LESSON 5

File Management with Windows Explorer

OBJECTIVES

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

- Create folders and subfolders.
- Recognize and distinguish between different types of icons.
- Understand how to run an application or open a document file from Windows Explorer.
- Name and rename files and folders.
- Delete folders and restore (undelete) a deleted folder from the Recycle Bin.
- Manage the display and organization of files.
- Copy, delete, and move files from one folder to another.
- Use Disk Cleanup to clear your disk of unnecessary files.
- Run Disk Defragmenter to make your computer operate more efficiently.

Estimated Time: 1.5 hours

VOCABULARY

8.3 alias
Application file icons
Copy
Destination
Disk Cleanup
Disk Defragmenter
Document file icons
Extension
Filename
Fragmented files
Move
Parent folder
Source
Subfolder

Creating Folders

1-3.2.6

As you have learned, folders are used to organize files on a disk, and folders are represented by icons that actually look like file folders. When you want to create a folder to store files, you first must decide where you want to place the new folder. To create a ***subfolder***, your decision is in which ***parent folder*** the new subfolder will be placed. Remember, this is a creation process, a building process. You decide where to create or where to build.

In Lesson 1, you created a new folder in the My Documents window. Windows Explorer gives you the versatility to create and manage files in any location accessible by your computer. This includes hard disk drives, floppy disks, network drives, and folders on those drives. To create a folder in Windows Explorer, select New from the File menu and then click the Folder option

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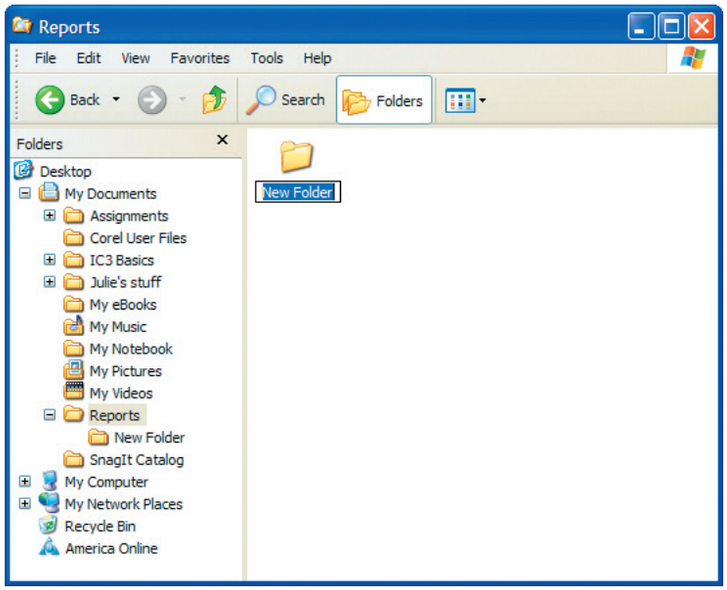
in the submenu. A New Folder icon (see Figure 5-1) appears in the contents pane. To create a subfolder, click the folder in the tree pane where you want to place the subfolder (or double-click the folder in the contents pane), then follow the instructions for creating a folder.

FIGURE 5-1
New Folder icon



Recognizing Different Types of Icons

It helps to identify what you are looking at in the Windows Explorer panes, so let's take a moment to learn how to distinguish among the different types of icons used to represent locations, folders, and files. Location icons are graphic images that clearly represent drives, disks, or locations such as My Computer (a computer) or My Desktop (a stylized desktop). Folder icons look like the manila folders used in a filing cabinet, and some folders give a clue to their contents by including a small image such as a musical note, a picture, or a piece of film.

Working with File Icons

There are two basic kinds of file icons—***application file icons*** and ***document file icons***. Each has distinguishable characteristics.

Application File Icons

An application file icon starts an application. The icon may look like a miniature version of the program icon, or it may look like a miniature window (see Figure 5-2). In both cases, double-clicking an application file icon in the contents pane will start the application program.

Computer Concepts

An easy way to start an application or open a document from Windows Explorer is to use the Open command on the File menu. Select the icon for the file you want to open or run in the contents pane and then choose **Open** from the File menu.

