

# **Module 10**

# **Applied Computer Studies**

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## **Unit 10.3 - File Management**



# Contents

Introduction	
About this Unit	3
How to Use this Manual	3
How you will be assessed	4
Finding Your Way	5
Competency	5
Learning outcomes	6
Assessment criteria	6
<b>Section 1: File Management</b>	
1.1 Why do we need efficient file management?	7
1.1.1 Organising your hard disk	8
1.1.2 What is a file?	8
1.1.3 What is a folder?	8
1.2 Naming files and folders	9
Activity 1	10
1.3 File naming strategies	11
<b>Section 2: Using Windows Explorer</b>	
2.1 What is Windows Explorer?	13
2.1.1 Starting Windows Explorer	13
2.1.2 Displaying the contents of a folder	15
<b>Section 3: Working with files and folders</b>	
3.1 Creating a new folder	17
Activity 2	18
3.2 Copying and moving a file	18
3.2.1 Selecting files	19
Activity 3	20
Activity 4	21
3.3 Deleting and renaming files	21
3.3.1 To delete a file or folder	21
3.3.2 Renaming files and folders	22
Activity 5	22
Activity 6	22
3.4 Recovering deleted files	23
Activity 7	23
<b>Worksheets</b>	
How to approach these worksheets	25
Worksheet 1	26
Worksheet 2	27
Worksheet 3	28
Worksheet 4	28
Solutions for activities	

**Solutions for Worksheets**

Worksheet 1	30
Worksheet 2	31
Worksheet 3	32
Worksheet 4	32

# Introduction

## About this unit

Welcome to the unit on *File Management* using Windows Explorer, an application included with Microsoft® Windows™ 2000.

The unit is designed to introduce you to electronic filing. It will take you through the processes for naming files, creating folders, transferring and copying files between folders, renaming and deleting files and folders. You will apply all of these new skills by completing practical assignments.

## How to use this manual

The manual is designed to build on the skills acquired in each section. You should work through it at your own pace in the order presented.

As well as information about file management functions, this manual will include practical activities for you to complete. The activities will give you an opportunity to practise the new functions. They will be clearly identified in the text.

If needed, additional worksheet activities are supplied at the end of this manual to allow you to do extra practice. These activities are not a part of the assessment for this unit. They help you check your learning progress.

Where appropriate, solutions are provided at the back of the manual so you can check your work.

You will have to complete **Assessment tasks** to determine if you have achieved the learning outcomes of the unit.

**These tasks determine if you are competent in using your file management software.**

**You should have the following before starting:**

- Access to a computer
- Microsoft® Windows™ Version 2000
- Unit 10.3 *File Management* learning materials (this manual)
- Student activity disk - supplied with this manual containing exercise files and labelled UNIT 10.3 EXERCISES
- A **blank** floppy disk

**Contact your tutor if these resources are not available.**

## **How you'll be assessed**

The assessment will be:

- written answers to questions relating to the need for efficient file management
- practical use of Windows Explorer to:
  - Create two folders each with two subfolders
  - Delete specified folders and files
  - Move and copy a single file and a group of files to another folder
  - Display files in a specified folder or subfolder

You'll be practising similar activities as you work through this manual.

**Get in touch with your tutor when you are ready for the assessment.**

## Finding your way

As you work through the text you'll see symbols in the left margin of some pages. These 'icons' guide you through the content.



Read



Important—take note!



Assessment task



Activity to be done on computer



## Competency

The resources of the TVET curriculum are competency based. The competency for each unit is expressed as a number of **learning outcomes** and **assessment criteria**.

The assessment criteria specify what you must be able to do to show you have gained the knowledge and skills needed to achieve each learning outcome.

Each unit has its own assessment criteria. If you feel confident you have the necessary level of competence to successfully complete the elements shown below, you may be able to take the assessment without studying the unit. Recognition of prior learning is encouraged.

**Learning outcomes**

When you have completed this unit you should be able to:

- Explain the need for efficient file management
- Create folders
- Move and copy files between folders and drives
- Delete files and folders
- Rename files and folders
- Expand and collapse folders

**Assessment criteria**

- State three (3) benefits of efficient file management
- Given predetermined folder names, create, without error, two folders each with two subfolders
- Given appropriate information, delete specified files and folders
- Given specific file names, move and copy, without error, to specified folders
- Given a specified folder or subfolder, display the contents



# Section 1 File Management



## 1.1 Why do we need efficient file management?

One of the advantages of computers is the ability to store large amounts of data on hard disks, compact disks, floppy disks and other storage media.

Like any filing system, organization is required so that the data can be retrieved when required. Because a huge amount of data can be stored on hard or floppy disks, it is essential that your computer filing system is properly organised and managed.

Your storage of data on disks should be planned, and the systems should be simple and easy to follow. Anyone using the computer should be aware of the system for naming files and also how to use folders for storing the files.

It is also important to have an organised system for backing up files and a security system for storing backups off site in case of loss or damage of the original files.

Files that are no longer of any use should be deleted to make space for future data. Your hard disk will become full unless you regularly 'clean up' (delete) unwanted files.

If you have confidential information, it is wise to consider the use of passwords to ensure security of the data.

