

LESSON 2

Managing Files and Folders

After completing this lesson, you will be able to:

- *View and open folders.*
- *Open, edit, and save files.*
- *Print files.*
- *Sort files.*
- *Create files and folders.*
- *Move, copy, and rename files and folders.*
- *Delete files and folders.*

Files are some of the most important resources you will use in Microsoft Windows XP Professional. Every document, picture, or sound you work with is a file. Programs (such as Microsoft Word or Microsoft Excel) are actually collections of files. Windows itself is a collection of hundreds of files, each with its own purpose. For example, one file contains the sound Windows plays when it starts, and another contains the sound Windows plays when it shuts down. Files even specify the shape of the mouse pointer and the result of clicking an item.

To keep track of all your files, you need to group them in a logical way. In Windows, you do this by creating folders, which store related files. Think of a folder like a kitchen cabinet. One cabinet might store food, while another stores dishes. One cabinet stores flatware, another stores glassware, and a third stores glass cookware. In Windows, one folder might store documents you create (such as a memo in Word or a workbook in Excel), while another might store pictures you download from the Internet.

You might also divide your kitchen cabinets: a shelf for glassware, another for coffee cups, and so on. If you have lots of glasses, you might divide the shelves, perhaps water goblets on the left and brandy snifters on the right. In Windows, you can have folders within folders to provide additional levels of organization.

When Microsoft Windows XP is installed on a computer, it creates four **system folders**:

- *Documents and Settings.* This folder contains a subfolder for each **user profile**—each user who has logged on to the computer or who has logged on to a network domain through the computer. Windows XP may create multiple profiles for one person if that person logs on in different ways. For example, you might have one folder for when you are logged on to the domain and another folder for when you are not logged on to the domain.

- *Program Files*. This is the folder where most programs install the files they need in order to run. When you install a new program, you are generally given the opportunity to change the installation folder; if you accept the default, the program is installed in this location.
- *temp*. The operating system and various other programs might store temporary files in this folder.
- *WINDOWS* or *WINNT*. Most of the critical operating system files are stored in this folder. You can look, but unless you really know what you are doing, don't touch!

Within each profile subfolder in the Documents and Settings folder, Windows XP creates three folders:

- *My Documents*. This folder is a convenient place to store documents, spreadsheets, and other files you want to access quickly.
- *My Pictures*. This subfolder of My Documents has special capabilities for handling picture files.
- *My Music*. This subfolder of My Documents has special capabilities for handling music files.

You shouldn't ever need or want to touch the folders used and created by your programs, but knowing how to organize the files you create is essential if you want to be able to use your computer efficiently.

In this lesson, you're introduced to ways to view and manage your files and folders. You learn how to open and close files and folders, how to create and delete them, and how to organize them.

To complete the exercises in this lesson, you will need to use the Part II, Lesson02 folder in the Computer Fundamentals Practice folder and some of the files it contains: CL Clients, Adventure Brochure Text, AW What's New, Pic00005, Staff, Main Building, and To Do List.

Viewing and Opening Folders

The two most popular ways to navigate through folders are to use My Computer or **Windows Explorer**. My Computer displays all the available resources on your computer, including icons for disk drives and the network. Windows Explorer displays the files and folders on your computer and network.

In Windows, My Computer and Windows Explorer are almost identical. The major difference is that the Folders pane appears by default in Windows Explorer and not in My Computer. However, you can easily add the Folders pane to My Computer by clicking the Folders button on the Standard Buttons toolbar. You can open My Computer by double-clicking the My Computer icon on the desktop. You can open Windows Explorer by clicking the Start button, pointing to All Programs, pointing to Accessories, and then clicking Windows Explorer on the Accessories submenu. It's a matter of personal preference

whether you use My Computer or Windows Explorer to view files, folders, and other resources.

My Documents is the default folder for the files you create in Windows programs. That is, unless you specify a different folder when you save a newly created document, Windows will place it in the My Documents folder.

When Windows Explorer is first opened, the left side of the window displays the Folders pane. The right side of the window displays the contents of the folder that is selected in the Folders pane. By default, the My Documents folder is selected when you open Windows Explorer.

To open a folder, double-click it in the Folders pane. When you double-click a folder, its contents appear in the right pane, replacing the contents of the folder you selected previously. If the new folder contains a **subfolder** (a folder within a folder), you can double-click the subfolder and continue navigating through the lower-level folders until you find the file or folder you're looking for. To return to a higher-level folder, click the Up button on the Standard Buttons toolbar. To return to other previously opened folders, click the Back button on the Standard Buttons toolbar.

The structure of **folders** and subfolders might be quite extensive, but you see only the top level of folders when you start navigating through the Folders pane. Click the plus sign to the left of a folder icon to view all of its subfolders. Once a folder is expanded, the plus sign changes to a minus sign. Click the minus sign to collapse the list of subfolders so that only the higher-level folder appears. You can also double-click a folder to expand it. Double-clicking the folder not only expands the folder in the left pane of the window, it also displays all of the files and lower-level folders in the right pane of the window.

