3.
Exploring Windows 7

❖ **Focus on the chapter**

- Windows explorer
- Navigation in Windows Explorer
- Creating files and folders
- Renaming files and folders
- Deleting files and folders
- Restoring files and folders
- Copying and moving files and folders.
- Creating folders

❖ **Keywords**

- **Windows Explorer –** an application used to organize files and folders.
- **Navigation pane –** the pane on the windows Explorer window that displays the available drives, folders and subfolders.
- **File list pane –** the pane on the windows Explore window that displays the contents of the selected drive or folder.
- **Recycle bin –** the place used to store the deleted items on the computer.
- **Shortcut –** a link to an item such as s file, folders or programme

- **STARTING WINDOWS EXPLORER**

The Windows Explorer lets us view, open, copy and manage our files and folders in the Windows operating system. In Windows 8, the live tiles can be seen by clicking on the Windows logo or clicking on the left bottom corner of the window. The live tiles organize various application into a single window and also provides live feed.


Start   Search

The Windows Explorer can also be opened by clicking on the 'Start' button which appears when the mouse is moved to the right bottom of the window.

Open File Explorer by swiping in from the right edge of the screen, and then clicking Search, entering File Explorer in the search box, and then tapping or clicking File Explorer.

- **COMPONENTS OF WINDOWS EXPLORER** The various components of the File Explorer window are shown below:

· VARIOUS COMPONENTS OF THE FILE EXPLORE WINDOW
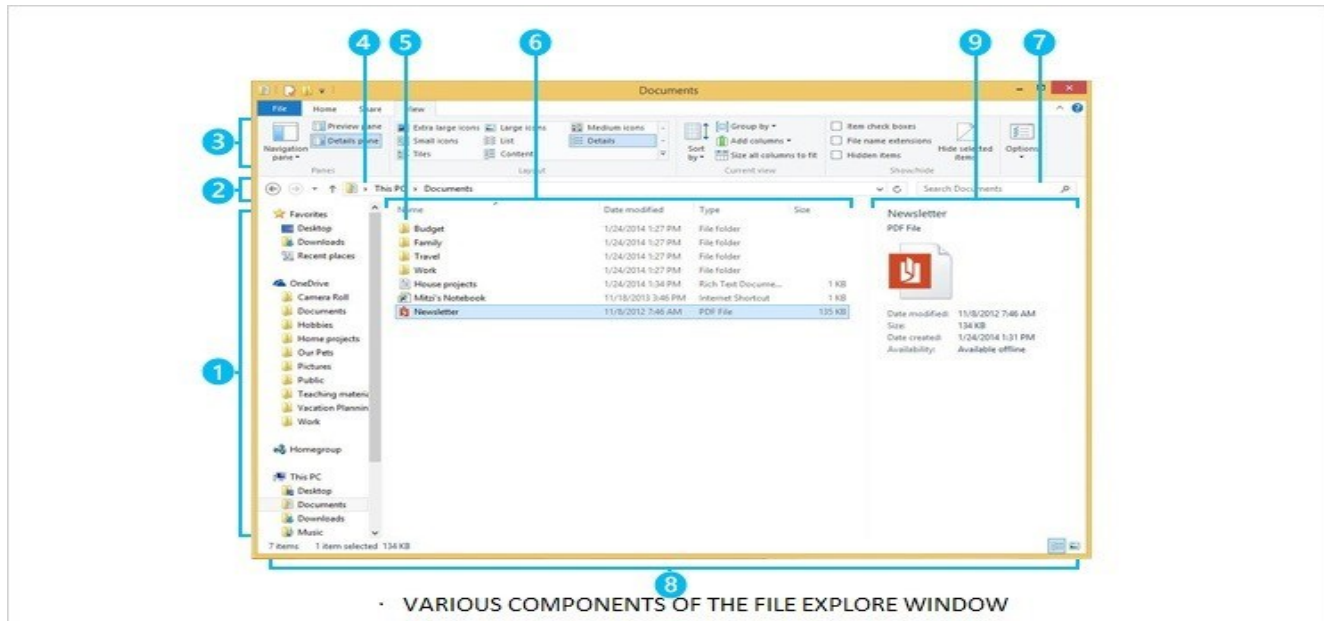
1) **Left pane** – It is used to get to all kinds of locations and drives.
2) **Back, forward and up buttons** – These are used to navigate through locations or files.
3) **Ribbon** – The Ribbon can be used for copying, moving, creating new folders, e-mailings, zipping items, changing views etc.
4) **Address bar** – It is used for entering or selecting a location.
5) **File list** – This is where the contents of the current folders are displayed.
6) **Column headings** – It is used to view the files according to our desired need like 'Date Modified' option sorts the files according to dates on which they are created.
7) **Search Box** – It is used to enter a word or a phrase to look for an item in the current folder.
8) **Status Bar** – It can be used to view the total number of items in a location, or the number of selected items and their total size.
9) **Details/preview pane** – It is used to view some common properties associated with the selected file such as author, date etc.