### **Advantages of an efficient electronic filing system:**

***Huge amounts of data can be stored in a small physical space.*** Electronic storage takes up very little space compared with storage of hard copies.

***User friendly and simple to use.*** A simple, properly planned system that is communicated to all users will mean that files are easily and quickly recognised and retrieved.

***Compact, and therefore economic.*** Regular checks of your floppy and hard disks to delete old and unwanted files ensure that space is not wasted.

***Up-to-date.*** Removal of old, unwanted files guarantees that the data stored is up-to-date.

***Fast retrieval.*** The reason any data is stored is because it will probably be needed at a later date. An efficient system makes retrieval simple and fast.

***Safe and secure.*** An efficient records management system will always include planned backup procedures and security.

***Easily transferred.*** Files can be transferred to another machine in the same or another location via floppy disks, electronic mail or via a network.

### **1.1.1 Organising your hard disk**

It is essential to organise any filing area, and your hard disk and floppy disks are no exception. When you consider that even a 3½" floppy disk stores over a million characters (hundreds of pages), it is easier to understand the need for efficient management of the files you have stored on your hard disk.

### **1.1.2 What is a file?**

A file is collection of information, data or instructions you store on your disks. It might be a letter, a spreadsheet, a report, a database, etc. Files must be named, and the name should indicate the type of information the file contains.

If you use your computer often, before very long you will have hundreds, and eventually thousands of files stored. You would have created them using different applications like word processing, spreadsheet, etc.

As well as the files you create, there are also the files that make up the applications stored on your disk. You will have some files that come with the operating system software, others that come with your word processing program, etc.

If they are not organized, it can be very difficult and frustrating trying to locate the file(s) you want.

### **1.1.3 What is a folder?**

In much the same way you organize paper files in drawers and suspension folders in a filing cabinet, electronic files are stored in folders.

Storing groups of files in folders makes them much easier to find. A folder is a storage medium for a group of files and can contain other folders as well. A folder within another folder is called a ***subfolder***.

You might be wondering how the folders get on your disk. Some are created automatically by applications as they are being installed on your computer. Others are created by you.

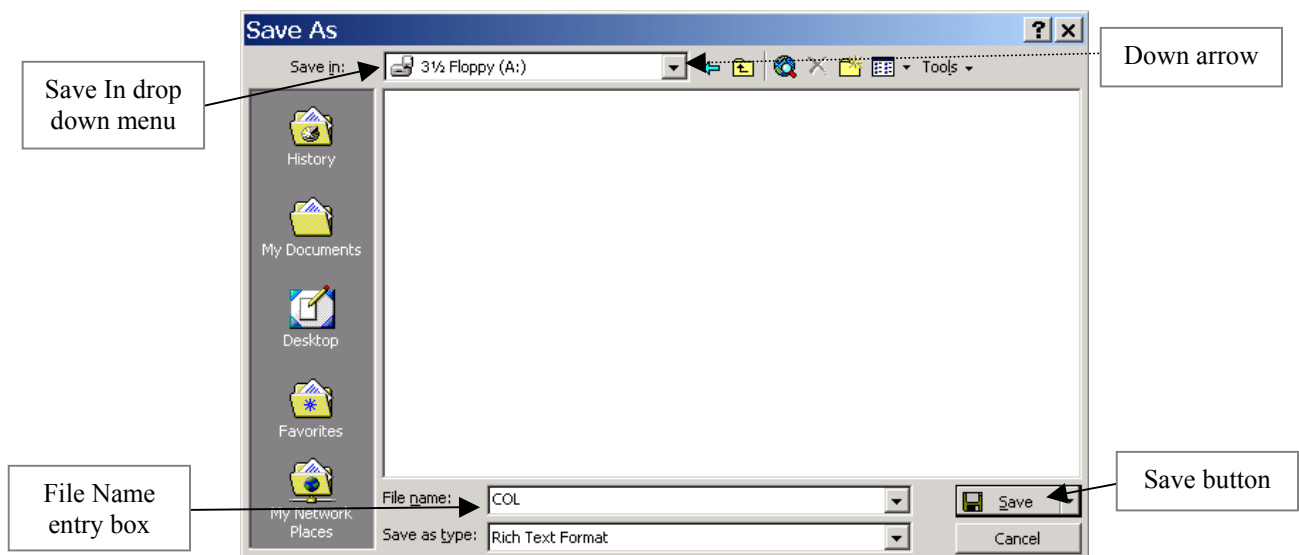


## 1.2 Naming files and folders

Every time a new document is created, it is held in the computer's memory until it is stored (saved). You should practice saving documents often as you work to avoid losing data.

To save a document in most applications:

1. Pull down the File Menu in the program you are working, and
2. Choose the Save Command. The Save As dialog box will display.
3. In the Save In box, click the down arrow to select where you want the file saved. (The file will be saved to a floppy disk in the illustration below)
4. In the file name entry box, type in the file name you choose (see below for guidelines on naming files).
5. Click the Save button when you are done.



To enable you to easily identify and retrieve files, each file and folder must be given a unique name.