On the right side of the Windows Explorer window, you can view your files and folders in several different ways. You can view thumbnails or slideshows of graphic files, display file and folder types as tiles or icons, or view a detailed or not-so-detailed file list. The view options for each folder are available on that folder window's toolbar, and they vary depending on the contents of the folder. Available views include the following:

- *Details view* displays a list of files or folders and their properties. The properties shown by default for each file or folder are Name, Size, Type, and Date Modified. For pictures, the defaults also include Date Picture Taken and Dimensions. You can display a variety of other properties that might be pertinent to specific types of files, including Date Created, Data Accessed, Attributes, Status, Owner, Author, Title, Subject, Category, Pages, Comments, Copyright, Artist, Album Title, Year, Track Number, Genre, Duration, Bit Rate, Protected, Camera Model, Company, Description, File Version, Product Name, and Product Version.
- *Filmstrip view* displays the currently selected picture at the top of the window above a single row of smaller versions of all the pictures in the current folder. This option is available only for the My Pictures folder and its subfolders.
- *Icons view* displays the icon and file name for each file or folder in the current folder.

- *List view* displays a list of the files and folders in the current folder, with no additional information other than the file name and a small icon representing the file type.
- *Thumbnails view* displays up to four miniature representations of the files contained in each folder. These thumbnails are displayed on top of a folder icon that is about an inch and a half square. Thumbnails of individual files display a miniature of the file if it is an appropriate type (such as a graphic), or an icon representing the type of file. The file or folder name is displayed below the thumbnail.
- *Tiles view* displays a large file type icon or folder icon, the file or folder name, and up to two additional pieces of information for each file in the current folder. The additional information varies depending on the type of file.

Folder Types

As you examine different folders in Windows Explorer, you might notice that some of them look like plain manila folders, while others have a symbol embossed on them. In many cases, a folder with an embossed symbol represents a Windows component, such as Control Panel. However, three other common folder types have special meaning.

An open folder with a sheet of paper sticking out of it and a cable connection beneath the folder represents a **network folder**, which is a folder shared from another computer over the network. A hand holding a folder represents a **shared folder**, which is a folder shared from your computer over the network.

Windows XP has a variety of special folder types. Storing files of the corresponding type in one of these folders enables you to use features that are desirable for that type, such as playing music clips or viewing photographs. Folder types include:

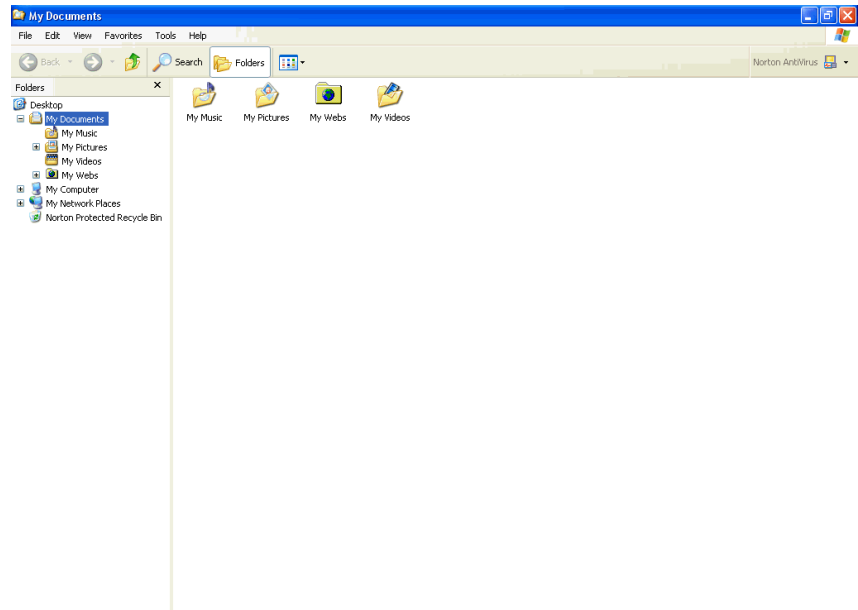
- Documents
 - Pictures
 - Photo Album
 - Music
 - Music Artist
 - Music Album
 - Videos
-

In this exercise, you navigate through folders in Windows Explorer and open the Computer Fundamentals Practice folder.

- 1 Click the Start button, point to All Programs, point to Accessories, and then click Windows Explorer.

Windows Explorer opens.

Your screen will not look exactly like this one. The items shown depend on what an individual computer has installed on it, as well as when it was installed. This image is similar to what you will see but will not likely be identical.



If there is a minus sign next to My Computer, you should skip step 2 because the folder is already open.

