

OLDER ADULTS AND
Access to Technology

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 Social Development Centre
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Working with Files and Folders

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1. What are files and folders?

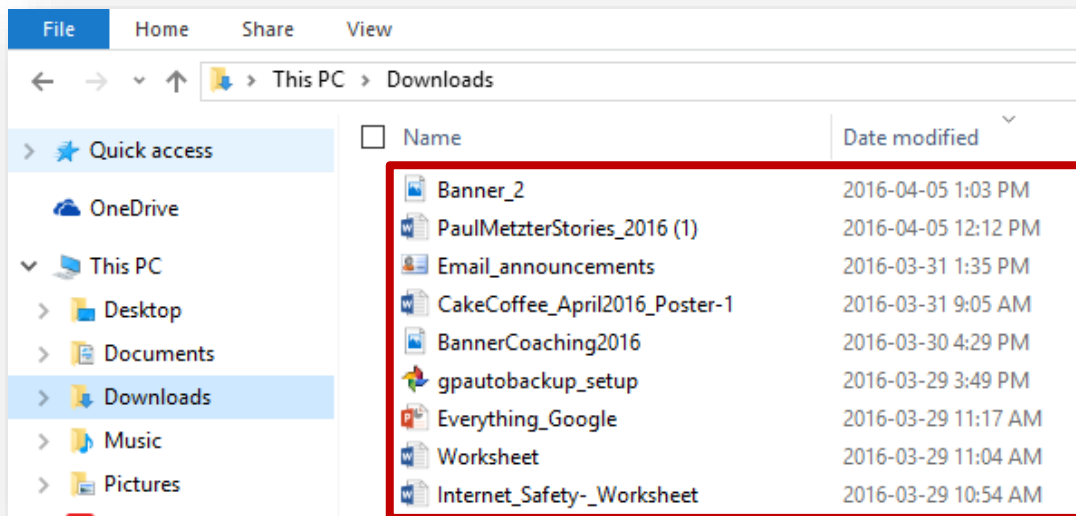
- Files and folders help to keep your computer organized
- Computer documents are saved as files
- Folders are used to store/organize your files



Notes:

Files

- Files and folders help to keep your computer organized
 - Computer documents are saved as **files** (text, image, audio, video)
 - Examples of some documents are:
 - A picture you saved/downloaded
 - A letter
 - A song or video you downloaded

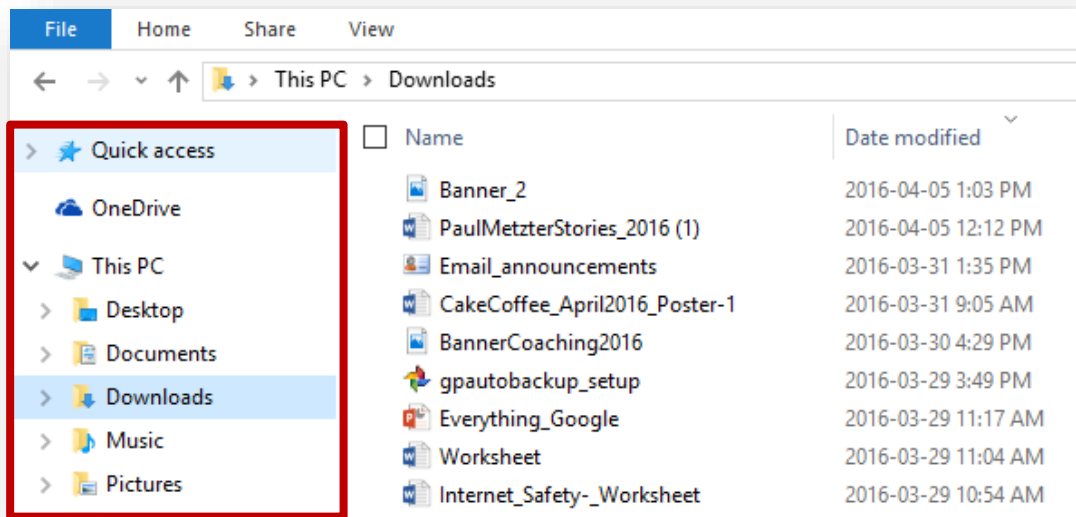


Notes:

Folders

Folders are used to store your files

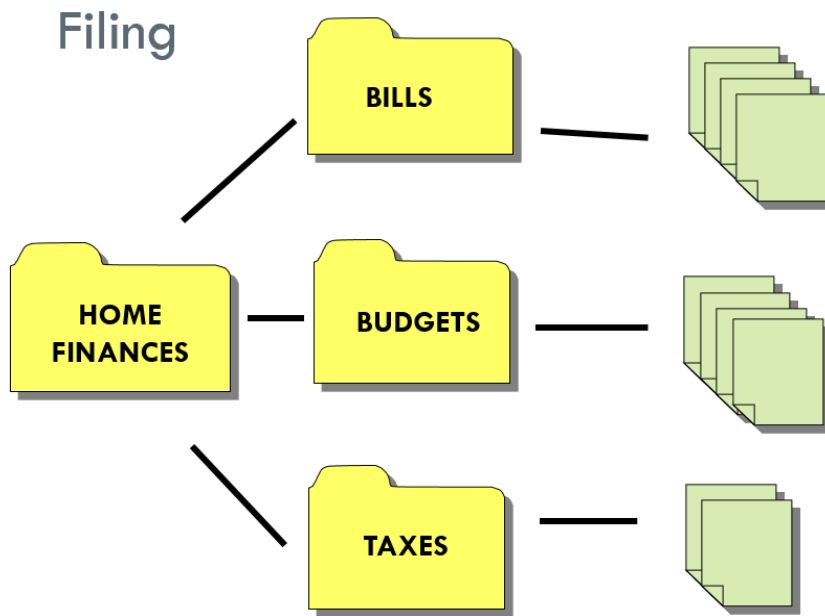
- Folders are like File Cabinets, containing drawers, which contain file folders that can contain many documents.



Notes:

ORGANIZING FILES IN FOLDERS

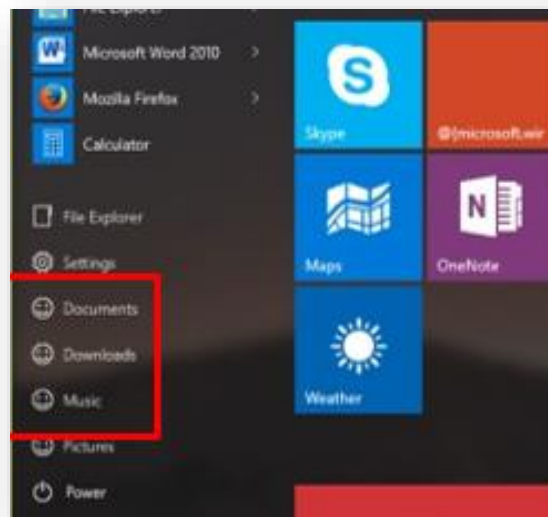
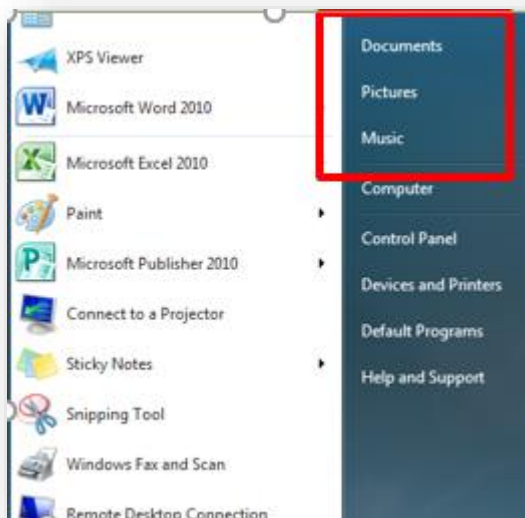
- Whereas files are a single document, a folder can contain several files as well as other folders (sub-folders).
 - You might have several documents on your computer related to your home finances. You can create a folder called Home Finances. Within this folder might be 3 sub-folders: Bills, Budgets, and Taxes. Within any of these folders there might be several files for 2012, 2013, and 2014.



Notes:

2. Libraries

- Windows Operating System has some folders already set up for you in My PC:
 - Documents – text files
 - Music
 - Pictures
 - Videos
- You can organize your own documents into these folders, they are found in Windows 7 and Windows 10.



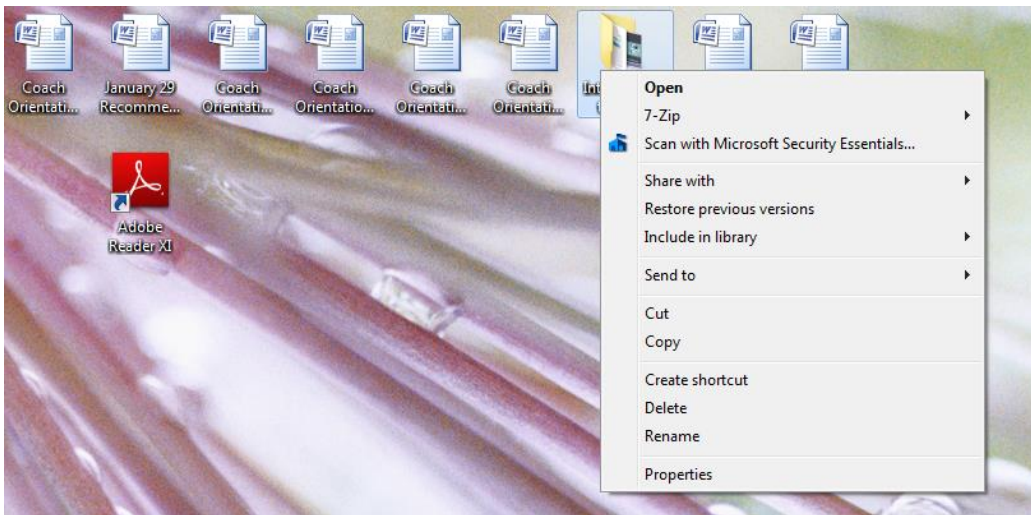
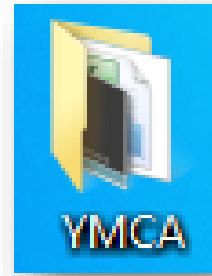
Notes:

Working with Folders

Opening a Folder

From your Desktop

- Double-click on a folder on your desktop or
- Right click on the folder icon and click 'Open'
- Select file or folder to open

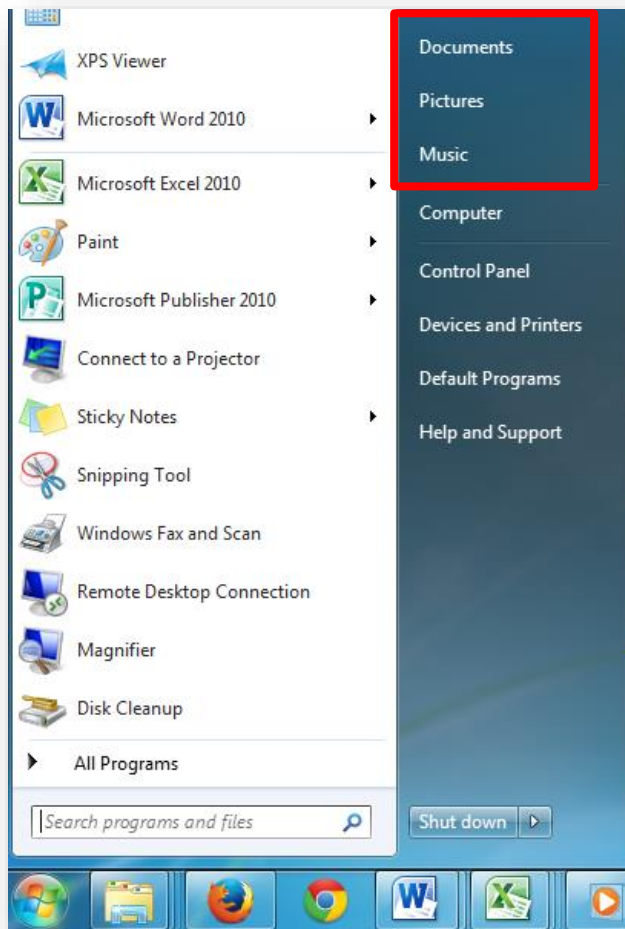


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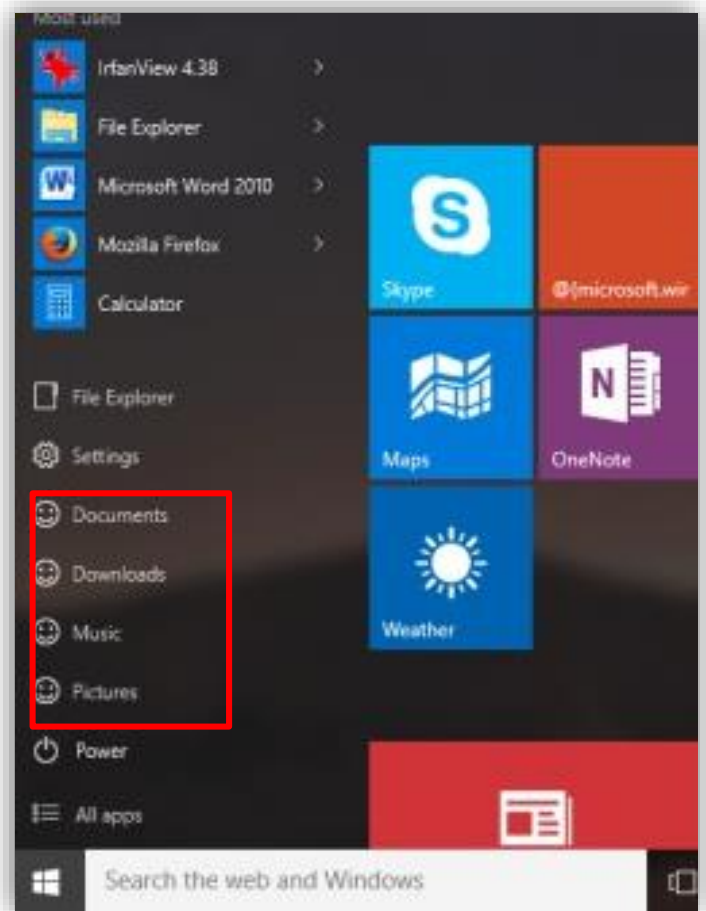
From your Libraries

