

Chapter 2

WINDOWS FILES AND FOLDERS

You might have heard terms like **“files”**, **“documents”**, **“images”**, **“ppt”**, **“presentation”** etc.

Provide your examples for the following -

Pictures



Audio



Video



Software



Document



Ok, so you know these examples

But what are these from Computer's perspective?

These are files of one type or another.

File

A file is the **basic unit of storage** in a computer system. Everything on a computer is stored as a **file of one type or another**.

Folder

We do not use a computer to store a single file. Usually in a computer we will have **thousands of files**.

When we are dealing with thousands of files, we need a mechanism to **arrange them in-order** to easily **find and access them**. So, a **Folder is something that contains files**.

You can put files into folders to group them together, making them easier to find

Following are some common file or folder types with its icon:

Type	Icon	Content
Text Document (File)		Plain text document created using Notepad
Word Document (File)		Typed letter created using Microsoft Word
Presentation (ppt) (File)		Presentation created using Microsoft PowerPoint
Excel (File)		Content created in “rows” and “columns” of excel sheet using Microsoft Excel

Image (File)		Photograph transferred from digital camera
Folder		Folder containing subfolder and files

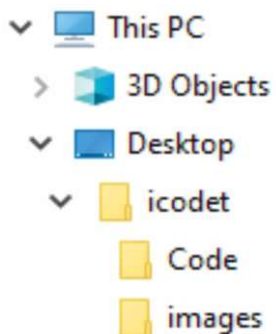
Note: The icons provided are solely for representational purposes and may vary across different versions of Windows.

Folders and Subfolders:

We know now about files and folders. But does the folder contain only files or it can contain other folders ?

Yes, a folder can contain other folders. These are what we call subfolders.

Let's examine folders and subfolders using real time examples from our computer. Below image is a snippet from the actual computer.



This PC here points to the file structure or file system hierarchy. In simple terms, “**This PC**” refers here to the root folder or the first folder of the computer system.

This PC then has another folder called **Desktop** which is actually the subfolder of “This PC”. Further we can see Desktop also has a subfolder called **icodet**. Similar way **icodet** also has subfolders **Code** and **images**.

All these folders or subfolders can have files too. You can clearly see the organized file structure here. Sub folders sit below and to the right of the folder they are stored in (as can be seen in the diagram).

Important Notes:

- ✓ **Folders** are also referred to as **directories** in some operating systems.
- ✓ With files and folders you have to **double click** to **open** them up, **clicking once** only **highlight** them.

File and Folder access:

There are several ways available to access files and folders on your computer system.

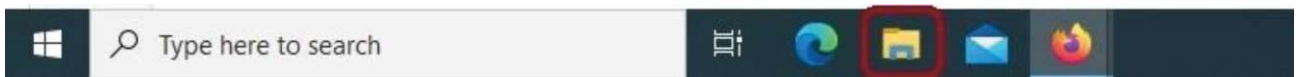
- ✚ Different operating systems might have different ways to access them. Here we are going to look into some of the ways in **“Windows 10”** operating system.

❖ Search bar:

Simplest way is to search a file or folder directly under the “search” widget present at the taskbar.



❖ File explorer:



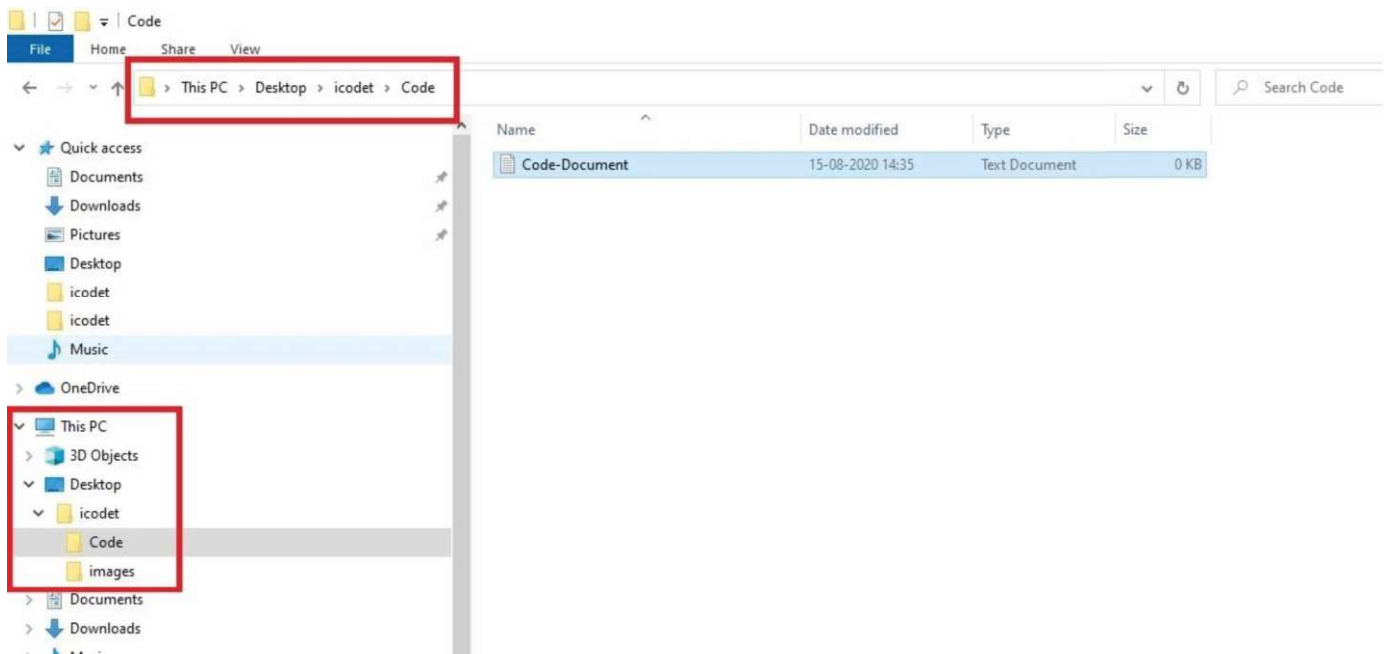
Another way is by Clicking on the file explorer icon at taskbar will take you to the base file system hierarchy.

You would require to traverse through various folders to access a specific file or folder.

For example - To access a file **“code-document”** present under **“Code”** folder. Traverse through

This PC > Desktop > icodet > Code

This PC > Desktop > icodet > Code



❖ This PC:

This is similar to the file explorer option. You might see the shortcut to “This PC” icon at the desktop.

Again, you would require to traverse through various folders to access a specific file or folder.



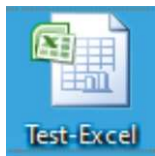
This PC

File Properties:

So, you are able to locate and access files from the learning of the last topic.
But how do you know its properties like

- ✓ Name
- ✓ Type
- ✓ Location
- ✓ Size
- ✓ Creation date

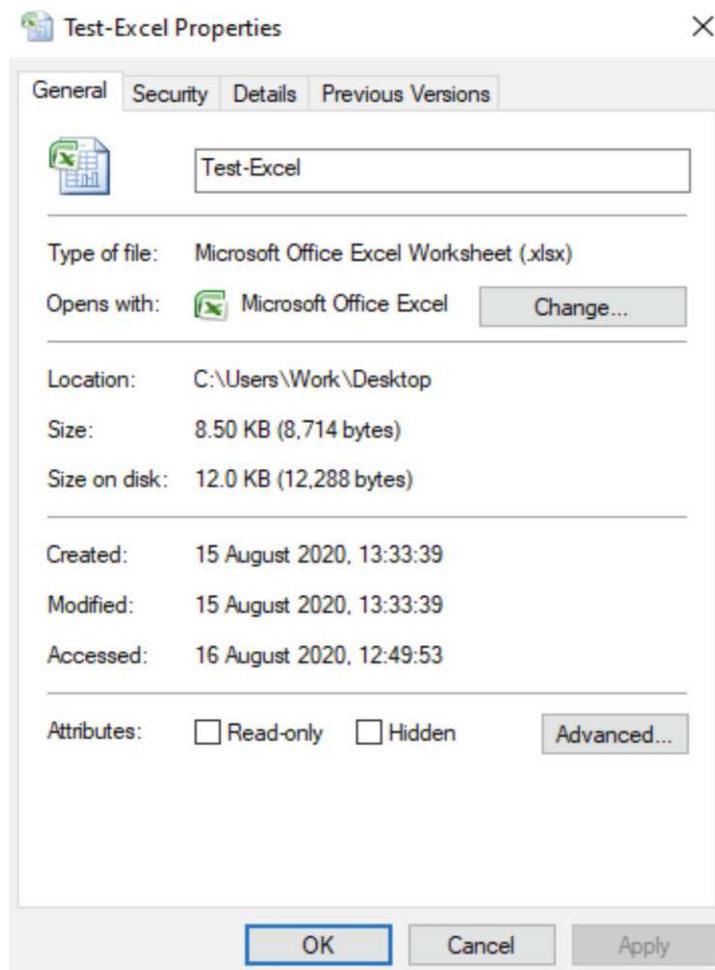
Let us examine a file and its properties



Test-Excel is the **NAME** of the file. To know its properties follow.

