

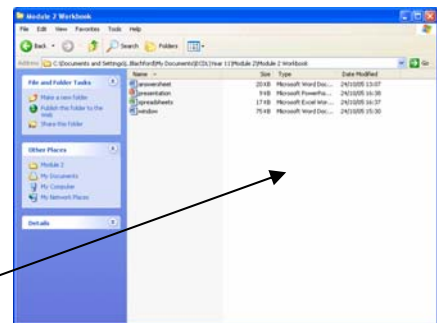
# ECDL MODULE 2

## FILES AND FOLDERS NOTES AND ACTIVITIES

1. The appearance of the Windows Explorer contents window can be customized to display files and folders in four **different views**.

The different views can be selected by doing the following:

- Open a folder in your network area (any will do)
- Select **'View'**



Now display the window in **'Detail'** view:

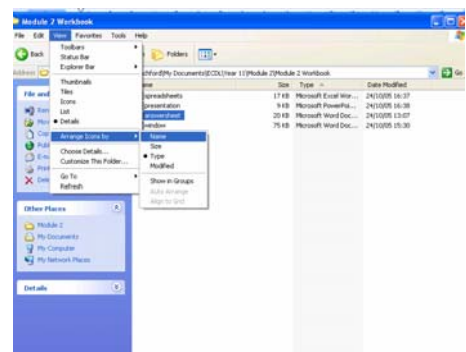
- Select 'Details' to display file names, their sizes and location
- How can you adjust the screen to show all of a filename?
- Experiment with the other views to see how the information is displayed – which do you feel is most informative?

2. Sometimes you may want to view the files that you have saved in a different order. For example, **sorted** by name, size, type of file, date modified.



To do this, open a folder which contains files:

Set the view of the window to 'Details'

- Select 'View'
- Select 'Arrange Icons By'
- Choose from name, size, type or modified (this means the date that you modified a file)
- Experiment with each of the different arrangements.



3. You need to be able to recognise **common file types**: word-processing files, spreadsheet files, database files, presentation files, image files, audio files, video files, compressed files, temporary files. Different types of file will have different file name extensions, and will be displayed with different icons. You should be able to recognise common file types including:

- Word Processing files - .doc  ecdl-module-7.doc 1,453KB Microsoft Word Document
- Presentation files - .ppt  front cover.ppt 16KB Microsoft PowerPoint Presentation
- Spreadsheet files - .xls
- Database files - .db
- Image files - .gif / .jpg / .bmp
- Audio files - .mid / .mp3 / .wav
- Video files - .avi / .mpg / .mov
- Temporary files - .tmp

- Compressed files - .zip

Label each of file types below:



Now try the following quiz:

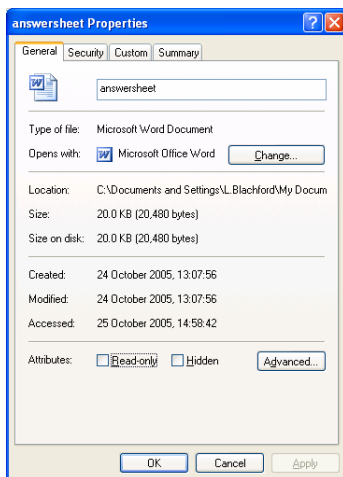
[www.teach-ict.com/gamesxml/dige1804/dige1804\\_2183/game.htm](http://www.teach-ict.com/gamesxml/dige1804/dige1804_2183/game.htm)

4. Normally files are read/write. This means that we can edit them and re-save them repeatedly. It is possible to make file read-only. This means that they cannot be modified. For example, the files that are saved in shared areas/folders at school are read-only, because we do not want pupils to be able to change the work that is saved in there.

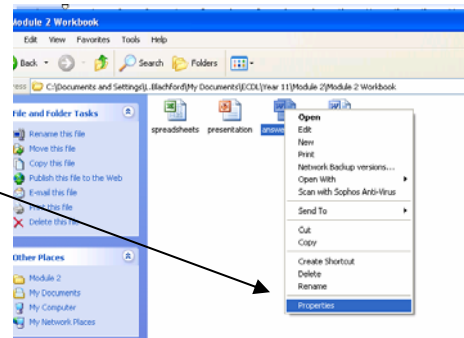
It is very easy to **change the status** of a file/folder.

Select a file

- Right-click on the file
- Select 'Properties'



- Under the attributes title there is an option to set the file to read-only.
- Set the file that you have selected to read-only.
- Close the window.
- Now try to open this file.
- It should tell you that the file is read-only and you cannot make any changes.



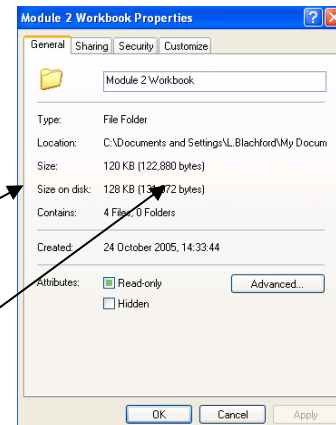
Make sure that you change the attribute of this file back to read/write, by clicking on the read-only box to remove the tick.

5. At times you may need to see **how many files/folders are in a drive or a selected folder.**

To do this:

- Open a folder which contains files
- With the folder selected, right-click
- From the menu, select 'Properties'
- You will see sub-heading that is called 'Contains'.

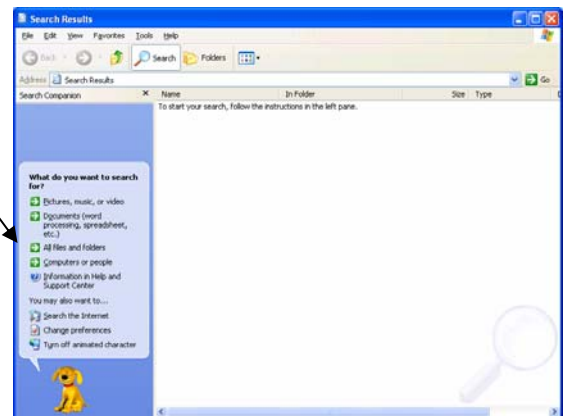
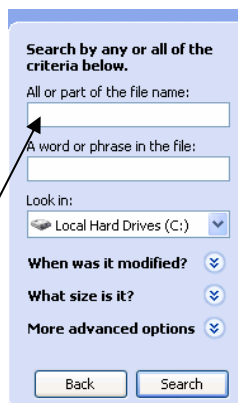
Next to this is details how many files this folder contains and how many folders.



6. An extremely helpful feature that is used to find to locate a file/folder is **search**. It is possible to search by file content, date modified, date created, file size and **wildcard**.

To search:

- Select 'Search' from the Start menu
- Select 'All files and folders' from the list
- The option list then changes, as you can see below:



Enter the filename you wish to search for.

If you do not know the full name you can enter an \* which is called a wildcard.

This represents all the characters that are not entered. For example, if I knew that my answer sheet began with an "a", I could type a\*. This would search for all files that start with the letter a.

You can also choose from the modified, size and other options.

Just select the arrows, and then the options offered.

Search for files that you have created using all of the different options available to you.

7. You can view a list of your **recently used files**.

- Click on the Start menu
- From the menu displayed, select 'My Recent Documents'
- You will see all the files that you have worked on recently.
- You can select them from the list and they will open.