- Open the Start Menu and select the appropriate Library

Windows 7



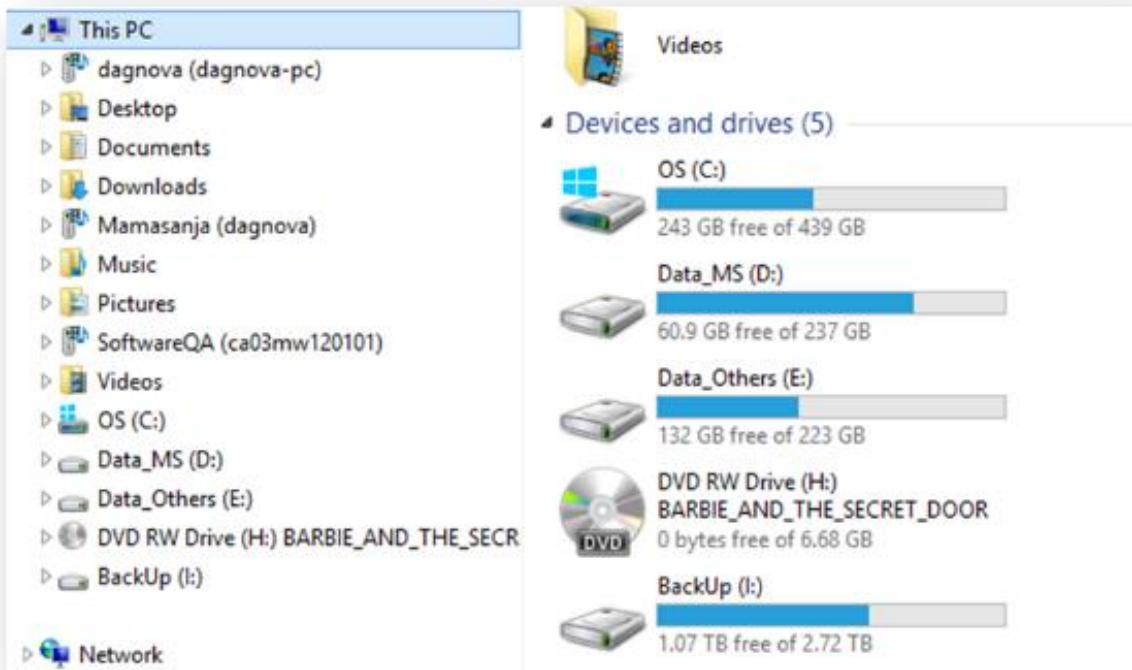
Windows 10



NOTES:

From an External Device (e.g. USB, external hard drive, camera)

- Open My Computer / This PC
- Select device from the menu (DVD, USB)
- Double-click to open appropriate file

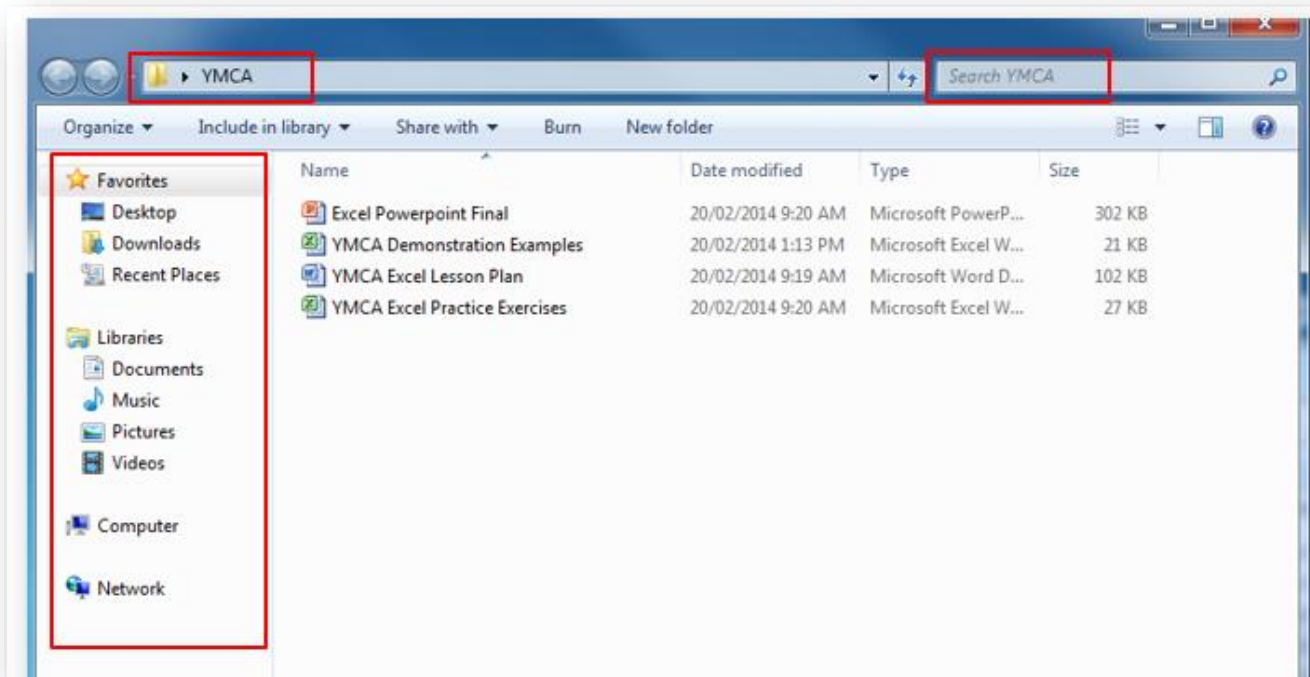


NOTES:

File Explorer Window: Finding Files

You can search for your files in three places in the File Explorer Window:

- Left Explorer Pane (chose a 'location' on your computer like Libraries, Computer, Network)
- Location Bar (this is the path to your file or folder, top left dialogue box)
- Search Box (first you select an 'location' folder on the computer and then you can search for files and folders in that 'location, top right dialogue box)

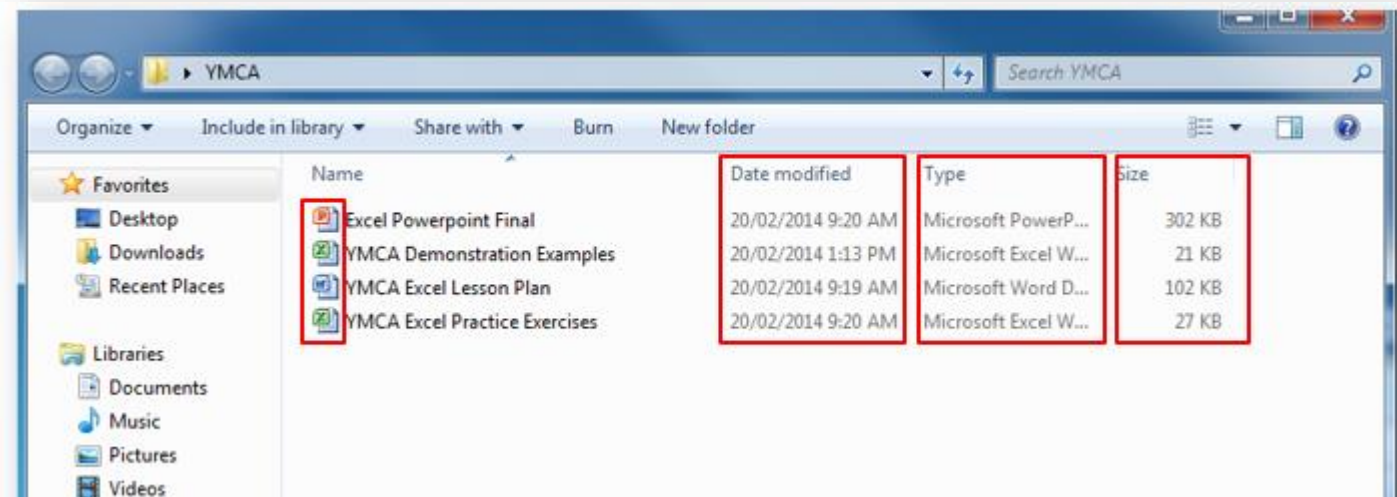


NOTES:

File Explorer Window: File Characteristics

You can search your files by:

- The program icon or file type description
- Name
- Date last modified
- Size (the more you add to the file, the larger it gets)

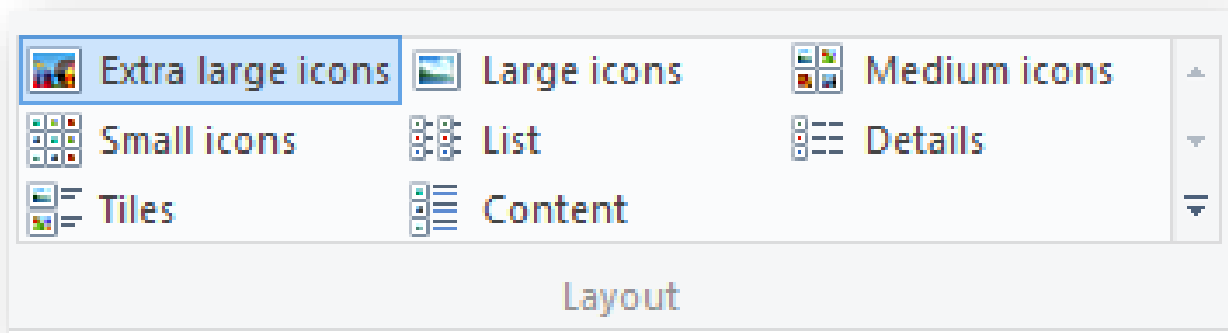


NOTES:

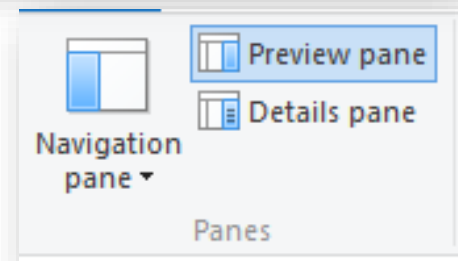
File Explorer Window: File Views

There is an even better way to find and recognize the files you are looking for. There are different views in the File Explorer:

- Layout View (from Extra large icons to detailed lists of files)



- Panes View (Previews and Detailed information about your files)



