File Management: Step-by-Step Guide

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Note to Home Students:

This guide is customized for the MC-NPL Computer Lab environment. During classes, students are provided with flash drives to save files to. Therefore, self-study students will have to use a different "save-to" location.

If you are at home, you might want to use the Windows "Documents" directory to save files to. Or, if you are in the Computer Lab, you can use the "Temporary Patron Drive".

Supporting files used in this lesson can be found on our website. The webpage address is:

www.mc-npl.org/class-resources

Note that, in order to use these files you may need to "enable editing" when you open them.

What is a File?

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A file is very much like a typed document that you might find on someone's desk or in a filing cabinet; it's an item that contains a collection of related information. On a computer, examples of files include text documents, spreadsheets, digital pictures, and even songs. Every picture you take with a digital camera, for example, is a separate file, and a music CD might contain a dozen individual song files. Simply put, **a file is a collection of information that the computer keeps together as one object**.

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Files we create	These are the files we will interact with most directly, since we make them ourselves. Word documents are just one example of files we create. Other examples include photos that you take with a digital camera and "MP3" files which store music.
Program Files	Programs consist of a very complex set of instructions to the computer. This information is stored together as a file. Programs are also sometimes called *applications*. Program file names often end in ".exe", which stands for "executable". If you see an "exe" file in an email attachment, never download it! This is one of the main ways that computer viruses spread!
Support Files	While programs are the actual sets of instructions, sometimes the computer needs additional information. What a desktop icon looks like, or what a particular sound effect sounds like are a couple examples.

The main point is that **there are other files we will never see or touch**. These files we don't normally ever need to worry about. Our focus today is strictly with the first category of file, **files we create**.

Where are Files Stored?

Show Slide 4

When we create a file, most of the time it is because we want to access that information again in the future. Just like things in the real world, computer files need space in which to be stored. There are a few different places in the computer where you can store files.

- **Hard drive:** This is the most common place to store files. It is located *inside* the computer and is used not just to store your own, personal files, but files belonging to all of the programs on your computer.

- **Removable Storage:** This is good to use when you are using a public access computer (like our lab computers) or a computer belonging to somebody else. Removable storage can be easily ejected from the computer, allowing you to carry your files around with you. Examples include flash drives and CDs.
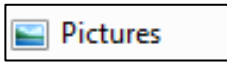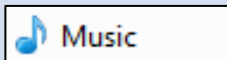
Common Windows Folders

If every application program stored the files it created in a different place, it would be very difficult to find anything. To address this, Windows comes with a handful of **common folders** that you can use to begin organizing your files. Many applications use these folders as the **default** location for the files they create. Here's a list of Windows' most common folders.
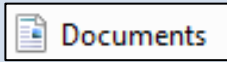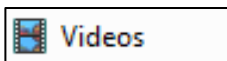
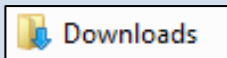|	
📄 Documents	Use this folder to store letters, tax information, job resumes, and other personal files.
🖼 Pictures	Use this folder to store your digital pictures, whether you get them from your camera, scanner, or in e-mail from other people.
🎵 Music	Use this folder to store all of your digital music, such as songs that you copy from an audio CD or download from the Internet.
🎞 Videos	Use this folder to store all of your videos, such as clips from your camcorder or phone, as well as digital movies that you've downloaded.
📥 Downloads	Use this folder to store files and programs that you've downloaded from the web.

There are many ways to access these common folders. The easiest way is using the **Start Menu**, where they are displayed in the upper right (see screenshot at right).

However, for security reasons, the Computer Lab **does not** allow saving files to those locations. We try to keep users out of the hard drive as much as possible. Therefore, the Computer Lab's Start Menu **does not** have links to the Windows common storage folders*.

Instead, we recommend that patrons save to **removable storage** (in particular: **flash drives**). These portable storage devices can be used to take your files to another computer and are commonly employed in public access computing environments.
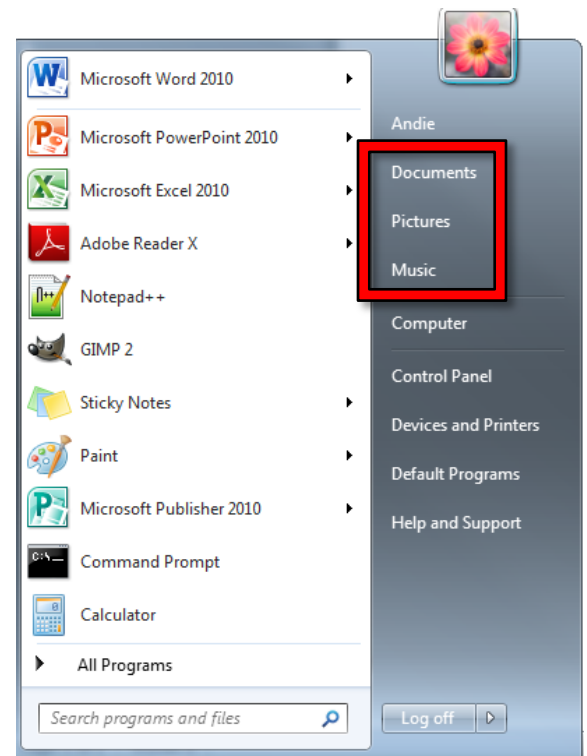
Inserting a Flash Drive   Show Slide 6

We have provided a flash drive for you to use during this class which already has some files saved on it. Let's start by inserting it into the computer.

1. **Remove** the flash drive from the case and **orient** the flash drive as pictured below.

Slide mechanism

This end goes into the USB port on monitor

2. **Notice** that there is a **slide mechanism** on the side to retract the USB connector into the body of the drive. **Slide** this all the way to the right to **expose the connector**.

3. **Locate** the USB ports on the **monitor**. The connector will slide into the port only one way with your name label facing toward you and right-side up**.**

4. **Fit** the connector into the port and **gently push** it in.

The Computer Window   `Minimize Slideshow`

"Computer" is a Windows application you can use to view the contents of all of the storage devices on your computer. You can access this application several ways.

1. **From the Desktop: Look** for an icon on your Desktop labeled "Computer". Double-clicking this will open the Computer Window. Not all computers have this.

2. **From the Start Menu: Open** the Start Menu and **look** for the word "Computer". Clicking this will open the Computer Window.

3. **Using the keyboard:** Pressing [⊞] + [E] will open the Computer Window. Note: This doesn't work on the Lab computers.

Fun fact: Pressing the [⊞] key by itself will open the **Start Menu**.

> **Tech Tip:** The technical name of the program that runs the Computer Window is **Windows Explorer**. Windows Explorer is responsible for not only displaying your computer's files, but also displaying the Task Bar and the Start Menu.
>
> Do not confuse <u>Windows</u> Explorer with <u>Internet</u> Explorer (a web browser)—they are completely separate programs!

