

MANAGE YOUR COMPUTER'S FOLDERS AND FILES

In your Windows operating system, just like in the real world, a folder is an object that can contain multiple data files. Folders are used to organize information.

A file is a collection of information that has a name, called the filename. Almost all information stored in a computer must be contained inside a file. There are many different types of files, i.e., data files (documents, music, videos, and pictures) and program files (word processors, spreadsheet applications, games.) Different types of files store different types of information. For example, program files store applications such as Microsoft Office, whereas data files store data such as documents, music, videos and photographs.

No matter what our previous life experiences have been, whether we were an executive in a large corporation, a manager in a small business, or a homemaker in charge of organizing things around the home, we have all experienced the use of folders and their contents (files).

A metaphor for your computer's file system might be the double drawer of your desk at home in which you have placed a series of hanging folders. Inside several of these hanging folders you may have placed subfolders (sometimes called "nested" folders). Finally, within each of the nested or subfolders you may have placed or "filed" certain important papers or documents. For example, you may have a main folder that you have named **Insurance**. Within the Insurance folder, perhaps you have placed subfolders such as **Life, Medicare, Auto,** and **Homeowners**. Finally, within each of these folders you have placed the actual documents or policies that relate to each of these areas.

In the final analysis, folders are nothing more than organizers. If a desk drawer file folder named **Auto Insurance** does not contain a policy, the folder itself is useless as a stand alone object. By the same token, if a computer folder is empty, it is valueless.

ADD A NEW FOLDER USING FILE EXPLORER

Most Windows tasks involve working with files and folders. Windows uses folders to provide a storage system for the tens of thousands of files on your computer, just as you use manila folders to organize information in a filing cabinet.

Just as your physical file cabinet can contain many different folders and subfolders in order to enhance the management and control of your personal documents and papers, your computer's electronic file cabinet is set up in exactly the same way in order to manage and control more than 50,000 files stored within.

Folders can contain many different types of files, such as documents, music, pictures, videos, and programs. In addition, you can copy and move files from other locations, such as another folder, another computer, or Web pages from the Internet, to folders you create.

You can even create folders within folders. For example, if you are creating and storing files in the Documents folder, you can make a new folder within Documents to contain those files. If you decide that you want to move the new folder to a different location, you can easily move it and its contents by right-clicking on the folder, clicking on CUT, moving to the target folder, right-clicking and clicking on PASTE.

Microsoft's File explorer provides a handy tool and a straightforward way to allow you to manage your files and folders within your computer. By taking the time to learn how to use this tool, you'll work smarter, faster, and more efficiently.

Keep these general rules in mind when using File explorer

Open File explorer by using one of these two methods:

From the keyboard, hold down on the Windows key and gently tap the "E" key. Right-click on the **This PC** icon on the Desktop and then click OPEN.

File explorer has two Panes.

The one on the left will list only folders and sub-folders. (It's called the Navigation pane.)

The one on the right will list the contents of the folder that you have selected from the left pane. (It's called the Contents pane.)

The two panes work independently from each other.

The left pane will always show the folders and nested folders (never the contents of a folder).

The right pane will show the contents of the folder that you have selected by single left-clicking on a folder in the left pane.

When you copy or move files or folders, you will always move items from the

right pane to the left pane, exactly the opposite of how we read.

If a folder in the left pane has a nested folder contained inside, there will be a lever immediately to the left of the folder's name. Click on the lever to either open or close the folder.