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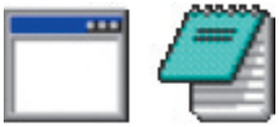
FIGURE 5-2
Application file icons



Document File Icons

Document file icons share the same distinctive feature: a piece of paper with a superimposed graphic (see Figure 5-3). When you create a document file, you can associate that file with an application. For Windows, this means you create a link between a document and an application. This allows you to open a document file directly—you do not need to open the application first.

FIGURE 5-3
Document file icons

Naming Folders and Files

1-3.2.6
1-3.2.7

If you are familiar with DOS or older versions of Windows, you may know that both use a file-naming convention called *8.3* (pronounced "eight dot three"). The "eight" part means that a file's name may be up to eight characters long. The "three" part is an ***extension*** (no longer than three characters) to the name. And the "dot" is the period that separates the 8 from the 3. Neither spaces nor special characters can be used in the DOS naming system. For example, in the ***filename*** *letter.doc*, the name is *letter*, the separator is the standard period, and the extension is *doc*.

Newer versions of Windows, including Windows XP, allow long names (up to 255 characters) for folders and files, and they allow spaces, punctuation marks, and most characters in the names. They allow you to name a folder *JL Smith & Company Contract* instead of a code name such as *jlscocon.doc*. In some cases, extensions are also longer in newer filenames. Examples include the *jpeg* extension used for some graphics files, and the *html* extension, short for hypertext markup language, which is used to designate files in a format used for Web pages.

But only application programs designed specifically for Windows 95 and later versions will permit long filenames. To compensate, Windows (and Windows application programs) assigns a short filename, called an ***8.3 alias***. Programs that don't support long filenames see this 8.3 alias as the file's name.

Be extra careful working with programs that don't recognize long filenames:

- If you copy a folder or file with a long filename to a system that doesn't support long filenames, the system will use an 8.3 alias.
- When you open a file that has a long filename in a program that doesn't recognize long filenames, the long filename could get lost.
- Utility programs that back up and restore data and applications may not support long filenames, and using such programs can destroy the long filenames and the backup files may not be accessible.

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The same naming conventions apply to folder names. When you create a new folder (before you click anywhere else or press Enter), simply key the folder name. As you key, your folder name replaces the words *New Folder* under the folder's icon. Press Enter to display the new folder name.

STEP-BY-STEP 5.1

1. Start Windows if necessary, and then start Windows Explorer.

2. If necessary, change the view to **Icons**.

3. Your instructor will tell you whether you will use a floppy disk or a specific location on the hard disk drive to store your practice files.
   - **a.** If you are using a floppy disk, verify that your practice disk is in the appropriate floppy drive, then click the disk's icon in the tree pane (most likely labeled A: or 3½ floppy).
   - **b.** If you are directed to use a location on the hard drive, select the correct drive and folder in the tree pane.
   - **c.** Notice that the drive is now displayed in the Address Bar if it is displayed. (If you do not see the Address Bar, select it from the Toolbars submenu on the View menu to display it.) Notice also that there are few or no icons in the contents pane. You haven't created any folders or files yet, with the exception of the Hobby file in your Assignments folder, which you may see displayed.

4. Create a new folder called Reports:
   - **a.** Click **New** on the File menu, and then select **Folder** on the submenu.
   - **b.** The New Folder icon—with the name *New Folder* highlighted—appears in the contents pane. Key the folder name **Reports**. Be sure to key upper- and lowercase as shown.
   - **c.** Press **Enter**. You should see a new folder named Reports displayed in the contents pane.

5. Create three subfolders in the Reports folder:
   - **a.** Double-click the **Reports** folder icon in the contents pane to open it. The Reports folder icon and name are now displayed in the Address Bar.
   - **b.** Click **New** on the File menu and then select **Folder** from the submenu. A new folder icon appears.
   - **c.** Key the folder name **Monthly**, and then press **Enter**.
   - **d.** Click anywhere in the display window, except on the newly created folder, to deselect it.

