

Computer Know How Series

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File Management – Thursday May 11th 2017 @ 2pm

<http://www.aehost.net/morpd> or <http://www.morpd.com>

- 1) Topic of the Day
 - a. **File Management** – Organizing files and folders to optimize storage and usage.
 - b. *Why do I need to know this? What can I relate this to in a physical (non-digital) environment?*
- 2) Terminology
 - a. **General Terms** – Click, Double Click, Right Click, Control + Click, Shift + Click, Selection, Drag & Drop, Icon, Attributes, Storage Devices, Browse, Forward Slash, Back Slash, Files, Folders, Path, Drive Root
 - b. **Hard Disk Drive/Solid State Drive** – non-volatile storage location for files & folders.
 - c. **Removable Storage** – USB Flash Drive (HIGHLY RECOMMEND to eject drive before disconnecting).
 - d. **File System** – Storage System to catalog location of data on drive.
 - e. **File System Types** – NTFS (New Technology _____), FAT (File Allocation Table), etc
 - f. **Cloud Storage** - One Drive, Dropbox, Google Drive, Box.com, etc
 - g. **Backup/Online Backups** – HIGHLY RECOMMENDED to secure your data.
 - h. **File Managers** – File Explorer, Windows Explorer, This PC, Computer, My Computer, File Manager
- 3) File Explorer (Windows 10)
 - a. **Window Layout** – Title Bar (including Quick Access Toolbar & Window Control Buttons), File Menu & Tabs Ribbon, Address Bar (including navigation control buttons [left]), Search Box, Navigation Pane, Data Pane, Preview Pane, Details Pane, Status Bar
 - b. **Actions** – Navigate/Locate, Search, Adjust View
 - i. Home Tab - Cut(Move)/Copy/Paste, Rename, Create Folder/File, Map Drive, Properties, Open, Edit, Select
 - ii. Share Tab – Send, Share with, Advanced Security
 - iii. View Tab – Panes (Navigation, Preview & Details), Layout, Current View, Show/Hide, Options
 - iv. Search Tab – Search Tools (Locations, Refine, Options, Close Search)
 - v. Manage Tab – Picture Tools (Rotate, View), Disk Tools (Protect, Manage, Media)
 - c. **Data Pane** – Data view (recommended Details or Thumbnail), Column Headers (Name, Date, Modified, Type, Size, Etc) & Column Sorting (Ascending, Descending)
 - d. **Interactive Demo** – The fun stuff. Note: Most procedures can be broken into 3-5 steps.
- 4) Links/Resources
 - a. Applications Etc. previous presentation on topic – <http://www.aehost.net/mocc.htm>
 - b. File Explorer (Wikipedia) – https://en.wikipedia.org/wiki/File_Explorer
 - c. What Changed in Windows 10 File Explorer – <https://support.microsoft.com/en-us/help/17217/windows-10-whats-changed-in-file-explorer>
 - d. 10 Ways to Open File Explorer – <http://www.digitalcitizen.life/9-ways-open-file-explorer-windows-10>
 - e. How to use File Explorer in Windows 10 – <https://www.digitaltrends.com/computing/how-to-customize-file-explorer-in-windows-10>
 - f. Windows 10 tips, tricks, secrets, and shortcuts: File Explorer – <http://www.zdnet.com/article/windows-10-tips-tricks-secrets-and-shortcuts-file-explorer>
 - g. How to get the most out of Windows 10 file Explorer – <http://www.makeuseof.com/tag/get-windows-10-file-explorer>