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**Module 1** Computing Fundamentals

## **CRITICAL***Thinking*

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### **ACTIVITY 3-1**

Beyond aesthetics, is there a practical use for applying a desktop background? Include a brief explanation in your answer. If your answer is yes, include an example of a practical application. If your answer is no, cite an example of how a desktop background might impair productivity.



## LESSON 4

# USING WINDOWS EXPLORER

**OBJECTIVES**

**Upon completion of this lesson, you should be able to:**

- Define uses for Windows Explorer.
- Identify the parts of the Explorer window and the icons used to represent drives, disks, files, and folders.
- Use Explorer to view the contents of a drive or folder.
- Expand and collapse the folder list.
- Change the view in the Explorer contents pane.
- Sort the information in the contents pane by criteria in the Details view.
- Display information about a file or folder in the Properties dialog box.
- Search for files or folders.

**Estimated Time: 1.5 hour**

**VOCABULARY**

Contents pane  
Folders bar  
Search  
Sorting  
Tree pane  
Wildcard characters  
Windows Explorer

The utility program *Windows Explorer* is designed to help you find, view, and manage files easily and effectively. Explorer gives you control over the organization and management of your files and folders. Like My Computer, which you used in earlier lessons, Explorer makes it easy to view the contents of selected disks and folders. In earlier versions of Windows, My Computer and Windows Explorer were separate programs. In Windows XP, My Computer and Windows Explorer are actually the same program; you simply click the Folders button on the toolbar in My Computer to access the Windows Explorer features. All the disk and folder maintenance operations you use with My Computer are available in Windows Explorer. Explorer simply provides additional features to make the tasks easier and faster. In this lesson, you will learn how to use options in Windows Explorer to control the display of files and folders.



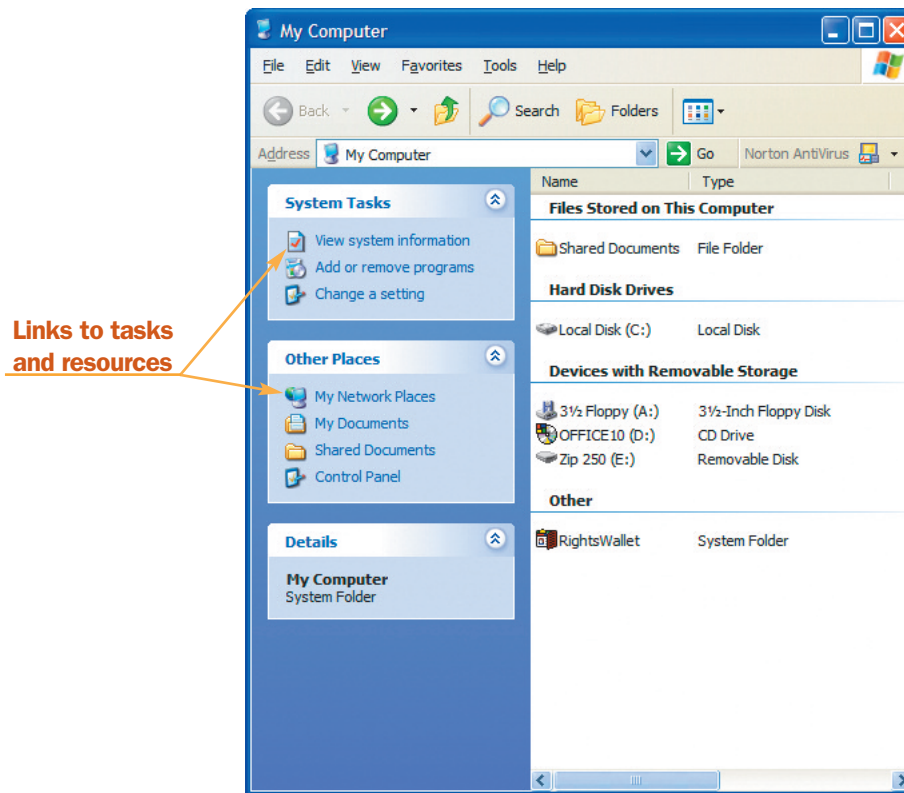
## The Explorer Window

Windows Explorer gives you the capability to search for files and folders, to find details about the contents of the files and folders, and to manage them—deleting, copying, and moving files and folders as necessary. There are three ways to start Explorer:

- Click Start, point to All Programs, point to Accessories, and then click Windows Explorer.
- Right-click over the Start button, and then select Explore from the shortcut menu.
- Click Start, click My Computer, and then click the Folders button on the toolbar.

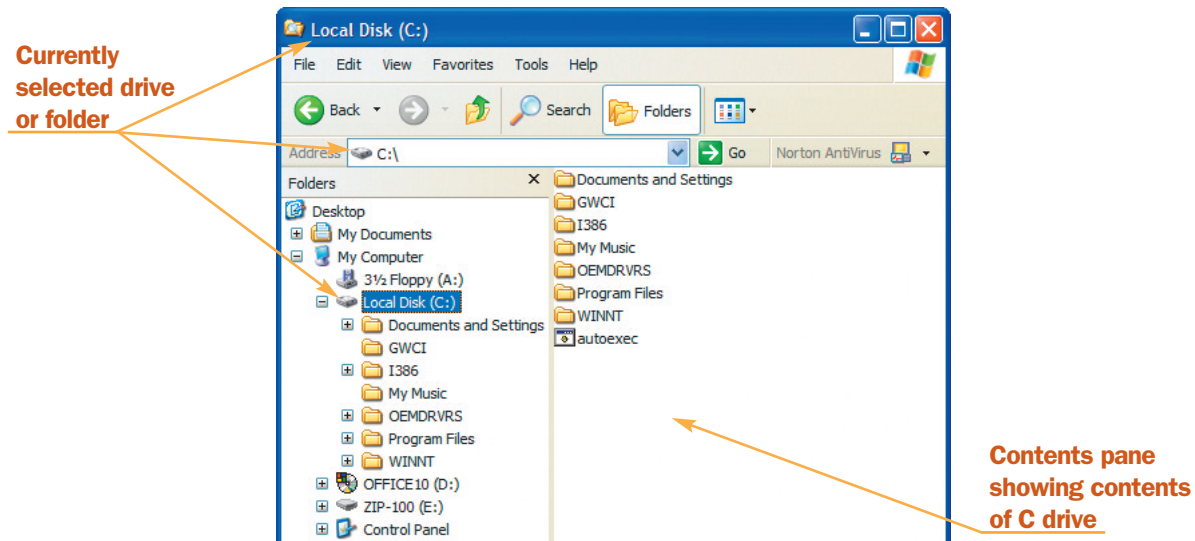
The right pane of the Explorer window looks similar to and functions like the My Computer window. The major difference between the My Computer window and the Windows Explorer window is how the left pane is used. As you can see in Figure 4-1, My Computer's left pane contains a resource bar that provides links to system tasks and your computer's resources.