- 2 Click the plus sign to the left of My Computer in the Folders pane. The My Computer folder expands to list all of the devices (such as disk drives and CD-ROM drives) attached to your computer, as well as Control Panel.
- 3 Click the plus sign to the left of Local Disk in the Folders pane. (If you have more than one local disk, click the plus sign next to the one labeled drive C.) You might have many folders on this branch because it is your primary storage area.
- 4 Scroll down the Folders pane until you see the Unlimited Potential folder.
- 5 Click the plus sign to the left of the Unlimited Potential folder in the Folders pane. The Unlimited Potential folder expands to display the Computer Fundamentals Practice folder.
- 6 Click the Computer Fundamentals Practice folder, then Part II, then Lesson02. The practice files appear in the right pane of the window.
- 7 Click thrice on the Back button on the Standard Buttons toolbar. The My Documents folder reappears because it was the folder displayed before you clicked the Unlimited Potential folder.
- 8 In the Folders pane, click the minus sign to the left of My Computer. The My Computer folder collapses.

Opening, Editing, and Saving Files

After you have found a file by navigating through the folders in Windows Explorer or My Computer, you can double-click the file to open it, and then you can modify it as desired. For example, you can edit the text in a document or change the colors in a picture. A file is associated with the program that is used to read it, so if you double-click a file that was created in Notepad, the Notepad program starts and displays the file. If Windows can't find the program associated with the file or if you want to use a program other than the associated one, use the Open With command (which is located on the shortcut menu that appears when you right-click a file).







All files have names, and all file names consist of two parts—the name and the extension—separated by a period. The type of file or the program in which it was created is indicated by the extension. The **extension** is a short (usually three letters, sometimes two or four) abbreviation of the file type. By default, Windows XP hides file extensions. If you would prefer to see your file extensions, open My Documents (or any folder) in Windows Explorer, and on the Tools menu, click Folder Options, and display the View tab. Clear the Hide extensions for known file types check box, and then click OK to close the dialog box and apply your settings.

When discussing file types, people often refer to them by their extensions only, as in "I'm going to e-mail you some docs for your review."

Files also have icons, which are graphic representations of the file type. Depending on the way you're looking at your files, you might see a large icon, a small icon, or no icon.

More About Extensions and Icons

Whether or not you can see extension and icons, every file has one of each assigned to it. The icon that appears with a file name in Windows Explorer indicates the program that is associated with that type of file. Some of the more common file type extensions and icons include the following:

File Type	MS Word document	MS Access database	Text file	Web file	Bitmap image	Wave sound file
Extension	.doc	.mdb	.txt	.htm or .html	.bmp	.wav
Icon						

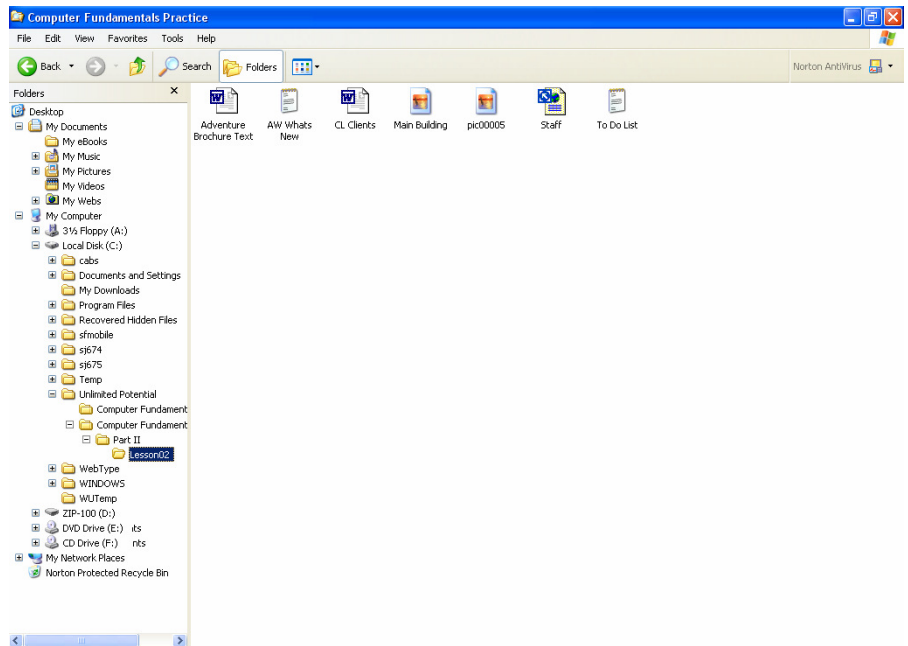
File and Folder Names

File and folder names can be any combination of letters, numbers, and spaces, up to 255 characters. Some special characters, such as dashes and commas, are allowed in names, while others, such as colons, slashes, and question marks, are not. You can avoid having to remember which special characters are allowed by just using letters, numbers, and spaces when you create file and folder names.

In this exercise, you open a file using the default program associated with it. Then you choose a program to use when opening a file.