It is important to be familiar with how to access this window, as it is essential to file storage and organization. Let's examine this window.
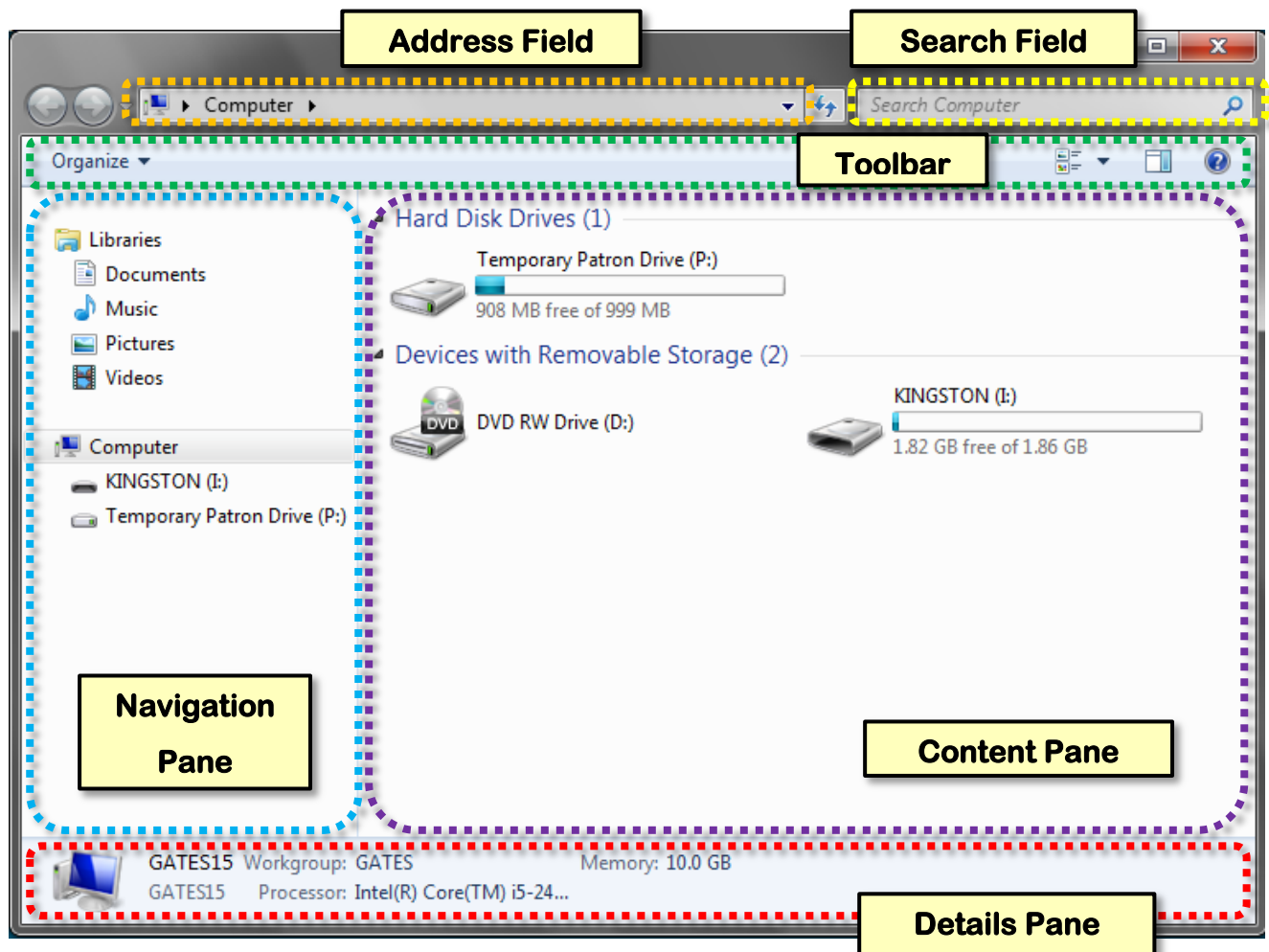
1. **Use** one of the methods described above to **open** the Computer Window.

2. **Note** the appearance of a new **taskbar button** representing the Computer Window. It contains a picture of a computer monitor. **Note** that this icon will **change** depending on what we are viewing in the Computer Window.

3. **Examine** the **Computer Window**.

> Mention Handout 1

> Show Slide 7

Address Field   **Search Field**

Computer ▸   *Search Computer*

Organize ▾   **Toolbar**

Libraries
- Documents
- Music
- Pictures
- Videos

Computer
- KINGSTON (I:)
- Temporary Patron Drive (P:)

Hard Disk Drives (1)

Temporary Patron Drive (P:)
908 MB free of 999 MB

Devices with Removable Storage (2)

DVD RW Drive (D:)

KINGSTON (I:)
1.82 GB free of 1.86 GB

Navigation Pane

Content Pane

GATES15   Workgroup: GATES   Memory: 10.0 GB
GATES15   Processor: Intel(R) Core(TM) i5-24...

Details Pane

a. **Navigation Pane**: This is where you would select a drive or folder in order to see what it contains. (Normally you would see the C drive/hard drive displayed in the navigation pane but it is blocked by our security.)

?

Why doesn't the DVD Drive display in the Navigation Pane?

The DVD Drive is only displayed there when it has a disc inside of it.

b. **Content Pane:** The content of the selected drive or folder will display here.

- **Note** that each drive has a **drive letter** assigned to it. For example, our flash drive has the letter "I". This is something Windows does to uniquely identify different drives.

> **Teacher's note:**
> The drive letters students see for their flash drives may not all be the same. Point out that the letters Windows assigns to flash drives can be **unpredictable**.

- Normally, you would see the C: drive (the computer's main **hard drive**) displayed in the navigation pane, but it is **blocked** by our security.

- If a computer has a **DVD drive**, it is usually assigned the letter D:.

- **Note** the **bar** that is underneath each drive (except for the DVD drive). The entire bar represents how much storage space the drive **has**, and the blue part shows us how much space is actually being **used**. As you can see, we are hardly using any of our flash drive's total storage space.

KINGSTON (I:)
1.82 GB free of 1.86 GB
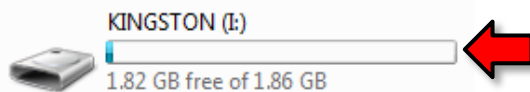
c. **Details Pane:** This gives more information about whatever element is selected.

d. **Address Field:** This displays the navigational path to the drive or folder we are currently viewing.

e. **Search Field:** Allows you to search your computer for specific files, much like an Internet search engine.

f. **Toolbar**: The buttons on the toolbar will change depending on what is clicked on in the Content pane.

Minimize Slideshow

4. **Look** in the **navigation pane** for our **flash drive**.

a. Some flash drives are given a **name** based on the brand name of the drive. Ours is named "KINGSTON", after the manufacturer.

b. The computer itself assigns the drive a **letter**. The letter could **change** depending on how many devices are plugged in at the same time.

5. **Click** on **KINGSTON (I:)** in the **navigation pane**. **Note** the change in appearance of the taskbar icon.
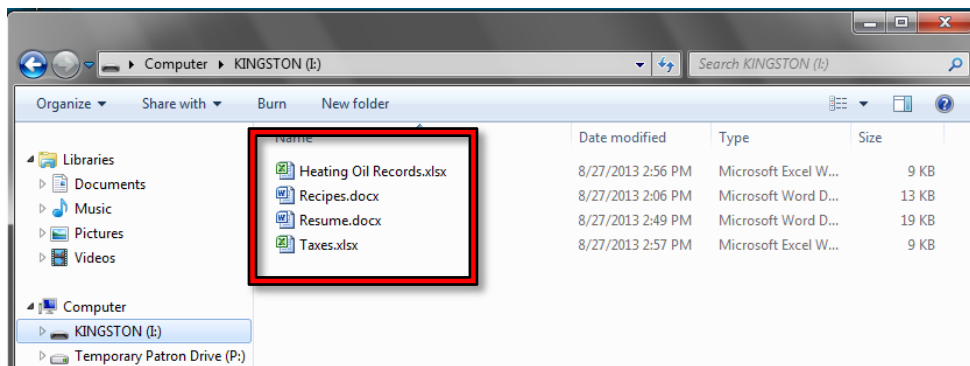
6. **Note** the **address field** in the **Computer Window.** It has been updated to reflect the selected drive, which is the `I:` drive (your Kingston flash drive). It even shows the navigational path to your drive.
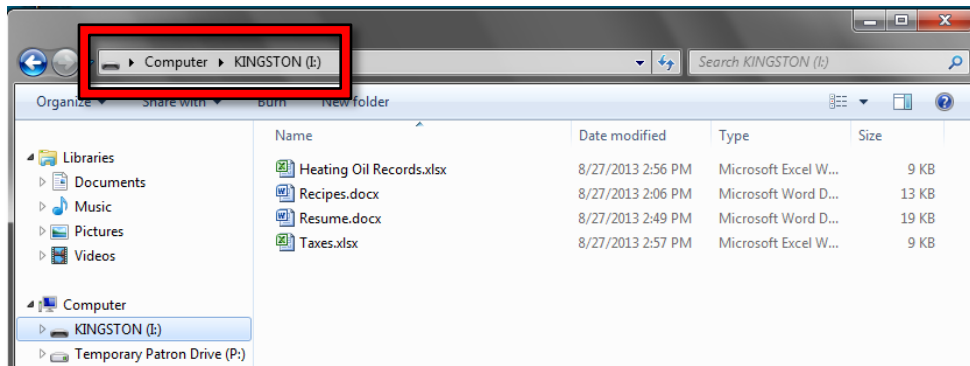
7. **Notice** that the **Content pane** now contains a list of all of the files on your flash drive.

Safe Removal of a USB Device

Before we learn more about creating and saving files, we are going to learn how to safely remove our flash drive. You should never just pull it out because, if the computer is in the middle of writing information to the file, it could corrupt it and make it unreadable!

1. First, and MOST important, be sure to **close** any and all windows that you might have open. **Check** your **taskbar** for "lit up" buttons very carefully.

