

# Computer Basics: Files & Folders

## Navigating the Computer

### Drives, Folders, and Files

The computer is divided into **drives**, which can be hard drives, disk drives, or flash drives. These are labeled with letters in brackets, like (C:) or (E:).

>  Windows (C:)

Drives contain **folders**



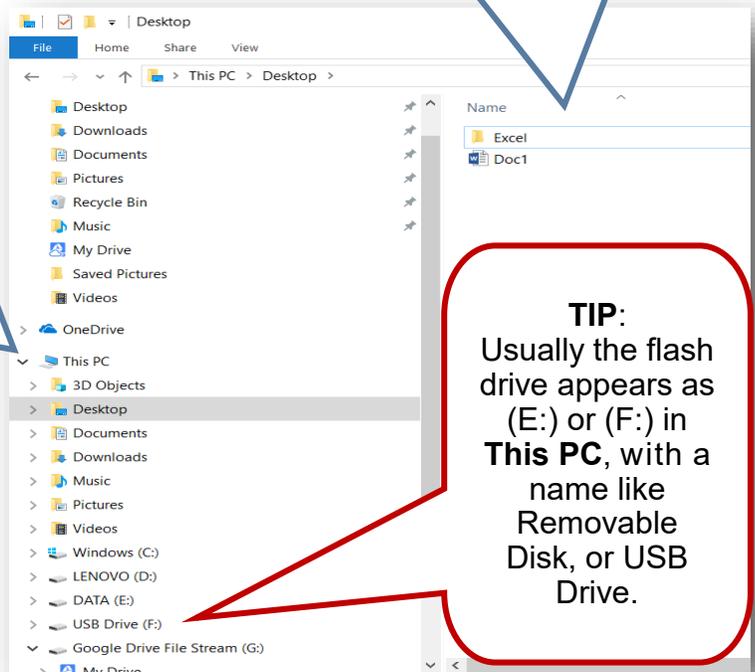
Drives & folders are on the **left**.

Folders contain **files**, like a song, picture, or resume.

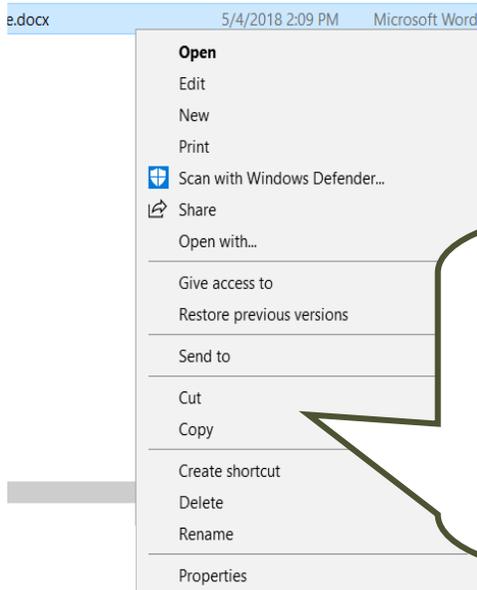
 Supply restock List.docx

 2018 Supply Orders.xls

Individual files are on the right.



**TIP:**  
Usually the flash drive appears as (E:) or (F:) in **This PC**, with a name like Removable Disk, or USB Drive.



### Right Click = Options

- Right click on the name of a file to rename, copy, or delete it.
- Right click on a picture to save it.
- Right click on the desktop of a computer or on the white space in an open flash drive to create a new folder.

# Saving Files

## Save a New File



**To save (also known as download) a file from the internet:**

Click on the file you want to download, then look for a floppy disk icon or a down arrow at the top or the bottom of the page. If you don't see either of them, right click for options then select **Save File/Link As**.



**To save a picture from the internet:**

**Right click** on the image to bring up your options menu. Click **Save image as...**



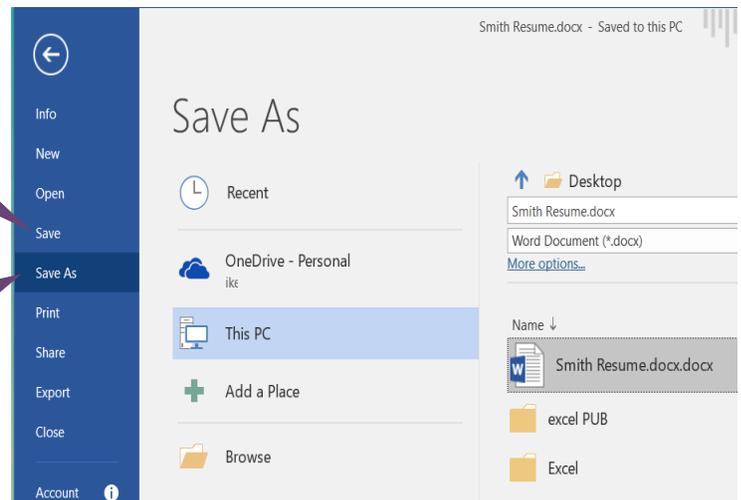
**To save a document you have created:**

Click the Microsoft Office button or the word File in the top left corner of the document. Click **Save As**.

