

After completing this lesson, you will be able to:

- View and open folders.
- Open, edit, and save files.
- Print files.
- Sort files.

(continued)

After completing this lesson, you will be able to:

- Create files and folders.
- Move, copy, and rename files and folders.
- Delete files and folders.

Browsing Through Folders

To browse through folders

1. Click the Start button, point to Accessories, and then click Windows Explorer.
2. In the Folders pane of Windows Explorer, click the plus and minus signs to expand and collapse folders and to navigate to the desired file or folder.

Opening a File

To open a file

- Double-click the file. Alternatively, right-click the file, click Open With on the shortcut menu, and then click the desired program in the dialog box.

Printing a File

To print a file

- Right-click the file and click Print on the shortcut menu.

Sorting Files

To sort files

1. Click the Views button, then click Details on the View menu.
2. Click the desired column heading in the right pane of the window.

Creating a Folder

To create a folder

1. On the Windows Explorer menu bar, click File.
2. On the File menu, point to New and click Folder.
3. Type a name for the new folder and press Enter.

Creating a File

To create a file

1. On the Windows Explorer menu bar, click File.
2. On the File menu, point to New and then click the type of file to create.
3. Type a name for the new file and press Enter.

Moving a File or Folder Within a Disk

To move a file or folder within a disk

- Drag the file or folder to a different folder.

Copying a File or Folder Within a Disk

To copy a file or folder within a disk

1. Click the file or folder and click the Copy To Folder option on the Edit menu.
2. In the Copy Items dialog box, select the desired folder and click Copy.

Renaming a File or Folder

To rename a file or folder

1. Right-click the file or folder.
2. On the shortcut menu, click Rename.
3. Type the new name and press Enter.

Deleting a File or Folder

To delete a file or folder

1. Click the file or folder that you want to delete.
2. Right-click the file or folder, then click the Delete option on the pop-up menu.
3. Click Yes in the Confirm Delete dialog box.

Restoring a Deleted File or Folder

To restore a deleted file or folder

1. On the desktop, double-click the Recycle Bin icon.
2. Click the file or folder in the Recycle Bin window and click the Restore this item option in the task pane.