

File Management

File Management in Windows XP

File management is a necessary evil associated with computers. It's really not all that much different than rummaging through a heap of papers on your desk except you don't get paper cuts. In either situation, a bit of organization and using the tools available can make the task easier.

File Management Utilities (small Software programs)

My Computer - at home

Internet Explorer - on our school network

Most Larger Application -

Word Perfect

Microsoft Word

Paintshop Pro

File Management Terms to Know

Folder-

The part of the disk structure that holds files and/or other folders (called subfolders)

Example:

Your main folder is called **G:**

You should create a sub folder called **ITC401**

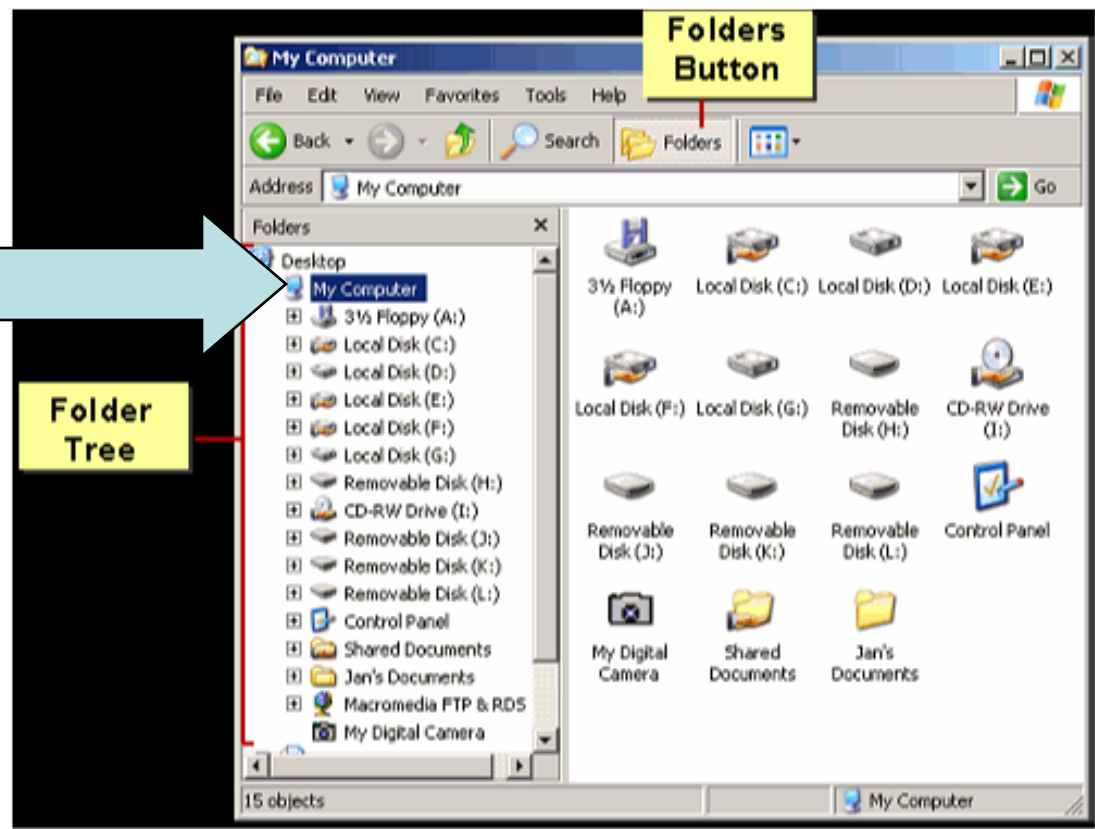


To write this in computer terms it would be:

G:\ITC401

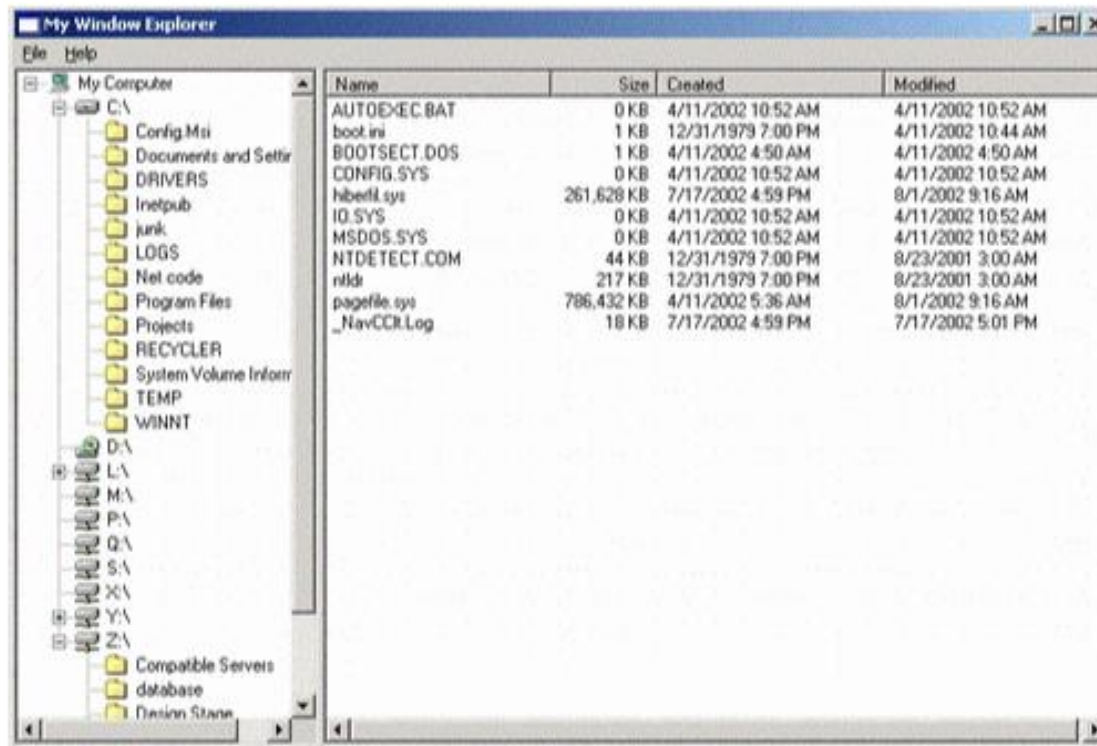
CURRENT FOLDER -

The active directory which is highlighted.

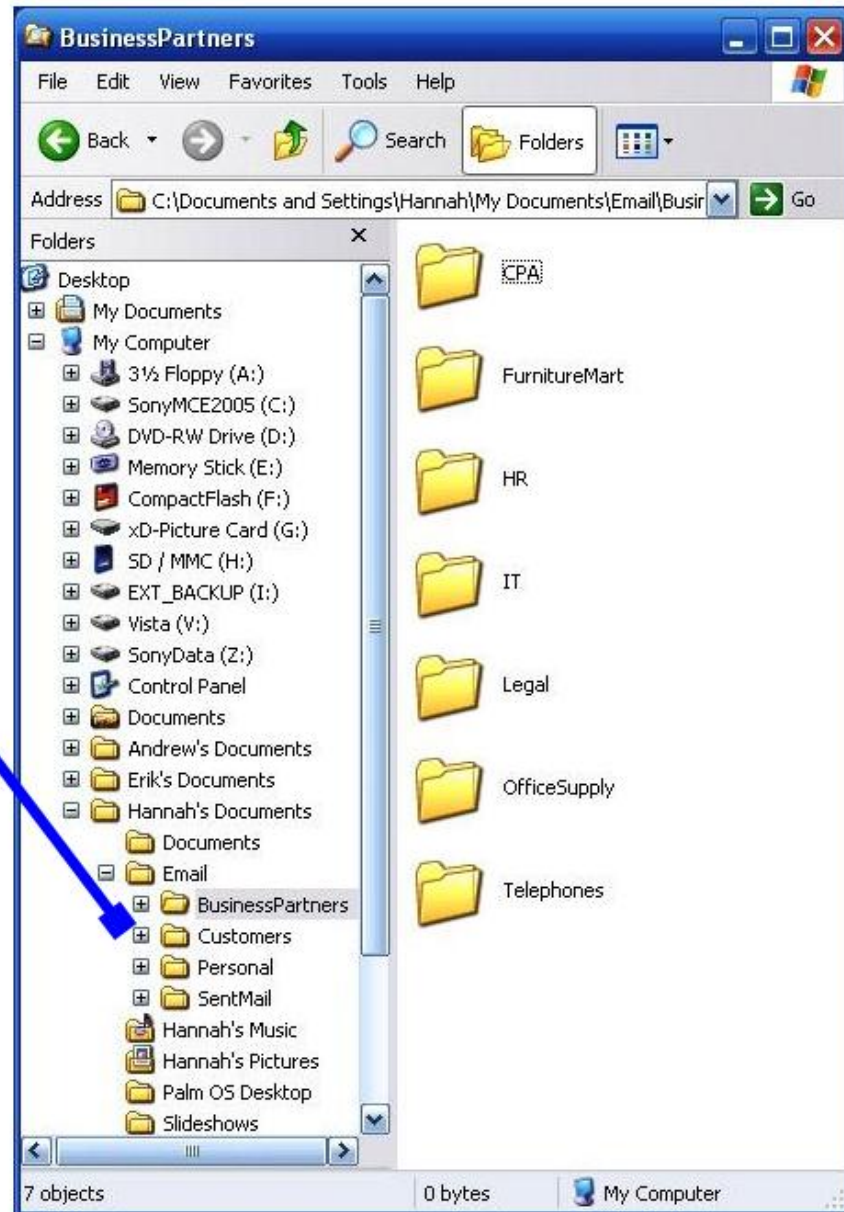
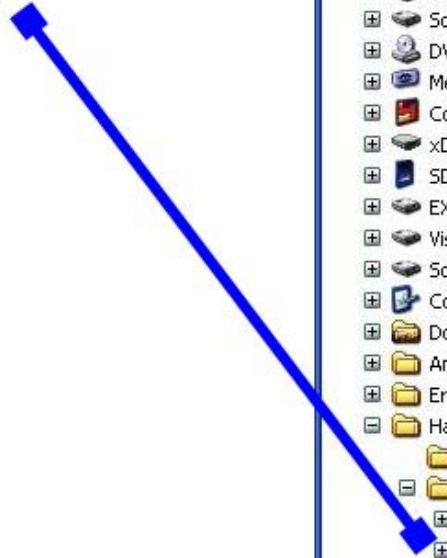


