



Understanding the parts of a window

When you open a folder or library, you see it in a window. The various parts of this window are designed to help you navigate around Windows or work with files, folders, and libraries more easily. Here's a typical window and each of its parts:

Window part What it's useful for

Navigation pane: Use the navigation pane to access libraries, folders, saved searches, and even entire hard disks. Use the Favorites section to open your most commonly used folders and searches; use the Libraries section to access your libraries. You can also expand Computer to browse folders and subfolders.

Back and Forward buttons: Use the **Back** button  and the **Forward** button  to navigate to other folders or libraries you've already opened without closing the current window. These buttons work together with the address bar; after you use the address bar to change folders.

Menu bar or Toolbar: Use the toolbar to perform common tasks, such as changing the appearance of your files and folders, burning files to a CD, or starting a digital picture slide show. The toolbar's buttons change to show only the tasks that are relevant.


Address bar: Use the address bar to navigate to a different folder or library or to go back to a previous one. Library pane the library pane appears only when you are in a library (such as the Documents library). Use the library pane to customize the library or to arrange the files by different properties.

Change icon view: Each time you click the left side of the Views button, it changes the way your files and folders are displayed by cycling through five different views: Large Icons, List, a view called Details that shows several columns of information about the file, a smaller icon view called Tiles, and a view called Content that shows some of the content from within the file. If you click the arrow on the right side of the Views button, you have more choices. Move the slider up or down to fine tune the size of the file and folder icons. You can see the icons change size as you move the slider

File list: This is where the contents of the current folder or library are displayed. If you type in the search box to find a file, only the files that match your current view (including files in subfolders) will appear.

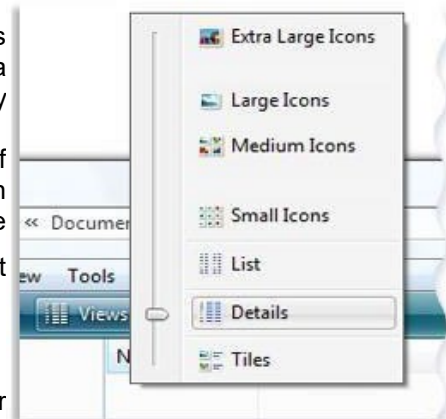
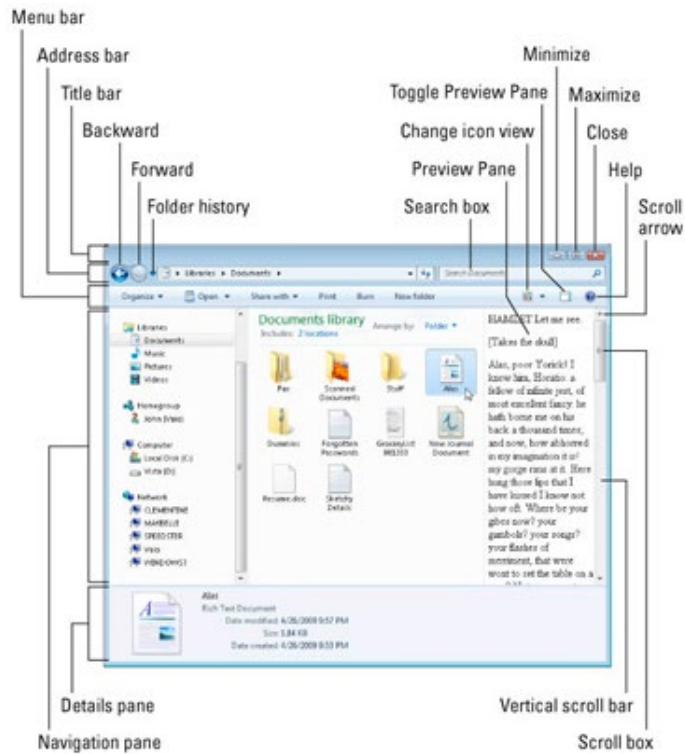
Search box: Type a word or phrase in the search box to look for an item in the current folder or library. The search begins as soon as you begin typing so if you type "B," for example, all the files with names starting with the letter B will appear in the file list.

Details pane Use the details pane to see the most common properties associated with the selected file. File properties are information about a file, such as the author, the date you last changed the file, and any descriptive tags you might have added to the file.

Preview pane: Use the preview pane to see the contents of most files. If you select an e-mail message, text file, or picture, for example, you can see its contents without opening it in a program. If you don't see the preview pane, click the **Preview pane** button  in the toolbar to turn it on.

