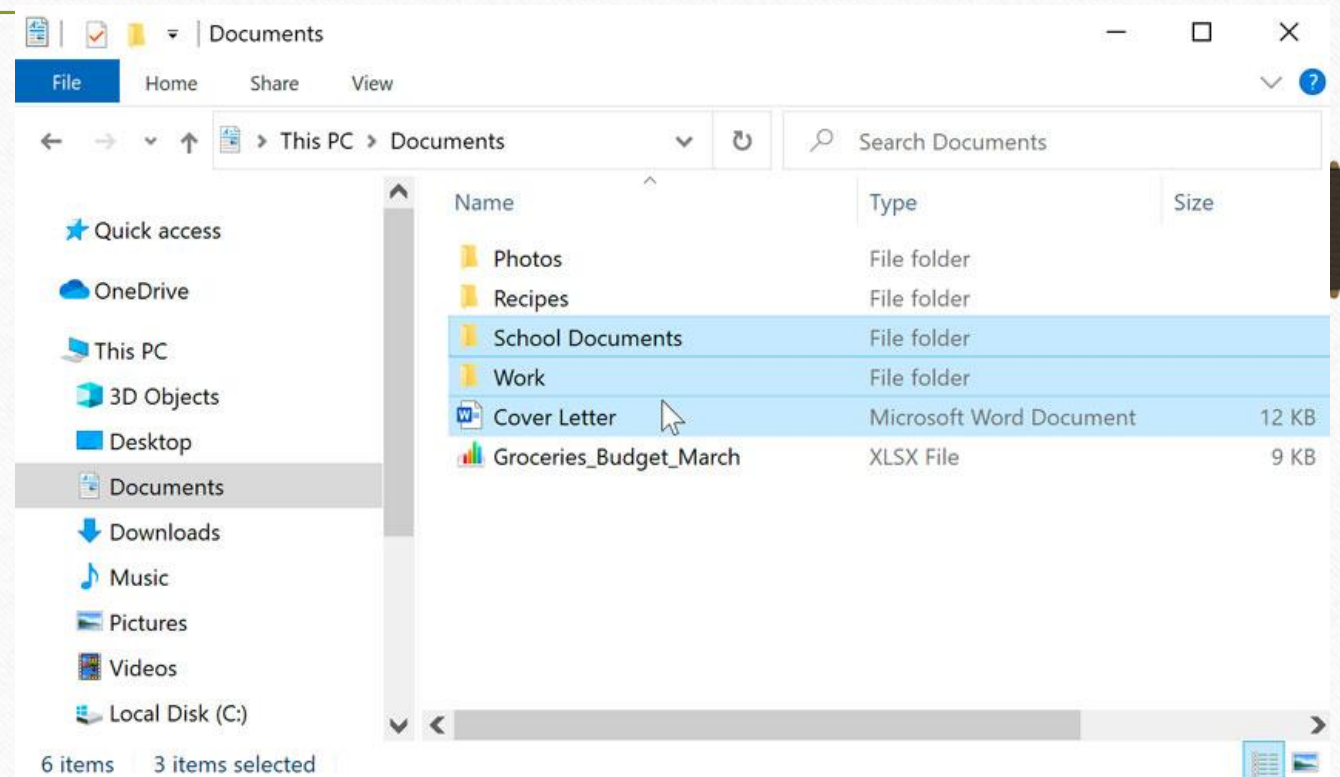
Selecting multiple files

•To select **specific files** from a folder, press and hold the **Control** key on your keyboard, then click the files you want to select.
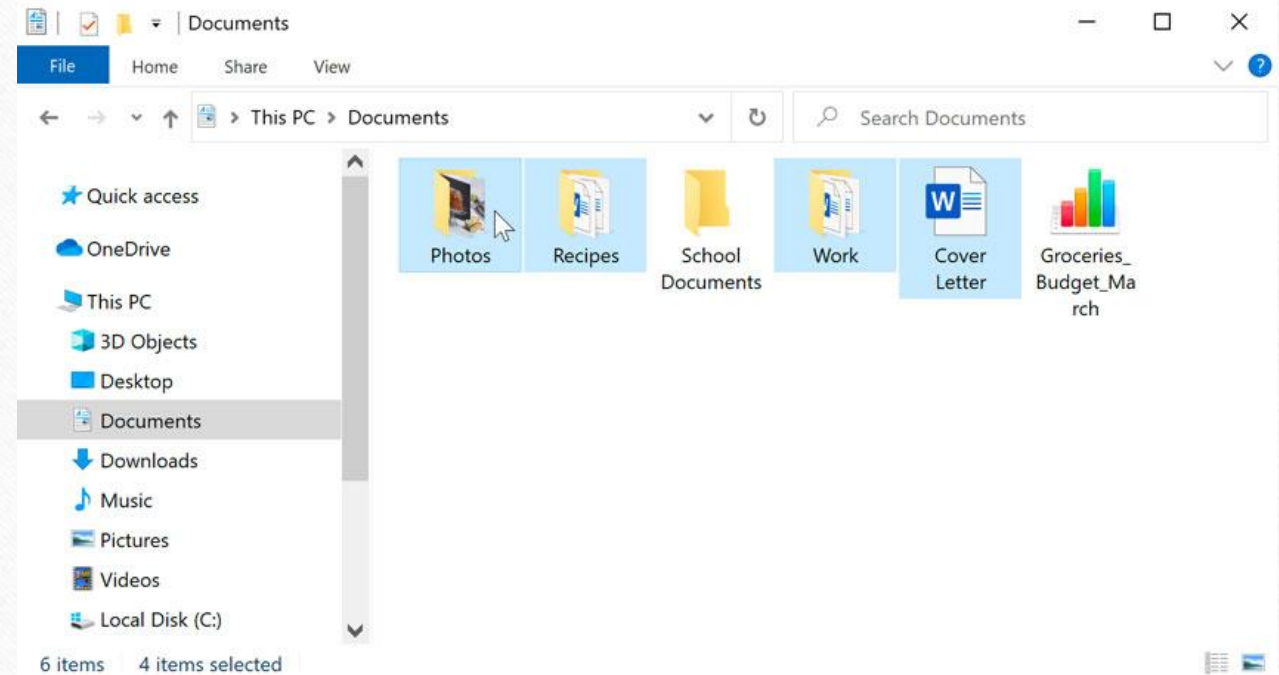
Selecting multiple files

•To select a **group of files** from a folder, click the first file, press and hold the **Shift** key on your keyboard, then click the last file. All of the files between the first and last ones will be selected.

Selecting multiple files

Selecting all files