> **Teacher's note:**
> Instead of demonstrating this step, have the PowerPoint presentation open and ready to show the screenshots.

2. When you first insert an USB device, an **icon** resembling the one circled in the picture below appears in the notification area. This icon will aid in the safe removal of your flash drive from the computer.
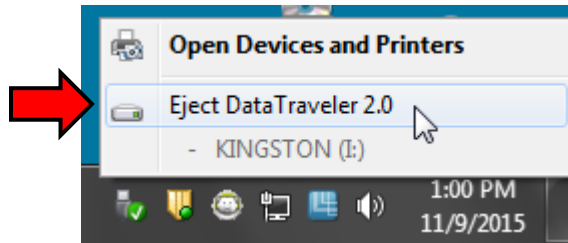
3. **Find** the icon with the help of your screen tips. The screen tip will say "**Safely Remove Hardware and Eject Media**".
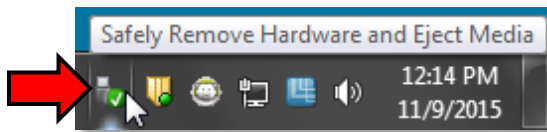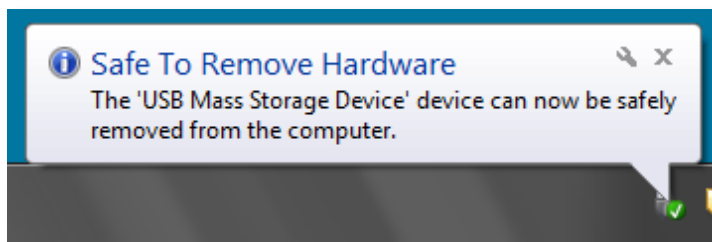
Show Slide 8

4. Once you **locate** the correct icon, **click** on it.

5. When you do, a menu will appear. **Click** on **Eject Data Traveler 2.0**.

6. You will then see a **confirmation message** that the drive is safe to physically remove from the computer.

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7. Occasionally you might **forget** to close your windows before clicking on the Safely Remove Hardware icon. In that case a dialog box will appear, saying that the drive cannot be safely ejected because it is in use. It prompts you to close all your windows and then try ejecting again.


8. **Be aware** that performing the safely remove step removes the USB device virtually from the computer. In order to use the drive again however, it must also be physically removed from the port and re-inserted.

9. **Remove** your drive from the computer.

Creating and Saving a File

1. **Re-insert** your **flash drive**.

2. **Use** the **Start Menu** to **open Microsoft Office Word 2010.** When the window is open you should see a blinking line in the open white area in the middle of the screen. As you push letter keys on the keyboard, they will appear where this line is.

3. **Type your name**.

4. When we save a document for the first time, the computer needs additional information, so we will need to make use of a **Dialog Box** to supply the computer with everything it needs to know. One of the important things the computer will need to know is **where we are going to save the file**. In the computer lab, we need to save files to a flash drive, so **insert** your flash drive.

5. Then **click** on the **File Tab. Click** on the **Save As** button.
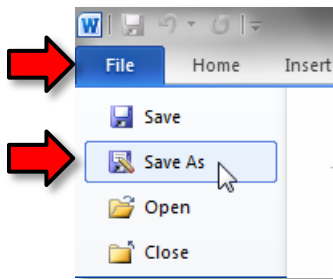
6. **Notice** the smaller window that appears in front of our work. This is a **dialog box**. Because the computer needs to know more than just "OK, save," the dialog box is where we tell it *how* we want to save our work.
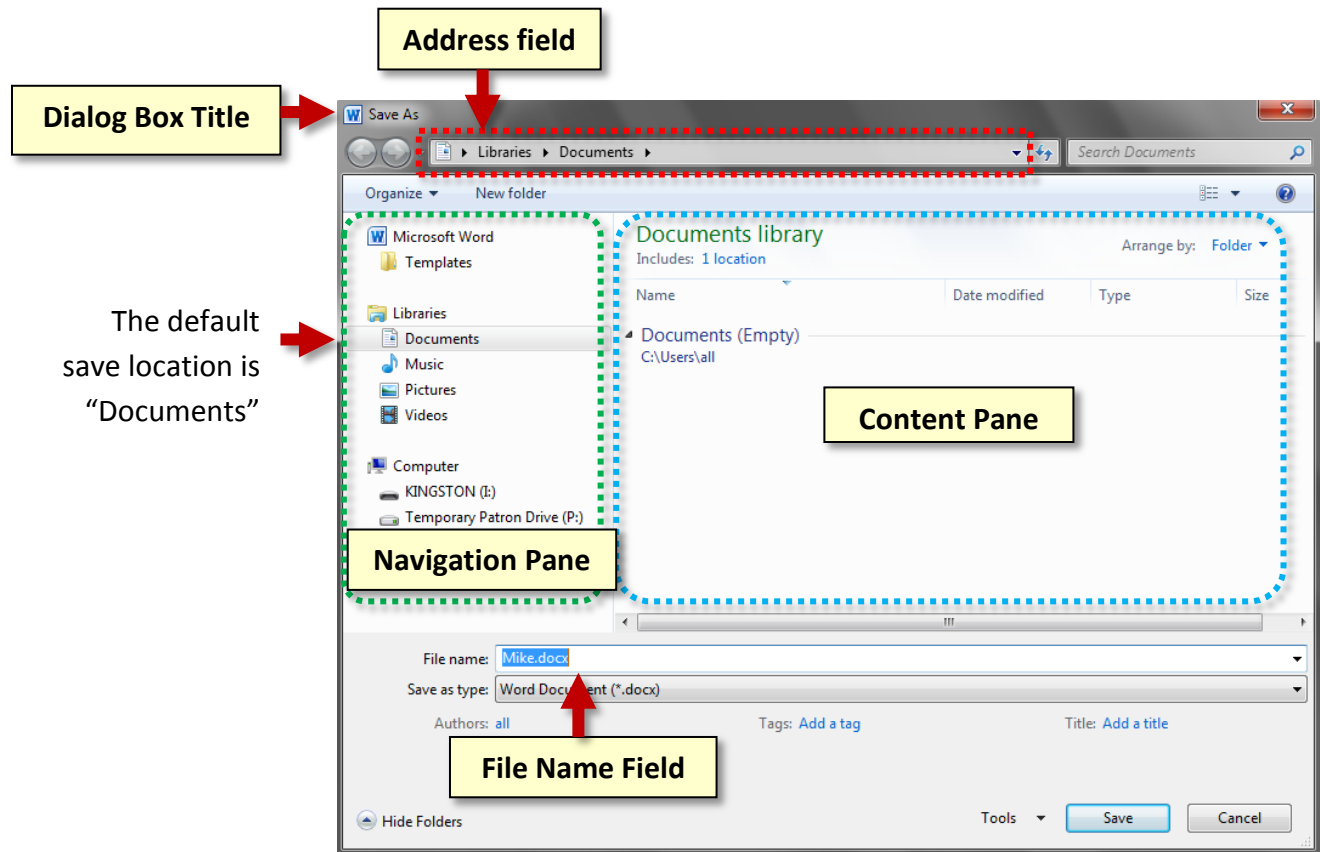
7. This box looks and functions much like the **Computer Window**. We can see many of the same components, such as an **Address bar**, a **Navigation pane** and a **Content pane**. The main difference is that a dialogue box will have a name. The name of this box is **Save As**.

8. Now we are going to tell the computer where to save our file. The **location** where it will be saved is **displayed** for us in the **Address field**.

    a. In this case, **note** that the Save As dialogue has *defaulted* to the Documents **directory**, but we want to save our file to the **flash drive**.

    b. To save to the flash drive, we must first **look** for the flash drive listing in the Navigation Pane and then **click** on it. The address field should now read "Computer > Kingston (I:)".

9. The other piece of information the computer needs to know is **the name of the file**. The file name should be **short** but also **descriptive** so that you can identify it at a later time.

   a. The file name is entered into the **file name field** at the bottom of the dialogue box. By default, Word tries to name it the first few words that were typed.

   b. **Click** into the file name field and the words (which should be your name) will be highlighted.

   c. **Type** the words **My Name** to name your file **"My Name"**.