The following rules apply when naming a file or folder. A file or folder:

- can be up to 255 characters (including spaces) in length and you can add an extension of an extra three (3) characters. You do not need to add an extension to a program you are saving since all programs automatically add extensions specific to that program. E.g. the extension for MS Word is “.doc”.
- can contain any letter from A to Z.
- can contain any number from 0 to 9.

- can contain the following special characters: underscore (\_), carat (^), dollar sign (\$), tilde (~), exclamation mark (!), hash sign (#), percent sign (%), ampersand (&), hyphen (-), braces ({}), at sign (@), single quotation mark (‘), apostrophe (’), and parentheses ().
- cannot include any of the following characters: forward slash (/), backslash (\), greater than sign (>), less than sign (<), asterisk (\*), question mark (?), quotation mark ("), pipe symbol (|), or colon (:).
- can contain any combination of letters, numbers and acceptable special characters, e.g. BILL90\_4.DOC.
- can use either upper or lower case. The name is not case sensitive.

It is difficult to remember which special characters you can and can’t use. Although the computer will not save the file if one of the “forbidden” characters is used, it is still suggested you avoid using them where possible.



You should pay careful attention to the Save in drop down list when saving a document. Ensure the document is stored in the folder or location of your choice. Ensure the file name you want is keyed in the File Name entry box.



### Activity 1

Look at the following names and indicate whether they are valid (Yes/No). If your answer is no, indicate why.

File Name	Yes/No	Reason
READ.ME		
C,L.DOC		
MY FILE.LET		
JOHNREPORT		
Accounts:dbf		
ABC\de		
Urgent.let		
Special Assembly Notes		

*(solution on page 29)*



## 1.3 File naming strategies

As indicated earlier, files are documents stored (saved) on disk. Retrieving your files will be much easier if you spend a little time planning the layout of your folders and deciding on naming systems that will ensure consistency in your filenames.

When saving files, bear in mind the following:

- Documents should be given names relating to the content.
- Place related documents together through the use of folders the same way as you would use a folder in a file cabinet.
- Each time changes are made to a previously saved file, the file must be saved again.
- Each time the Save command is executed, previously saved versions of the document are overwritten.

One filing system could be:

- The first character of the filename indicates the subject.
- The second character refers to the level.
- The third and fourth are the semester - S1 or S2.
- The fifth and sixth refer to the year.

Using this system you would have filenames like:

- E2S197.DOC
- H1S298.DOC

At first glance these filenames might look confusing, but because they are consistent, it would be very easy to identify them.

Your system will depend on the types of files you create, the number of different programs you use, whether you share a computer, etc. However, to be effective, it must be planned and you must be consistent in its use.

The system you devise will, of course, be unique—but keep it simple and be consistent.

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## Section 2 Using Windows Explorer



### 2.1 What is Windows Explorer?

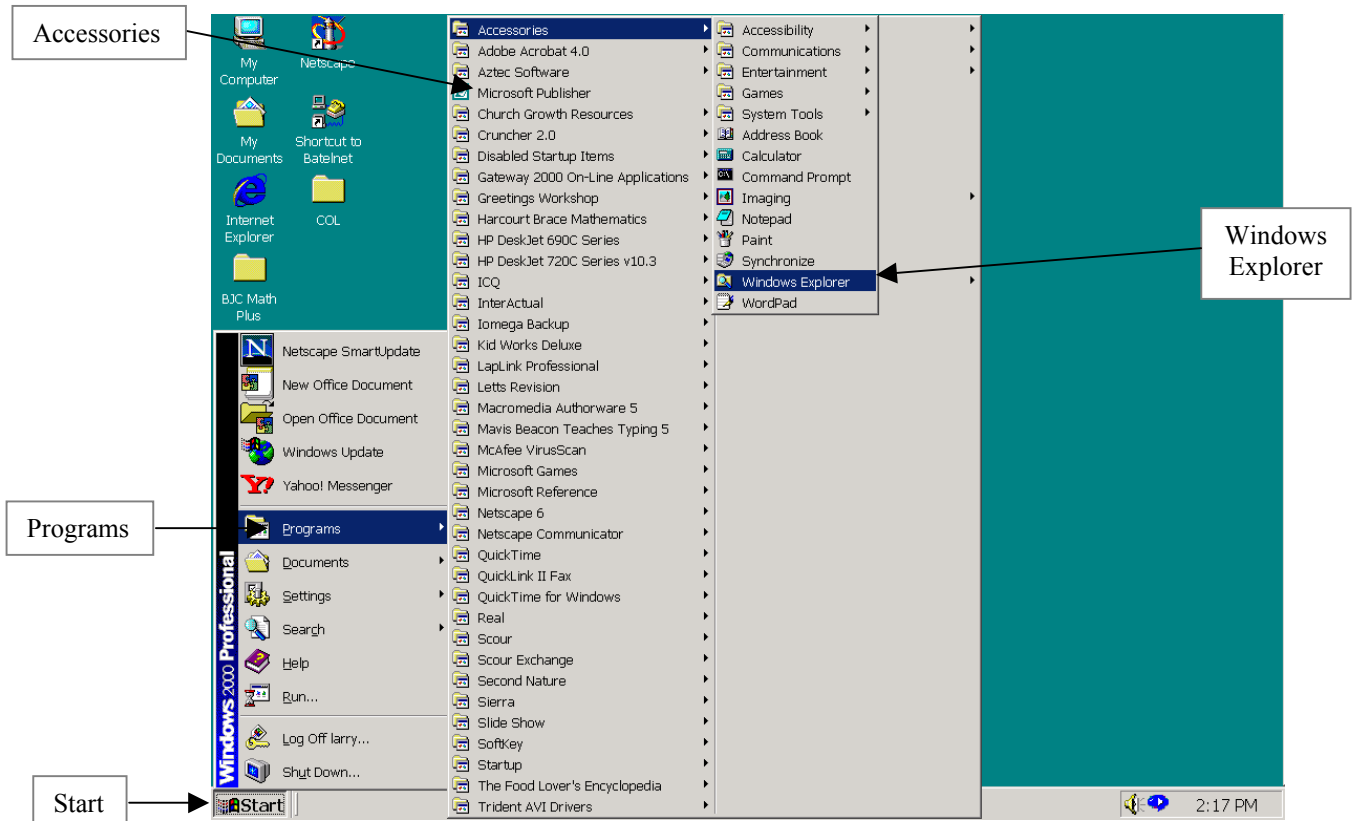
Windows Explorer is an application program that is included with the Windows 2000 operating program. In Windows Explorer, you can view the contents of your computer (drives, programs, folders and files) in a hierarchical structure.