Right Click on File → Click on Properties

Clicking on properties will open a window like this. It has lots of details to explore



← **File Name**

← **File Type**

← **File Location**

← **File Size**

← **File Creation Date**

Let us look into Location attribute in a bit more details

Location: *C:\Users\Work\Desktop*

We know that a folder contains a subfolder.

Thus, it forms a file hierarchy to arrange and traverse easily.

The location for a file “Test-Excel” in the above example is

“C:\Users\Work\Desktop” which is equivalent to

This PC → C Drive → Users Folder → Work Folder → Desktop Folder → Test-Excel File

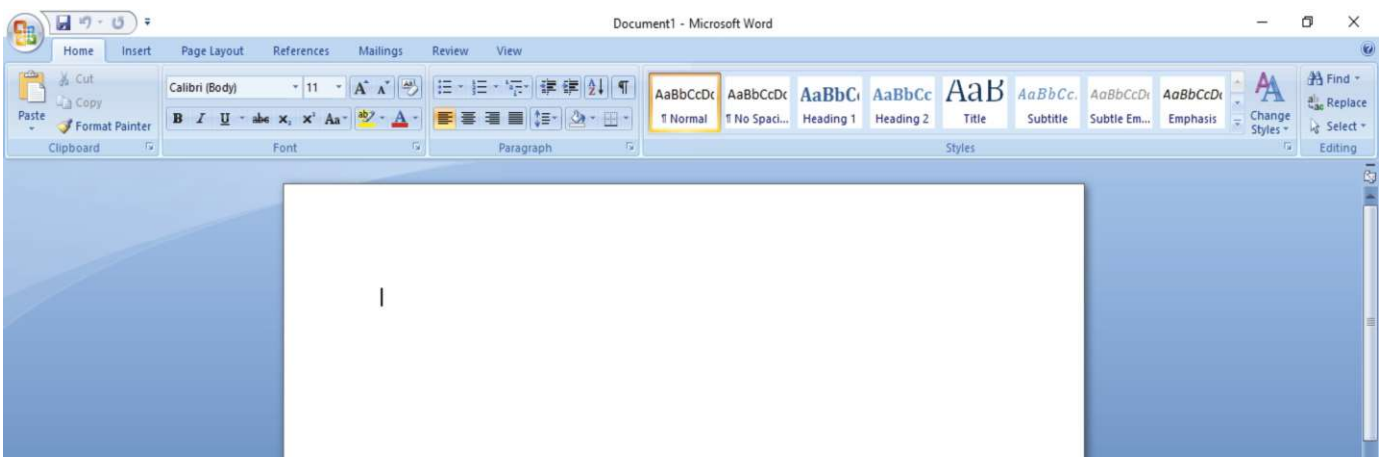
File Creation:

-  Locate file or folder - **Done**
-  Identify file or folder properties – **Done**
-  Creation of a file or folder - ?

Let us now learn an important concept of file creation. For better learning experience we will focus on creation of one file type “**Microsoft Word**” and save it to a specific location “**Documents**”.

Step 1 - First, [open Microsoft Word](#) by searching under “Type here to search”. You can also choose to click on the [START](#) menu and [locate Microsoft Word application](#).

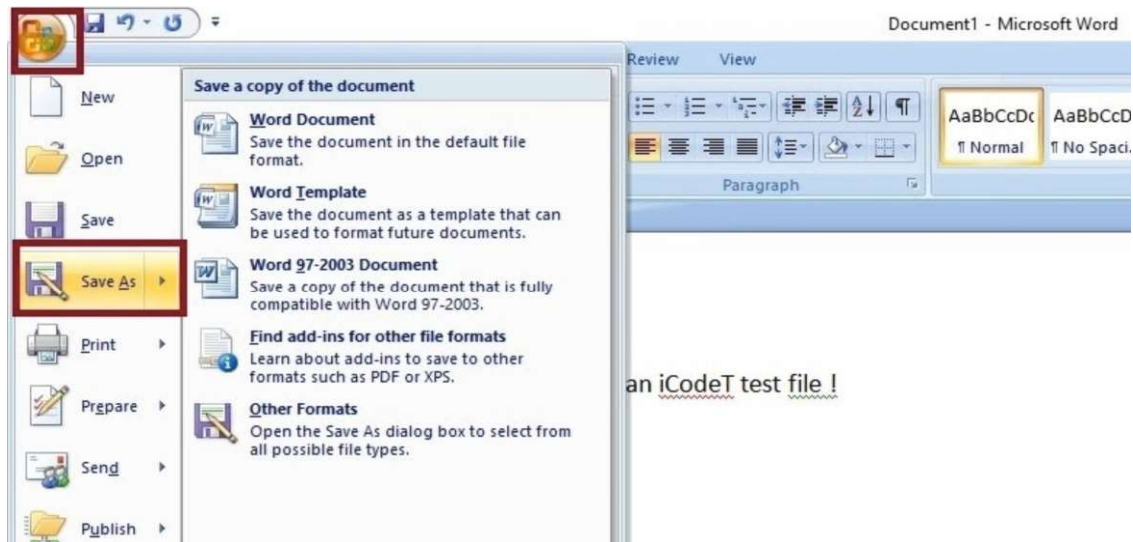
Step 2 - If you were successful with Step 1, you would see a Word document being opened.