10. Once we have given the computer a **file name** and a **save location**, we are ready to save.
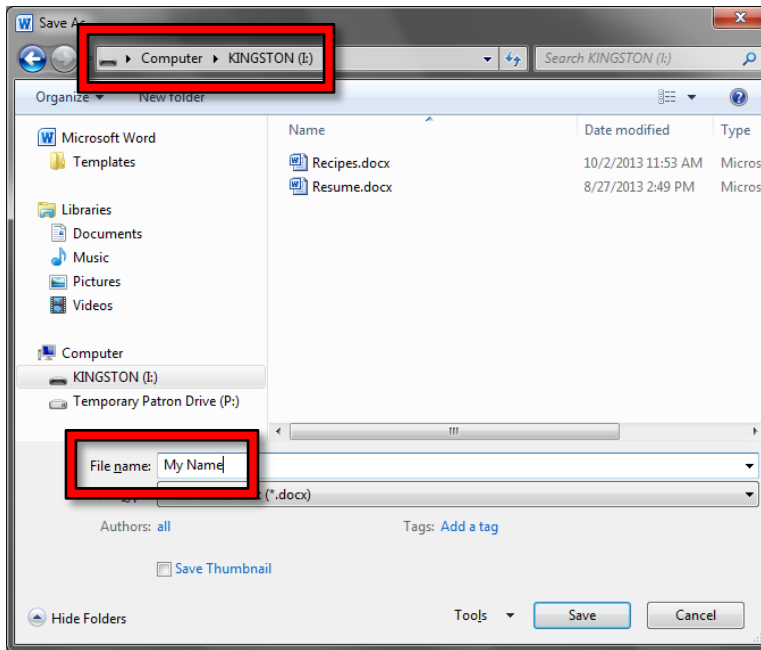
Note: Unlike the Computer Window, the "Save As" dialogue will only display the files on your drive that are of the **same type** as the file you are saving.

11. **Click** the Save button to save the file. **Congratulations!** You have now saved your first file!

12. **Notice** how the dialog box **goes away** and we are **returned** to our file.

13. **Also notice** the **title bar**. It displays the new name of our file: **My Name.docx**.
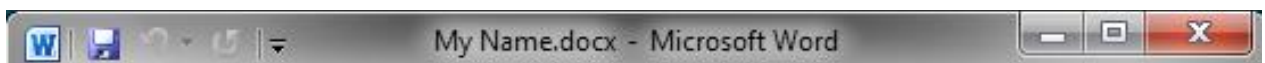
14. **Close** Word.

File Saving Techniques

The purpose of saving a file is to bring it back later so that we can view it, print it or make changes to it. There are strategies when editing and re-saving that we will explore now.

Save a File under a Different Name

There is a file that was saved onto the flash drive for you named **Resume.docx**. We are going to:

> ➢ Open the file

> ➢ Edit the file

> ➢ Save the file under a **different name** in order to **preserve the original file**

1. **Open** the **Computer Window**.

2. **Click** on the flash drive entry in the Navigation pane in order to **see** our list of files.
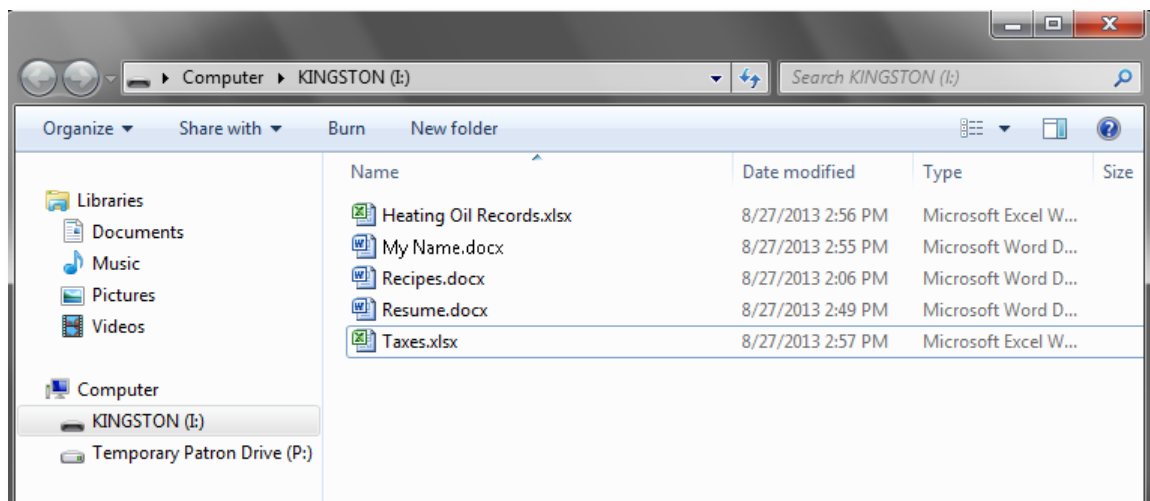
3. Open **Resume.docx**. **Note** that there are many ways to open a file from the Computer Window. Use whichever technique you prefer.

   a. **Open button: Click** on the file listing to select the file, and then **click** on the **Open** button on the Toolbar (not the list arrow).

   b. **Double-clicking the icon: Double-click** the file's <u>icon</u> (double-clicking the file name incorrectly can result in Windows thinking you want to <u>rename</u> the file).

   c. **Context Menu: Right-click** the file, and then **select** Open.

4. **Click** at the end of last line of the document and **press** Enter .

5. On the new line, **type Microsoft Engineer-DeVry University-Brunswick, NJ**.

> **Teacher's note:**
> Zoom in so the students can see what to type.


EDUCATION

Business Management, Yuba Community College – Marysville, CA
General Education/Travel and Tourism, Butte Community College – Oroville, CA
➡ Microsoft Engineer – DeVry University – Brunswick, NJ

6. **Click File** and **click Save As**. This will create a **new copy** of our file that contains the changes we just made. The original version of the file will remain in case we need it again in the future (in this case, for another resume).
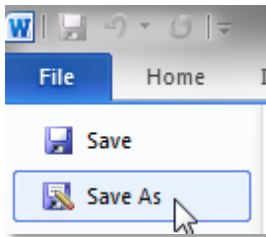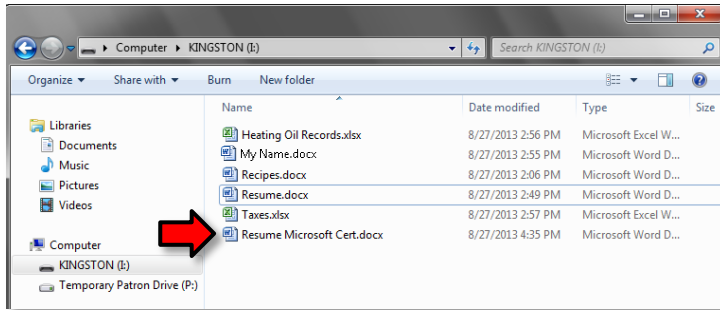

7. In the **Save As dialogue box**, **making certain** your file will save to the **flash drive**, **change** file name to **Resume Microsoft Cert.docx.** Then **click** the Save button.
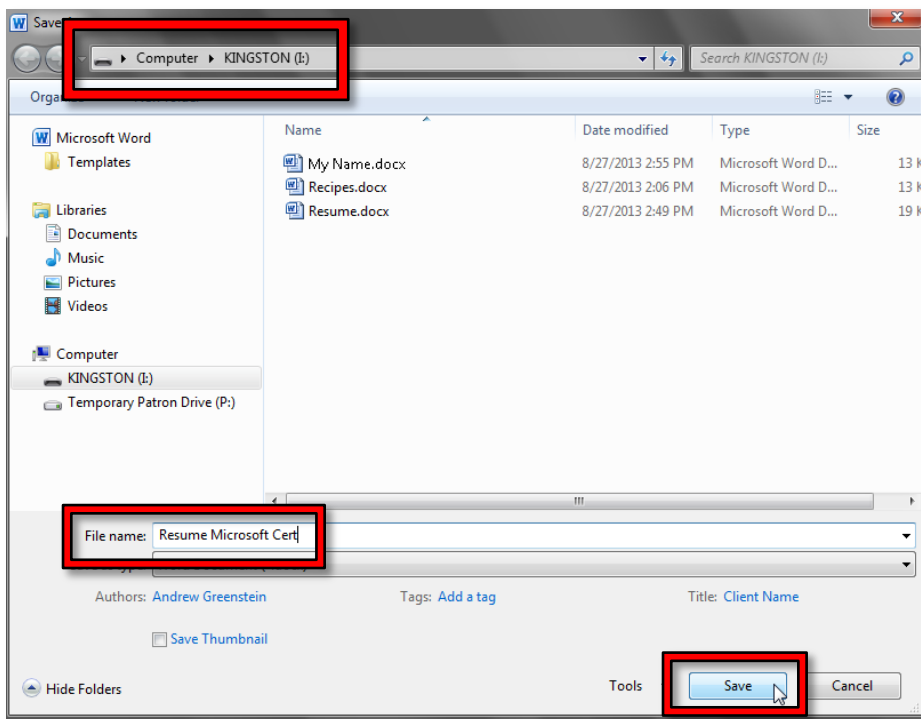
8. **Close** the Word window.