Windows Explorer also enables you to copy, move, rename, and search for files and folders. For instance, you can open a folder that has a file you want to copy or move, and then drag that file to another folder, or even another drive.

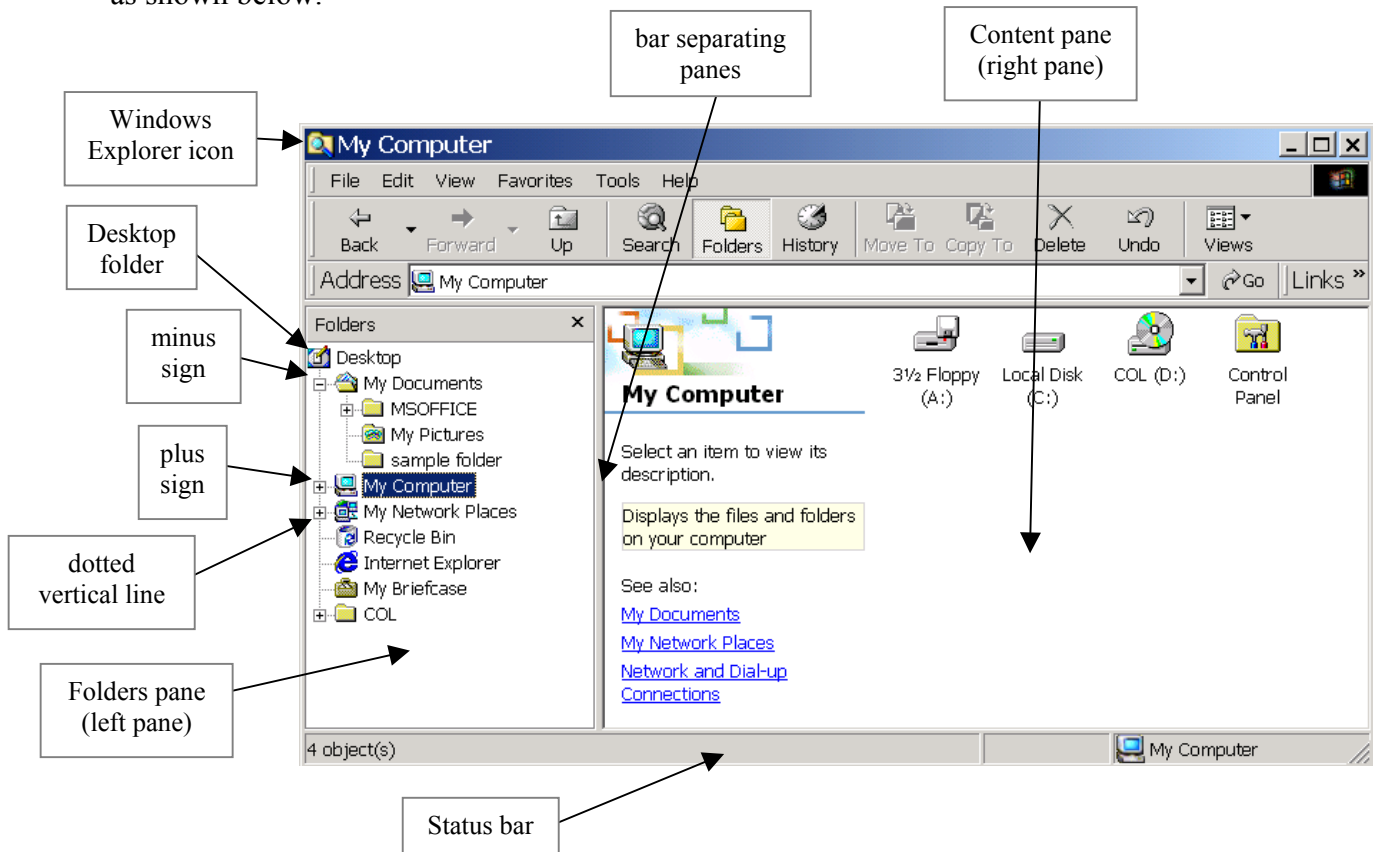
#### 2.1.1 Starting Windows Explorer



To launch Windows Explorer, click **Start**, point to **Programs**, point to **Accessories**, and then click **Windows Explorer**.