**FIGURE 4-1**  
My Computer window



Explorer's left pane (see Figure 4-2) contains the Folders bar, which lets you see the structure of your folders at a glance and allows you to move and copy files by dragging them from one pane to the other. If you've worked in previous versions of Windows, this pane should look familiar to you.

**FIGURE 4-2**  
Windows Explorer window



Note that with either of these windows, because they are really working from the same program, you can alter your view to appear like the other. For example, if you are in the My Computer window and you click the Folders button on the toolbar, the links will disappear and will be replaced by the Folders bar. If you are in the Windows Explorer window and you click on the Close button at the top right of the Folders panel, the Folders bar will disappear and be replaced by the links to System Tasks and Other Places.

## STEP-BY-STEP 4.1

1. Start your computer and launch Windows XP if necessary.
2. Click **Start**, point to **All Programs**, point to **Accessories**, and then click **Windows Explorer**. If Windows Explorer does not appear on the Accessories menu, click the down arrow at the bottom of the menu. Leave this window open for the next Step-by-Step.



### Identifying the Parts of the Explorer Window

By now, you should recognize the window features common to many Windows XP screens. If you are new to Windows XP, however, you may not know the function of the two panes in the Explorer window. The **Folders bar** (left pane) is commonly referred to as the **tree pane**. The right pane is called the **contents pane**. These panes are discussed below.

#### Folders Bar (Tree Pane)

The Folders bar is also called the tree pane because its hierarchical display of all objects on the desktop is like a tree's trunk and branch system. But in this case, the tree is upside down: Its main root (Desktop) is at the top, with folders and subfolders branching off below it.

#### Computer Concepts



Windows XP continually monitors the programs you use. The programs and files that have not been accessed in some time will not be displayed on a menu until you click the down arrows at the bottom of the menu. The menu listing will expand to show all the options on the menu.

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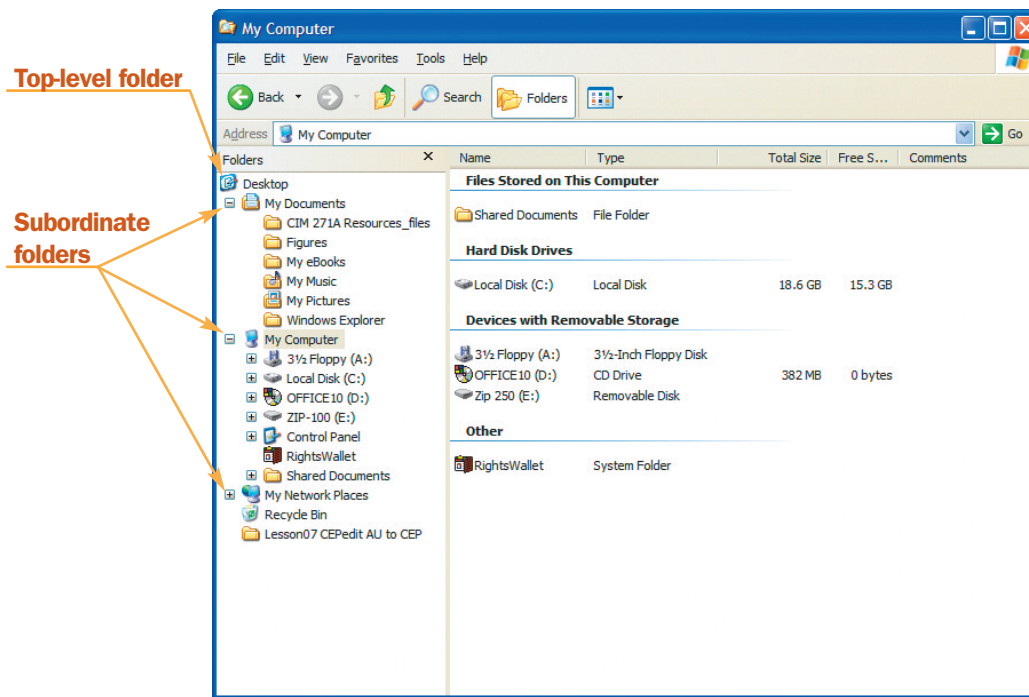
### Contents Pane

The display shown in the right pane (the contents pane) changes depending on the folder, disk, or other object selected in the left pane. In other words, the two panes—tree and contents—work together. For example, note in Figure 4-2 that Local Disk (C:) is selected. Also note that the Address Bar says C:\, thus matching the object selected in the left pane. If the WINNT folder is selected in the tree pane, the listing in the contents pane changes to show what's in the WINNT folder and the Address Bar reads C:\WINNT. Explorer's title bar also displays the name of the disk or folder you're currently exploring in the contents pane.