9.   **Look** at the Computer Window to **see** the new file listed there.

Why is the file at the bottom of the list and not in alphabetical order?

The file was put at the bottom of the list because it was created while the Computer Window was open. If we were to close the Computer Window and re-open it, the file would be displayed in alphabetical order.

10.   **Close** the Computer Window.

11.   **Remember**, the difference between the two resume files, besides the file names, is they have slightly different content.

Editing a File

Editing a file is a strategy used when you want to edit the content of a file, but you don't need to change the name of the file. Our scenario is that we neglected to edit the **Resume Microsoft Cert.docx** file properly and we need to go in and make a small change. After that, we will save the file, but we won't need to change the file name, since the change we are making is minor enough that it doesn't warrant creating an entirely new file.

1.   **Open** the Computer Window.

2.   **Select** your flash drive in the Navigation pane.

3.   **Open Resume Microsoft Cert.docx**.

4.   **Scroll down** to the last line of the document and **insert** the word **Certified** at the <u>beginning</u> of the line.

5.   Next, we are going to **save** the file with this new content, but we are going to keep the file name the same. This is called **overwriting** a file.

6.   **Click File** and **note** the **Save** command. **Remember** before, when we wanted to change the name of the file, we clicked **Save As**. Clicking **Save** instead of **Save As** merely **updates** the file with the new content but the file still retains the same file name and so a new file is not created.

7.   **Click** on the **Save** command.

8.   **Close** the **Word** window and **close** the **Computer** Window.

A Closer Look at the Computer Window

Find the **Computer** link on the **Start Menu** and **click** on it.

Navigation Pane

1. **Point** your mouse to the list of locations on the **left** side of the **Computer Window**. Then **point** to the **right** pane. **Try again**. Do you notice something happening as you point to the left (**navigation**) pane?
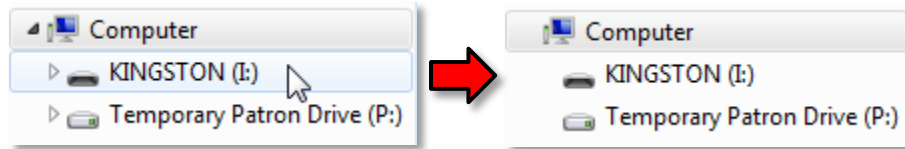
2. The marks that appear and disappear are called **chevrons** and, like an outline, they indicate a heading and a sub-heading, or in this case, a directory and a sub-directory. The dark chevrons indicate a list that has been expanded to show sub-directories. The light gray chevrons represent a directory that has not been expanded or that does not contain any sub-directories.

   a. **Click** on the chevron next to the Computer entry in the Navigation pane. **Note** how the Computer directory collapses and you can no longer see the drives.

   b. **Click** on the chevron again to expand the Computer directory.

3. The listing of locations in the Navigation pane represents **places where files can be stored**. As you **point your mouse** to the **names** of the drives in the list, **notice** how the **cursor changes** to the **hand** shape.

4. **Click** on the flash drive entry.

Content Pane

1. You should **see** six files in the Content pane:
   a. Heating Oil Records.xlsx
   b. My Name.docx
   c. Recipes.docx
   d. Resume.docx
   e. Taxes.xlsx
   f. ResumeMicrosoftCert.docx

2. **Note** that **no two files that are in the same folder can have the same name**. The file name is how the computer tells the files apart!

3. **Notice** there are four columns of information about each file.

   a. **Name**: The file's name.

   b. **Date Modified**: The last time the file was edited or saved.

   c. **Type:** The program that the file was created in.

   d. **Size**: How much storage space the file is using.

> **Tip:** **Right-click** on one of the columns to **add** new columns or **remove** existing ones.

4. **Maximize** the Computer Window.

5. **Notice** how some of the text in the **Type** column is hidden. Let's **resize** that column so we can see all of the text.

   a. **Position** the mouse cursor so it points to the dividing line between the **Type** and **Size** columns.

lified	Type	Size
3:36 PM	Microsoft Word D...	3,983 KB
.5 7:40 PM	Microsoft Word D...	304 KB

   b. **Click and drag** the mouse to the **right** to increase the width of the **Type** column.

6. In the **Name** column, **notice** how each file has an icon representing the program used to create the file, the file name, and the file extension.

   a. Every file type has its own unique **extension** depending on the program that was used to create the file. Whenever you save a file, the computer will automatically add the appropriate extension.

   b. The file extension is not always visible. It is a setting that the user has to enable on his or her computer. The Computer Lab computers are set up to **display** file extensions.

   c. Note that, without the file extension, the computer has no way of knowing what program to open the file with. So, if you accidentally change a file's extension or remove it altogether, the computer won't know how to open it!

7. It is possible to **sort** the files within the columns. By default, the files will be sorted **alphabetically by name**.

   a. In the Type column, **click** on the word **Type**. **Note** that it sorts the files by the program used to create them.

   b. **Click again** the word **Type** again and it **reverses** the display order.

   c. **Click** the word **Name** to re-order the files alphabetically.

Views

The Computer Window gives you the ability to see the content in the **Content pane** several different ways based on your needs and tastes. Up until now, we have been viewing files in the **Details** view. We'll try another view.

1. **Point** to the Change your view button (pictured below) and **click** on the **list arrow** next to it.
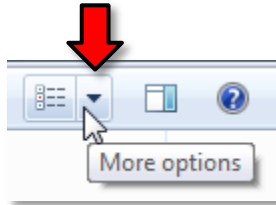
2. You will get a menu of views to choose from. **Click** on **Large icons**.
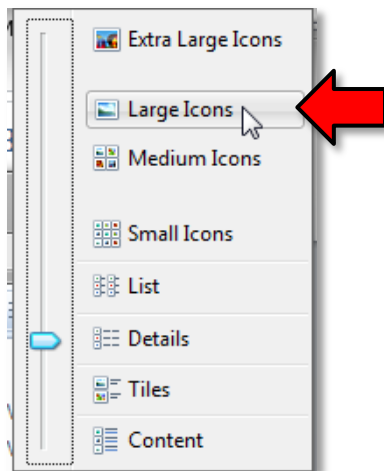
3. One **good thing** about this view is that it gives you large icons for each file. This makes it great for browsing photos, as it will display a **thumbnail** of each photo.

4. A downside, however, is that you're not able to see as many details about each file, such as the file size or date modified. **Pointing** to an icon will display these details in a **screen tip**.
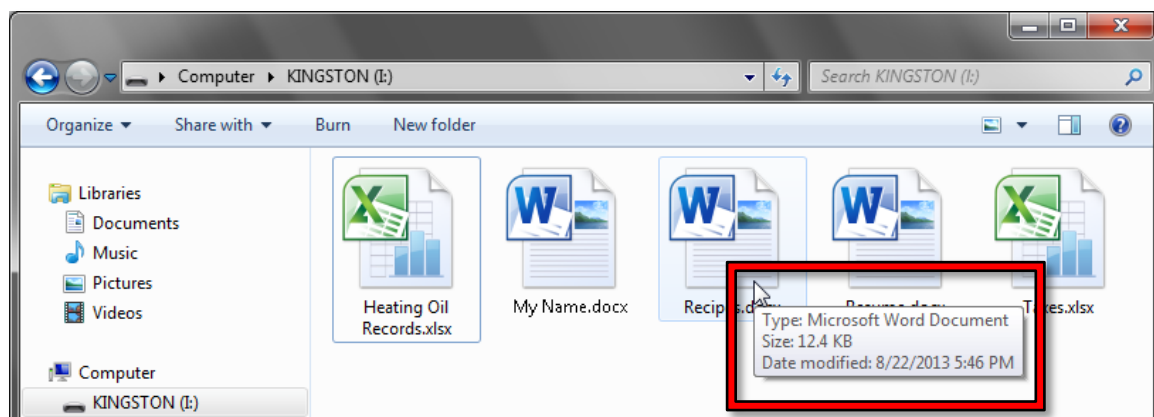
Searching for Files

We don't have that many files right now, but as you become more productive you could end up with hundreds or even thousands of files on your computer. Even though you may have attempted to organize them by separating them out into different folders, finding a particular file can still be a daunting task. Luckily, the Computer Window contains search functionality.