When you launch Windows Explorer, the Exploring window (the My Computer window) opens as shown below.



The Windows Explorer window displays two panes. The Folders pane on the left displays a hierarchy of all the drives, programs and folders that are on your hard drive. The Desktop is at the highest level of the hierarchy. The dotted vertical line attached to the Desktop icon indicates all of the icons that are on the desktop (In the example above, the following icons will be displayed on the Desktop of the computer featured above: My Document, My Computer, My Network Places, Recycle Bin, etc). The right pane (the content pane) displays the content of the item selected in the left pane. A bar separates the panes.

A plus (+) sign in a small box next to an icon in the Folders pane indicates that the folder can be expanded to display the subfolders in that folder. A minus sign (-) in a small box next to an icon indicates that all the subfolders in that item are displayed under that icon in the Folders pane. Clicking the plus sign expands the folder to display all of its contents. The plus sign changes to a minus sign. Clicking the minus sign collapses the folder, removing all of the items contained in that folder from view. The minus sign then changes to a plus sign. The absence of either a plus (+) or minus (-) sign indicates that no subfolders exist in that particular folder.

Along the bottom of the Exploring Window is the Status Bar which displays information about the number of objects, amount of disk space being used and amount of available storage space.

Folders are represented in the left half of the window by a small folder icon beside the name. You will have different files and folders on your computer, so the screen will look slightly different.



### 2.1.2 Displaying the contents of a folder



Perform the following steps to display the content of the C: drive (Local Disk) found in the My Computer folder.

1. Start Windows Explorer by selecting it from Start→Programs→Accessories.
2. Select the My Computer folder by clicking on it in the left pane. The My Computer icon is highlighted. (If a plus sign is displayed next to the My Computer icon, click on the plus sign to expand the contents of the folder. The plus (+) sign should turn into a minus (-) sign. If a minus sign is already displayed next to the My Computer icon, proceed to the next step.)
3. Click on the plus sign next to the Local Disk (C:) folder to display the contents of that folder. The Local Disk (C:) folder will be highlighted in the left pane and its contents will display in the right pane.

Try another folder with a plus sign next to it see it expand and the contents displayed in the right pane.

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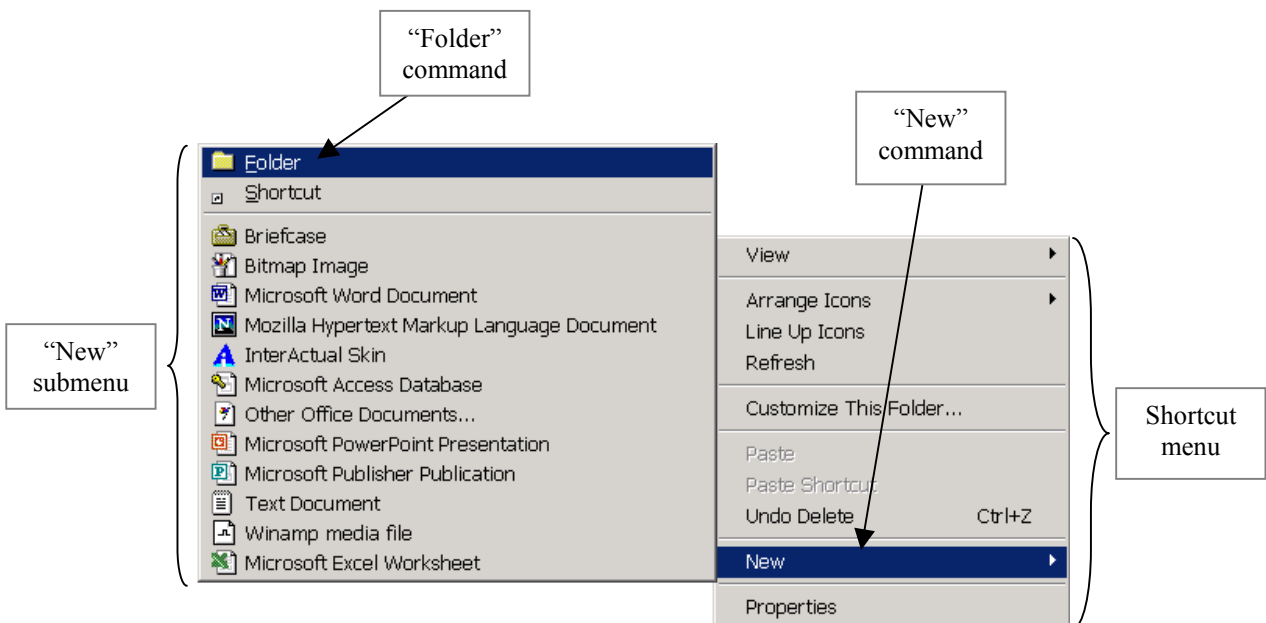
## Section 3 Working with files and folders