If you want to select **all files in a folder** at the same time, open the folder in File Explorer and press **Ctrl+A** (press and hold the **Control** key on your keyboard, then press **A**). All of the files in the folder will be selected.
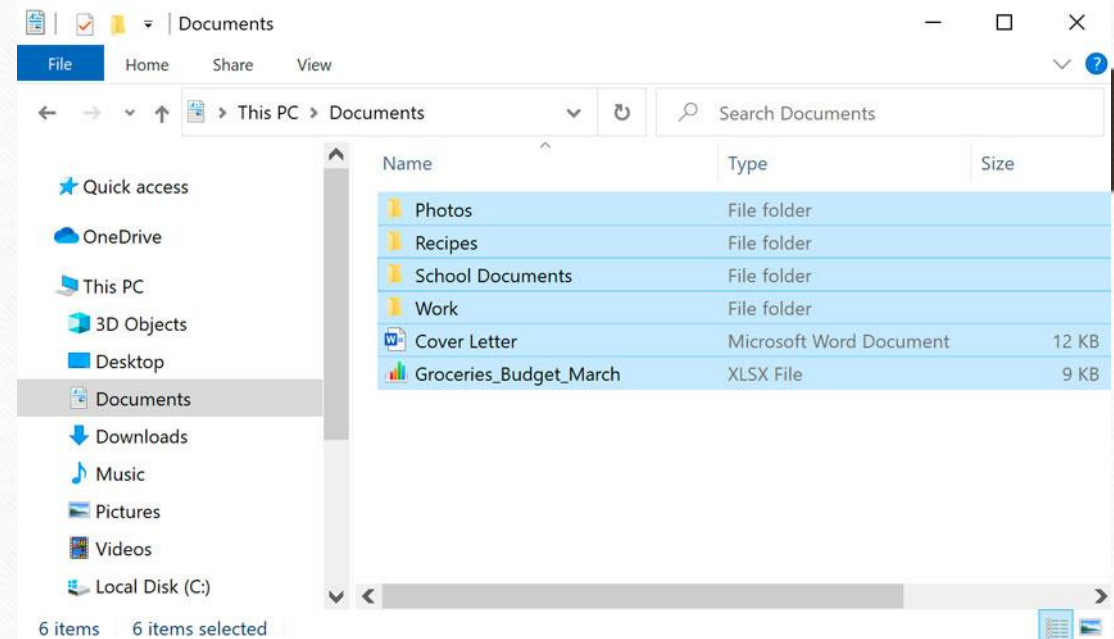
Shortcuts

If you have a file or folder you use frequently, you can save time by creating a **shortcut** on the desktop. Instead of navigating to the file or folder each time you want to use it, you can simply double-click the shortcut to open it.
A shortcut will have a small arrow in the lower-left corner of the icon.