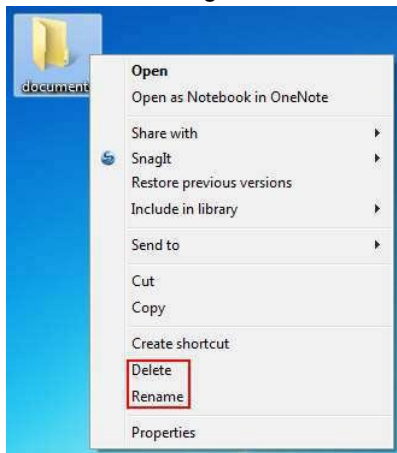
Working with file and folder

- **Selecting • Single object :** To select a single object, click on it once.
- **Multiple object :** There are several ways to select Multiple files or folders.
 - To select a consecutive group of files or folders, click the first item, press and hold down the Shift key, and then click the last item.
 - To select Multiple files or folders that are near each other, drag the mouse pointer to create a selection around the outside of all the items that you want to include.
 - To select non-consecutive files or folders, press and hold down the Ctrl key, and then click each item that you want to select.
 - To select all of the files or folders in a window, on the toolbar, click **Organize**, and then click **Select all**. If you want to exclude one or more items from your selection, press and hold down the Ctrl key, and then click the items. After selecting files or folders, you can perform many common tasks, such as copying, deleting, renaming, printing, and compressing. Simply right-click the selected items, and then click the appropriate choice.



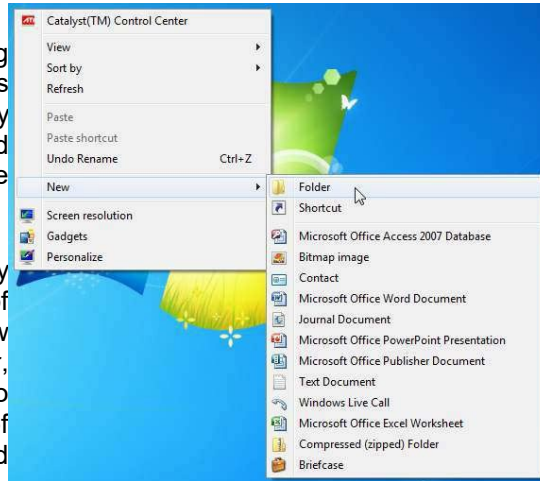
Managing Files and Folders

The operation of every single computer program involves reading and processing the instructions found in a file. From something as basic as Notepad to Windows 7 itself, everything you can do and every thing you see on the screen is a result of information being read and processed from a file. In this lesson we will explore different file and folder management tasks.



Creating and Naming Folders

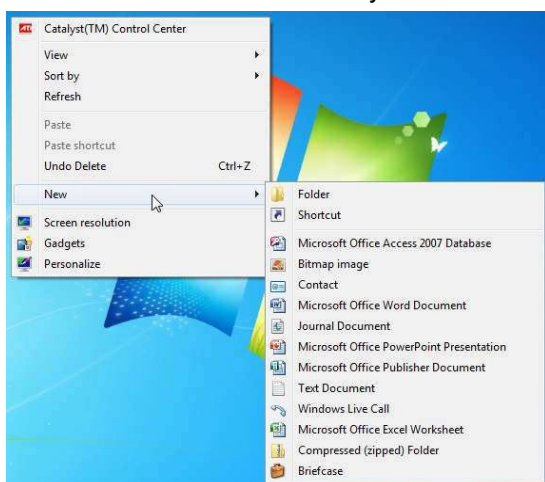
You can create a folder just about anywhere on your computer in one of two ways. If you are creating a new folder on the desktop, or in a folder, right-click on an empty area, point to New, and click Folder (at the top of the list): Give the folder a name and then press Enter.



Renaming and Deleting Folders

You can rename or delete a folder any time (unless you are trying to save something inside a folder that you are also trying to delete; Windows prevents these errors). Simply right-click on the folder and select Rename or Delete. This can be done with folders in Windows Explorer, in a Save dialog box, or folders on the desktop: If you click Delete, Windows will ask you to confirm your choice: Windows will not allow you to delete a folder if any of the files contained inside are already in use.