### 3.1 Creating a new folder

It is important to know how to create new Folders. To create a new folder using Windows Explorer carry out the following six steps:

1. Determine which folder and/or disk drive is to contain the new folder. Select that disk drive and folder.
2. Right-click on any blank area on the right side of the Windows Explorer window pane. A short cut menu will display.
3. Point to the New command on the menu. The New submenu will display. Click on the Folder option at the top of the New submenu.
4. A folder with the windows default name **New Folder** highlighted appears in the right window pane.
5. Replace the New Folder default name with a name you have chosen for the folder
6. Press the enter key. The new name will be displayed under the folder you created.





## Activity 2

### Create a new folder

1. Insert your formatted floppy disk in the floppy disk drive.
2. Click the 3½ Floppy (A:) floppy folder in the Folder pane of Windows Explorer.
3. Follow steps 2-5 above. Name the new folder **Explorer Practice**.



## 3.2 Copying and Moving a file

Using Windows Explorer, documents can be moved or copied to another folder by a method known as **drag and drop**.

When a document is copied on your computer, an exact copy of the document is placed in the specified location, leaving the original in place. On the other hand, if a document is moved, it is placed in a new location, removing it from the original location. The exception to this is if the file or folder is being moved from the floppy disk drive. Windows will simply copy the file/folder, leaving the original on the floppy disk.

Since computer hardware can fail, it is a good practice to make back up copies of your important files on an external disk like a floppy disk or compact disk. To copy a file from one location to another, ensure that the file you are copying is visible in the Content pane and the folder you are copying it to is visible in the Folders pane.

The following steps outline how files can be copied from one folder to another folder:

1. Right-click on the file to be copied and, without releasing the right-mouse button, drag the icon to the new location. When the folder at the new location is highlighted, release the mouse button. A shortcut menu (like the one below) will display.
2. Select the Copy Here command option from the menu. The Copying dialogue box will display on the screen as the file is being copied to its new location.



To move a file:

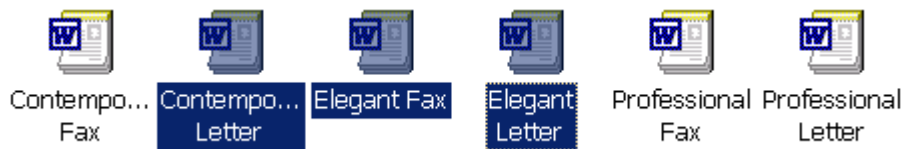
1. Right-click on the file to be moved and, without releasing the right-mouse button, drag the icon to the new location. When the folder at the new location is highlighted, release the mouse button. A shortcut menu (like the one above) will display.
2. Select the Move Here command option from the menu. The Moving dialogue box will display on the screen as the file is being moved to its new location.

### 3.2.1 Selecting files

There will be times when it will be necessary to select more than a one file to copy or move.

To select multiple files that are grouped together:

- In the Folder pane, select the folder containing the files. Its contents will display in the Content pane of the Windows Explorer window. It may be necessary to expand the folder in order to display the files.
- Point to the first file you want to select and click the left mouse button.
- Hold down the SHIFT key on the keyboard and click the last file in the group. The group of files will be highlighted to indicate that they are selected. Whatever command is given will apply to all the files selected.



*The files are grouped together.*

To select multiple files that are *not* grouped together:

- Display the folder containing the files. It may be necessary to expand the folder in order to display the files.
- Point to the first file you want to select and click the left mouse button.
- Hold down the CTRL key on the keyboard and select any number of individual files by pointing to the file, and clicking once with the left-mouse button. If you make a mistake and select the wrong file, hold the CTRL key and click the left mouse button on the incorrect file. It will be de-selected. This method can be used whether files are located one under the other or are scattered throughout the folder.
- To de-select files click anywhere in the blank area of the window.



*The files selected are not grouped together.*



### Activity 3

#### Selecting files

1. Insert the disk that comes with this unit marked UNIT 10.3 – EXERCISES in the floppy drive. In the Folders pane in the Windows Explorer, make the A: drive current and make sure you can see the files in the Exercise 1 Folder on the disk.
2. Select the file NEWDOC 2.
3. Select the file PLANNER. Notice that selecting this file automatically removed the highlighting from NEWDOC 2.
4. Select the following group of files. You can use the arrows on the Windows Explorer scroll bar if you can't see all the files:
  - EXERCISE
  - INFO
  - MEMO
  - PLANFORM
  - SHELLS
5. Deselect the group you have just selected.
6. Select the first five (5) files in the list.
7. Deselect the files you have selected.



### Activity 4

#### Copying a file

1. Insert the disk 'UNIT 10.3 – EXERCISES' in your floppy disk drive.
2. Open Windows Explorer.
3. Click on the 3 ½ Floppy (A:) drive in the left pane of the window. A list of files and folder stored on the floppy disk should display in the right pane.
4. Double-click on the Exercise 1 folder.
5. Copy the file **Shells** to the Practice 1 folder.