### Identifying the Icons in the Explorer Window

At the top of the tree pane is the Desktop icon. You may have to scroll to bring it into view. This icon represents the Windows desktop, and all icons are shown in the tree pane as stemming from the Desktop icon. Look at Figure 4-3. Note how the My Documents, My Computer, and My Network Places icons appear below and to the right of the Desktop icon. The placement of these icons makes it clear that these folders are subordinate to—or down one level from—the Desktop. The graphic used for each icon gives you a clue about what is represented—a drive, a folder, or an application file, for example.

**FIGURE 4-3**  
Icons in the Explorer window



Each of these icons, in turn, has icons below and to the right of them. Under the My Computer icon, for example, you may see an icon for a floppy drive or a CD/DVD drive and an icon for the hard drive. The hard drive icon has a number of folders displayed below and to the right of it. These are the applications and other folders stored on the drive.

Finally, Explorer shows you whether each of these folders has subfolders within it. Notice in Figure 4-3 the small boxes to the left of some icons. Boxes containing a plus sign (+) indicate folders that have subfolders not currently displayed. If a box contains a minus sign (–), the

subfolders are displayed below the folder. In Figure 4-3, for example, the minus sign next to the My Computer icon indicates that all subfolders in that folder are displayed below. The plus sign next to the Shared Documents folder indicates that this folder contains subfolders that are not displayed. (See the Expanding and Collapsing the Tree section, which follows.)

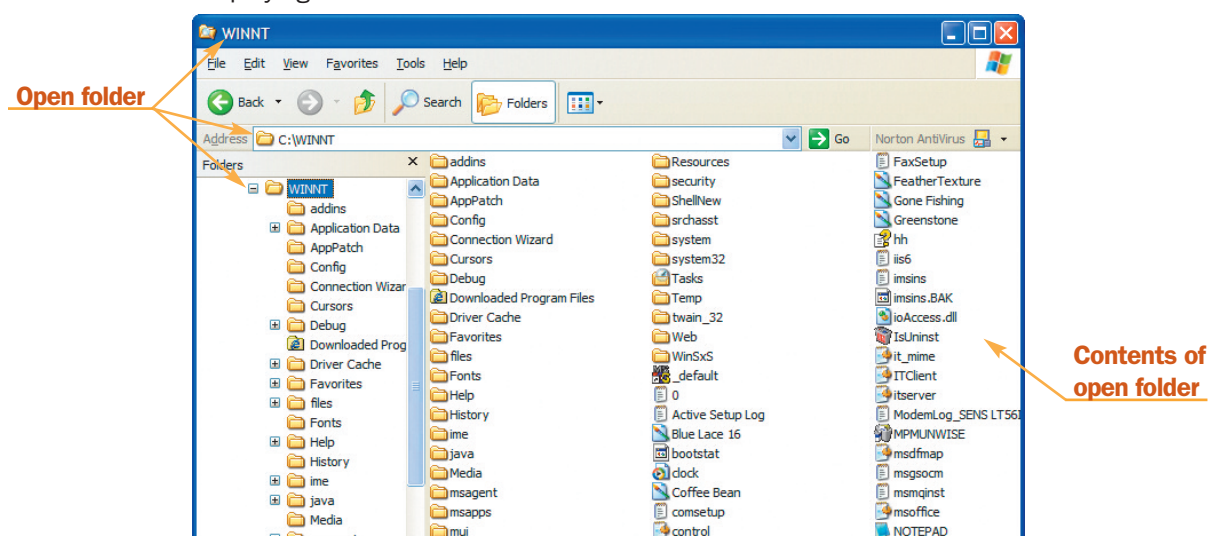
As you can see from a careful look at the tree pane, Explorer uses one view to show the same information that would require several views in My Computer. You'll find this view makes it very easy to handle file-management tasks.

The contents pane also shows several types of icons, depending on the object selected in the tree pane. Look at Figure 4-4. This figure shows that the WINNT folder has been selected. The label *WINNT* is highlighted in the tree pane, and the folder icon appears to be open. The contents pane shows the contents of this folder, which include both subfolders (identified by the yellow folder icons) and files (identified by icons other than that of a folder).

### Note

If you are displaying the contents of a folder for the first time, you may have to click the **Show Files** or **Show the contents of this folder** link in the contents pane first.

**FIGURE 4-4**  
Displaying the contents of a folder



You can see the subfolders in the contents pane even when they are not displayed in the tree pane. Being able to control each pane independently of the other gives you great flexibility when you are copying, moving, viewing, or otherwise manipulating files.

## Expanding and Collapsing the Tree

When you open Explorer, it does not display subfolders. If you want to display subfolders for any folder, you must expand the folder list (increase the subfolder display level). To expand the folder list, just click the plus sign in the box to the left of the folder. As the subfolders appear below the folder, the plus sign changes to a minus sign. When you click the minus sign, you collapse the folder list (decrease the subfolder display level).

Collapsing a folder makes it possible to view more objects in the tree. This is useful if you are trying to copy or move files between different folders. Collapsing folders also makes the folder list less cluttered, so it is easier to locate files and folders.

## STEP-BY-STEP 4.2

1. Click the **My Computer** icon in the tree pane.
2. Find the drive on which the WINNT or WINDOWS folder is stored (generally drive C). If the box to the left of the drive has a plus sign, click the **plus sign** (+).
3. Locate the WINNT or WINDOWS folder, and note whether there is a plus or a minus sign in the box to the left of the icon.
4. Click the box to the left of the WINNT or WINDOWS folder icon. If the box has a plus sign, the tree will expand, showing the subfolders below the folder; if the box displays a minus sign, the tree will collapse.
5. If necessary, click again on the box to the left of the folder icon to display the subfolders in the tree pane.
6. Notice that a number of the subfolders have additional subfolders, as indicated by a plus sign in the box to the left of the subfolder.
7. Expand the system32 folder (you may have to use the tree pane's scroll bar to find it), and display all of its subfolders and their subfolders:
  - a. Click the **plus sign** in front of the system32 folder.
  - b. Click the **plus sign** in front of the drivers folder.
8. Click the **minus sign** (–) in front of the drivers folder. Notice that the drivers folder list collapses.
9. Click the **minus sign** in front of the system32 folder and the **minus sign** in front of the WINNT or WINDOWS folder. Remain in this screen for the next Step-by-Step.

