

Managing Your PC



Participant Guide

HR Training and Development

For technical assistance, please call 257-1300

Managing Your PC

Course Objectives

After completing this class, you should:

- **Understand the purpose of computer drives.**
- **Use My Computer and Windows Explorer tools to organize your computer files and folders.**
- **Locate misplaced files on your computer.**
- **Use folder options to change the appearance of your folder content**
- **Understand and recognize file extensions.**

Please Note

The PC management tools covered in this class may not be accessible on your office computer, because your ability to use these tools depends on the permissions your computer administrator has given you.

Even if you cannot use these tools on your office computer, the knowledge you gain here will give you a broader understanding of computers and will help you manage your home computer if you have one.

Think of your computer as a file cabinet...

A major part of computing is file management -- you have to save, organize, move, copy, and delete files. It helps to think of your PC as a file cabinet, because you use it to store your files within folders. To manage your files most effectively, you will want to become familiar with the following terms.

Drives are like file cabinet drawers that provide storage for the folders that hold your programs, documents, spreadsheets, and databases. Drives are identified by letters of the alphabet. For example:



A drive = floppy disk

C drive = local hard drive

D drive = drive for removable disk (e.g., Zip disk)

E drive = CD-ROM drive



Folders can contain files, programs, and subfolders and can be located on the hard disk, a floppy disk, a CD, a server, etc.



Files can be stored within folders and can be documents, spreadsheets, graphics, photographs, databases, programs, and more. A file name can have up to 255 characters. When you double-click on a file icon (symbol), it opens in its **associated program**. This is generally the program in which the file was created and is also called the program of origin. For example, a Word file opens in the Word program.

Notes

A **File Extension** specifies the file format and consists of several letters at the end of a filename, following a period (dot). The extension indicates the type of information stored in the file, and therefore the program that can be used to open the file (the associated program). For example, the filename "inventory.xls" has the file extension .xls which indicates that it is an Excel file.

A **Path** is the location of the file or folder. The path contains the drive letter, folder name(s), and file name. For example:

C:\My Documents\Reports\report.doc

indicates the file is on the C drive, in the My Documents folder, further nested within the Reports subfolder, with the filename report.doc; the file extension .doc tells you that the file is a Word document.



Icons are the graphical symbols that represent programs, files, and the shortcuts to programs and files. A **shortcut** is a special type of file that points to another file or device. You can place shortcuts on the desktop to conveniently access files that may be stored deep within the folder structure. Double-clicking the shortcut icon has the same result as double-clicking the actual file – it opens it! Most shortcuts display an arrow on the icon and can be deleted without affecting the program or file they represent. You can control how a shortcut appears by naming it anything you want and associating a particular icon with it.

How to create a shortcut:

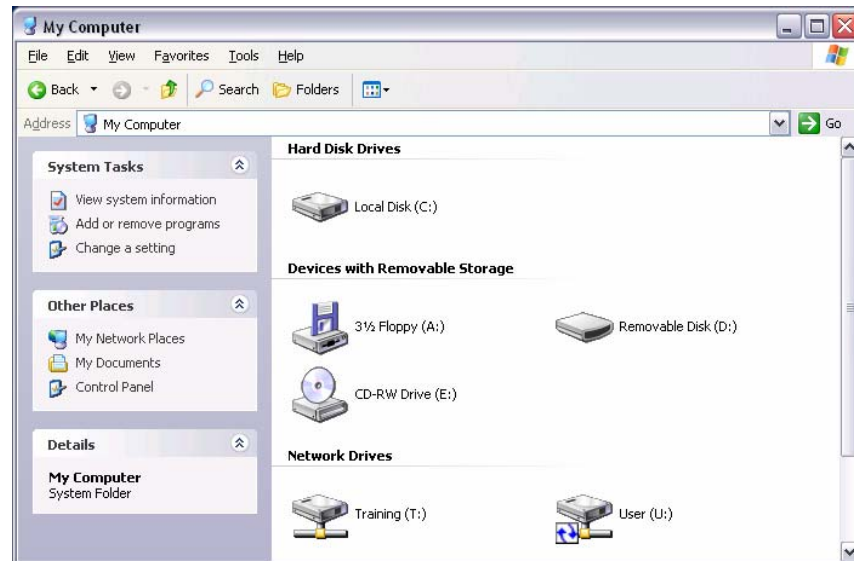
1. Right-click on the actual item (program, folder, file) to get the contextual menu.
2. To put the shortcut on your desktop, point to "Send to" and then "Desktop (create shortcut)."
3. To put the shortcut elsewhere, click on "Create shortcut."
4. Right-click the new shortcut and select "Cut" or "Copy" and then "Paste" the shortcut in its new location.

