

File Management

Beginning Microsoft Office
Spring 2010

File Management Overview



- Plan ahead to make life easier later on.
- Create folders and move files to logical locations.
- Rename files if warranted.

When Naming Files



- Windows XP and Vista can handle long file names up to 255 characters and spaces except
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- Develop a file naming convention that works for you and/or the work that you do.
 - WOS Syllabus.doc
 - FALL 08_BOM Syllabus.doc
 - 2008 Syllabus-Fall.doc
 - Spring 09_BOM Syllabus with revisions.doc

Windows Explorer “View” Options

- *Arrange Icons:*

- Sort the files by *Thumbnail, Tiles, Icons, List* or *Details*.
- These options can help you locate a file - depending on what you remember about it.

Local and Network Drives – Where Should I Save the File?

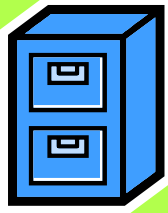
- **A:** is the Floppy Disk Drive - *OLD*
- **C:** is your local computer or hard drive
- **D:** is the CD or DVD Drive
- **E:** is the USB Drive

- **MSTC Network Drives**
 - **H:** is your personal network drive
 - **I:** is a group drive, for classroom work
 - **P:** is a public drive open to all networked computers



Creating Folders

- The drive or folder you want to make the new folder in must be made “Active” by clicking once on it on the left half of the window (It will be highlighted).
- On the Menu Bar, go to “File”, down to “New”, across to “Folder”.
- A “New Folder” will be created on the right side. Type in the name for the folder and press “Enter” to complete the action.



Moving Files

■ ***Right-click Drag method:***

- Drag the file by holding down the right mouse button after you have selected the file and dragging it to where you want to put it.
- Release the right mouse button and select either *Move Here* or *Copy Here*.

■ ***Edit Menu:***

- Click once on the file with the left mouse button.
- Click *Edit* on the menu and *Cut* or *Copy*
- Select the folder you want to move the file to.
- Click *Edit* on the menu and *Paste* in the new location.

By the Way: Did you notice the options available when you Right Clicked on a file?

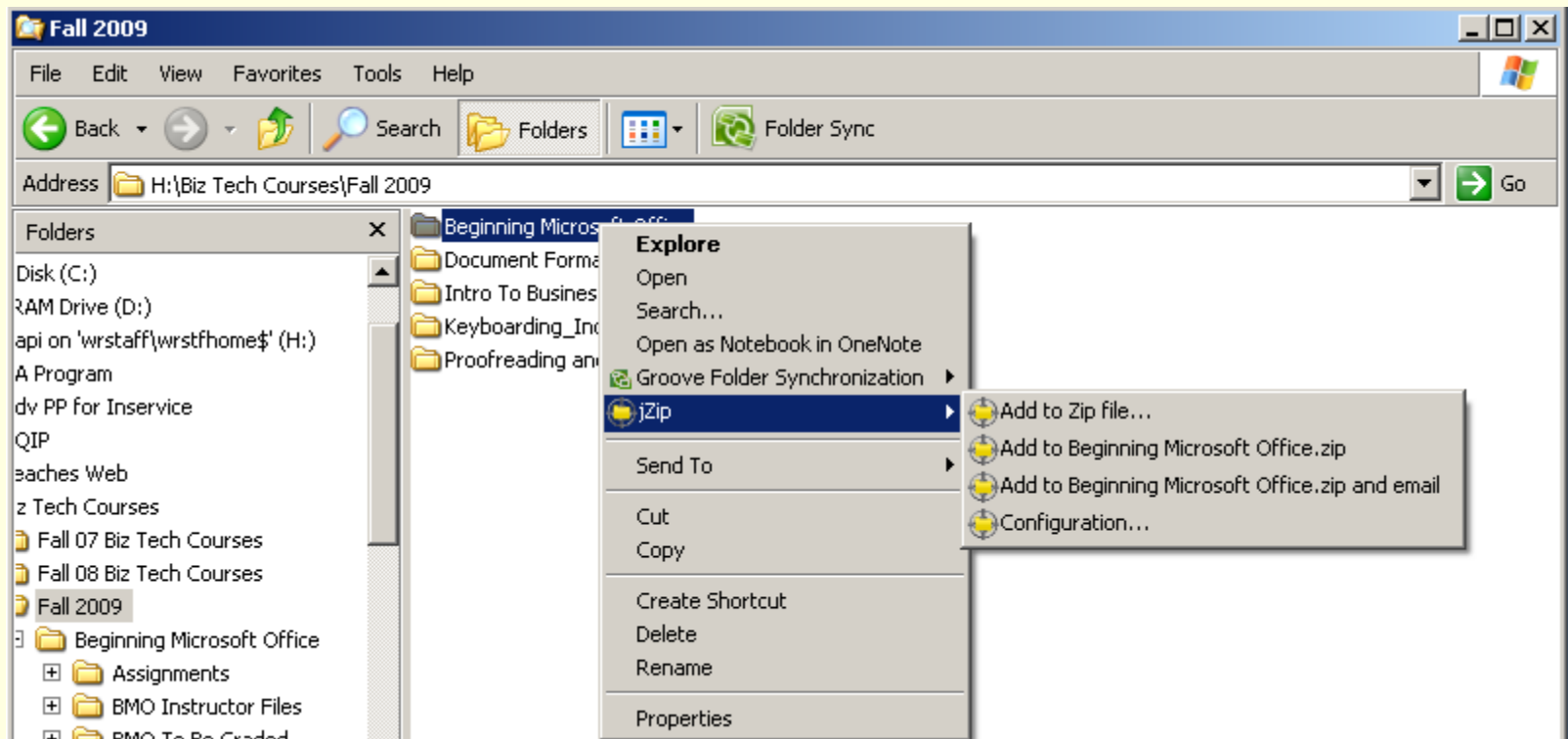
- **Open:** Opens the file in the associated program.
- **Print:** Prints the file to the default printer.
- **Scan:** Does a virus scan on the file.
- **Send To:** moves it to the specified location.
- **Cut - Copy - Paste**
- **Create a Shortcut:** creates a second icon which can be moved to the desktop or other location.
- **Delete:** Removes the file(s).
- **Rename:** Allows you to give the file a different name.
- **Properties:** Gives you a lot of information about the file.

Steps to Organize Your Files

- Select or create a primary drive and folder where you will store your files.
- Next, group things by year (school year or calendar year as appropriate) and create the next level folder.
- Think about the different types of computer files you work with and how you can logically organize them into groups. Create another level of folders for each of the groups in the appropriate year.
- Move existing files to the appropriate locations.
- Save new files in the proper locations.

WinZip

- File compression - save on disk space and send e-mail attachments easier





Save or *Save As*

■ *Save* -

- A file that has been modified and the modifications replace the original.

■ *Save As* –

- A new file.
- When you have modified an existing file and you want to keep both the original file and the modified file. It will allow you to give the modified file a new file name at a new location.

You Lost it, Now Find it!

- Use Search
 - Go to **Start, Search, All Files** and **Folders**
 - Type in some or all of the file name.
 - Use an * as a wildcard for letters you don't know and for a file extension if you don't know it.
 - Can specify further, i.e. Word document, PowerPoint, etc.

Questions or Comments?

