Activity Sheet: File Management Basics

**Activity #1**

*Practice Navigating File Explorer*

1. Open **File Explorer**
2. In the **Navigation Pane**, click on **Computer.**  A variety of options will appear in the window.
3. Click on **Classroom**, then open the folder that corresponds to your computer number (ex: *Class-01*)
4. Open the **Flickr Images** folder. How many picture files are displayed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Change the view size to **Large Icon** view.
6. Find the picture of the cat. What is the file name? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Change the view size to **Detail** view. Practice turning on an off the Preview Pane.
8. What types of files are these? What is the Extension? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Activity #2**

*Practice using Save As and Save*

1. Open a new, blank document in Microsoft Word and type: *Places to visit in Elgin*
2. Click **File** on the Toolbar and select **Save As**
3. Click the **Browse** button and select the **Desktop** from the left-hand Navigation Pane
4. Name the file *New Document* and make sure that the file type selected is Word Document (.docx)
5. Click the **Save** button
6. In your document, select your sentence and change the font style and size
7. Click the **Save** button (floppy disc icon)

**Activity #3**

*Practice Copying and Renaming a File*

1. Close your “New Document” file
2. Locate your file on the Desktop and right-click on it, then select **Copy**
3. On a blank part of the Desktop, right-click and select **Paste**
4. Right-click on the new file (“New Document - Copy”) and select **Rename**
5. Name the file *Places to Visit*

*Practice Moving and Deleting a File*

1. Right-click on your “Places to Visit” file and select **Cut**
2. Open File Explorer and access the folder for your computer number (Hint: Follow steps 2 & 3 from Activity #1)
3. Right-click on an empty space and select **Paste**
4. Back on the Desktop, right-click on your “New Document” file and select **Delete**

**Activity #4**

*Practice Creating a New Folder*

1. On the Desktop, right-click and arrow over **New**, then select **Folder**
2. Name the folder “Elgin Information”

*Practice Moving a Folder*

1. Right-click on your Elgin Information Folder and select **Cut**
2. In File Explorer, access the folder for your computer number
3. Right-click on an empty space and select **Paste**
4. Move your “Places to Visit” File into your Elgin Information folder