### Note



On your system, the WINNT folder may have a different name. It may, for instance, be called WINDOWS or Windows. If you are uncertain, ask your instructor for assistance. In this and subsequent Step-by-Step instructions, substitute the appropriate name of your folder wherever you see the name WINNT.



1-3.2.6

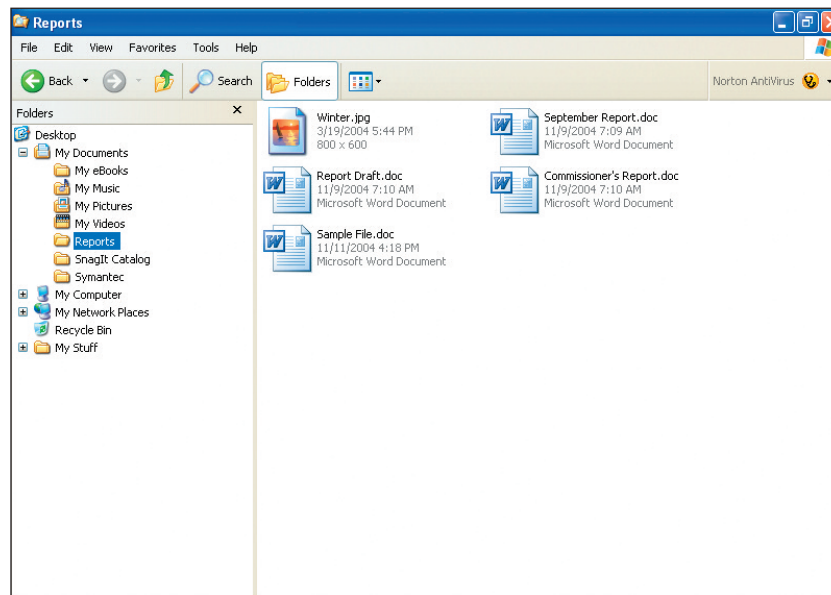
## Setting Explorer Options

Explorer's View menu is similar to all View menus in other program windows. You can choose to display the Standard toolbar buttons and the status bar, for example, and you can change the view of the contents pane to Thumbnails, Tiles, Icons, List, or Details.

### Views

The default view for Windows Explorer displays tiles (large icons) in the right pane, as shown in Figure 4-5. Depending on the task and your goal, you can choose the view option to best meet your objectives.

**FIGURE 4-5**  
Windows Explorer—Tiles view



- **Thumbnails:** Displays the images a folder contains on a folder icon so you can identify the contents of the folder quickly. For example, in Thumbnails view, you can see small images of pictures stored within a folder on the folder. By default, four images will be displayed on the folder, and the folder name is displayed under the folder icon.
- **Tiles:** Displays a large icon and filename for each file and provides a visual clue to the type of file and the file contents, such as a musical note for music files or a picture for image files. Information about the file, such as the date it was last modified or the type of file, is displayed below the icons.
- **Icons:** Displays small icons with filenames below them, generally arranged horizontally across the screen.
- **List:** Provides a list of all files and folders. Displays small icons and the filename, usually in a vertical arrangement.
- **Details:** With details, you get much more information than you do with the other view types. Details view can show the file icon, the filename, the file size, the associated application, the date and time the file was created or last modified, and other information depending on the chosen options.

#### Note

To change the information listed in Details view, click the **View** menu and then click **Choose Details**. Click in the box to the left of each detail name to select it; if you want to eliminate a selected detail, click the box to deselect it. Then click the **OK** button to apply the new details.

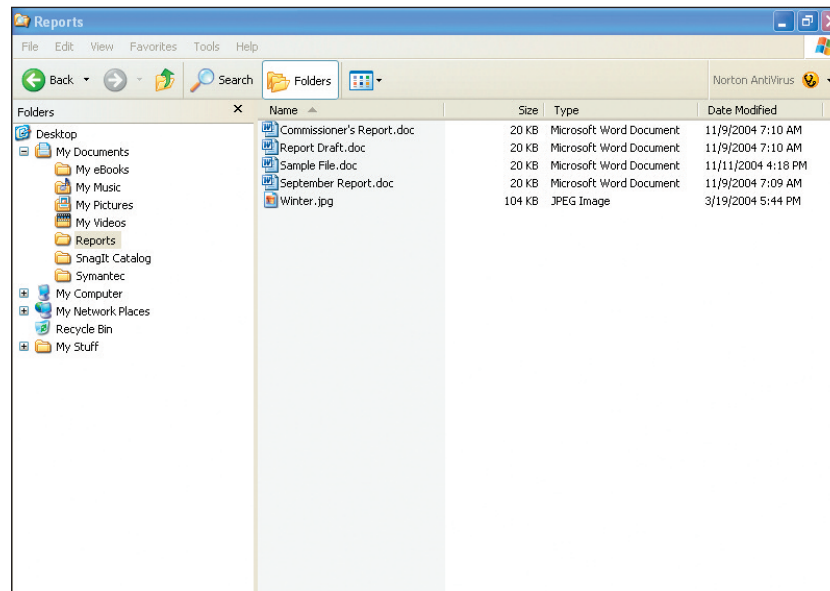
Additionally, if a folder contains all graphic files, the Filmstrip view becomes an option as well. With the Filmstrip view, you see a larger image than you do with the Thumbnail view and you can scroll through all the files in the folder.