- **PANES OF WINDOWS EXPLORER**

On clicking the View menu, you can see the various panes available in Windows 8 Explorer as shown below

These pages are :
i) Preview Pane
ii) Details Pane
iii) Navigation Pane
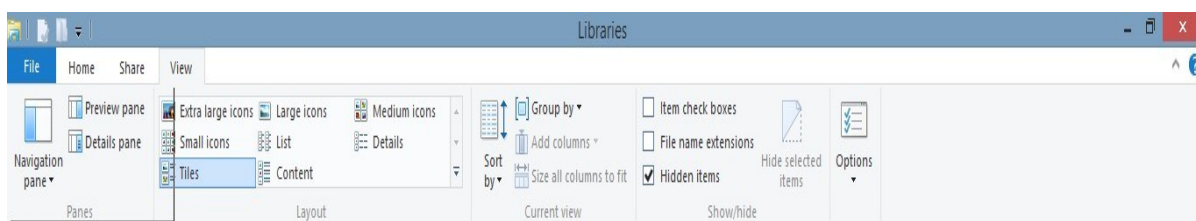
- **WORKING WITH FOLDER IN LEFT PANE:** On expanding a disk drive or clicking a window/folder like Desktop, Downloads, Recent Places etc. you can get the content of the window/folder on the Right Pane of the Windows Explorer. And on selecting and clicking a disk drive , you can get the files and folders of that particular drive on the Right Pane of the windows explorer and all the folders of that drive on Left Pane of the windows explorer. And now, you can move files and folders from on place to another by dragging and dropping the same from left pane to right pane and vice-versa.

- **MANAGING FILES AND FOLDERS IN WINDOWS EXPLORER:** On selecting the folder in left pane of the windows explorer you can view the files present in that folder. Similarly, you can view the content of a disk drive. You can even directly drag and drop file(s) or folder(s) from one location to another location same like copy and paste.

- **MODES OF VIEW:**

The content shown on the right pane of the windows explorer can be viewed in one of the following modes Extra Large Icons, Large Icons, Medium Icons, Small Icons, List, Details, Tiles, Contents. Try it to view the effect of these modes.

- **FILE NAMING CONVENTION** All the file systems follow the same general naming conventions for an individual file: a base file name and an optional extension, separated by a period. However, each file system may have own naming convention. Some of the basic rules followed while naming file sin Windows are listed below:

  - Use a period to separate the base file name from the extension in the name of a directory or file.
  - Use a backslash (\) to separate the *components* of a *path*.
  - Use a backslash as required as part of volume names, for example, the "C:\" in "C:\path\file".
  - Do not assume case sensitivity. For example, WINDOWS and windows should be treated equal.
  - Use any character in the current code page for a name, including Unicode characters and characters in the extended character set (128–255) except for the following reserved characters:

    - ❖ < (less than)
    - ❖ > (greater than)
    - ❖ : (colon)
    - ❖ " (double quote)
    - ❖ / (forward slash)
    - ❖ \ (backslash)
    - ❖ | (vertical bar or pipe)
   - ❖ ? (question mark)
    - ❖ * (asterisk)

● **SEARCHING FILES** One or more files can be search by using Wild Cards, ? (exclamation) for one character and * (asterisk) for none, one or more characters. Searching of a file can be done based on either its name or its file extension.