6. Following the instructions in Steps 5b–5d, create two additional subfolders in the Reports folder; name them **Quarterly** and **Final**. Your screen should resemble Figure 5-4. Remain in this screen for the next Step-by-Step.

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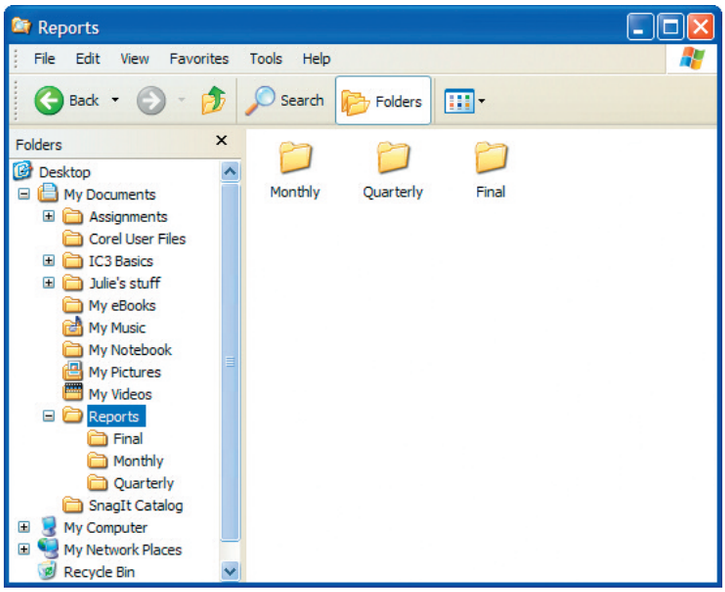
STEP-BY-STEP 5.1 Continued

FIGURE 5-4
Three subfolders in the Reports folder



Renaming a Folder

You may find that after you have used a folder for a time, you need to rename it. This is a simple process; there are actually four ways to rename a folder:

- Click the folder in the contents pane to select it, press the F2 key, and then key in the new name in the text box.
- Click the folder to select it, choose Rename from the File menu, and then key the new name in the text box.
- Right-click the folder name, choose Rename on the shortcut menu, and then key the new name in the text box.
- Click the Folders button on the toolbar to access the My Computer tasks bar. Then click the folder icon to select it, click Rename this folder in the File and Folder Tasks panel, and then key the new name in the text box.

Notice that other folder maintenance tasks appear in the File and Folder Tasks panel of the My Computer window. If no subfolder is selected, the File and Folder Tasks panel includes only Make a New Folder and Publish this folder to the Web. (If you are on a network, you may also see Share this folder.) If a subfolder is selected, the task list includes folder tasks such as Rename this folder, Move this folder, and Copy this folder.

Note

Rename folders with care. Application programs will not work if they cannot locate the folder names for which they are searching.

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STEP-BY-STEP 5.2

1. Click the **Up** button on the toolbar to close the Reports folder and return to the drive contents display.
2. Right-click the **Reports** folder icon to display the shortcut menu.
3. Click **Rename** in the shortcut menu.
4. Key the new name **Status Reports**, and then press **Enter**. Leave this window open for the next Step-by-Step.

Deleting a Folder

You can delete a folder in four ways:

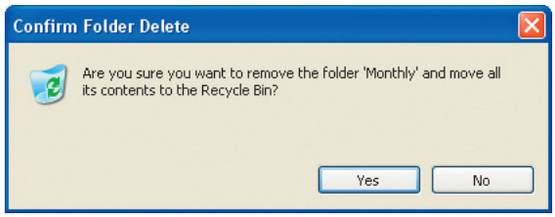
- Click the folder to select it and then select Delete from the File menu.
- Click the Folders button on the toolbar, click the folder you want to delete to select it, and then select Delete this folder from the My Computer File and Folder Tasks panel.
- Click the folder to select it and then press the Delete key.
- Right-click the folder and then select Delete on the shortcut menu.