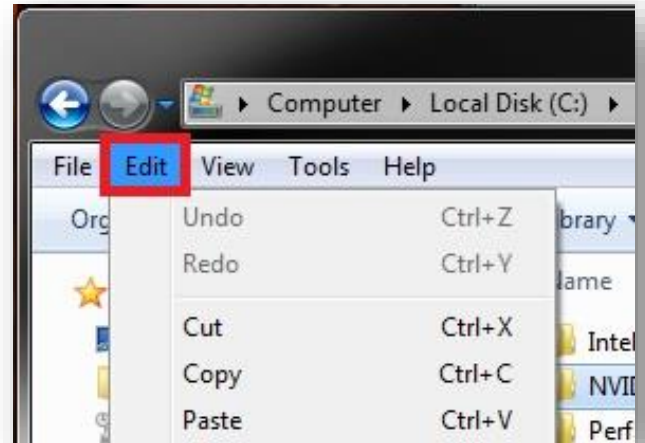
NOTES:

Copying and Moving Files and Folders

Your document menus will have Copy/Paste functions (Explorer, Word, Excel, Powerpoint, etc.).

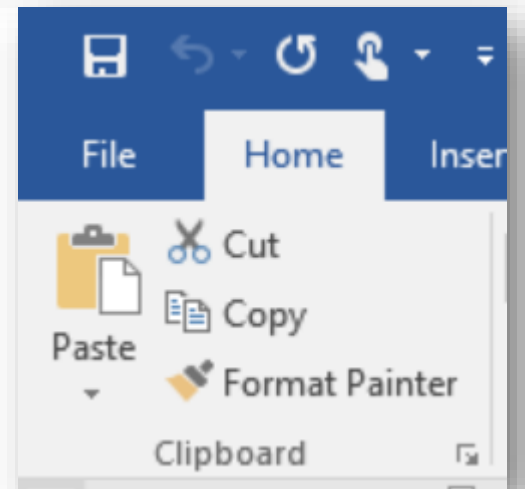
In Windows 7, you will open 'Edit tab' and look for Copy/Paste buttons.

- You select the text you want to copy
- Click Edit > Copy button
- You select a location where to paste the text
- Click Edit > Paste



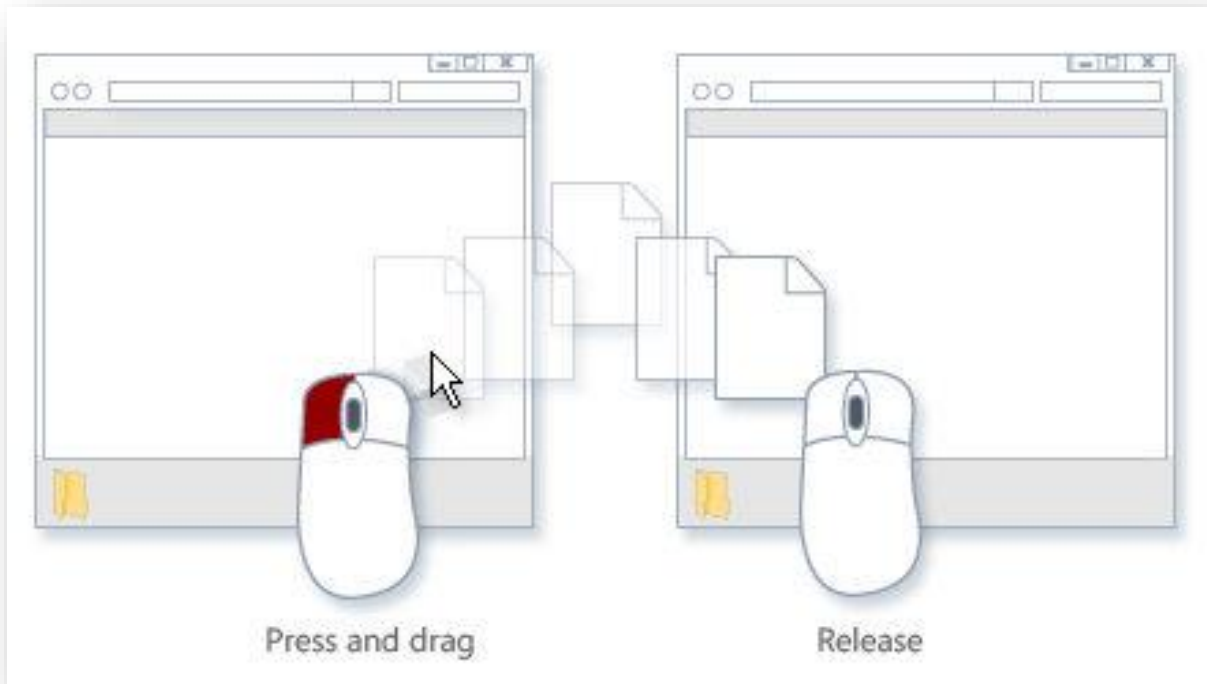
In Windows 10, you will find Copy/Paste under Home tab.