Notes

Windows operating systems come with two tools that help you manage your folders and files: **My Computer** and **Windows Explorer**.

My Computer

My Computer is a good tool for viewing one drive or folder at a time. You can use it to view and access computer drives, folders, and files, and to open files and folders.



To open My Computer, double-click on the My Computer icon on your desktop. (In Windows XP, the My Computer icon might be located on your Start Menu.)

How to use My Computer to view folders and files:

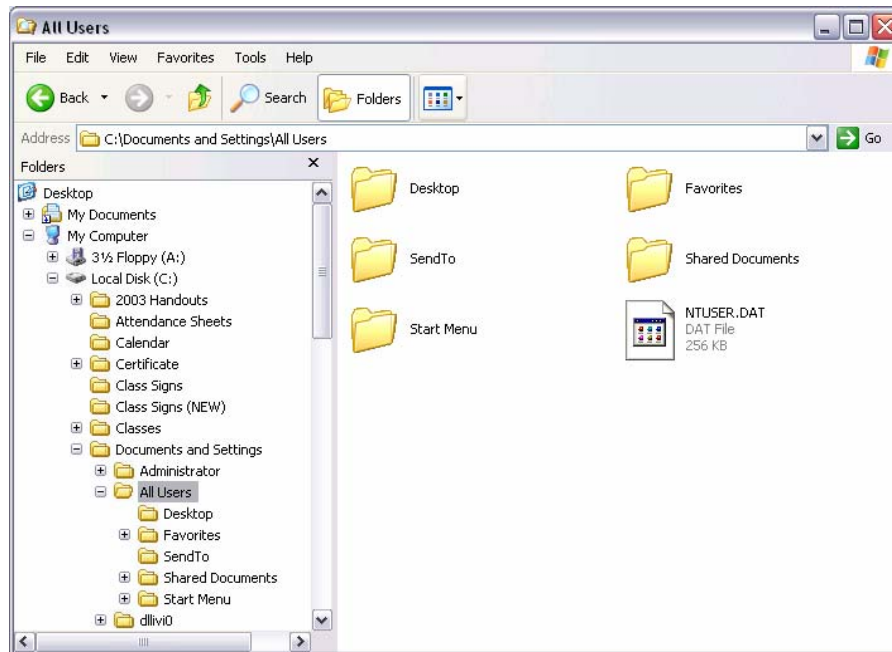
1. Open **My Computer** and then double-click on the drive you want to open.
2. Double-click on a folder to open it and see its contents.
3. To return to the previous folder, press the BACKSPACE key or click the **Back** button on the toolbar. If the toolbar is not visible, open the **View** menu, point to **Toolbars**, and then click **Standard Buttons**.

To open a file or folder:

1. Open **My Computer** and double-click the drive that contains the file.
2. Double-click the file or folder you want to open.

Windows Explorer

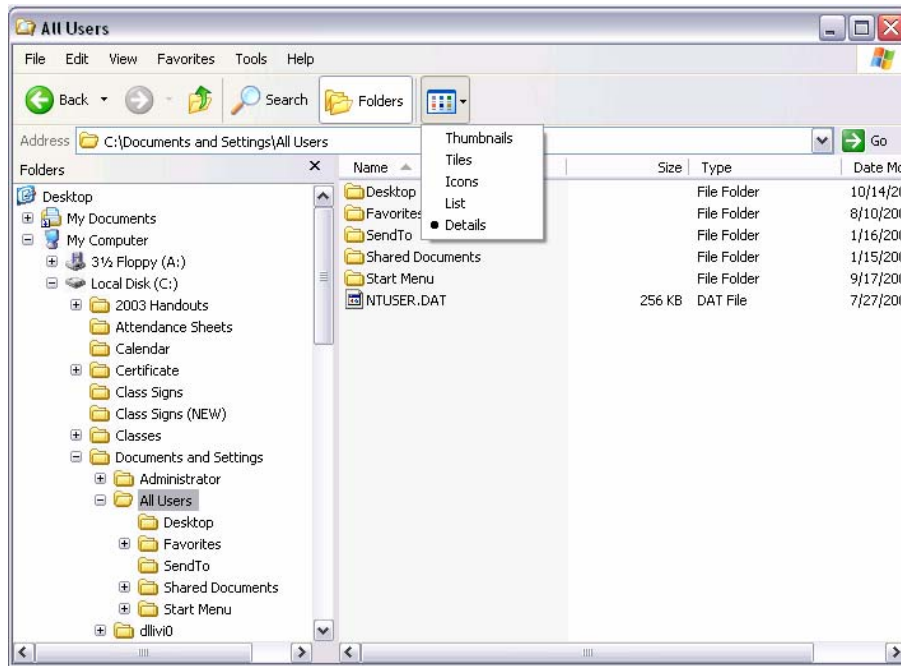
Windows Explorer is a great tool for viewing and organizing files and folders in different parts of your computer, because it displays the hierarchical structure of files, folders, and drives. It also shows any network drives that have been mapped to drive letters on your computer.