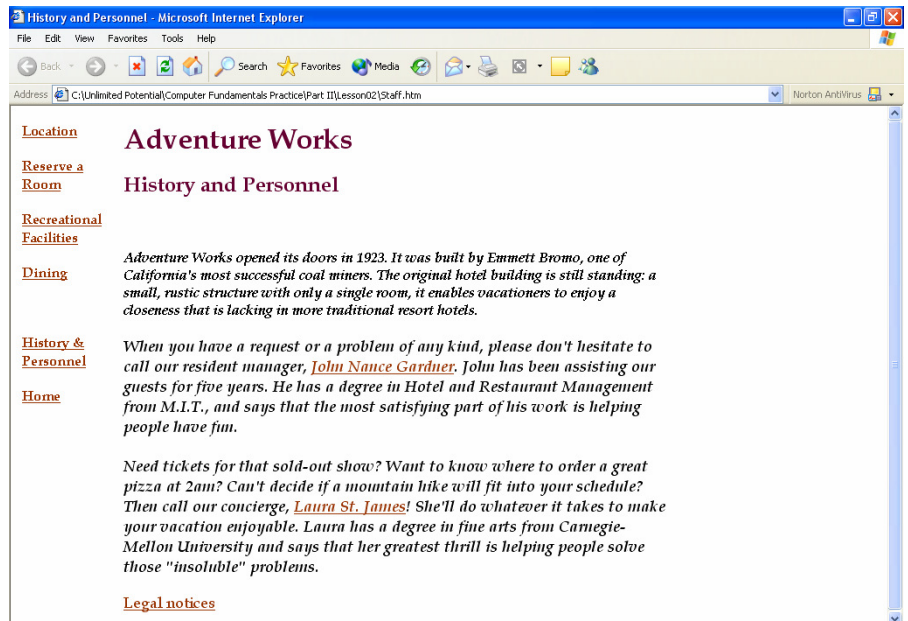
- 1 If necessary, open Windows Explorer, and click the Maximize button in the upper-right corner of the window.
- 2 In the Folders pane, click the plus sign to the left of My Computer. The My Computer folder expands.
- 3 If necessary, click the plus sign to the left of Local Disk, scroll down, and then click the Unlimited Potential folder.
- 4 Click the plus sign to the left of the Unlimited Potential folder in the Folders pane. The Unlimited Potential folder expands to display the Computer Fundamentals Practice folder,
- 5 Click the Computer Fundamentals Practice folder, then the Part II folder, then the Lesson02 folder. The practice files appear in the right pane of the window.

The Local Disk might already be expanded when you click the plus sign to the left of My Computer.

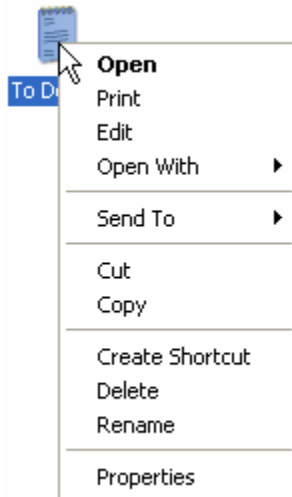


- 6 In the right pane of the Windows Explorer window, double-click the Staff file.

This is an HTML file, so your default browser starts, and the Staff file appears in the browser window.