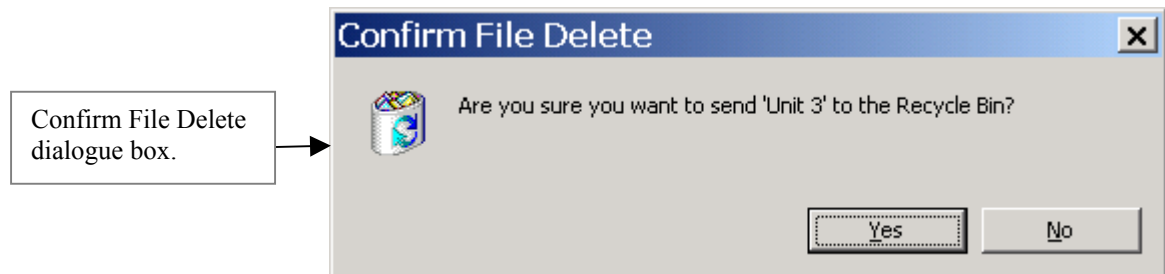
## 3.3 Deleting and Renaming files

### 3.3.1 To delete a file or folder

Be careful when deleting files and folders. With one click of a button, you can lose work that you spent hours completing. You may want to make back up copies of files you are deleting from your hard disk to ensure you can recover something you accidentally deleted.

To delete a file or folder:

- Right-click the file name in the Content pane (or the folder name in the Folders pane).
- Click the Delete option on the shortcut menu. A dialogue box will appear confirming that you want to send the file (or folder) to the Recycle Bin. If you are certain that you want to delete the file, select Yes. You can select No at this point to cancel the deleting action.



### 3.3.2 Renaming Files and Folders

You may want to change the name of a file or folder to correct a misspelling, or simply to create a totally new name.

To rename a file or folder:

- Right-click on the file/folder to be renamed.
- Select Rename from the shortcut menu. A text box displays around the highlighted name of the file and an insertion point displays at the end of the name.
- Type the new of the file/folder.
- Press the Enter Key.



#### Activity 5

##### Delete a file

1. Insert the disk labelled UNIT 10.3 - EXERCISES in drive A.
2. Ensure that the Windows Explorer window is opened.
3. Open the Exercise folder.
4. Open the Practice 1 folder. The folder should contain the Shells document copied earlier.
5. Copy the Shells document to the Desktop.
6. Delete the document from the desktop.



#### Activity 6

##### Rename a folder

1. Maximize the Explorer Window.
2. Change the name of the Practice 1 folder to My Work.





## 3.4 Recovering deleted files

In the previous section of this unit we looked at a method of deleting files and folders using Windows Explorer. The Recycle Bin on the desktop is used to store files deleted from your computer. Files deleted from a floppy disk are not stored in the Recycle Bin. These are permanently deleted from your computer. It is possible to undelete (restore) a file or folder that is in the Recycle Bin.

Files can be restored in the following ways in Windows Explorer:

- Select the Recycle Bin icon in the Folders pane.
- Right-click the file or folder to be restored.
- Choose the restore option from the shortcut menu. The file or folder will be restored to the location it was deleted from.

Although files stored in the Recycle Bin cannot be opened while there, they take up space on your computer's hard disk. If you need to free up space or permanently delete these files, right-click on the Recycle Bin and select the Empty Recycle Bin command from the shortcut menu. This will permanently delete all files in the Recycle Bin. To permanently delete a particular file or folder, right-click that file or folder and select Delete from the short cut menu. Choosing Yes in the Confirm File (or Folder) Delete dialogue box will permanently remove the file from your computer.



### Activity 7

#### Recovering a deleted file

1. From your UNIT 10.3 EXERCISES disk, open the Exercise 1 folder and locate the file **Memo**.
2. Select the **Memo** file.
3. Move a copy of **Memo** to the Desktop.
4. Delete this file from the desktop.
5. Restore the Memo file.
6. Restore the **Shells** document deleted in Activity 4.



# Worksheets



## How to approach these worksheets

These additional worksheets are designed to incorporate all the functions covered within this unit.

You can decide whether you need to complete them before attempting your assessment.

Where it is appropriate to offer solutions, they are at the back of these resources.

If you have any problems you should revise the relevant section and then try the activity again.

Should you require further assistance, speak with your tutor.

**Worksheet 1**

Answer the following questions by filling in the blanks with the correct term from the list below:

1. \_\_\_\_\_ is the name given to the windows application used for organizing files and folders. Another term used for documents stored on disk is \_\_\_\_\_. A \_\_\_\_\_ is a collection of documents grouped together. Drives on computers are referred to as an alphabetic letter. The letter C is used to indicate the \_\_\_\_\_ drive, while the letter A represents the \_\_\_\_\_ drive.