Windows Explorer provides a dual pane view that shows drives and folders on the left side and the contents of the selected folder on the right side. You can use Windows Explorer to copy, move, rename, and search for files and folders. For example, you can open a folder that contains a file you want to copy or move, and then drag the file to another folder or another drive.

Notes

In Windows Explorer you can use commands on the **View** menu or the View toolbar button to specify how you want your files and folders displayed: thumbnails, tiles icons, list or details.



How to open a file or folder in Windows Explorer:

In Windows 2000, right-click on the My Computer icon and then left-click on the **Explore** command to open Windows Explorer, and then double-click on the file or folder. In Windows XP, right-click on the Start Menu button and then left-click on the **Explore** command.

OR

Open the **Start menu**, point to **Programs**, point to **Accessories**, click **Windows Explorer**, and then double-click the file or folder you want to open.

Notes

The Recycle Bin


When you delete files or folders from your hard disk, Windows places them in the Recycle Bin and the icon changes from empty to full.

Items in the Recycle Bin stay there until you decide to permanently delete them from your computer. These items still take up hard disk space and can be undeleted or restored back to their original location. When the Recycle Bin fills up, Windows automatically cleans out enough space in the Bin to accommodate the most recently deleted files and folders.

Important: Items deleted from a floppy or other removable disk or a network drive are **permanently** deleted and are not sent to the Recycle Bin, so you cannot restore them if you change your mind.

Notes

Finding files and folders

Everyone loses a file or folder on the PC at some point. One good way to locate an item is to use the **Search** command  on the **Start menu**. If you know only part of the filename, you can use a wildcard (a special character that stands for any combination of letters) to locate all files or folders that have that part in their name.

Wildcard characters

A wildcard character is a keyboard character such as an asterisk (*) or a question mark (?) that you can use to represent one or more characters when you are searching for files or folders. You can use wildcard characters when you don't know what the real character is or when you don't want to type the entire name.

Asterisk (*)

You can use the asterisk as a substitute for one or more characters. If you're looking for a file that you know starts with "stat" but you can't remember the rest of the file name, type the following: stat*

Your search will locate all files of any file type that begin with stat including Statistics.txt, Statistics.doc, and Statistical Analysis.doc.

To narrow the search to a type of file, specify the file extension: stat*.doc. In this case, the Search dialog box will find all files that begin with "stat" but have the file extension .doc, such as Statistics.doc and Statistical Analysis.doc.

Question Mark (?)

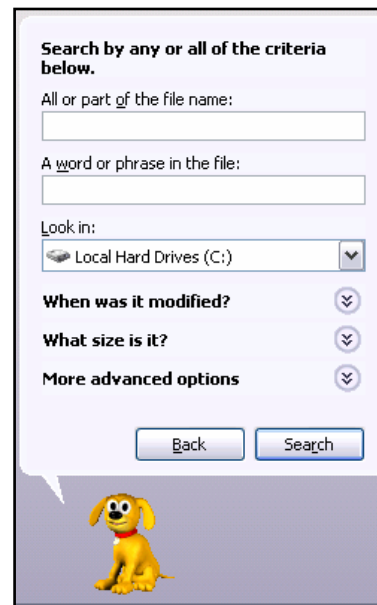
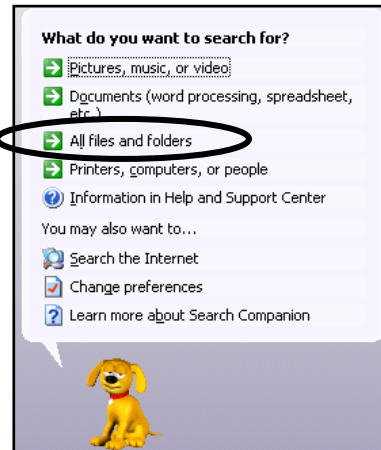
You can use the question mark as a substitute for a single character in a file name. For example, if you type **stat?.doc**, the **Search** dialog box would locate the file Stats.doc or Stat1.doc but not Statistics.doc.

