Lab - Working with File Explorer

Introduction

In this lab, you will explore and use the File Explorer (Windows Explorer) to navigate the Windows file system.

Required Resources

- Windows PC

Instructions

Step 1: Explore File Explorer

File Explorer is a file management application in Windows 8.x and 10. Windows 7 has a similar file management application called Windows Explorer. The main difference between the two is that Windows Explorer does not have the Ribbon menu bar.

In the File Explorer, you could use the Ribbon menu bar to copy, move, delete, or create new folders.

a. Click Start. Search for File Explorer or Windows Explorer.

b. Click **Desktop** on the left panel.

c. In the right panel, right-click **New** > **Folder** to create a new folder on the Desktop. Name this new folder, **Folder1**.

d. Create another folder and name it **Folder2**.

e. Move **Folder2** into **Folder1**. Click Folder2 and select Move **to** > **Choose location** in the Ribbon Home menu to move Folder2 into Folder1 or you can use your mouse to drag-and-dropFolder2 into Folder1.
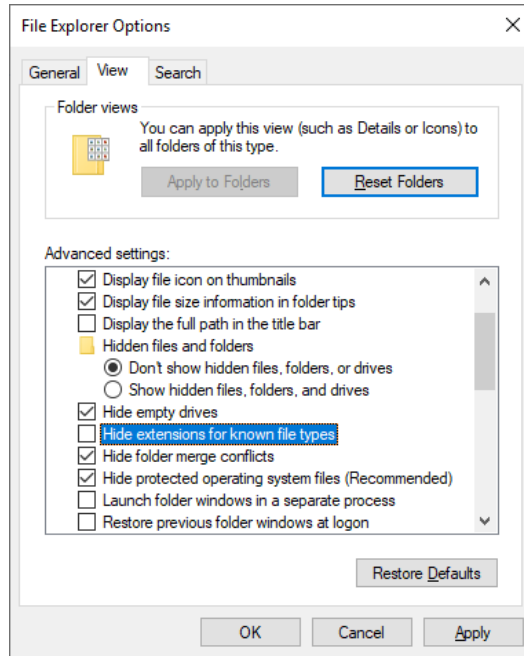
    Question:

    What happened with Folder1 and Folder2 on the Desktop?

    Type your answers here.

f. Create a new text document in Folder1. Right-click **New > Text Document**. Name the new text document.

g. The file extension is hidden by default. In Windows 10 and 8.x, select **File name extensions** in the **View** tab in the Ribbon in File Explorer. Another way to show the file extension is to navigate to the **Control**

Panel. In the small icon view, click **File Explorer Options** (Windows 10) or **Folder Options** (Windows 8.x and 7). Click the **View** tab and unselect **Hide extensions for known file types**. Click **OK** to continue.

Question:

What is the file extension for the text document?

Type your answers here.

h. Make a copy of the text document and place it in Folder2.

Question:

How would you do it?

Type your answers here.

i. Right-click the text document > click **Properties**. Click the **Details** tab.

What are the attributes associated with this file?

Type your answers here.

j. Now create a folder named **Folder3** inside **Folder2**.

Questions:

What is the complete path to Folder3? (Hint: One way to find this information is in the folder properties.)

Type your answers here.

In Windows 8.x and 10, which directories are listed under Folders? (**Note**: There is no Folders heading in Windows Explorer.)

Type your answers here.

k. Navigate to the Desktop within File Explorer or Windows Explorer.

l. Drag and drop Folder1 onto **Quick Access** (Windows 10) or **Favorites** (Windows 7 and 8.x).

Question:

What happened? Why would you want to do this?

Type your answers here.

m. Within the File Explorer or Windows Explorer, navigate to the Local Disk (C:).

Question:

What are folders listed in the Local Disk (C:)?

Type your answers here.

n. Open the Users folder. List all the folders in the directory.

Type your answers here.

o. Open the folder associated with your username.

Question:

Were you able to open it? Explain.

Type your answers here.

p. Open the folder associated with another username if it is available on the PC.

Question:

Were you able to open it? Explain. (**Note**: Windows 7 does not display other users' folders.)

Type yours answer here.

q. Notice the Public folder. This folder is accessible to any local users on the PC. Furthermore, it can be configured to be accessible for networked users.

Question:

Open the Public folder. List all the folders in the directory.

Type your answers here.

Step 2: Windows Libraries

Windows Libraries is a centralized location for related files from different locations on the PC or network. For example, the Videos library is a collection of all the videos from different locations on your PC and on a network drive. This acts as a short cut to all those videos.

a. To access the library, click Start Open File Explorer or Windows Explorer.

b. For Windows 8.x and 10, right-click the left panel. Click **Show libraries**.

c. Expand the Libraries.

Question:

Which folders or files listed under the Libraries heading?

Type your answers here.

d. A new library can also be created. Right-click **Libraries** > click **New** > click **Library**. Provide a name for the new library.

e. Include Folder1 in the new library, Folder1 on the Desktop can be added to the Libraries. Navigate to the Desktop. Right-click **Folder1** > click **Include in library** > select the new library you created

Select the library you created in the left panel. Click the Library Tools tab and select Manage library.

Question:

How would you remove the directory of Folder1 from the library without deleting Folder1 and its contents from the computer?

Type your answers here.