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### STEP-BY-STEP 4.3

1. On the View menu, click **Thumbnails**. The display now shows large icons representing folders and files, with images on the folders that indicate their contents.
2. On the View menu, click **Icons**. The display now shows a horizontal arrangement of folders and files represented by icons and titles.
3. On the View menu, click **List**. The display now shows a vertical arrangement of folders and files represented by icons and titles.
4. On the View menu, click **Details**. The display now shows a detailed list of each folder, and may include information such as name, size, type, and date and time created or last modified (Figure 4-6). Leave this window open for the next Step-by-Step.

**FIGURE 4-6**  
Windows Explorer—Details view

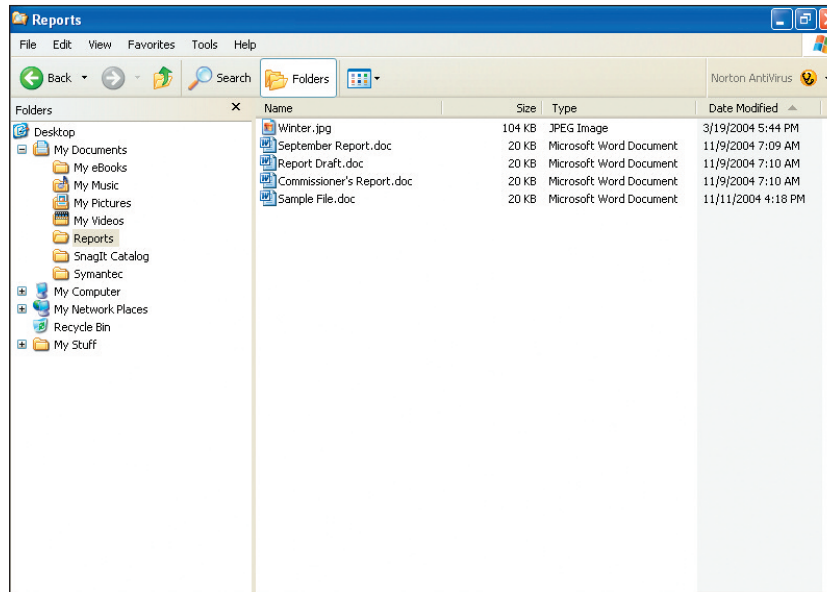


### Sorting

To help you more easily locate files and folders, you can also sort the items displayed in a window. **Sorting** is the process of creating a list organized on a specific criterion. For example, you can sort a list of files in alphabetical order by filename, by size from smallest to largest, or by date created or modified, from most recent to oldest files. If you are looking for a file, but you can't remember the name, you might remember that you worked with the file within the last few days. Your best option is to sort by date modified, as shown in Figure 4-7. You can sort files by any details listed in Details view, such as name, size, and type. To sort by any option, just click the column name in Details view.

**FIGURE 4-7**

Windows Explorer—files sorted by date modified



## The Toolbar

Explorer's toolbar is similar to the My Computer toolbar. You will see the Back, Forward, and Up navigation buttons that help you navigate in both the tree pane and the contents pane. The Views button at the far right of the toolbar lets you change the way objects are displayed in the contents pane only. The options from the Views button are the same as those listed above: Thumbnails, Tiles, Icons, List, Details, and Filmstrip (for folders containing only graphic files). The Search button opens the Search Companion to help you find specific files or folders, which you will learn about later in this lesson.

### Computer Concepts

The arrow that appears next to the column head in Details view indicates whether the list is sorted in ascending order (arrow points up) or descending order (arrow points down).

Remember you can change the Standard toolbar in any window, including the Explorer window, by clicking the Toolbars option from the View menu and then selecting the Customize option from the submenu. In the Customize dialog box, you can add or remove buttons from the toolbar. You can also change how information about toolbar buttons is displayed. In the Text options drop-down list, you can choose to display text identification for each button or to have identifying text appear when you rest the mouse pointer on the button. You can also choose the No text labels option, but you will probably find that the labels help you learn about the available toolbar commands.

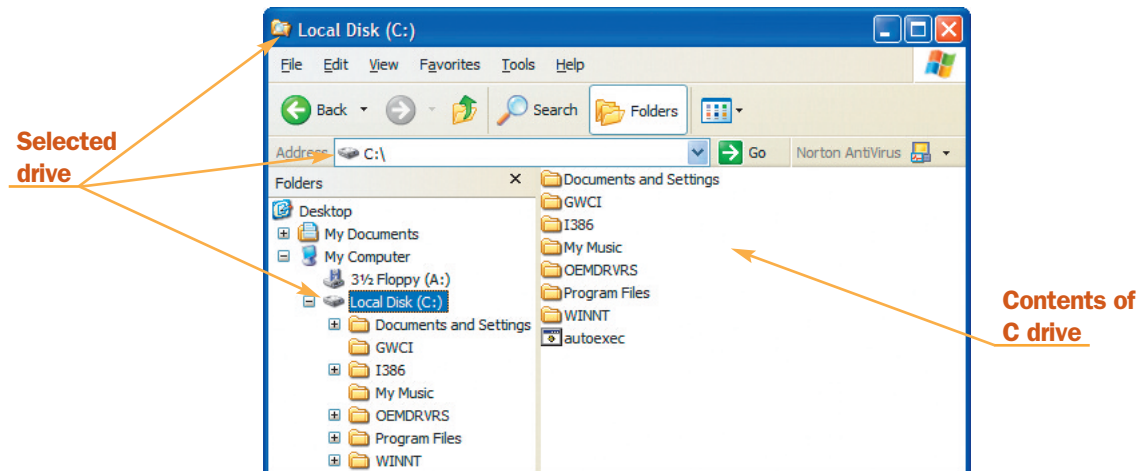


## Viewing the Contents of a Drive or Folder

Most folder and file operations require you first to identify the drive you want to use. In Explorer, icons in the tree pane represent the available disk drives, folders, and other objects. To select a drive, for example, click the appropriate drive icon. The drive is highlighted in the tree pane, and its contents appear in the contents pane (see Figure 4-8).