Notes

How to search for a file or folder:

1. Open the **Start menu**, point to **Search**, and then click **All Files and Folders**.
2. In **Search by any of all of the criteria below**, type all or part of the file name or folder you want to find.
3. To specify additional search criteria, click one or more of the following options to narrow your search:
 - Select **When was it modified?** to look for files that were created or modified on or between specific dates.
 - Select **What size is it?** to look for files of a specific size.
 - Select **More advanced options** to specify additional search criteria.
4. Click **Search**.

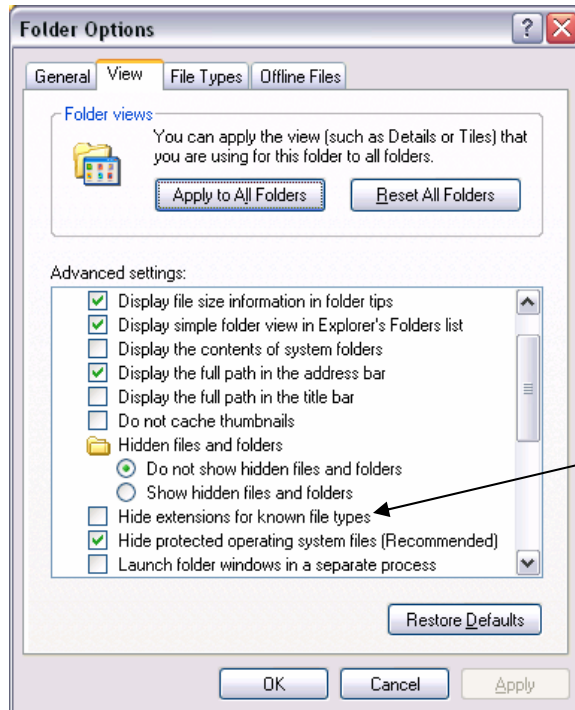
If you get too many results, try entering additional search criteria to make your search more specific. To clear the search criteria fields and begin a new search, click **New**.



Notes

File Extensions

The file extension specifies the file format. It consists of several letters following a period at the end of the filename; for example, report.doc indicates that this is a Word document because .doc is the file extension for Word files.



If you cannot see the file extensions on your computer, here's how to display them:

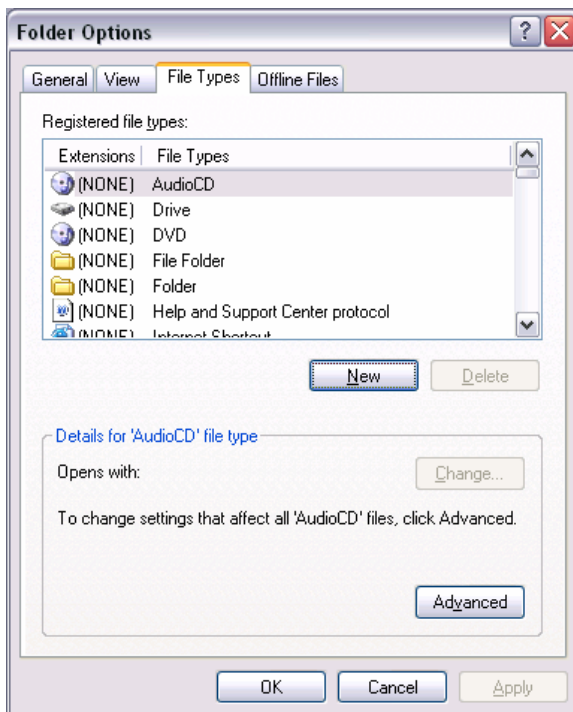
1. Open **Windows Explorer**
2. Open the **Tools** menu and choose **Folder Options**
3. Click the **View** tab, and clear the check box next to "Hide file extensions for known file types."

Notes

You can change the program that opens a file, but **be careful** – this change affects all files that have the same file extension as the file you selected. This means if you change the program that opens a .jpg file, **all** .jpg files will open in this program.