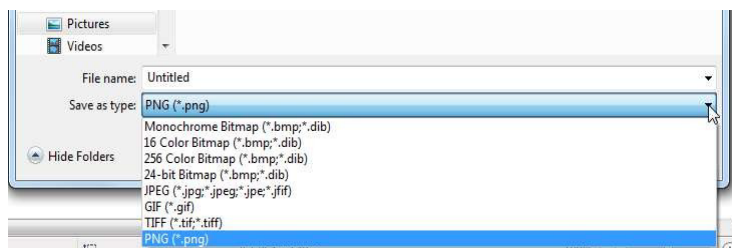
prevents these errors). Simply right-click on the folder and select Rename or Delete. This can be



Creating and Naming Files

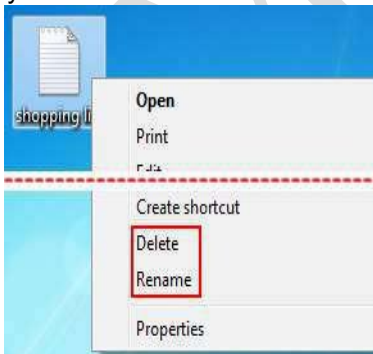
Creating a file is easy to do and is very similar to creating a folder. If you are not using a program but know that you want to create a new text document (usable by Notepad and others), right-click on an empty space on the desktop or in a Save dialog, point to New, and then choose the file type: When you see the new icon appear on the desktop or in the Save dialog box, type a new name for the file and press Enter.

Sometimes programs are capable of saving a file in more than just one format. Paint, for example, can save an image file in **eight** different image formats: Click the pull-down arrow beside the Save as type box and choose a format. Then enter a name in the File name box and click Save. (Notice too that Paint will save a file by default in the Pictures library.)



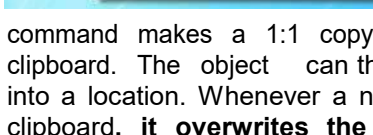
Renaming and Deleting Files

As you may have guessed, you can rename and delete a file just as you can a folder. Right-click the file and click the appropriate command. Keep in mind that you cannot rename or delete a file while it is in use:

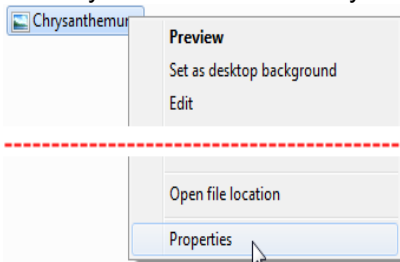


Cutting, Copying, and Pasting Files and Folders

Nearly every file type and every folder can be cut, copied, and pasted. If you are not already familiar with these commands, they are used extensively by many programs. **The Cut** command will remove the information from one location and store it in a special part of the operating system called the **clipboard**. **The clipboard** is a repository memory location that can only hold one item, but that item can be of any size. Using the Paste operation, the object that was cut can be placed somewhere else one time. The Copy command makes a 1:1 copy of the original and keeps it in the clipboard. The object can then be pasted as many times as needed into a location. Whenever a new item is cut or copied to the clipboard, **it overwrites the old object**. The same operation of Ctrl + X and Ctrl + V works for files and folders too. You can cut a folder from the desktop and paste it just about anywhere using these commands. They are also accessible by right-clicking on a file or folder and clicking



Cut: An icon that has been “cut” will appear faded while placed on the clipboard: Now open a target location, right-click inside the folder, and click Paste. If you want to place the same file or folder in many locations, use the Copy command. The original object will remain where it is, and a copy will be placed in the clipboard. Now you can Paste the object as many times and you like into many different locations. The copied object will remain in memory until it is overwritten by cutting or copying something else, or the computer is restarted



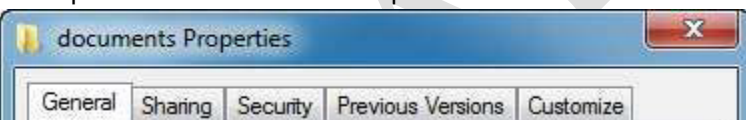
Advanced File Management

we will deal with the properties of files and folders, how to share and burn a file, and we will introduce the command prompt.

Viewing File Properties

Every file has properties. These include the date and time of file creation, the name, if the file is labeled as read-only, and more. You can view the properties of a file by right-clicking it and clicking Properties: The <file name> Properties dialog box will appear. Though every file has different property values, the four main categories of properties are the same for every file.

