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

Digital Literacy II: Office Productivity
Unit 1 File Management
LAB 1 File Explorer Fundamentals

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

Digital Literacy II: Office Productivity
Unit 1 File Management
LAB 1 File Explorer Fundamentals

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 Recipies.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 <u>two</u> 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

Digital Literacy II: Office Productivity

Unit 1 File Management

LAB 1 File Explorer Fundamentals

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 Recipies.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

Multi-State Advanced Manufacturing Consortium

US DOL SPONSORED TAACCCT GRANT: TC23767

PRIMARY DEVELOPER: Reggie Fluker – Henry Ford College

RELEASE DATE 12/21/2015

VERSION v 001

PAGE 5 of 5

Digital Literacy II: Office Productivity

Unit 1 File Management

LAB 1 File Explorer Fundamentals

SAFETY DISCLAIMER:

M-SAMC educational resources are in no way meant to be a substitute for occupational safety and health standards. No guarantee is made to resource thoroughness, statutory or regulatory compliance, and related media may depict situations that are not in compliance with OSHA and other safety requirements. It is the responsibility of educators/employers and their students/employees, or anybody using our resources, to comply fully with all pertinent OSHA, and any other, rules and regulations in any jurisdiction in which they learn/work. M-SAMC will not be liable for any damages or other claims and demands arising out of the use of these educational resources. By using these resources, the user releases the Multi-State Advanced Manufacturing Consortium and participating educational institutions and their respective Boards, individual trustees, employees, contractors, and sub-contractors from any liability for injuries resulting from the use of the educational resources.

DOL DISCLAIMER:

This product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

RELEVANCY REMINDER:

M-SAMC resources reflect a shared understanding of grant partners at the time of development. In keeping with our industry and college partner requirements, our products are continuously improved. Updated versions of our work can be found here: http://www.msamc.org/resources.html.