NOTES:



Drag and Drop Method

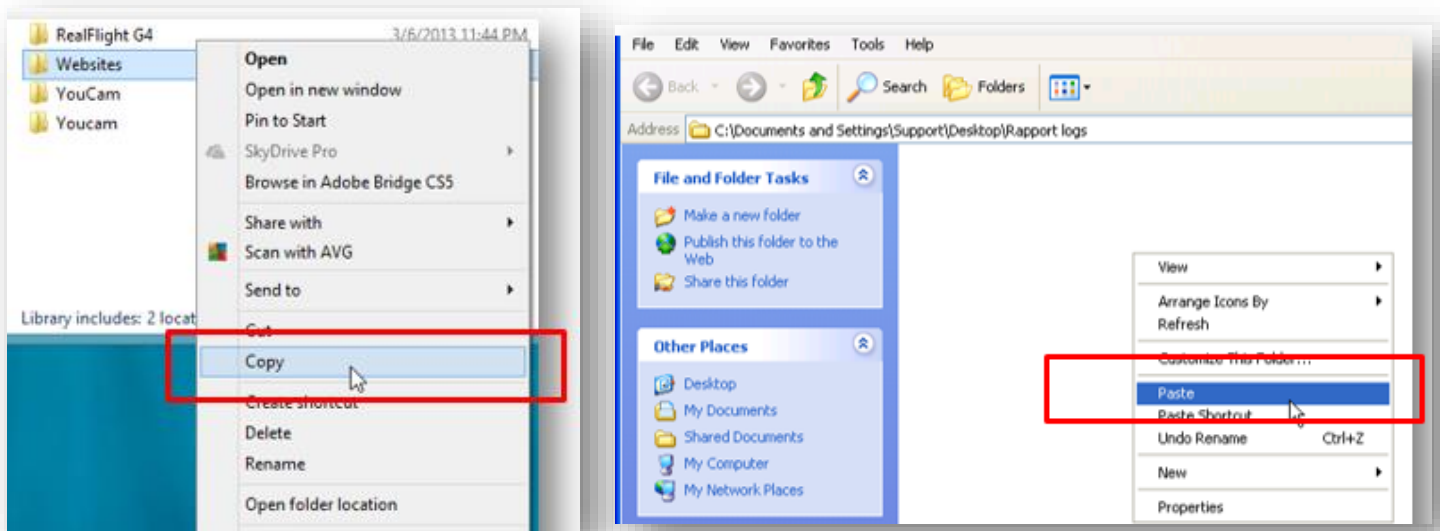
- Open the Folder containing the File you want to move
- In a different window, open the new folder
- Position windows side by side
- Drag the file/folder from one window to the other



NOTES:

Right Click Method of Copying Files

- Select Folder or File you want to move
- Right click on the Folder or File to open a hidden menu
- Select 'Copy'
- In a different window, open a new folder
- Left-click inside
- Right-click to open the hidden menu
- Choose 'Paste'

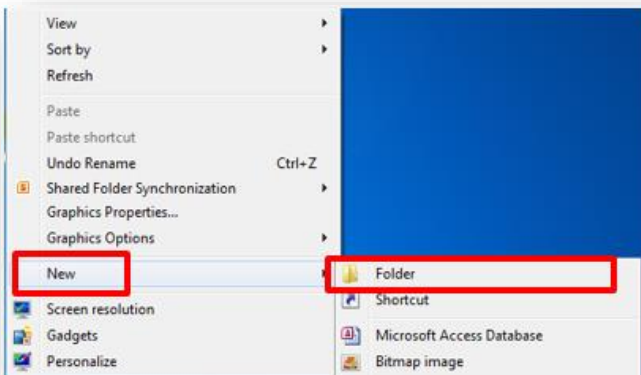


NOTES:

Creating a New Folder

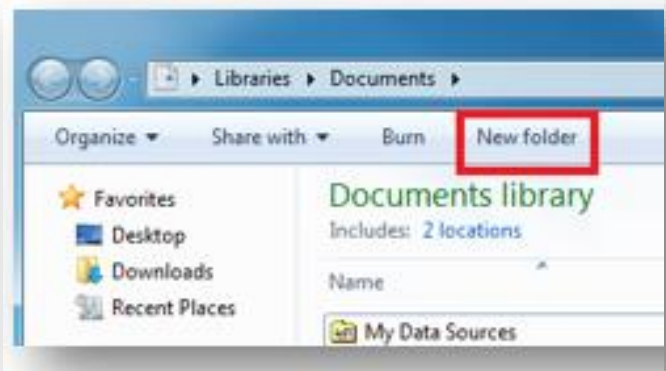
On your Desktop

- Right-click on your desktop
- Select New
- Select Folder
- Name your folder



In one of your Libraries

- Click your Start Menu and open a Library (e.g. Documents, Pictures)
- Within this Library, click New Folder button
- Name your Folder