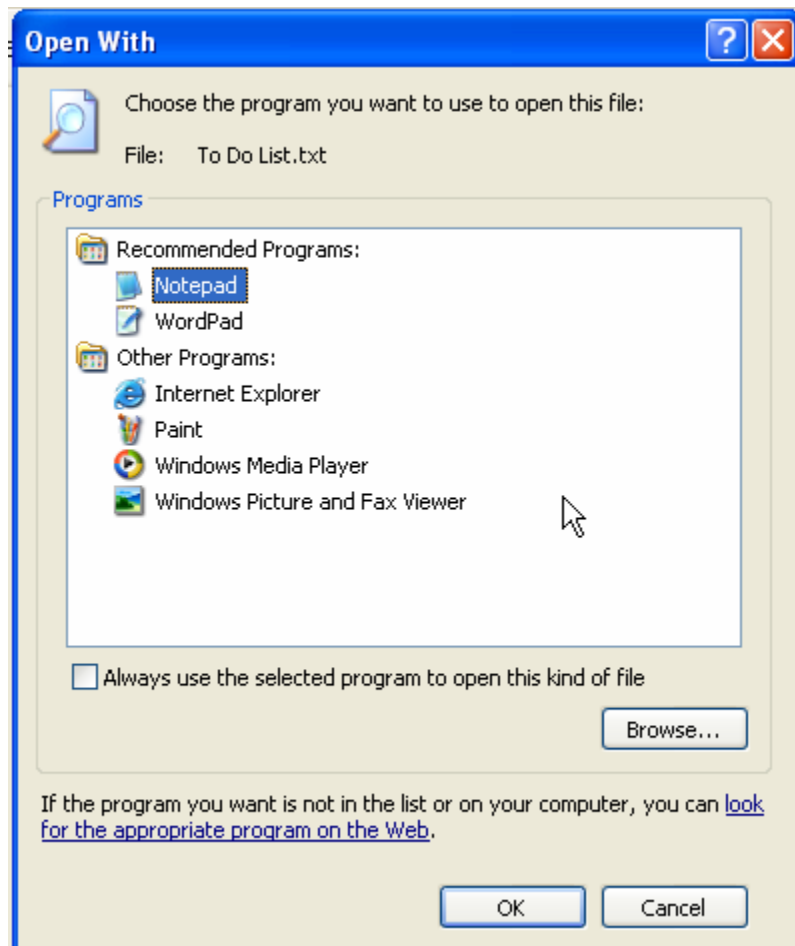


- 7 Click the Close button in the upper-right corner of the browser window.
The browser window closes.
- 8 In Windows Explorer, right-click the file named To Do List.
A shortcut menu appears.



Windows personalizes the Open With command on the shortcut menu. The next time you click Open With, a submenu appears, showing programs you've used with this command. You can click one of these programs, or you can click Choose Program to open the Open With dialog box.

- 9 On the shortcut menu, click Open With.
The Open With dialog box appears.



Windows keeps track of the previous 15 files you opened, so you don't have to navigate through folders again to reopen a file you recently opened. To quickly reopen a file, click the Start button, point to My Recent Documents on the Start menu, and then click the name of the desired file on the My Recent Documents menu.

- 10 Scroll down the Choose the program you want to use list, click WordPad, and then click OK.

The file named To Do List opens in WordPad.

- 11 Type **Things**, and press the spacebar.
The title in the document now reads *Things To Do*.
- 12 Click the Close button in the upper-right corner of the WordPad window.
An alert box appears, prompting you to save your changes.
- 13 Click Yes to save the changes.
Another alert box appears, warning you that the file will be saved in a text-only format that will remove all formatting.
- 14 Click Yes to confirm the decision.
WordPad closes.

Printing a File

You can print a file directly from Windows Explorer without first opening the file. This can be a great timesaver if you have several documents that don't need to be changed—just printed using the **default** print settings.

To print from Windows Explorer, open the folder that contains the file you want to print, right-click the desired file, and then click Print on the shortcut menu. Windows will open the file using the program that created it, print the file, and then close the program and the file. You can also select multiple documents for printing from Windows Explorer. Hold down Ctrl, and click each file that you want to print.

In this exercise, you print a document from the Computer Fundamentals Practice folder.

- 1 If necessary, turn on your printer, and navigate to the Computer Fundamentals Practice folder in Windows Explorer, then the Part II folder, then the Lesson02 folder.
- 2 Right-click the AW What's New file.
A shortcut menu appears.
- 3 On the shortcut menu, click Print.
The Notepad window appears briefly, and then it disappears when printing starts.

Sorting Files

As you work with larger numbers of files, you'll need to find the files you want quickly and efficiently. One way to find a file easily is to group folder contents by a certain characteristic, like date. Then if you know the date when you saved the file, you can find the file easily.

There are several ways to view files in Windows Explorer—as large or small icons, in a list of file names, in a list with file details (such as when each file was last modified), or as file names with **thumbnails** (small representations of

To resize a column in the Details view of Windows Explorer, position the mouse pointer over the vertical line between column headings. The mouse pointer changes to a double-headed arrow with a line through it. Drag to the right to make the column wider, or drag to the left to make the column narrower. Double-click to automatically size the column to accommodate the widest item in it.

pictures; in this case, the icon representing the file). When you sort files, it's a good idea to display them in Details view. Details view lists each file on a line by itself, with columns for the name of the file, the amount of storage space it takes, the type of file it is, and the date when it was last saved. In Details view, you can click a column heading to sort files by that column.

In this exercise you view files in Details view, and you sort them by size and the date they were most recently modified.

- 1 If necessary, open the Computer Fundamentals Practice folder in Windows Explorer, and click the Folders button on the Standard Buttons toolbar to close the Folders pane.
You don't need the Folders pane open right now, because you will be working only with the files in the Computer Fundamentals Practice folder.

Tip

When the Folders view is turned off, the File and Folder Tasks pane appears on the left side of the window where the Folders pane was previously. This task pane contains options to perform many types of file operation, such as renaming files, copying or moving files, deleting files, and other options.

In Details view, you can display many other columns of information besides the Name, Size, Type, and Modified columns. Click View on the menu bar, and click Choose Details on the View menu. The Choose Details dialog box appears. In the Choose Details dialog box, select the check boxes of the columns you want to add, and then click OK.

- 2 Click the Views button on the Standard Buttons toolbar.
The Views menu appears. The default view, Icons, is selected.
- 3 On the Views menu, click Details.
Each file, including the information pertaining to it, is listed in its own row. The files are sorted alphabetically by name.
- 4 Click the Size column heading.
The files are sorted by size, smallest to largest.
- 5 Click the Size column heading again.
The files are sorted by size in reverse order, largest to smallest.
- 6 Click the Date Modified column heading.
The files are sorted by date, oldest to newest.
- 7 Click the Views button on the Standard Buttons toolbar.
The Views menu appears.
- 8 Click Icons.
The folder returns to its default view.