ROOT DIRECTORY - or ROOT FOLDER

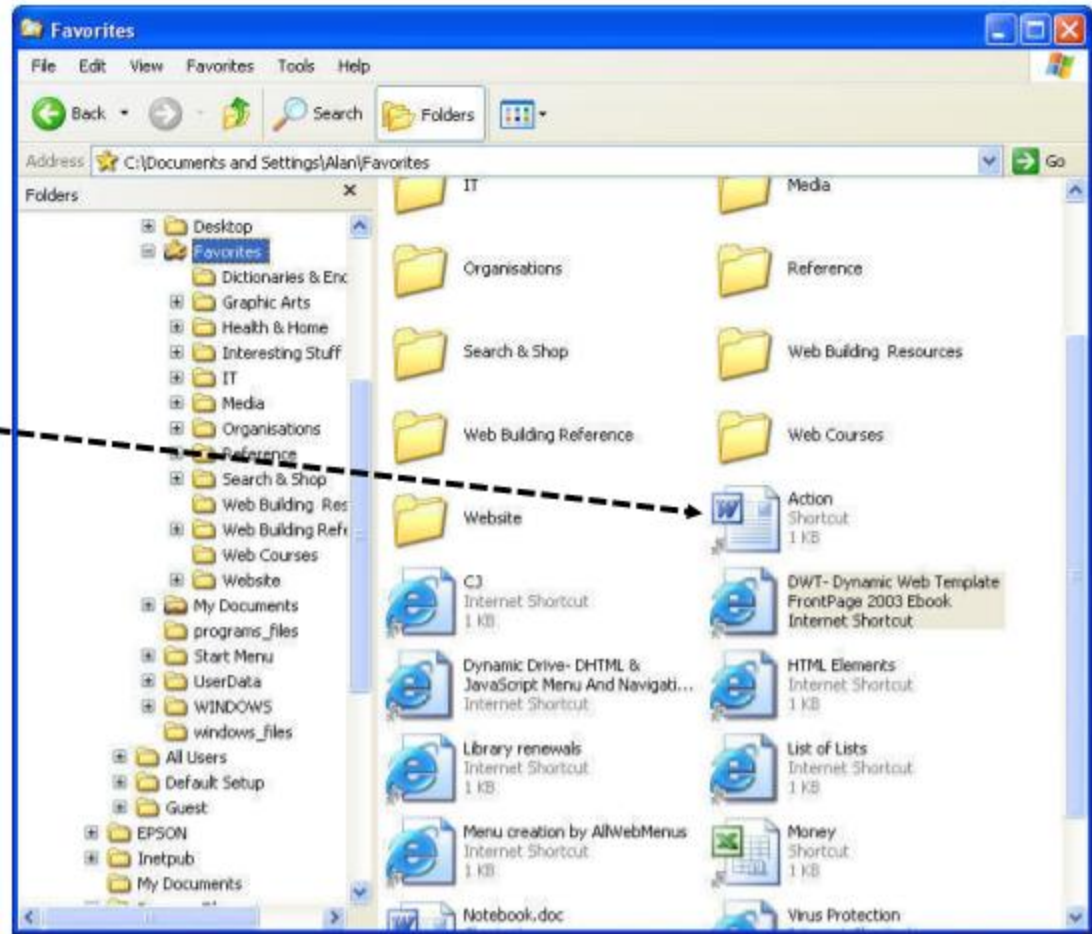
The original (or highest level) directory on a disk or drive