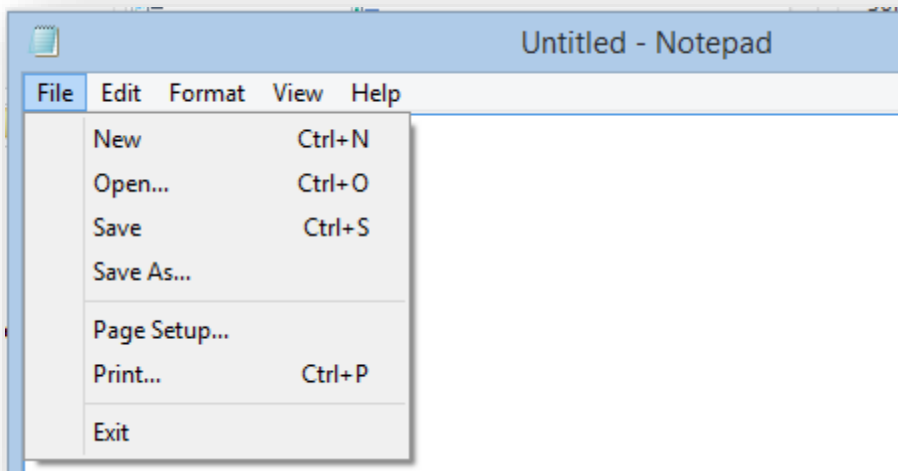
NOTES:

Creating a New file

- Start Menu → Search programs and files
- Type 'Notepad'
- Notepad document opens
- Click Files menu and go to Save as...
- Find a folder where you want to save your document and name it



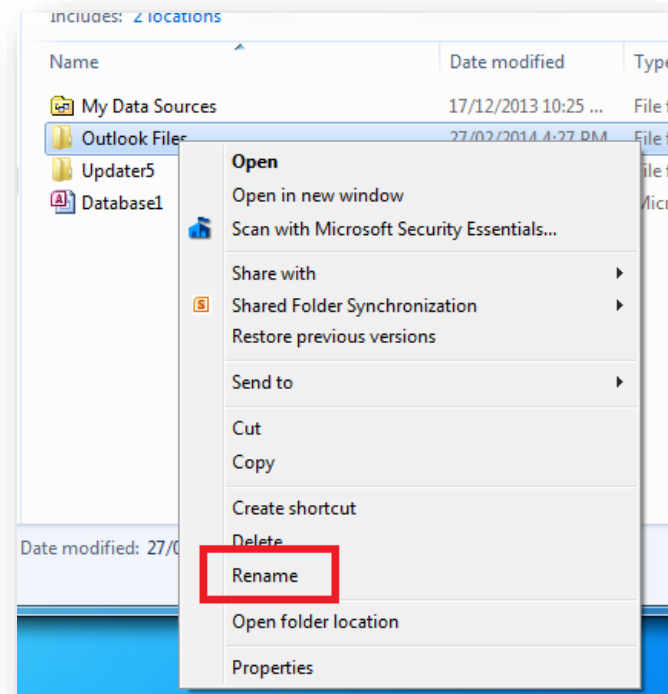
NOTES:



Renaming Files and Folders

- Right-click on the folder you wish to rename
- Select Rename
- Type new name

If renaming a file, you can have it open and go to the Edit menu (Windows 7) and rename it there.



NOTES:

Deleting Files

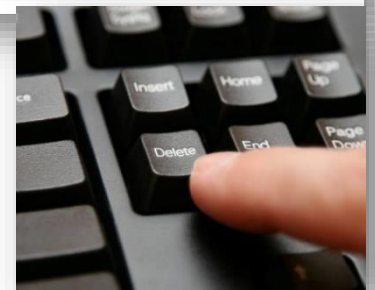
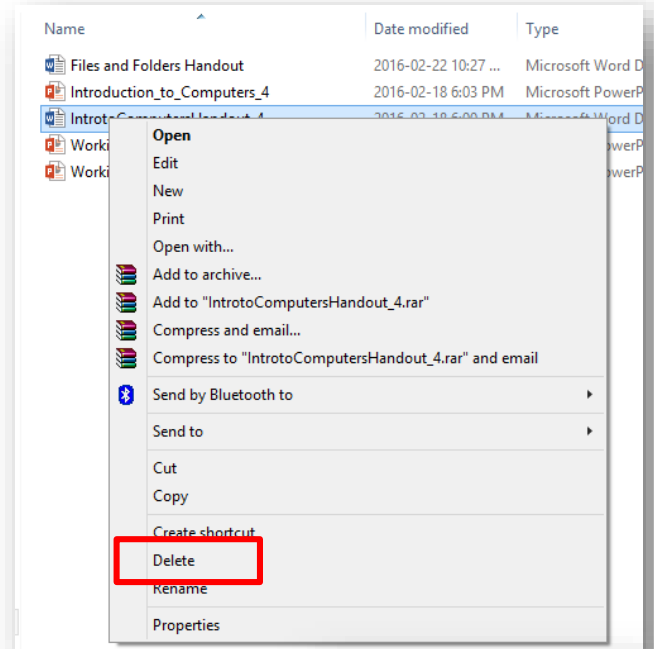
Files that are no longer needed can be removed from your computer

- Open the Folder that contains the file
- Select the File
- Press Delete on your keyboard or right-click on the file and select Delete from the drop-down menu

Recycle Bin stores deleted files temporarily.



NOTES:



Exercises

- [Jan's Illustrated Computer Literacy 101](#)
- [Erik's File Management Guide and Exercises](#)
- [LearnFree.org](#)