Creating Files and Folders

Folders are easy to create in Windows Explorer, and there is no limit to the number you can have. So it's a good idea to think about the way you want to organize your folders. You might create a folder for each major project, or for each client, or for the months of the year—it depends on how you prefer to

organize your storage space. For example, the marketing director at Contoso, Ltd created a separate folder for Adventure Works. In that folder, there is a subfolder for graphics and another for Web pages.

You can also create files in Windows Explorer. When you create files, you create a placeholder for a particular type of content, like a graphic or text file, by giving it a name. Then you fill in the content later. This process is the opposite of the more typical way to create files, which involves starting a program like Notepad, entering data, and then saving the data as a file.

Creating a file in Windows Explorer has certain benefits over creating a file in a program. It's faster because you don't have to run the program, and it creates structure for the file by predetermining its name and the program that will be used to work with it. A few months ago, the marketing director at Contoso, Ltd hired a contractor to write some advertising copy. Before the contractor started the project, the marketing director created the necessary files so that she wouldn't have to search for them after the contractor completed his job. The few minutes the marketing director spent to create the files beforehand saved her valuable time later in the project.

In this exercise, you create two folders, one for Adventure Works and one for a freelance copywriter. In the copywriter's directory, you create shells of the files he is to write.

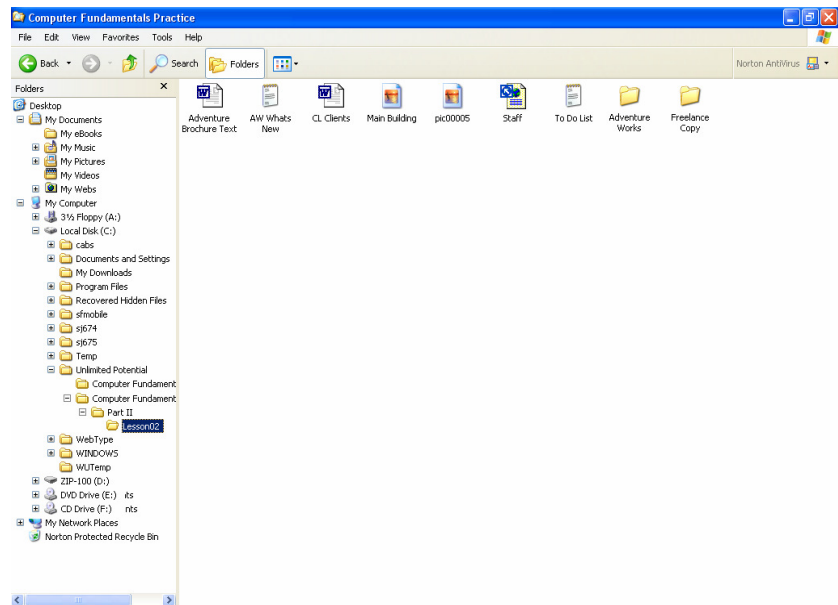
- 1 If the Folders window isn't visible, click the Folders button on the toolbar.
The Folders window appears.
- 2 In the Folders window, click the Computer Fundamentals Practice folder, if necessary, then the Part II folder, then the Lesson02 folder.
- 3 On the File menu, point to New.
The New menu appears.
- 4 On the New menu, click Folder.
A new folder named New Folder appears in the window.
- 5 Type **Adventure Works**, and press Enter.
The new folder is renamed.

It's a good idea to limit the number of subfolder levels within a folder. In general, if you have more than three levels of folders within folders, it gets unwieldy to navigate to a particular file—you keep double-clicking to move from a subfolder to *its* subfolder before you finally reach the file you want.

Tip

You can also create a folder by right-clicking a blank area in the Computer Fundamentals Practice folder pane, pointing to New on the shortcut menu, and clicking Folder.

- 6 Repeat steps 2 through 5 to create a folder named **Freelance Copy**.
The window should look similar to the following illustration.



- 7 Double-click the Freelance Copy folder.
The folder is empty.
- 8 On the File menu, point to New, and then click Text Document.
A new file named New Text Document appears in the window.
- 9 Type **Adventure Works Mystery Weekends.txt**, and press Enter.
The new file is named.
- 10 Click a blank area in the folder to deselect the file, and repeat steps 8 and 9 to create another file named **Fall Canoe Trips.txt**.
The Freelance Copy folder now has two empty text files in it.
- 11 Double-click Fall Canoe Trips.
The document is opened in Notepad.
- 12 Type **Watch for our upcoming schedule of guided canoe trips**.
- 13 Click the Close button in the upper-right corner of the Notepad window, and click Yes to save the changes to the file.
The Notepad window closes.
- 14 Click twice on the Up button on the Standard Buttons toolbar in the Freelance Copy window.
The contents of the Computer Fundamentals Practice folder reappear.

