Follow to learn File Management



1. Control Panel – allows you to change the appearance of your desktop
	1. Desktop – the backgrounds that you see on your monitor
		1. Right Click anywhere on the Desktop, Click Properties
			1. Click the Desktop Tab
				1. Background: Change to Soap Bubbles

Position: Change to Stretch

Click Apply

Position: Change to Tile

Click Apply

* 1. Screen Saver – lets you monitor rest when the computer is inactive.
		1. Change the tab to Screen Saver
			1. Screen Saver: Change to Beziers
				1. Wait: Click the down arrow to 1 minute

The arrows are **Spin Boxes**

* + - * 1. Click Preview (allows you to see the screen saver without waiting)

Press the space bar to return to the desktop

Click Apply

* 1. Resolution – changes the viewing size and clarity of your monitor (higher means small and more clear)
		1. Change the tab to Settings
			1. Slide Screen Resolution to Less
				1. Click the Advanced Button

Notice the After I change display settings

Makes sure the radio is in “Apply the new display settings without restarting”

These are **Radio Buttons**

Click Ok

* + - * 1. Click Apply

On the Monitor Warning, Click No

* + - 1. Click Cancel to get out of the Display Properties dialog box
1. My Computer
	1. Double Click on My Computer (upper left corner of monitor)
		1. A dialog box appears (boxes that come up that ask for user input or share information)
	2. Properties – let you see how much of your space is used and free.
		1. Point at the Hard Drive Disks (C:) and Right Click then Click Properties
			1. Tabs in the dialog box allow you to work with different subjects
				1. At the General Tab

Notice the used and free space

Click “Compress drive to save disk space”

This is a **Check box**

Click Cancel

* 1. Deleting files from the hard drive sends the files to the Recycle Bin
1. Drives and Folders
	1. Drives – containers on a computer or network used for storing data
		1. Student Network Drive = My Documents on the Albion Middle School Network
			1. Click Start, then Computer, then Right Click on My Documents and Click Properties
				1. Notice your used and free space

Click Cancel

* + - 1. Double Click on My Documents
				1. You should have some files from Computer Technology
				2. You may have some folders or files from other classes
		1. Shared Network Drive = Teacher Hand-In/Out
			1. Double click on the Hand In/Out

My Documents

Network Drive

Double click on the C-Nielsen\Hand-Out\CTech

Double click on the Word folder

* + 1. You should have two dialog boxes open (My Docs & Hand-Out\CTech)
			1. Switch to My Documents
	1. Folders – containers on a computer or network drive used for organizing data
		1. Creating Folders
			1. Click “Make a new folder” on the left side of the dialog box
				1. In the Folder Box that says New Folder type your “First and Last Name”

Press Enter to accept the new name

Double Click on your name folder

Inside there should be no files

Folder

Click Back to return the My Documents

* + - 1. Create another new folder called “Drills” in My Documents
		1. Moving files into a Folder
			1. Drag and Drop
				1. Click on Drill 1 and hold down the left mouse button
				2. Drag Drill 1 until it appears to be on top of the Drills Folder
				3. Release the left mouse button
			2. Repeat Drag and Drop for all the remaining Drills
		2. Switch to the Hand-Out



1. Copying and Pasting Files – lets you put a duplicate of a file in another location
	1. Consecutive Files (next to each other)
		1. Click the file “01-Carnival”
		2. Hold down the Shift key on the keyboard
		3. Click the file “01-Keyboards”
		4. Right click on any of the selected filenames and Click Copy
			1. This is a **Drop Down Menu**
		5. Switch to My Documents
		6. Right click in the white space and Click Paste
	2. Non-Consecutive Files (files not next to each other)
		1. Switch to the Hand-Out and change to the Excel Folder
		2. Click the file “02-Budget”
		3. Hold down the Ctrl key on the keyboard
		4. Click the file “02-Expense”
		5. Click the file “02-Phone”
		6. Right click on any of the selected filenames and Click Copy
		7. Switch to My Documents
		8. Right click in the white space and Click Paste
2. Cutting and Pasting Files – let you put a file in a different location
	1. Select all the files in My Documents (see diagram)
	2. Right Click and select Cut
	3. Double click on your name folder
	4. Right click in the white space and Click Paste
3. Renaming Files – changes the name of the files
	1. Select “01-Keyboards” – do not open (Single click)
		1. Press F2
		2. Type “CC-1” and Press Enter
	2. Select “01-Graphics” and rename “CC-2”
	3. Select “02-Budget” – do not open
		1. Right click on the filename and Click Rename
		2. Type “CC-3” and Press Enter
	4. Select “02-Phone” and rename “CC-4”
4. Deleting Files – will be gone, the recycle bin is not used when deleting on anything by the Hard Drive
	1. Select the three non- “CC” files – do not open
		1. Right Click on the file name and go down to Delete
			1. When asked if you really want to delete Click Yes
5. Refreshing Lists – Allows you to update and to see any changes that don’t show up immediately.
	1. Press F5
6. Close both the My Documents and Hand-Out windows.