Note that creating a shortcut does **not** create a duplicate copy of the folder; it's simply a way to access the folder more quickly.
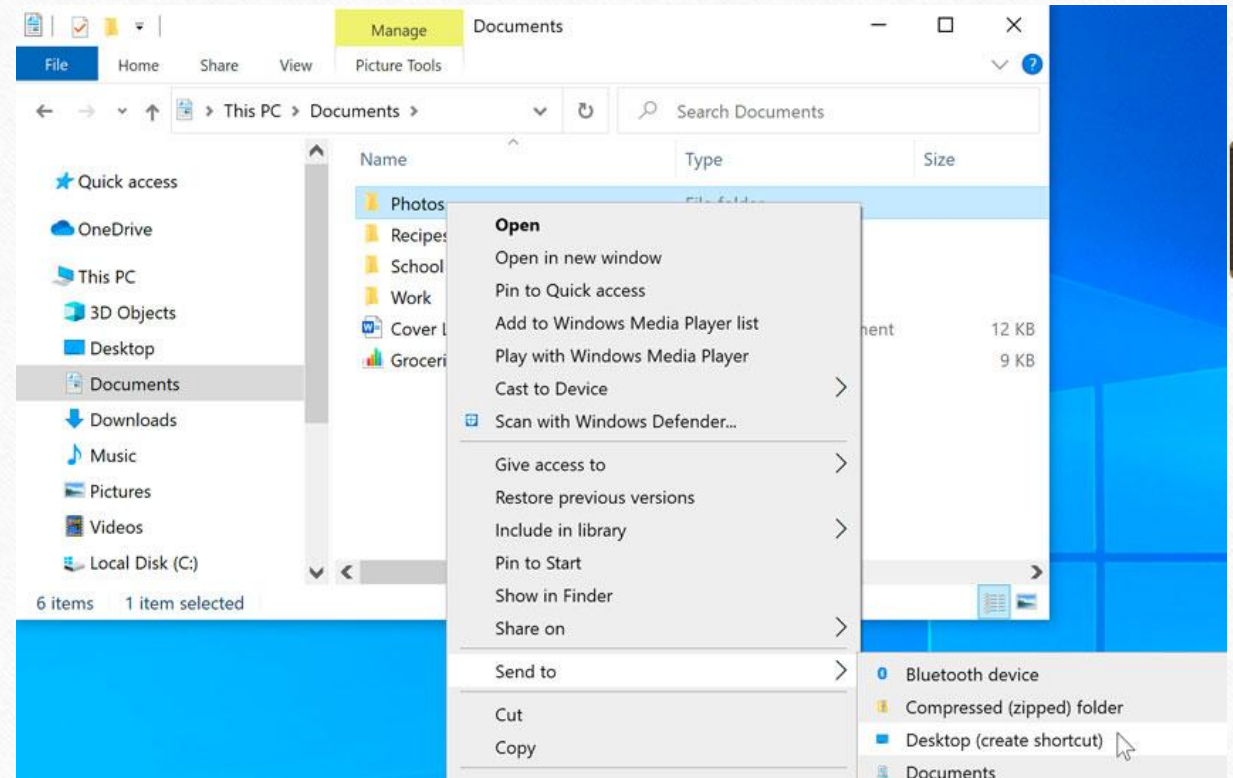
- If you delete a shortcut, it will not delete the actual folder or the files it contains. Also note that copying a shortcut onto a flash drive will not work.
- if you want to bring a file with you, you'll need to navigate to the actual location of the file and copy it to the flash drive.

Shortcuts

To create a shortcut:

1) Locate and right-click the desired folder, then select **Send to Desktop (create shortcut)**.
2) A shortcut to the folder will appear on the desktop.

* Notice the arrow in the lower-left corner of the icon. You can now double-click the shortcut to open the folder at any time.