Computer Know How Series

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Managing Files and Folders – Thursday October 11th 2018 @ 2pm

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

1) **Terminology Overview**
   a. Click (single left click) – Select an object.
   b. Double Click (double left click) – Execute/Open an object.
   c. Right Click (single right click) – Display context menu of options available for an object.
   d. Control + Click – Toggle selection of an object.
   e. Shift + Click – Create a contiguous selection.
   f. Selection – files, folders or objects chosen for a task.
   g. Drag – Selecting an object and holding a click while moving the mouse across the screen.
   h. Drop – releasing a click over the location you wish to leave an object.
   i. Icon – Picture the displays associated file type or application image.
   j. Attributes – Archive, Read-Only, Hidden, System, Compressed, Encrypted & Indexing.
   k. Storage Device – Hard Disk Drive, Solid State Drive, Flash/Jump Drive, etc.
   l. Browse – Navigate to desired location.
   m. Forward Slash – the character used to separate web folders (/).
   n. Back Slash – the character used to separate local folders (\ ).

2) **What are we talking about?**
   a. Files (Documents, Pictures, Music, Videos, etc), Folders, Path, Drive Root and Default Save Locations

3) **File Explorer (previously Windows Explorer)**
   a. Quick Access Toolbar
   b. Ribbon and Tabs
   c. Navigation Buttons, Address Bar and Search Box
   d. Viewing Area – normally made up of a navigation panel (left) and display area.
   e. Sorting or Arrange Viewing Area by (View Tab)
   f. Status Bar

4) **Methods to Manage Files**
   a. Drag and Drop
   b. Cut, Copy and Paste
   c. Clipboard

5) **Conclusion**
   a. Managing files and folder can be a daunting task but when done correctly it can greatly improve your productivity.
   b. Managing files doesn't have to be daunting if done as you go about your daily tasks.
   c. If you're unsure whether to Click, Double Click or Right Click, then Right Click to see the available options (The option shown in **bold** is the action taken when you Double Click/Execute an object).

6) Links/Resources
   a. See PowerPoint slide show on http://www.aehost.net/morpd.