1. Open **Windows Explorer**
2. Select the file that you want a different program to open.
3. On the **File** menu, click **Properties**.
4. Click **Change**.
5. Click the name of the program that you want to open the file, or click **Other** to select a program that is not listed.

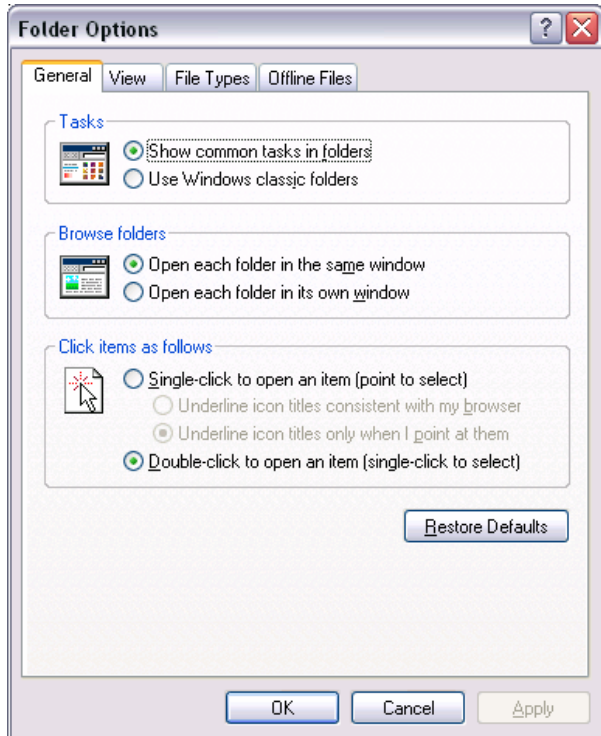
Another way to associate a file extension with a file type:



1. Open the Control Panel and open **Folder Options**
2. Click the **File Types** tab.
3. Click **New**.
4. Type a new or existing file name extension, and then click **Advanced**.
5. In **File type**, click **New** to create a new file type that is associated with the file name extension or click one of the existing file types.

Folder Options

Folder Options allow you to change the appearance of your desktop and folder content and specify how folders open. You can select whether you want a single window to open (instead of cascading windows) when you open folders that are within the selected folder. You can also specify whether folders open with a single-click or double-click.



You can use Folder Options to turn on the Active Desktop or display hyperlink text in folders (**General** tab), change the program used to open certain types of files (**File Types** tab), or make files available when you're not connected to the network (**Offline Files** tab).

Changes you make in Folder Options apply to the appearance of the contents of Windows Explorer, My Computer, My Network Places, My Documents, and Control Panel windows. To configure folder options settings:

Open Windows Explorer, click **Tools**,

and then click **Folder Options**

OR

Open Folder Options in the Control Panel (open the **Start menu**, point to **Settings**, click **Control Panel**, and then double-click **Folder Options**).

Notes

Copying and Moving Files and Folders

There are several ways to copy or move a file or folder:

- Right-click on the file or folder and use the contextual menu
- Click the appropriate toolbar icon to Copy or Cut
- Open the Edit menu and click on the Copy command
- Press 'Ctrl c' on your keyboard OR
- Drag your files to another location.

How to copy or move a file or folder, step-by-step:

1. Open Windows Explorer
2. Open the drive or folder you want to work with.
3. Click on the file or folder you want to copy or move, to select it.
4. On the **Edit** menu, click **Copy**. Or, click **Cut** to move the item.
5. Open the folder or drive where you want to copy or move the item.
6. On the **Edit** menu, click **Paste**.

Tips

- To select **consecutive** files or folders to copy or move, click the first item, press and hold down the SHIFT key, and then click the last item.
- To select files or folders that are **not** consecutive, press and hold down the Ctrl key, and then click each item.

Notes

How to move a file or folder by dragging:

1. Open Windows Explorer
2. Find the file or folder you want to move.
3. Make sure the destination for the file or folder you want to move is visible (you might need to scroll down the left panel).
4. Drag the file or folder to the destination.

If you drag while holding down the right mouse button, a menu appears with the commands **Move Here**, **Copy Here**, **Create Shortcut(s) Here**, and **Cancel**. Left-click the command you want.

To **copy** the item instead of moving it, press and hold down CTRL while dragging.

If you drag an item to another disk, it is copied, **not** moved. To move the item, press and hold down the SHIFT key while dragging.

Notes