**FIGURE 4-8**

Highlighting shows which disk drive is selected



You can also select a drive or another desktop object (such as the Recycle Bin) by clicking the object in the Address Bar drop-down list. This action moves you directly to the object in the tree pane. If you have a very large tree displayed, it may be easier to select an object this way than to scroll in search of it.

To view the contents of a folder, click the folder in the tree pane. The folder opens and its contents appear in the contents pane. If the folder has subfolders, you can double-click a subfolder in the contents pane. When you do so, the subfolder's contents are displayed in the contents pane and the tree pane expands to show any subfolders.


### Note

If the Address Bar is not visible in your Windows Explorer screen, click on the **View** menu and then open the Toolbars sub-menu. A check mark appears next to selected toolbars. Select **Address Bar** if it is not selected.

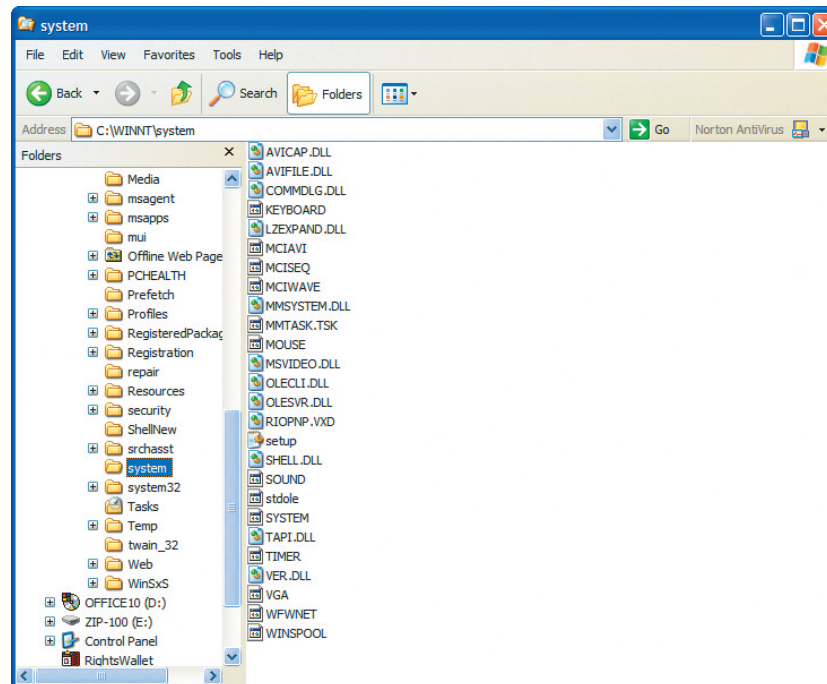
## STEP-BY-STEP 4.4



1. Click the icon of the drive where your Assignments folder is located. The contents pane shows the contents of the disk or drive.
2. Double-click the **Assignments** folder in the contents pane. Notice that the folder's contents now appear in the contents pane and that the tree pane shows the open folder under the drive icon.
3. Click the **WINNT** or **WINDOWS** folder (usually found on drive C) in the tree pane to display the contents of the folder on your hard drive.

## STEP-BY-STEP 4.4 Continued

4. In the contents pane, double-click the **system** folder. (If necessary, click **Show Files** or **Show the contents of this** folder in the contents pane.)
5. Click the **View** button on the toolbar and select **List**. Your display should resemble Figure 4-9. 

**FIGURE 4-9**  
Contents of the system folder



6. Click the **Up** button on the toolbar to select the WINNT or WINDOWS folder again. 
7. From the Address Bar drop-down list, select the drive that contains your Assignments folder. (If the Address Bar is not visible, select it from the Toolbars submenu on the Views menu.)
8. Click the **Close** button to close Windows Explorer. 



## Displaying File Properties

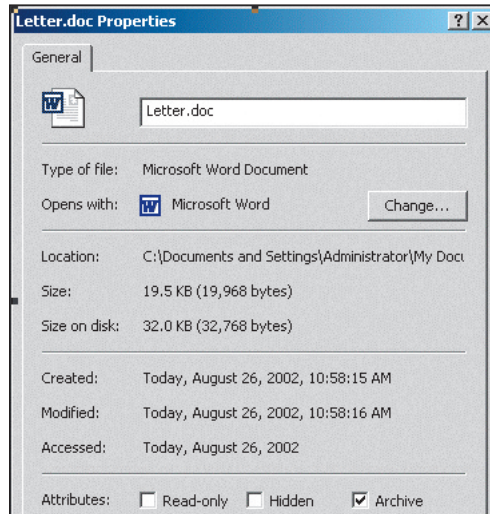
1-3.2.6

The Properties dialog box for a file or folder in Windows displays information about the file or folder, including the type of file, the name of the program that opens the file, the file size, the file location, and the date the file was created and last modified. To display the properties for a

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file or folder in Windows, right-click the filename or folder in Windows Explorer, and then click Properties. Figure 4-10 shows the properties for a Microsoft Word file named Letter.doc.

**FIGURE 4-10**  
Properties dialog box in Windows



Files created in different programs can have additional properties that are displayed in the Properties dialog box within that program. For example, in addition to General properties, a Microsoft Word document can have Summary, Statistics, Contents, and Custom properties, which might include the document's author, the number of words and paragraphs in the document, and the name of the client for whom the document was created. Figure 4-11 shows the Summary tab of the Properties dialog box in Word for the file Letter.doc.


### Note

You can also open the Properties dialog box by right-clicking any icon on the Windows desktop. This will open the shortcut menu so you can select Properties to open the dialog box.