For Example: *.docx will search display all the document files or word files in the drive or path selected. Similarly, abc.docx will search and display word file having name abc The

Search Box is shown below:
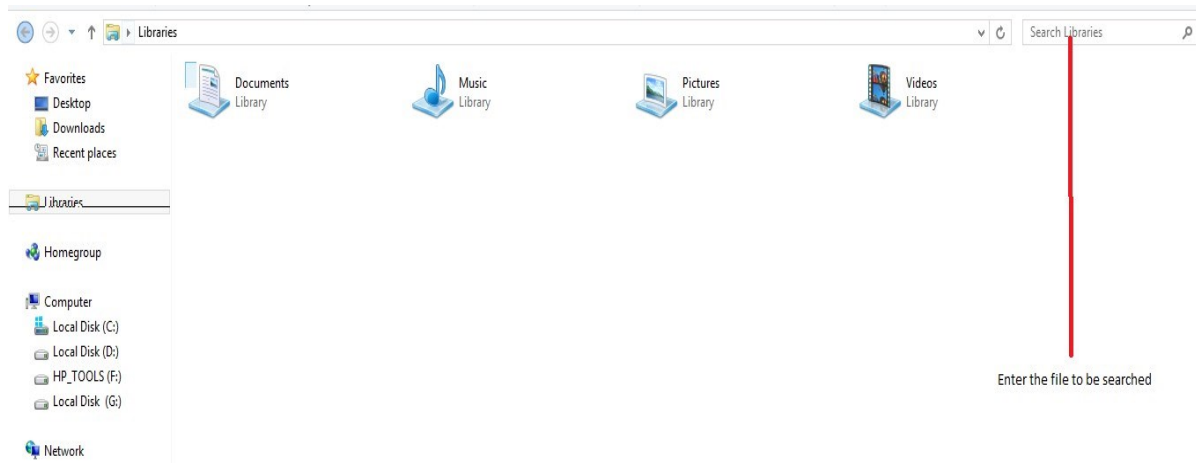
● **CREATING SHORTCUTS** A shortcut is a link to an item (such as a file, folder, or program) on our computer. You can create shortcuts and then place them in a convenient location of our use. Shortcuts can be distinguished from the original file by the arrow that appears on the icon.
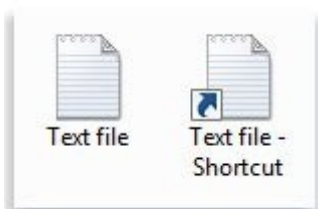
To create a shortcut

1. Open the location containing the item that you want to create a shortcut to.

2. Right-click the item and then click Create shortcut. The new shortcut appears in the same location as the original item.