Moving, Copying, and Renaming Files and Folders

Just as you occasionally need to reorganize the space in your closets and drawers, you'll find that you need to reorganize your files and folders. You might, for example, want to move files from their current folder to a new folder

you've made, or copy a folder so that you have an original version of all its contents and a duplicate to experiment with. You might need to rename a file or folder to better reflect its contents.

If you use the right mouse button to drag files from one folder to another, when you release the button, a shortcut menu appears with options for moving or copying the file to the new folder.

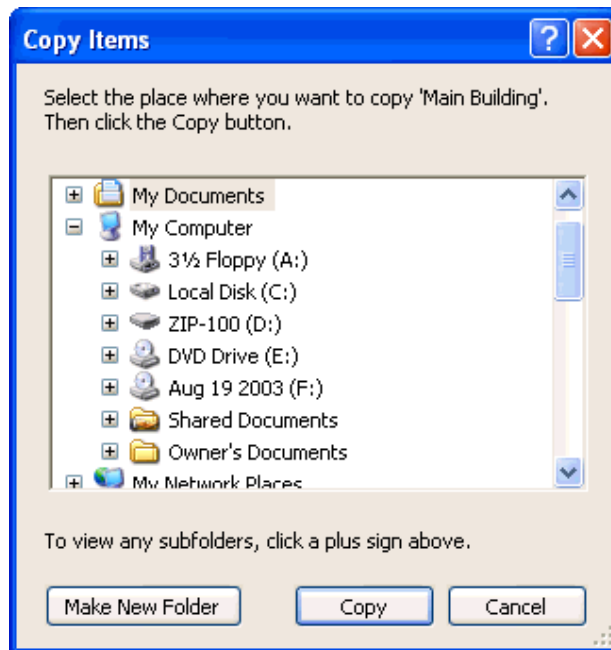
You can move and copy files or folders using the Move To Folder and Copy To Folder commands on the Edit menu in Windows Explorer, or you can simply drag a file or folder from one place to another. If you drag a file or folder from place to place on the same disk, Windows moves the item. If you drag a file or folder from one disk to another disk, Windows copies the item.

To rename a file or folder, right-click it, and click Rename on the shortcut menu. The name of the file is selected. Type the new name, and press Enter. The file is renamed.

To be able to choose whether to copy or move a file or folder that you drag, right-click to drag it. When you release the mouse button to drop the item, a shortcut menu appears. On the shortcut menu, click either Copy Here or Move Here.

In this exercise, you drag a file to the Adventure Works folder you created in the previous exercise. Then you copy a file to the folder using the Copy button on the Standard Buttons toolbar. Finally you change a file's name to better describe its content. You must have completed the previous exercise before you can complete this one.

- 1** In the Part II, Lesson02 folder, click the Adventure Brochure Text file, and drag it on top of the Adventure Works folder.
After a brief pause, the file disappears from the Lesson02 folder.
- 2** Double-click the Adventure Works folder.
The Adventure Brochure Text file appears.
- 3** Click the Back button on the Standard Buttons toolbar.
The Lesson02 folder appears.
- 4** Click the Main Building file.
This file is used for Adventure Works marketing material.
- 5** Click the Copy To Folder button on the Edit menu.
The Copy Items dialog box appears.



- 6 Browse to the Adventure Works folder, click it, and then click Copy. The Copy Items dialog box closes. Because you copied the file, there is no change in the Lesson02 folder.
- 7 Double-click the Adventure Works folder. The Adventure Works folder now contains two files.
- 8 Click the Back button on the Standard Buttons toolbar. The Lesson02 folder reappears.
- 9 Right-click the Pic00005 file, and on the shortcut menu, click Rename. The file name is selected.
- 10 Type **Fall Countryside**, and press Enter. The file is renamed.

If you change your mind about renaming a file while you're renaming it (before you press Enter or click anywhere else), press Esc. The file name will return to its original name. If you change your mind about renaming immediately after the new name takes effect, click Undo Rename on the Edit menu.

Selecting Multiple Files

You learned earlier in this lesson that you can select a single file by clicking it. Sometimes, though, you'll want to select more than one file at a time. For example, you might need to move a group of files, or print several files at once. There are two ways to select multiple files:

- **Shift+Click** If the files you want to select are listed one after another, click the first file in the group, hold down Shift, and then click the last file in the group.
- **Ctrl+Click** If the files you want to select are not listed together, hold down Ctrl while you click each file. If you select a file that you

don't want to include in the group, hold down Ctrl, and click the file again to deselect it.

If you delete a file or folder that is stored on a network drive, the item is permanently deleted—you can't restore it. Networks are usually set up so that you can delete only files or folders that you created yourself or shared files to which you have full access.