**FIGURE 4-11**  
Summary tab in the Properties dialog box in Microsoft Word



## STEP-BY-STEP 4.5

1. Open Windows Explorer. To do this, right-click the **Start** button, and then click  **start** **Explore**.
2. Click the **My Documents** icon in the tree pane and look for a data file, such as a word-processing file, an image (or picture) file, or an audio file. Your instructor may direct you to a specific folder to find a data file, or you can open the **My Pictures** folder and find an image file in the **Sample Pictures** subfolder.
3. Right-click the file icon in the contents pane.
4. Click **Properties**. Notice which properties are displayed on the General tab in the dialog box.
5. If there are other tabs in the Properties dialog box, click on each tab and look at the information displayed. Close the Properties dialog box.
6. Close Windows Explorer.



### Finding Files and Folders

The Windows XP *Search* feature allows you to find files and folders by specifying a variety of search criteria. For example, you can search for files and folders by name, by date, by type, by size, or by a string of text that they contain. There are three ways to access the Search feature:

- In Windows Explorer, click the Search button on the toolbar.
- If you are not in the Explorer window, click the Start button and then click Search on the Start menu.
- Right-click over the Start button and then select Search... from the shortcut menu.



#### TECHNOLOGY TIMELINE

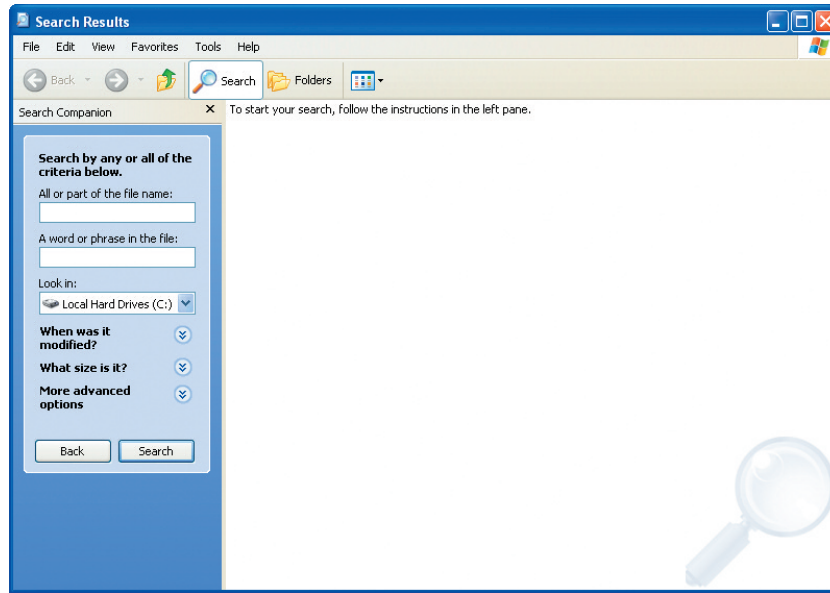
##### LOGICAL SEARCH TOOLS

In the 1840s, George Boole, a self-educated mathematician from England, developed ways of expressing logical processes using algebraic symbols. The Boolean logic uses words called *operators* to determine whether a statement is true or false. This Boolean logic has become the basis for computer database searches. The most common operators used are AND, OR, and NOT. These three simple words can be extremely helpful when searching for data. For example, if you search for “railroad AND models,” the results will include documents with both words. If you search for “railroad OR models,” the results will include the greatest amount of matches listing documents with either word. A good way to limit the search is to search for “railroad NOT models.” The results will then include all documents about railroads but not documents about models.

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The Search or Search Results window will open. The left pane is called the Search Companion and offers a list of options to search. Figure 4-12 shows the Search window that opens in the left pane when you click the *All files and folders* option.

**FIGURE 4-12**  
Search Results window



In the *All or part of the file name* text box, type all or part of the name of the file you want to find. You can also use the **wildcard characters** (\* or ?) to substitute for characters in a filename. Use \* to substitute for zero or more characters and use ? to substitute for only one character.

To search for files containing specific text, type the text you want to find in the A word or phrase in the file text box. Use the Look in list arrow to select the drive or folder you want to search. To specify additional search criteria, click on the down arrow button next to one of the available search options, and then select one or more of the options to narrow your search. Table 4-1 describes the search options available. When you are finished selecting search options, click the Search button at the bottom of the Search Companion pane to start your search.

**TABLE 4-1**  
Search options


SEARCH OPTION	USE TO
When was it modified?	Find files that were created or modified on or between specific dates
What size is it?	Find files of a specific size
Type of file	Find files of a specific type, such as a Microsoft Word document
Search system folders	Search in the folders that contain system information
Search hidden files and folders	Search in files or folders that have the hidden attribute
Search subfolders	Search all the subfolders in a drive or folder

**TABLE 4-1 Continued**

Search options

SEARCH OPTION	USE TO
Case sensitive	Find files with upper- and lowercase letters that match the filename search criteria
Search slow files or Search tape backup	Find files stored on removable storage devices, such as a tape backup device

## STEP-BY-STEP 4.6

1. Click the **Start** button on the taskbar and then click **Search** in the Start menu. 
2. Click the **All files and folders** option in the Search Companion (left) pane.
3. Key the name of a file from My Documents for which you would like to search in the All or part of the file name text box.
4. Choose **My Documents** from the drop-down menu of the Look in field if it is not already selected.
5. Click the **down arrow** button next to More advanced options. Make sure that **Search subfolders** is checked.
6. Click the **Search** button.
7. Select the file you want from the list of files and folders in the right pane. Double-click on the file to open it.
8. Close the file.
9. Close the Search window.

## SUMMARY

In this lesson, you learned:

- Windows Explorer and My Computer are actually the same program in Windows XP.
- When you start Explorer, you see a window with the familiar title bar, menu bar, display window, and status bar. The display window is divided vertically into two panes—a left pane, which displays the Folders bar, and a right pane, which displays the contents.
- The Folders bar, also referred to as the tree pane, displays all the objects on the desktop in a hierarchical structure, and it displays the folder structure for the currently selected disk. The contents pane displays the contents of the folder selected in the tree pane.
- In the tree pane, the open folder is the active folder. In the contents pane, a folder icon represents a subfolder of the open folder.