Step 3 - Type “**This is an iCodeT test file !**”

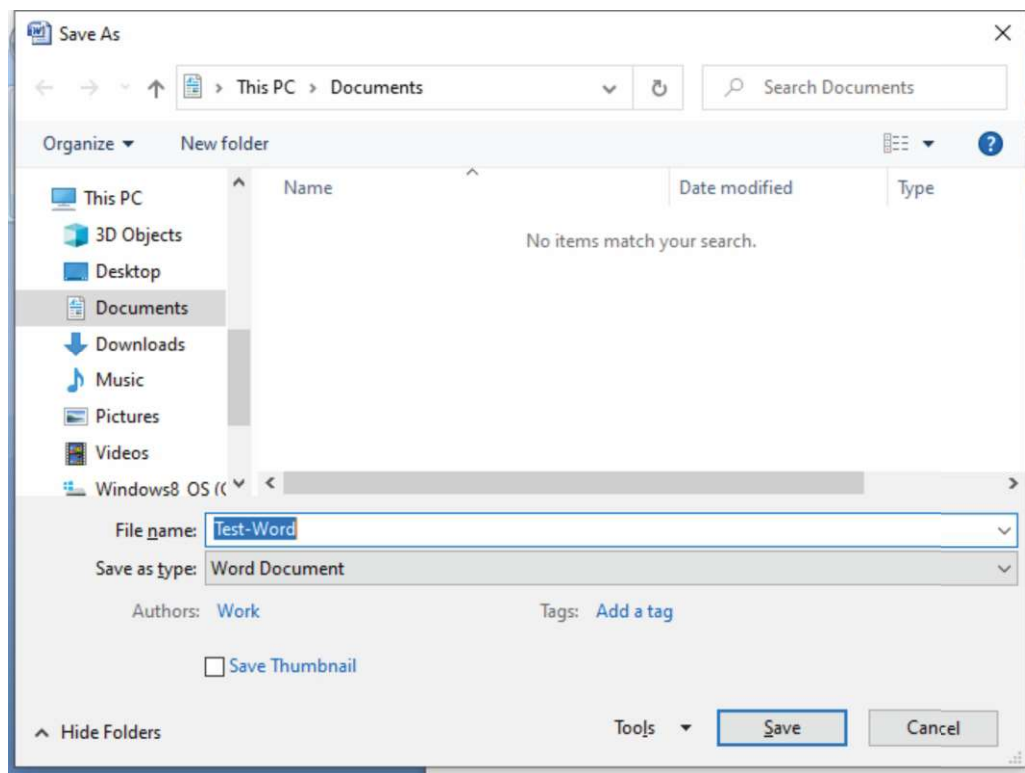
Step 4 - Now save this document file. To save

Office Button (Or, File Button) → Save As



Step 5 - Clicking on “**Save As**” will open a new window. Traverse through the path

- ✓ This PC → Document
- ✓ Enter File Name as → “Test-Word”
- ✓ Click on Save



Congratulations you just created a file all by yourself !

Important Note:

We've covered topics such as

- Files and folders,
- Different file types,
- Creating a file using Microsoft Word, and
- Saving it in the Documents folder.

It's important to note that you can perform additional actions, including

- Creating folders & text documents,
- Renaming files or folders,
- Deleting files or folders, and more.

Below are some examples of how to execute these actions.

To Create a folder

 Traverse to the location where you want to create folder

 **Right Click → New → Folder**

To Create a text Document

 Traverse to the location where you want to create a text document

 **Right Click → New → Text Document**

To Rename a file or a folder

 Traverse to the location where you have file or a folder

 **Right Click → Rename → Enter New Name**

To Delete a file or a folder

 Traverse to the location where you have file or a folder

 **Right Click → Delete**