1. **Find** the Search field and **type** the word **gress**.

2. As soon as you start typing, the search is initiated. (**Note** the new appearance of the Computer taskbar button).

3. **Note** that the search **did not yield any results**.

   o This is because the default search setting for **flash drives** is to only look for the search term in the **file name**.

   o If you perform a search against the **hard drive**, then it **will** search the **contents** of the files.

   o This is done for **reasons of performance**—searching the contents of files on a flash drive is **slower** than searching the contents of files on the hard drive.

4. However, we can tell the search engine to search for our term within the **contents** of a file. **Click** on the **File Contents** button.
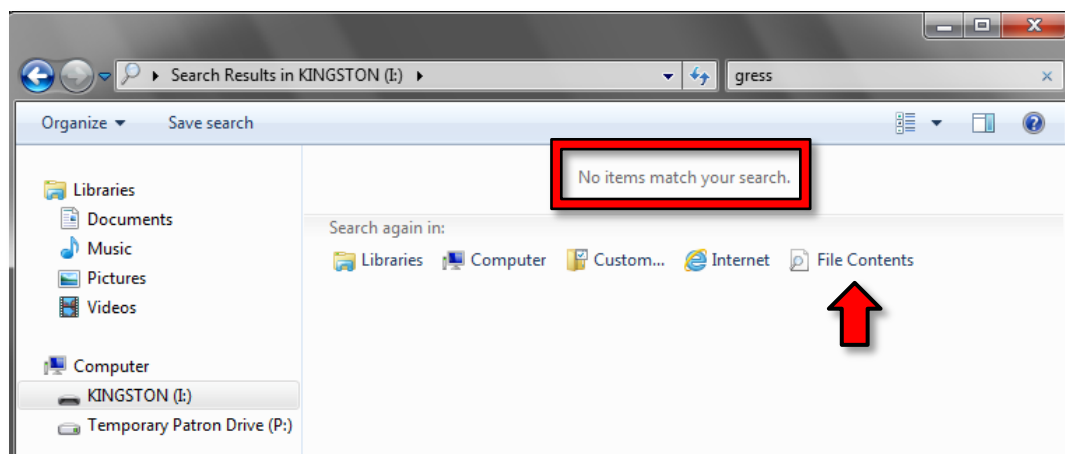
5. **Note** that our search has yielded a result. Apparently the word **gress** is in the Heating Oil Records document. Let's check. **Click** on the **Show preview pane** button.
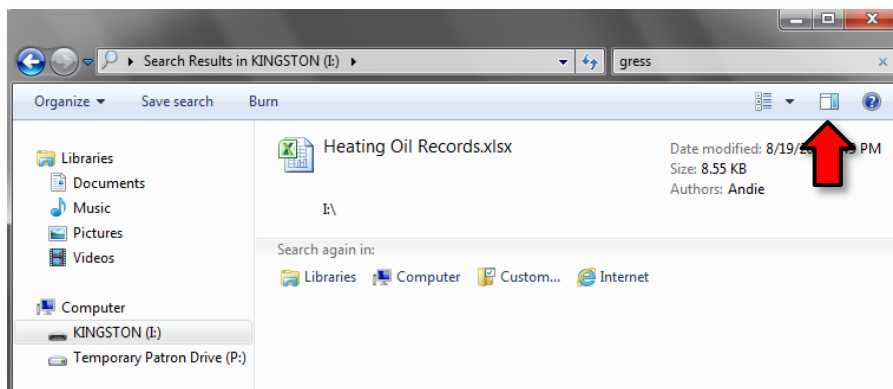

6. **Notice** the **Preview pane** has appeared on the right with a prompt to **Select a file to preview**.
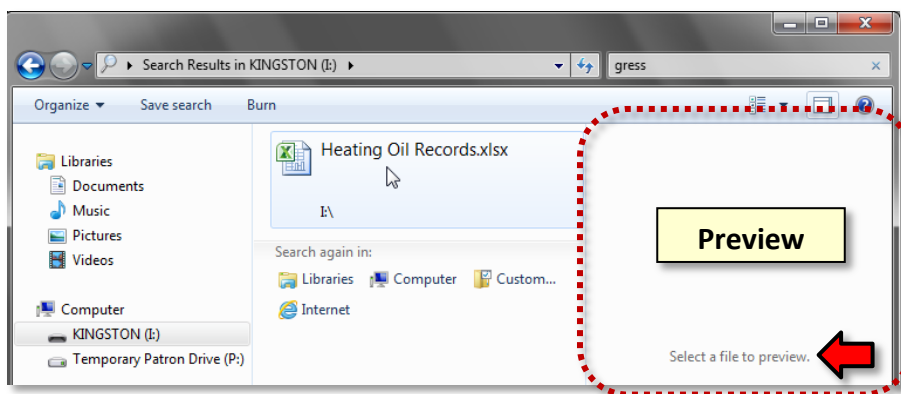
7. **Point** to the file name and **click it once** to select it. **Note** that the preview pane is displaying our search term which was found in cell H11 of the spreadsheet document.
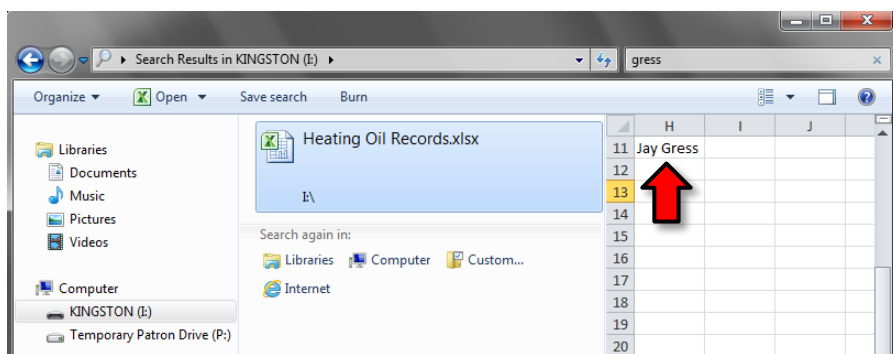
8. **Click** on the **Show preview pane** button again to **hide** the preview pane.

9. **Click** on the Back button **OR** the X in the search box to **exit out** of search mode.
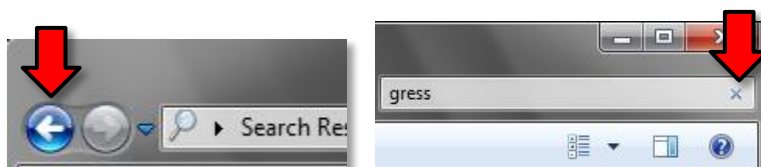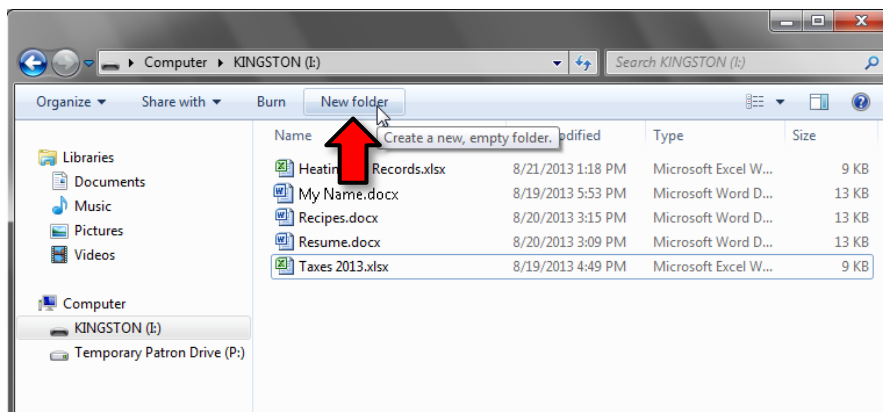
Folders

We don't have that many files so far, but let's suppose this is your office computer, and you are creating several new files every day. Eventually you would have so many files you wouldn't know what to do with all of them.

