



Digital Literacy II: Office Productivity

Unit 1 File Management

LAB 1 File Explorer Fundamentals

Objectives

- Browse through folders using File Explorer
- Understanding the structure of file paths and directories
- Use the command ribbon in File Explorer
- Customize File Explorer's interface (window)
- Create folders and directory paths
- Copy, move, rename, and delete files and folders
- Use an external drive or memory stick
- Utilize shortcuts for files and folders
- Compress and decompress files (zip and unzip)

Equipment Required

- Notebook computer
- Windows 10

Introduction

All computers utilize a file system in order to operate, perform functions, and allow users to complete tasks such as creating a spreadsheet, editing photos, etc. Understanding how to work with files and folders is an essential part of using your computer.

In this lab, you will demonstrate your understanding of file structures and how to access and manage files and folders using File Explorer including zipping and unzipping files and using shortcuts.

In order to perform the lab Procedure, you should know how to:

- Launch File Explorer
- Navigate and customize the File Explorer environment
- Create and navigate directory paths
- Copy, move, and rename files and folder
- Access and utilize the Recycle Bin
- Insert, access, and safely remove a USB external drive
- Create and delete file or folder shortcuts
- Zip and unzip files





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Procedure

Use the exercise files from the Study Guide to complete this Procedure

BROWSING THROUGH FOLDERS

1. Launch File Explorer and identify the following interface elements
 - a. Navigation pane
 - b. Details pane
 - c. Location or path bar
2. Navigate to the location where **everything** is stored on your computer, then expand the item to show more contents
3. Show the contents of the hard drive
4. Show the contents of the Users folder (C:\Users)
5. Open the Public folder
6. Write-out the full path of the current location
7. Use the path bar to return to the Users folder
8. Use the Up button or Back button to return to the C: drive
9. Fill-in each blank with a number (1-7) to depict a proper path to Watson's resume:
 - a. ____ Documents
 - b. ____ Users
 - c. ____ This PC
 - d. ____ resume.docx
 - e. ____ Watson
 - f. ____ Local Disk (C:)
 - g. ____ job search

FILE EXPLORER BASICS

10. Show and pin the Ribbon so that it is always visible
11. Open the No Obstacles folder
12. Switch to Large Icons view, then Details view
13. Display the Date Created column





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14. Hide the Type column
15. Adjust all columns to fit their contents
16. Show the extension for all files in the folder
17. Sort the files by Name, Descending
18. Hide the Navigation pane
19. View the Furniture Sales spreadsheet in the Preview pane
20. Resize the Preview pane
21. Hide the Preview pane, and show the Navigation pane
22. Group the files by Type
23. Display details for “All Recipes.docx”

MANAGING FILES and FOLDERS

24. Move the Explore California folder to the Documents folder
25. Copy Tax Files to Documents
26. Navigate to Documents and verify the folder contents
27. Create the following folders in the Documents folder
 - a. Clients
 - b. Design Projects
28. Using two File Explorer windows, move the No Obstacles folder to the Clients folder
29. Close the File Explorer window showing the Documents folder
30. Using the Ribbon, move the “Two Trees...” folder to This PC > Documents > Clients
31. Rename the Clients folder to “Customer Files”
32. Rename the Design Projects folder to “Projects”
33. Navigate to the Photos > Rome folder in the exercise files, and move a picture to This PC > Pictures **without leaving the Photos folder** (hint: use two application windows)
34. Simultaneously, move the 1st, 3rd, 4th, and 5th picture in the Photos folder to This PC > Pictures
35. Create the following path This PC > Pictures > Rome
36. Move the pictures from steps (37) and (38) to the Rome folder





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USING AN EXTERNAL DRIVE OR MEMORY STICK

37. Connect a USB thumb-drive to your notebook-pc
38. Locate the thumb-drive in File Explorer; write down the drive's label (name)
39. Create a folder on your thumb-drive named "My Photos"
40. Navigate to This PC > Pictures; copy the Rome folder to the My Photos on the thumb-drive
41. Safely remove the USB thumb-drive

DELETING FILES

42. Delete the Projects folder located at This PC > Documents
43. Open the Recycle Bin and restore the Projects folder
44. Permanently delete the Projects folder whereas it cannot be restored
45. **Using the Ribbon**, permanently delete the file "Receipts 2010.xlsx" (This PC > Documents > Tax Files)

USING SHORTCUTS TO FILES

46. Navigate to This PC > Documents; pin the Customer Files folder to the Quick Access menu
47. Create a Desktop shortcut to This PC > Documents > Tax Files > Receipts 2014.xlsx
48. In File Explorer, locate the icon for the shortcut
49. Permanently delete the shortcut

ZIPPING AND UNZIPPING FILES

50. Locate the Recipes.zip compressed-folder in the exercise files (Recipes folder)
51. Open the compressed-folder to view its contents
52. Extract all files and save them to the default location
53. Delete the extracted folder
54. Extract **only** the broccoli, cabbage, and eggplant recipes to your Documents folder
55. Navigate to This PC > Documents > Customer Files > No Obstacles
56. Use the Ribbon to zip all files, then rename the compressed folder to "No Obstacles"

End Procedure





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