3. Drag the new shortcut to the desired location.
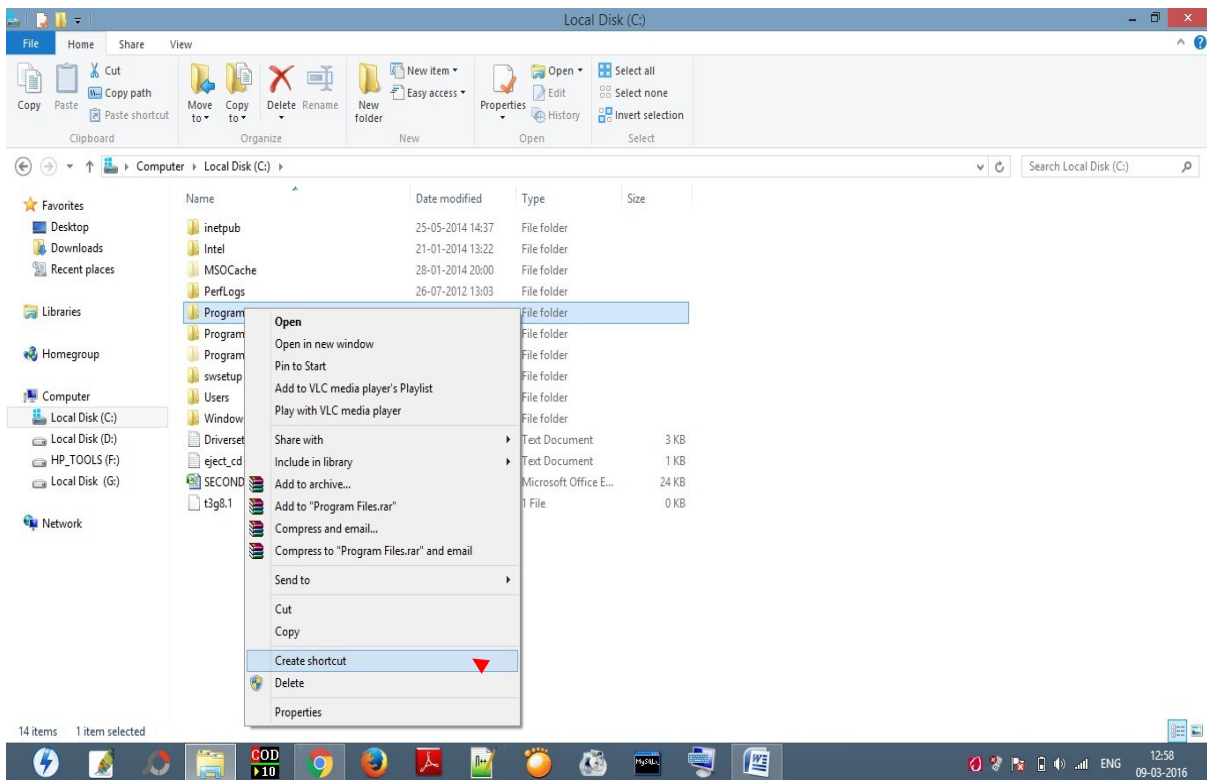
Clicking on Create Shortcut forms the short cut.

To delete a shortcut

> ➢ Right-click the shortcut that you want to delete, click Delete, and then click Yes. 🛡 If you're prompted for an administrator password or confirmation, type the password or provide confirmation.

LAB WORK

1. Search and locate the files that you have created (MyFile.docx, Family.docx) and cut-paste or drag-drop them in a new folder say My Work in D: drive using Windows Explorer

2. Search and find the number of audio files (.mp3) is there in your computer. Also find the total volume of disk space occupied by them.

- **CHECKPOINT**

Write true of false.

1. The windows Explorer window is divided into three columns or panes. **F**

2. The navigation pane displays the contents of a selected folder. **T**

3. You can rename a file or a folder by clicking on the Rename option under the organize button.

   T

4. A deleted files or folders is moved to Recycle Bin. **T**

Exercise Corner

A. Tick (✓) the correct answer.

1. Which pane in Windows Explorer window displays the available drives, folders and subfolders?

a. file list pane___   b. navigation pane ✓___

c. search pane ____   d. status pane____

2. The deleted files and folders are stored in which place?

a. computer_____

b. Documents _____

c. Recycle Bin ✓___

d. Network _____

3. Which of the following keys will you press and hold while copying adjacent files and folders?

a. SHIFT ✓   b. CTRL____

c. ALT____   d. INSERT ____

4. Which of the following shortcut is used to paste a file?

a. CTRL + C____   b. CTRL + D ____

c. CTRL + X ___   d. CTRL + V ✓___

B. Match the Columns.

1. windows Explorer   a. copy files and folders

2. navigation pane   b. links to an item on your computer

3. CTRL + C   c. organizes files and folders

4. Restore   d. left column on the Windows Explorer

5. Shortcut   e. brings files back to their original location

ANS:

(1 – c) (2 – d) (3 – a) (4 – c) (5 – b)