We can organize our files by putting them into **folders**. A folder is just a storage bin for files. Think of an office file cabinet. You could pile your papers on top of the cabinet, or you could put them in one of the drawers. Once you decide to put them into a drawer, you can put them into the very front, or separate them using dividers. The dividers, in turn, might have manila folders to further help keep things organized. Like this separation technique, computer folders serve no purpose other than for file organization.
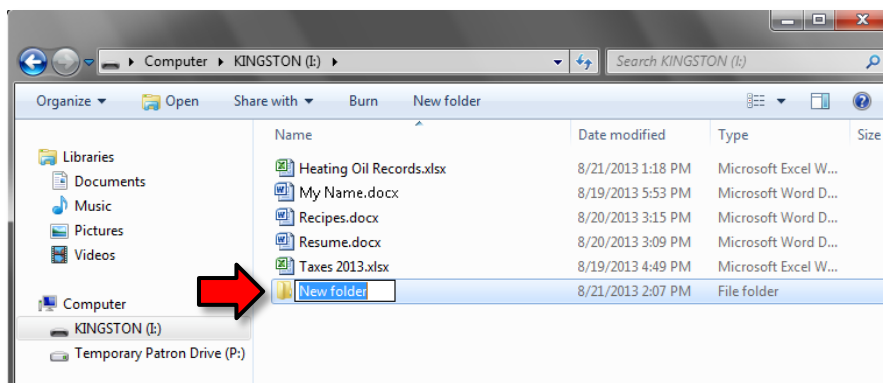
Making a Folder

> **Mention Handout 2**

1. First, **switch** the Computer Window view to **Details** view.

2. On the **toolbar**, **click** on the **New Folder button**.


3. **Notice** how the computer places a folder icon in the main window display area.

4. We will be creating this folder in the **root** of the flash drive, meaning that it will be directly "under" the flash drive, as opposed to inside of a folder.

5. The folder icon has a label which is in **edit mode** with a temporary name of New Folder. Since we are in edit mode, you can simply start typing and a new name will go in.

6. **Type Personal** and press ⎡Enter⎤ to commit the name.

7. **Create** a second **folder** and **name** it **"Business"**.

8. In the **Navigation** pane, **click** on the **chevron** next to the **Flash Drive** location to expand the directory
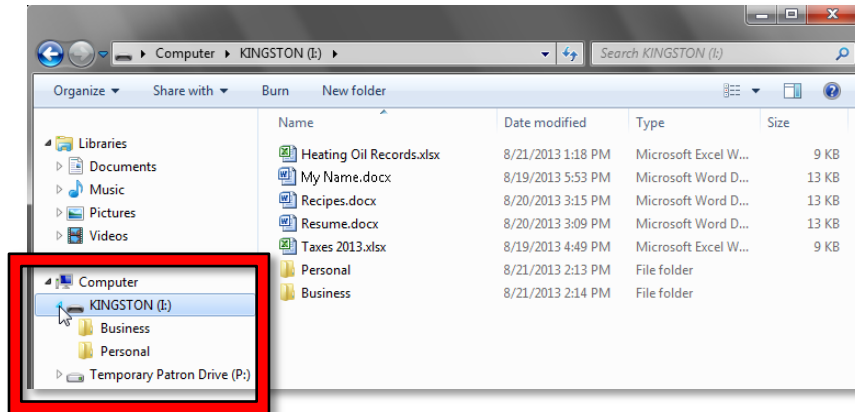

- o **Notice** how you can see the *folders* in the **navigation pane** but not the *files*.

- o The Navigation pane displays ==containers== for files (drives and folders). Files are shown in the Content pane.

File and Folder Tasks

Navigating Between Files and Folders

1. In the **navigation pane, single-click** on the **Personal folder.**

- o **Note** the change in appearance of the Computer taskbar button.
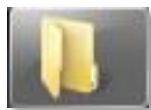
- o **Note** the change in the **Address Bar**.


2. **Note** that the Content pane is telling us **the folder is empty**. Currently all of our files are on the **root** of the flash drive. In other words they are not inside any of the folders on the flash drive.

3. To see our files we have to **click** on the **flash drive entry** in the **navigation pane.** The Content pane is now showing **all the files and folders**.

Moving Files

Dragging and Dropping

1. **Left click** on **My Name.docx** and**,** <u>keeping the mouse button held down</u>**; drag** the file to the vicinity of the **Personal folder** in the **navigation pane.** While dragging you will **notice**, as you pass over the drive and folder names, a **tip will display** indicating where the file would be moved to if you let go of the mouse button.
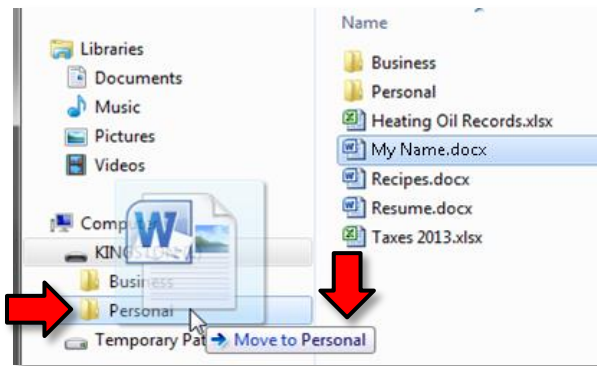
2. **Release** the mouse button when the screen tip says **Move to Personal**.

3. **Drag Resume.docx** and **Recipes.docx** into the **Personal folder**.

4. **Click** on the **Personal folder** in the **navigation pane** to **see** the contents.

5. **Click** on the flash drive entry again and **drag Heating Oil Records.xlsx** and **Taxes.xlsx** into the **Business** folder.

6. **Click** on the **Business** folder to **verify** that the files were moved.

Moving a File from One Folder to Another Folder

1. Using the same dragging method as above, **move Resume.docx** from the **Personal folder** to the **Business folder.**

2. **Click** on the **Business folder** to **verify** that it has been moved there.

> **Tip:** Another way to move a file is to use the "Cut" and "Paste" commands, accessed through the file's right-click context menu.

## Moving a File from One Drive to Another Drive

1. Using the same dragging method as above, **drag** a file from one of your folders on your flash drive to the **Temporary Patron Drive (P:).**

2. **Note** the screen tip says **Copy to** instead of **Move to**. ==The behavior is different== when moving between storage devices!
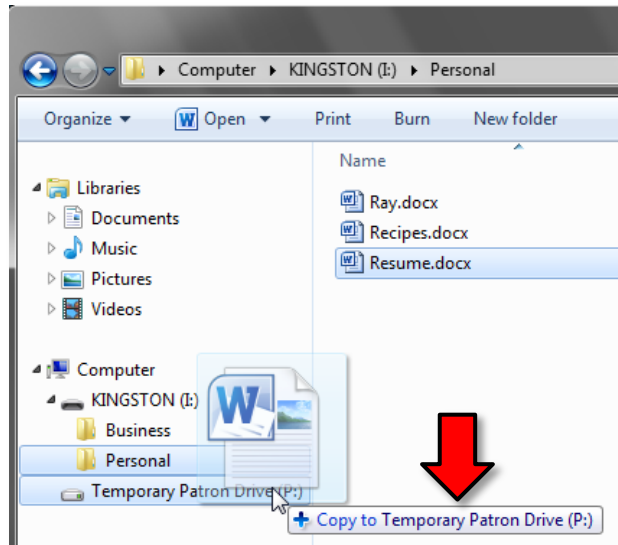
3. Your file will be in **two places** until you delete the file off of your source device.
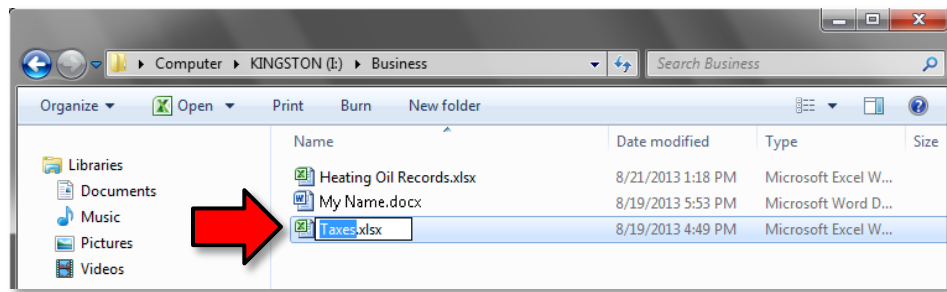
Renaming Files

1. In the **Business folder, right-click** on **Taxes.xlsx** and **select** **Rename** from the context menu.
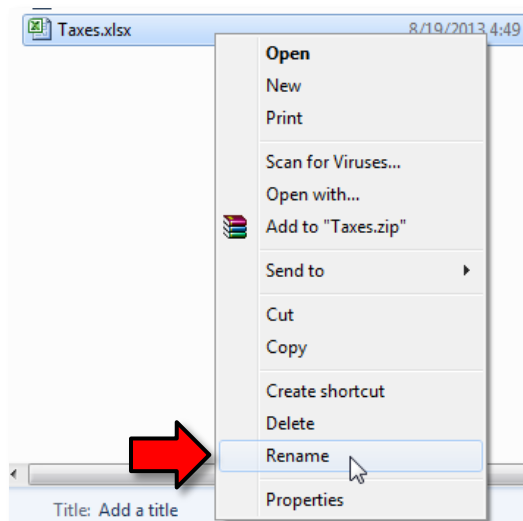
Tip: Another way to get a file name into edit mode is to **slowly double-click** the file name.