## Save or Save As?

**Save:** Quickly updates an existing file with new information to the same location with the same name.

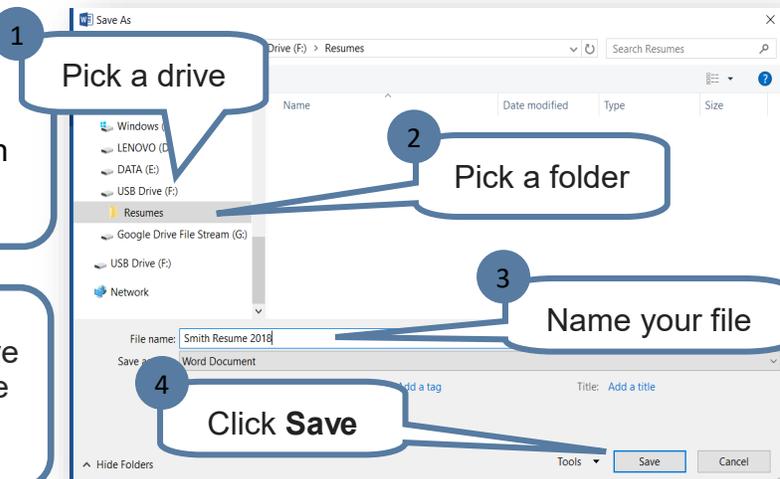
**Save As:** Need to change the name? Want to save to a new location? This option is great for making copies of documents!



## Steps for Saving

To save a **new file or copy of a file**, always follow the same pattern with **Save As**.

To save changes and updates you've made to an already existing file, use **Save**.



# Finding Files

## Browsing & Searching with Keywords



If you can't remember which folder you saved a file in, click the **Windows Explorer** icon at the bottom of your screen.

Check in the **Downloads**



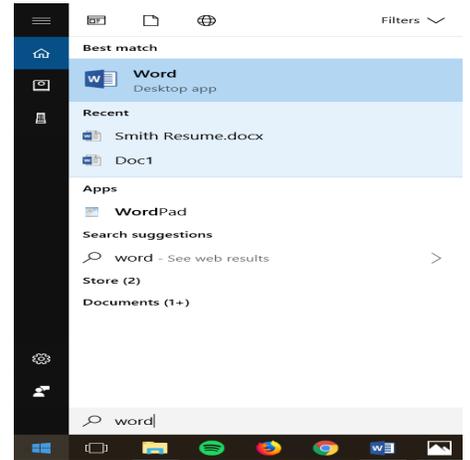
OR



**Search** your computer by clicking the **Start** button, then simply start typing! The search bar will appear as you type. Search by file name, a word you remember from the file, or even by the name of the program you used to open the file (Word, Excel, etc.)



You can also use **CTRL+F** ("find") to search for a word on a page, in a folder, on a website or in a drive.



## Types of Files

### Documents

**.pdf** — can't edit, may be able to fill out as a form

**.docx** — Word document

**.doc** — older Word document

### Pictures

**.jpg** — most common online

**.gif** — lower quality, can be animated

**.png** — smaller, reproducible

### Audio

**.mp3** — smaller, lower quality

**.wav** — good quality, larger

**.aac** — Apple's type of audio file

### Executable

**.exe** — programs that can run on your computer.

Use with caution. Don't open if you don't know what they are.

## WHERE TO GET MORE HELP

**The Technology Center:** come to the technology desk and ask for help.

**Gcflearnfree.org/word:** online tutorials on how to use save and open Word files.



# Saving & Finding Files Practice



1. Create a new Word document and save it to the desktop with the name **Practice.docx**. (Hint: **Save As** lets you choose where you want to save something *and* what to call it.) You know you did it right when you minimize all windows on your screen and you see a new Word document on the desktop called **Practice.docx**.
2. Use **Save As** to save a new version of this document. Can you use the same name for the new version? Why or why not?
3. How would you save this document to another location? (In other words, if it's on the **Desktop**, how do you save it to a flash drive? If it's on a flash drive, how do you save it to **Documents**?)
4. Create a **New Folder** on the desktop, and call it **Computer Basics**. (Hint: Right clicking gives you options!) You know you did it right when you have a folder called **Awesome Stuff** on the desktop.
5. Save a copy of the document **Practice.docx** into the **Computer Basics** folder. If you make changes to the document in the **Computer Basics** folder, will the original version change too?
6. Go to **ippl.info** and download the handout for today's class. The handouts are located under the technology menu and then classes. Save it to your flash drive if you have one, or save it to **Documents**. (Hint: Downloading means the same thing as saving something from the internet.)
7. How do you delete this document?
8. Use **Save As** to save a new version of this document. Can you use the same name for the new version? Why or why not?
9. How would you save this document to another location? (In other words, if it's on the **Desktop**, how do you save it to a flash drive? If it's on a flash drive, how do you save it to **Documents**?)
10. How do you change the name of the document? The name of the folder?