C. Number the steps in the correct order.
1. **To open Windows Explorer**

Point to all programs   2
Click on windows Explorer option.   .   4
Click on the3 start button.   1
Select Accessories from the list that opens.   3

2. **To create a new file or a folder in windows Explorer.**

Give a name to the file or a folder in windows explorer   4
Click on a type of a file from the right click   3
Click on New   2
Right click on the blank area in the file list pane   1

D. label the different parts of the windows explorer window.

Forward Button

Address Bar

Search box

Navigation Pane

File list pane

Class: V   **Worksheet – 3**   **Sub: Computer**

A. Tick the correct answers.

1. Any special effect that is added to the text and objects on a slide is known by which term?

   a. Transition   b. Animation   c. Design   d. Slide show

2. The Slide master option is available on which of the following tabs?

   a. Home   b. Insert   c. View   d. Review

3. Which of the following is a set of pre-designed format that includes text, background and color schemes?

   a. Template   b. Theme   c. Layout   d. Placeholder

4. Which of the following is an arrangement of items such as text and pictures on a slide?

   a. Template   b. Theme   c. Layout   d. placeholder

5. You can select a texture for background under which option?

   a. Solid Fill   b. Gradient Fill   c. Pattern fill   d. picture or texture fill

6. Which tab is used to change the background color of a slide?

   a. Home   b. Insert   c. Design   d. Animation

7. Which option is used to increase or decrease the height of the colors?

   a. Direction   b. Preset colors   c. angle   d. Gradient stops

8. Which of the following is a ready to use design of a presentation?

   a. Template   b. Theme   c. Layout   d. Placeholder

9. By default, the text in a text box is aligned to which position?

   a. Left   b. Right   c. Justified   d. Center

10. Which of the following view can be used to make changes to the content of a slide?

   a. Normal   b. Slide sorter   c. Notes page   d. Reading view

**B. Rearrange the letters to form words related to power point.**

1. EMPTLEAT   - _____   3. EMETH _____
2. SIDLE   - _____   4. AYLTOU _____

5. RELDECPALOH - _____

C. **Rearrange the following steps to change the color scheme of a theme in the slide master.**

_____ Click on the **colors** drop down arrow to open a list of colors.
_____ Click and select a color scheme
_____ Open the **Slide Master** view and select the slide master
_____ Click on the **Themes** Drop down arrow to open a list of themes

D. **Identify the view buttons in the following figure. Where can you find these buttons in the PowerPoint window?**
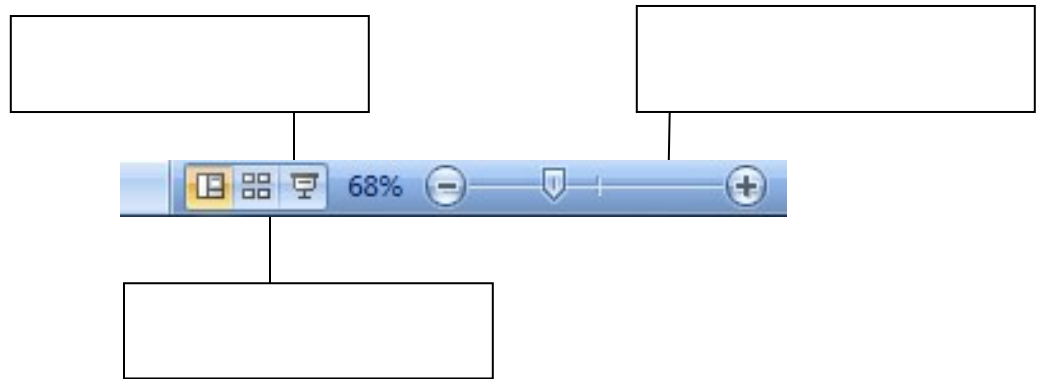
E. **Write Short cut keys for the following.**
1. To view the presentation as a slide show.   _____
2. To exit the slide show.   _____
3. To insert hyperlink   _____
4. To insert a new slide   _____
5. Spell-check   _____
6. Open SAVE AS dialog box   _____