***Files, Floppy, Windows Explorer, Folder, Hard***

2. Indicate beside each filename below whether it is 'valid' or 'invalid'. If 'invalid' write why.

A.B \_\_\_\_\_

"My Memo" \_\_\_\_\_

157.XLS \_\_\_\_\_

WSHEET.2 \_\_\_\_\_

MARY:LET \_\_\_\_\_

PROPOSAL3\*DOC \_\_\_\_\_

2. List the steps necessary to create a new folder using Windows Explorer.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Compare the steps for copying a file to the steps for moving a file. Explain how copying is different from moving.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Worksheet 2

1. Insert your disk marked UNIT 10.3 EXERCISES in the floppy drive.
2. Using Windows Explorer create a new folder as a subfolder in the Exercise 1 folder.
3. Name the new folder Prac2.
4. Click on the minus sign next to the floppy drive icon in the left pane of the Windows Explorer window. The minus sign changes to a plus sign and the Exercise 1 folder is displayed in the right pane of the window.
5. Click on the plus sign next to the floppy drive icon to expand the drive. The Exercise 1 folder displays in the left pane with a plus sign next to it.
6. Why is there a plus sign next to the Exercise 1 folder?  

---
7. What two subfolders are contained in the Exercise 1 folder?  

---
8. Delete the Prac2 folder.



### Worksheet 3

You have decided to check the folders on the disk in the A drive. You intend to remove all the files you have not used for a number of years. You are also going to rename some of your files so they will be consistent with the new file naming system you are using.

1. Display the files on your UNIT 10.3 EXERCISES floppy disk.

2. Rename the files found in the Exercise 1 folder as follows:

PLANNER to CH03PLAN

PLANFORM to CH03SKIL

2. Close the Explorer window.



### Worksheet 4

1. From your UNIT 10.3 EXERCISES disk, open the Exercise 1 folder and locate the file **Zoo Assignment**.

2. Select the **Zoo Assignment** file.

3. Move a copy of **Zoo Assignment** to the Desktop.

4. Delete this file from the desktop.

5. Restore the Zoo Assignment file.

# Solutions for activities

## Activity 1

READ.ME	Yes
C,L.DOC	No - a comma cannot be used
MY FILE.LET	Yes
JOHNREPORT	Yes
accounts.dbf	Not - cannot use ;
ABC\de	No - cannot use \
Urgent.let	Yes
Special Assembly Notes	Yes

## Activity 2

*No solutions provided for this activity. However the new folder should display with the name **Explorer Practice on your floppy disk**.*

## Activity 3

*No solutions provided for this activity.*

## Activity 4

*No solutions provided for this activity. To check if this activity was completed correctly, open the Prac1 folder. The file **Shells** should be in the folder.*

## Activity 5

*No solutions provided for this activity. The **Shells** document should be missing from the Practice 1 folder and the Desktop.*

## Activity 6

*No solutions provided for this activity. If you have a problem speak with your tutor.*

## Activity 7

*No solution provided for this activity. Both Memo and Shells should appear on your desktop.*

# Solutions for worksheets



## Worksheet 1

Answer the following questions by filling in the blanks with the correct term from the list below:

1. **Windows Explorer** is the name given to the windows application used for organizing files and folders. Another term used for documents stored on disk is **files**. A **folder** is a collection of documents grouped together. Drives on computers are referred to as an alphabetic letter. The letter C is used to indicate the **hard** drive, while the letter A represents the **floppy** drive.

*Files, floppy, explorer, folder, hard*

2. Indicate beside each filename below whether it is 'valid' or 'invalid'. If 'invalid' write why.

A.B	<b><u>Valid</u></b>
"My Memo"	<b><u>Invalid – cannot have quotation marks</u></b>
157.XLS	<b><u>Valid</u></b>
WSHEET.2	<b><u>Valid</u></b>
MARY:LET	<b><u>Invalid – cannot use a colon</u></b>
PROPOSAL3*DOC	<b><u>Invalid – cannot use the asterisk</u></b>





### Worksheet 1 - continued

3. List the steps necessary to create a new folder using Windows explorer.
  - **Determine which folder and disk drive is to contain the new folder. Select the disk drive and folder.**
  - **Right-click on any blank area on the right side of the Windows Explorer window pane.**
  - **On the menu displayed the New Command should be highlighted. Click on the folder option from the submenu.**
  - **A folder with the windows default name new folder appears in the right window pane.**
  - **Type the name of the folder. Your new name should replace the default name.**
  - **Press the enter key.**
4. Compare the steps for copying a file to the steps for moving a file. Explain how copying is different from moving.

**The difference in copying and moving occurs in the last step – to copy, select the Copy Here command, but to move select the Move Here command.**



### Worksheet 2

- 1 - 5 **No solutions provided here. If necessary, discuss with your tutor.**
6. **The plus sign indicates that the folder contains a subfolder.**
7. **The Practice 1 and Prac 2 subfolders are contained in the Exercise 1 folder.**
8. **No solutions here. If you have any problems here refer to the section on deleting files.**



### Worksheet 3

**1 - 2 No solutions provided. If you have any trouble completing this worksheet revise the appropriate section and try again before asking your tutor for help.**



### Worksheet 4

**No solutions provided. If you have any trouble completing this worksheet revise the appropriate section and try again before asking your tutor for help.**