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- Explorer's View menu options and Views button allow you to control how files are displayed in the contents pane. You can select Thumbnails, Tiles, Icons, List, Details, and sometimes Filmstrip (for graphics files).
- Sorting files in the contents pane organizes the list according to a specific criterion. You can sort files and folders by many specifications including name, size, date modified, and type.
- In the tree pane, you can collapse (decrease the levels shown in) the tree so the folders and subfolders do not appear. You can also expand (increase the levels shown in) the tree so it shows folders of all levels.
- You can display the properties of a file by right-clicking the filename in the Explorer window and then selecting Properties from the shortcut menu to open the Properties dialog box, which provides information about the file including size, type, date, author, and other details.
- The Search feature is available in Windows Explorer by clicking on the Search button on the toolbar, or you can access Search directly from the Start menu.
- Options in the Search Companion allow you to refine your search to find specific files or folders.

## VOCABULARY *Review*

Define the following terms:

Contents pane  
Folders bar  
Search

Sorting  
Tree pane

Wildcard characters  
Windows Explorer

## REVIEW *Questions*

### TRUE/FALSE

Circle T if the statement is true or F if the statement is false.

- T    F    1. To start Windows Explorer, you select All Programs on the Start menu and then select Windows Explorer.
- T    F    2. In Windows Explorer, the Folders bar is also called the contents pane.
- T    F    3. When viewing files as Thumbnails, you can see the date and time the file was modified.
- T    F    4. To find a specific file, use the Windows Search feature.
- T    F    5. A plus sign next to a folder in Explorer's tree pane indicates folders that have subfolders not currently displayed.

## MULTIPLE CHOICE

Circle the best response for each of the following statements.

1. Windows Explorer and \_\_\_\_\_ are the same program in Windows XP.
  - A. Desktop
  - B. WordPad
  - C. My Computer
  - D. Recycle Bin
2. \_\_\_\_\_ creates a list organized on a specific criterion.
  - A. Searching
  - B. Sorting
  - C. Exploring
  - D. Tiling
3. The left pane of Explorer contains a(n) \_\_\_\_\_ that lets you see the structure of your folders.
  - A. tree
  - B. icon
  - C. link
  - D. menu
4. The \_\_\_\_\_ icon is at the very top of the tree pane.
  - A. My Computer
  - B. My Explorer
  - C. drive C
  - D. Desktop
5. All of the following are views you can use to display files and folders *except* \_\_\_\_\_.
  - A. Thumbnails
  - B. Rulers
  - C. Tiles
  - D. List

## PROJECTS

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### PROJECT 4-1

1. Start Windows if it is not already running.
2. Open **My Computer**, and then click the **Folders** button on the toolbar to access the Windows Explorer Folders bar.
3. In Windows Explorer, perform the following steps:
  - A. Change the view to **Thumbnails**.
  - B. Change the view to **List**.
  - C. Change the view to **Icons**.
4. If the Address Bar is not visible, select it from the **Toolbars** submenu of the View menu.

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5. Click the **Address Bar** drop-down list arrow, and select **Recycle Bin**.
6. Click the **Back** button to return to Windows Explorer.
7. Click the icon that represents your computer's hard disk in the tree pane.
8. Double-click a folder on your computer's hard disk to view its contents.
9. Right-click a file or subfolder in the folder to open the shortcut menu.
10. Select **Properties** from the shortcut menu to open the Properties dialog box.
11. Look at the information displayed about the file or folder, and then close the dialog box.
12. Click the **Up** button on the toolbar until My Computer appears in the Address Bar.
13. Click the **Folders** button on the toolbar to reopen the resource bar in the left pane.
14. Click the **Close** button to close My Computer.

### PROJECT 4-2

1. Open **Windows Explorer**, and display the **Lesson 4** data folder in the contents pane.
2. Open the **Lesson 4** data folder to display its contents with details about the files and folders:
  - A. Click the **Lesson 4** folder, then open the Project4-2 folder.
  - B. Choose **Details** from the View menu.
  - C. Open the **Choose Details** dialog box and select **Name**, **Size**, **Type**, and **Date Modified** if these details are not already selected.
3. Print a copy of the Project4-2 Report Form in the Project Reports folder:
  - A. Click the **Project Report** folder to open it.
  - B. Verify that your printer is accessible and ready.
  - C. Select the **Project4-2 Report Form** file, and then select **Print** from the File menu.
4. Using the Project4-2 Report Form you printed in step 3, do the following:
  - A. Fill in the heading with the appropriate information.
  - B. Answer all questions on the Report Form using Windows Explorer to display the sub-folders and files in the Project4-2 folder.
  - C. Turn the report in to your instructor if requested.
5. Close Windows Explorer.
6. If instructed to do so, shut down Windows XP and your computer.



### TEAMWORK PROJECT

Working with another student, write a list of steps you would follow to use the Windows XP Search feature to find all the JPEG image files in the My Documents folder. Then use the steps to conduct the search individually. When you have the search results, select the List or Details view and click the Name column head to put the list of files in ascending alphabetical order by file-name (you may need to click the Name column head twice to put them in A to Z order). On a piece of paper, write the total number of JPEG files you found and the names of the first three files. Compare your results with your partner's results. If there are differences in the list, do you

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think they are because you have different files on your computer, or because you set up the Search criteria differently?

## CRITICAL *Thinking*

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### ACTIVITY 4-1

During lunch, a coworker asked if you thought there were advantages to working with Windows Explorer rather than My Computer. You told him you would have to think about it and would give him an answer later in the day. Consider features that might be available in Explorer but not in My Computer; determine what, if any, operations are easier to perform in Explorer than in My Computer; and prepare a written response for your coworker.