Deleting Files and Folders

Although disk space has become remarkably inexpensive, it's still a finite quantity. Just like any other finite resource, it needs to be conserved by deleting unnecessary files and folders.

Deleting a file or folder doesn't erase it from the disk the way an eraser removes pencil marks. It's more like tossing something into a junk drawer. Eventually, the drawer gets full, and you empty it out. Sometimes, things get tossed into the drawer by mistake, and you need to take them out and put them back where they belong.

In Windows, this "junk drawer" is called the Recycle Bin. To send a file or folder to the Recycle Bin, select the item, and press the Delete key on the keyboard. Click Yes to confirm the deletion. You can also send a file or folder to the Recycle Bin by clicking the file or folder to select it, then right-clicking, then clicking the Delete option on the shortcut menu. To view the contents of the Recycle Bin, double-click its icon on the desktop. To remove an item from the Recycle Bin and move it back to its original location on disk, click the item to select it, and then click the Restore this item option on the left side of the Recycle Bin window. To permanently delete an item in the bin, click the item, and then click the Delete option on the File menu. (you can also right-click the item and select Delete from the menu that appears.) Click Yes to confirm the deletion. To permanently delete everything in the bin, click the Empty the Recycle Bin option on the left side of the Recycle Bin window.

Important

Permanently deleting a file or folder from the Recycle Bin can't be undone. Use caution, therefore, when you empty the Recycle Bin. You should also know that files and folders deleted from a floppy disk or a network are permanently deleted—they are not sent to the Recycle Bin.

In this exercise, you delete a file and a folder, and you restore the deleted folder from the Recycle Bin to its previous place.

- 1 If necessary, open the Lesson02 folder.
- 2 Click the file named To Do List, and click the Delete key on your keyboard.
The Confirm File Delete dialog box appears.
- 3 Click Yes to confirm the deletion.
The file is deleted from the Lesson02 Practice folder.
- 4 Click the Freelance Copy folder, click the Delete key on your keyboard, and then click Yes to confirm the deletion.

If you're sure that you don't need any of the files in the Recycle Bin, you can delete them permanently without opening the Recycle Bin. To do this, right-click the Recycle Bin, and click Empty Recycle Bin on the shortcut menu.

- The Freelance Copy folder is deleted from the Lesson02 folder.
- 5** Click the Show Desktop button on the Quick Launch bar.
The desktop appears.
 - 6** On the desktop, double-click the Recycle Bin icon.
The Recycle Bin appears.
 - 7** Click the Freelance Copy folder.
The folder is selected, and information about it appears in the Details section on the left side of the Recycle Bin window.
 - 8** In the left side of the window, click the Restore this item option.
After a brief pause, the Freelance Copy folder disappears from the Recycle Bin.
 - 9** Click the Close button in the upper-right corner of the Recycle Bin window.
The Recycle Bin closes.
 - 10** Click the Lesson02 button on the taskbar.
The Lesson02 window reappears, and the Freelance Copy folder is back in it.
 - 11** Double-click the Freelance Copy folder.
The files in the folder, which were deleted along with it, are restored intact.
 - 12** Click the Close button in the upper-right corner of the Freelance Copy window.
The window closes, and the desktop reappears.

Lesson Wrap-Up

In this lesson, you learned how to manage files and folders. You learned about Windows Explorer and how to retrieve a particular file. You learned how to sort files and print a file without opening it. You also learned how to create, move, copy, and rename files and folders. Finally, you learned how to use the Recycle Bin to remove files and folders that you no longer need.

If you are continuing to other lessons:

- Close all open windows. The desktop should be displayed.

If you are not continuing to other lessons:

- 1** Close all open windows, and click the Start button on the taskbar.
- 2** Click Shut Down on the Start menu. If necessary, click the down arrow in the Windows Shut Down dialog box, and click Shut Down in the list. Then click OK. (For a non-networked Windows XP computer, click the Start button, then click Turn Off Computer, and click the Turn Off option in the dialog box that appears.)
- 3** After Windows has shut down, turn off the computer and, if necessary, all other hardware devices.

Quick Quiz

- 1 What are the two most popular ways to navigate through folders on Windows XP?
- 2 How do you open a file?
- 3 What type of file has a .mdb file extension? A .wav file extension?
- 4 What special characters *cannot* be part of a file name?
- 5 What key combination do you use to select a group of files listed one after the other? A group of files not listed together (i.e. not adjacent)?
- 6 You rename a file and decide right afterwards that you don't like the name. What do you do?

Putting It All Together

Exercise 1: In this exercise, you create a compressed folder. Begin by selecting the files you want to include in the folder. Next, right-click the selection, and on the shortcut menu, point to Send To. Finally, click Compressed (zipped) Folder.

Exercise 2: In this exercise, you explore the online support for Windows XP. (Note: You will need a live connection to the Internet to complete this exercise.) Click the Start button, and then click Help and Support. Under Pick a Help Topic, click Windows Basics. Explore some of the online tutorials, including Keeping Windows up to date.