**Subfolders -
Folders that are
within other
folders.**



FILE -
A set of data that is saved on a disk as a named unit



FILE TYPES

DATA FILE -

A file that contains data created in a program, such as a word processor.

ASSOCIATED FILE -

A file that is identified as belonging to a certain application.

APPLICATION FILE -

A file that holds a set of instructions such as word processing.

Starts a program

Organize your files.....

Exploring - G:\

File Edit View Tools Help

Back Forward Up Cut Copy Paste Undo Delete Properties Views

Address G:\

Folders	Name	Size	Type	Modified
Sys on 'Moreh_411_fs' (F:)	appled		File Folder	9/9/2001 8:38 PM
Cheverir on 'Moreh_411_fs\Vol1'	Athletics		File Folder	9/18/1998 12:51 ...
appled	Backup		File Folder	9/28/2000 2:28 PM
Athletics	Courses		File Folder	4/2/2001 12:01 PM
Backup	Downloads		File Folder	1/12/2001 9:56 AM
Courses	fmgr		File Folder	10/30/2001 11:28...
Downloads	Miscellaneous		File Folder	11/6/2000 1:22 PM
fmgr	My Music		File Folder	4/10/2001 1:13 PM
Miscellaneous	My Pictures		File Folder	9/5/2001 12:55 PM
My Music	newsmart		File Folder	6/29/2001 11:06 ...
My Pictures	Pmail		File Folder	2/5/2001 3:14 PM
newsmart	Temp		File Folder	12/17/1998 4:14 ...
Pmail	Utilities		File Folder	4/2/2001 12:03 PM
Temp	Website		File Folder	4/27/1999 8:24 AM
Utilities	AppleWorks 5 ButtonBars.prf	2KB	PICSRules File	6/21/2001 12:52 ...
Website	AppleWorks 5 Stationery.prf	121KB	PICSRules File	3/28/1998 10:20 ...
Vol1 on 'Moreh_411_fs' (H:)	bookmark.htm	14KB	Netscape Hyper...	10/4/2001 2:49 PM
Sdm on 'Moreh_411_fs\Vol1'	bookmarks.wpd	2KB	WordPerfect 9 D...	9/24/2001 2:05 PM
Clipart on 'Moreh_411_fs\Vol1'	Fax.wpd	6KB	WordPerfect 9 D...	9/21/2001 2:30 PM
Shared on 'Moreh_411_fs\Vol1'	Gqlib.bin	28KB	BIN File	7/5/1996 12:58 PM
Util on 'Moreh_411_fs\Vol1'	Grade 10 Randking.wb3	25KB	Quattro Pro 9 No...	6/25/2001 2:48 PM
	Memo.wpd	4KB	WordPerfect 9 D...	4/24/2001 11:36 ...
	Mt_math.tbk	306KB	TBK File	6/10/1994 12:00 ...

47 object(s) 17.0MB (Disk free space: 1.29GB) Local intranet

Start USERNET User ... Exploring - G:\ fmgr.nbk - SMA... 1:34 PM



File Management Exercise

1. In your ITC folder, create a subfolder called FILES
2. Copy all files from the FMGR Folder on S: drive to the FILES folder in your account
3. In your FILES folder , create two subfolders called PAINT and WRITE
4. In your PAINT folder, create three subfolders called DRAW, PICS, and OTHER
5. **Move all files** from the files folder into what you feel are appropriate subfolders. Make sure that all subfolders are used.

Complete the File Management Handout and Pass in

