

Working with File Manager

File management in windows can be done through Windows explorer or My Computer. Windows Explorer displays the hierarchical list of files, folders, and storage drives (both fixed and removable) on your computer. Windows Explorer can be used to copy, move, rename, and search for files and folders.

Files or folders deleted from a removable storage media such as network drive are permanently deleted and are not sent to the Recycle Bin.

Using Windows Explorer

Click on Start,

Point to All Programs,

Point to Accessories, and then click on Windows Explorer

Coping or Moving a File or Folder Using My Document

Click on Start, and then click on My Documents.

Click the file or folder to be copied. More than one file or folder can be copied at a time.

To select more than one file or folder, click the first file or folder, press and hold down SHIFT key, and then click the file or folder.

To select non-consecutive files or folders, press and hold down CTRL key, and then click each of the files or folders to be copied.

Under Edit, select Copy.

Select the target drive or folder to which you want to copy the files

Under Edit, select Paste to copy the desired file or folder to the target drive.

View File Details

Click on Start, and then click on My Documents

Double-click the folder that contains the files to be viewed.

On the View menu, click Details.

It will display all the details about the files such as Name, Type, size etc.

Coping and Moving Files Using Explorer

Click Start, point to All Programs, point to Accessories, and then click Windows Explorer.

Make sure the destination for the file or folder you want to move is visible.

Drag the file or folder to the destination.

If you drag an item while pressing the right mouse button, you can move, copy, or create shortcut to the file in its new location.

To copy the item instead of moving it, press and hold down CTRL while dragging.

If you drag an item to another disk, it is copied, not moved. To move the item, press and hold down SHIFT while dragging.

Dragging a program to a new location creates a shortcut to that program. To move a program, right-click and then drag the program to the new location. You must be logged on as an administrator to move a program.

Create a New Folder

Click on Start, and then click on My Documents

Under File, click New and select Folder.

A new folder is displayed with the default name, New Folder.

Type a name for the new folder, and then press ENTER.

A new folder can also be created by right-clicking a blank area in a folder window or on the desktop, pointing to New, and then clicking Folder.

Rename a File or Folder

Click on Start, and then click on My Documents

Click on the file or folder you want to rename.

Under File, click Rename.

Type the new name, and then press ENTER key.

File or folder can also be renamed by right-clicking it and then clicking rename.

Delete a File or Folder

Click on Start, and then click on My Documents

Click on the file or folder you want to delete.

Under File, click Delete.

Files or folders can also be deleted by right-clicking the file or folder and then clicking Delete.

Deleted files or folders are stored in the Recycle Bin, till they are permanently removed from the Recycle Bin.

To retrieve a deleted file, double-click the Recycle Bin icon on the desktop. Right-click on the file to retrieve, and then click Restore.

To permanently delete a file, press and hold down SHIFT and drag it to the Recycle Bin.