2. The file name is now in **edit mode** just as when we first created our two folders. **Type** **Tax Year 2013** and **click** in a clear area or **press** Enter .

Invalid File Name Characters

There are some characters that are now allowed to be part of a file name.

1. **Right-click** on **Tax Year 2013.xlsx** and **select** Rename.

2. **Type** a **question mark**. This is an invalid character.

3. **Notice** the screen tip that appears. It lists the characters that are not allowed in file names.

A file name can't contain any of the following characters:
\ / : * ? " < > |
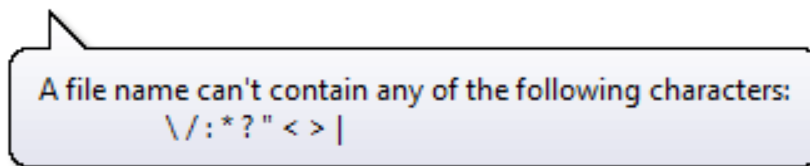
4. **Press** Esc to **undo** the rename operation.

Renaming a Flash Drive

It's possible to assign a new name to your flash drive, just like you would a file.

1. **Right-click** the flash drive in the Navigation pane and **select** Rename.

2. **Notice** how the flash drive's name turns blue. The flash drive's name is now in edit mode.

3. **Type** "<Your name>'s Flash Drive".

4. **Press** Enter to commit your changes.

5. **Change** the name back to "KINGSTON" (all upper-case).

Deleting Files

It is possible to delete files one at a time. It is possible to select several files at once to delete. Finally, it is possible to delete a folder, but that will also delete all the files in the folder.

Delete a Single File

1.   **Click** on the **Personal folder** in the **Navigation pane.**

2.   **Right-click** on **resume.docx** in the **Content pane** and **select** **"Delete".**

3.   The computer will pop up a box asking you if you are sure you want to <u>permanently</u> delete it. **Click** on "yes" to remove the file.
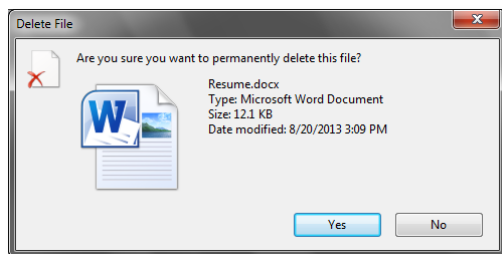
> **Note:** Deleting files from the **hard drive** will first send the files to the **Recycle Bin**. Files in the Recycle Bin can be recovered at a later time.
>
> However, when a file is deleted from **removable media**, the file deletion is **<u>PERMANENT</u>**.

Delete Multiple Files – Contiguous Selection

1.   **Click** on the **Business folder** in the Navigation Pane and, in the Content pane **select** the file at the top of the list.

2.   **Hold down** the $\boxed{\text{Shift}}$ key and **select** the last file in the list. **Note** that all the files are selected.

3.   **Point** to the list of selected files and **right-click** to bring up a menu.

4.   Normally we would select Delete from the menu, but we're going to try something else first. **Click** in a clear area to deselect the files.

Delete Multiple Files – Non-Contiguous Selection

1.   **Select** the file at the top of the list.

2.   **Hold down** the $\boxed{\text{Ctrl}}$ key and **select** the last file in the list. **Note** that only two files are selected. We skipped a file.

3.   **Point** to one of the selected files and **right-click** to bring up a menu.

4.   **Select** **Delete** from the menu.

> **Tip:** You can also press the $\boxed{\text{Delete}}$ key on the keyboard to delete a file.

Deleting Folders

1. In the Navigation pane, **select** the **Business** folder

2. **Point** to the selected folder and **right-click**.

3. **Select Delete** from the menu

## Creating a New File and Saving into an Existing Folder

1. **Open Word** (using the Start Menu)**.**

2. **Type** your **dream job** into this new document.

3. **Click** on the **File tab**, and then **click** on **Save As**.

4. In the **Save As dialogue box**, **navigate** to your save location by **clicking** on the **chevron** next to the **flash drive listing** in the **Navigation pane**.
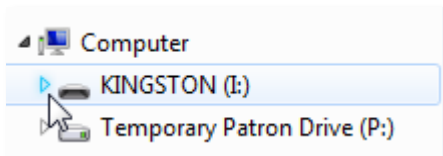
5. **Click** on the **Personal** folder in the Navigation pane**.**
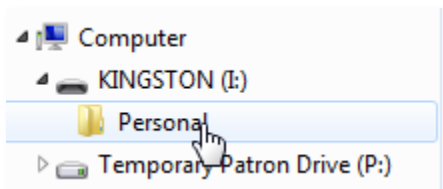
6. **Note** the **file path** listed in the address field.
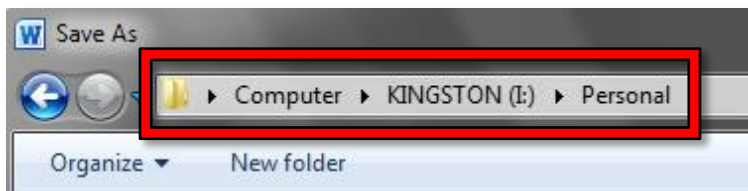
7. **Name** the file **job.docx** and then **click Save**.

8. **Close Word** and **close** the **Computer Window**.

Managing your Computer Storage Space (supplemental)

Computer storage devices, such as hard drives and flash drives, can store vast amounts of data on them. But even though this amount is very, *very* large, it is <u>finite</u>, so it's important to be aware of how much storage space you are using so that you don't run out.

1. **Open** the Computer Window.

2. **Note** the **bar** that is underneath each drive (except for the DVD drive). The entire bar represents how much storage space the drive **has**, and the blue part shows us how much space is actually being **used**.

KINGSTON (I:)
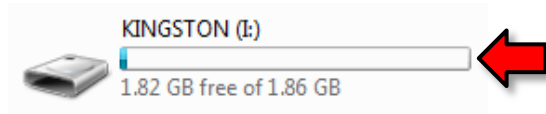
1.82 GB free of 1.86 GB

3. As you can **see**, we are hardly using any of our flash drive's total storage space. There is just a **sliver** of blue in the bar.

4. Also **notice** what it says below the bar. "1.82 GB free of 1.86". What does "GB" mean? Is "1.82 GB" a lot?

GB stands for **gigabyte**, which is a unit of measurement used to measure computer storage space. It equals roughly 1 billion **bytes**.

Just like the smallest unit of measurement with money is a "cent", the smallest unit of measurement with computers is a "byte" (technically it's "bit", but for our purposes, we just have to worry about "byte"). So, just like 100 cents equals 1 dollar, 1,024 bytes equals one "kilobyte" (or "KB" for short). Similarly, 1,024 kilobytes equals one "megabyte", and so on. See the table below for more units of measurement.

1 byte or **1 B**	The smallest amount of measurable space. A single character in a text file uses **1 byte** of storage space.
1 kilobyte or **1 KB**	1,024 bytes An email takes **10-15 KB**.
1 megabyte or **1 MB**	1,024 kilobytes A song takes **4-5 MB**.
1 gigabyte or **1 GB**	1,024 megabytes Our flash drives hold **2 GB**.
1 terabyte or **1 TB**	1,024 gigabytes Many new computers today come with hard drives that can hold **1 TB**.

?   <u>**Why are there 1,024 bytes in a KB and not an even 1,000?**</u>

Each bit of data in a computer can hold one of <u>**2**</u> values (either a 0 or a 1), so computers like to use powers of <u>**2**</u> for things. $1,024 = 2^{10}$