Vital statistics about the file itself, such as when it was created, last accessed, and modified; how large the file is; and more. Some interesting properties include the ability to make the file read-only or hidden. A read-only file cannot be modified or deleted, while a hidden file does technically still exist, but is hidden from the standard file view. You can restrict which users can see the file and how they can interact with the file. Permission to modify these settings is limited to computer administrators. Properties listed here are like the properties in the General tab, only these properties are based on the characteristic of file. Some files, such as a picture file, can have over 60 different properties. Which of these properties can be modified in the Properties dialog box depends on the type of file. If you used the backup feature of Windows to create a backup of this file (or the folder that contains this file) you can revert a file to a previous version. Select a backup instance from the list and click Restore. Click OK to accept any changes you have made.



Viewing Folder Properties

Folders, like files, also have properties. To view the properties of a folder, right-click on the folder and click Properties: The <folder name> Properties dialog box will appear. Like the File Properties dialog box, it too has common tabs:

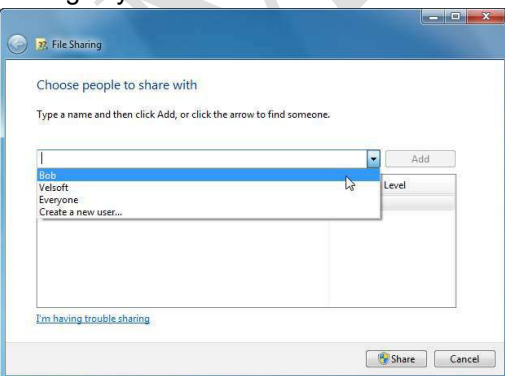
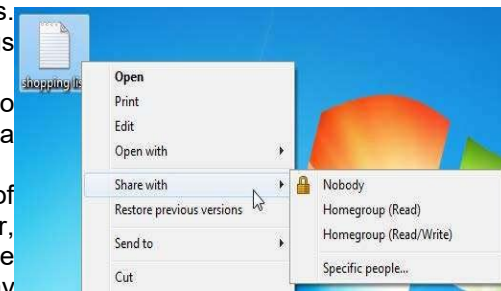
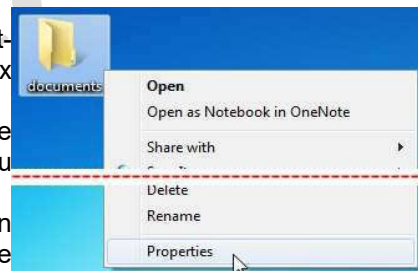
General Vital statistics about the folder such as save location, how large the folder and its contents are, and how many files are contained inside. You also have read-only and hidden properties to enable or disable if you wish.

Sharing You can share the contents of the folder with another person on your network. You can also allow the folder to be shared over the whole Internet, modify who has which permissions, and more.

Security You can restrict which users can see the folder and how they can interact with the contents. Permission to modify these settings is limited to computer administrators. Folder security differs from Sharing properties in that the Security settings only apply to local users who have an account on the computer.

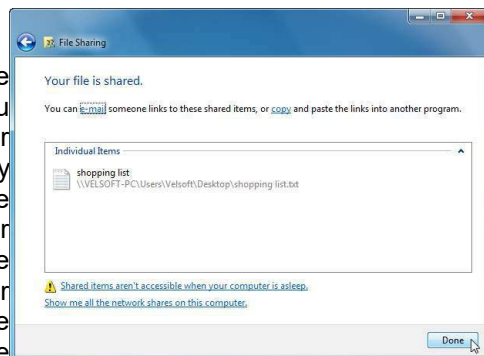
Previous Versions If you used the backup feature of Windows to create a backup of this folder you can revert a folder's contents to a previous date. Select a backup instance from the list and click Restore.

Customize The Customize tab lets you design the look and feel of the folder itself. You can make a folder look like a Pictures or Music folder, change the picture that is displayed on the folder, and change the picture used for the inside of the folder's icon. Click OK to accept any changes you have made.



Sharing a File or Folder

To share a file, right-click on the file and click “Share with:” If you select Nobody, that particular object will only be accessible by your account. If you share a file with your Homegroup, other Windows 7 users on the same network will be able to read or read/write (make changes) to the file. If you click Specific people, the File Sharing dialog will open. Click the pull-down arrow to select a name from the list (or opt to share the file with everyone in the list of users).



When you have highlighted a name, click Share: After you click Share, you will be shown a list of successful file(s) that have been shared. Click Done to complete the sharing process: Sharing a folder is very similar. Open the File Sharing dialog box by using the right-click command or the folder properties. Select which user you want to share the folder with and click Share.