When you delete a folder or subfolder, you also delete all the files in it. Use extreme caution, therefore, before you attempt to delete a folder. To make sure this is what you really want to do, Windows displays a Confirm Folder Delete message box (see Figure 5-5). Windows provides one additional safety net when you are deleting a folder from a hard disk. Folders deleted from a hard disk are transferred by default to the Recycle Bin, from which they can be recovered. But a folder or a file deleted from a floppy disk is gone—period. No Recycle Bin is available.

Note

My Computer allows you to turn off the Confirm Folder Delete message by checking the appropriate box in the Recycle Bin Properties dialog box. To prevent accidents, keep this option checked.

FIGURE 5-5
Confirm Folder Delete message box



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STEP-BY-STEP 5.3

1. Click the **Status Reports** folder in the tree pane (or double-click it in the contents pane) to open the folder and display its subfolders.

2. Delete the Monthly subfolder:
   a. Click the **Monthly** subfolder to select it.
   b. Press the **Delete** key. The Confirm Folder Delete message box appears.
   c. Verify that the correct folder name (Monthly) is shown before you click the **Yes** button. Watch as Windows graphically illustrates the folder being deleted from the Status Reports folder.

3. Click the **Up** button on the toolbar until you return to My Computer.

4. Remain in this window for the next Step-by-Step.

Selecting Files

IC3 1-3.2.6

Windows Explorer permits you to control how your files are organized by allowing you to move and copy files between disks and folders and to delete files. The first step in performing any of these functions is to select the files.

You learned in Lesson 5 that you select a single file by clicking it. To select two or more files that are adjacent to one another, click the first file in the series, press and hold down the Shift key, and then click the last file in the series, and to select files that are not adjacent, press and hold down the Ctrl key and then click each of the files. You can select all the files in a folder with the Select All command on the Edit menu in Explorer.

You can use the scroll bars to move around the display window when selecting files. Don't worry if the selected object moves out of view. An object will remain selected until you select another object or cancel the selection. When you want to cancel all the selections in a window, click a blank area in the window.

STEP-BY-STEP 5.4

1. In the Windows Explorer tree pane, click the drive that contains your data files for this lesson.

2. If necessary, scroll the window of the contents pane until the **Step5-4** folder is in view, then double-click it to open it. (You might have to click the Show files or Show the contents of this folder link in the contents pane first to display the files and folders.)

3. Maximize the window.

4. Select **Details** view if necessary.

5. Select the first file in the contents pane by clicking it once. (Be careful not to double-click, or you may open the file.)

6. Select nonadjacent files:
   a. Press and hold down **Ctrl**.
   b. Click every other filename you currently see in the window.

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STEP-BY-STEP 5.4 Continued

7. Deselect the first selected file by pressing **Ctrl** and clicking the file's icon.
8. Deselect all the selected files by clicking once on a clear area in the contents pane.
9. Select adjacent files:
   a. Click the first file in the list.
   b. Press and hold down **Shift**. Then click the tenth file in the listing. All the intervening files will be selected.
10. Deselect all the selected files by clicking once on a clear area in the contents pane.
11. Click **Select All** on the Edit menu to select all the files in the folder.
12. Deselect all the files by clicking once on a clear area in the contents pane. Keep the window open for the next Step-by-Step.

Copying, Moving, and Deleting Files

IC3 1-3.2.6 1-3.2.7

One of the key advantages of using Windows is the ease with which you can copy, delete, or move files from one location to another. You move or copy files from a source to a destination. The ***source*** is the file to be copied, and the ***destination*** is the location (folder or disk) where the copied or moved file will then reside. Whenever you need to move or copy files, both the source and destination locations should be visible. In this way, you can see what you are moving or copying and where it is going. In Windows Explorer, you can view the source in the contents pane and the destination in the tree pane, or you can use the My Computer option to make the source and destination windows visible at the same time by changing the browsing option in the Folder Options dialog box to *Open each folder in its own window*. Folder Options are available from the Tools menu.

Note

The option to open folders in their own windows is only available when you are in the My Computer screen of Windows Explorer. Click the **Folders** button on the toolbar to close the tree pane on Windows Explorer to access the My Computer window so this option will work.

Copying Files

When you ***copy*** a file, you place a duplicate of the file in a different location and the original file remains in place. To copy a file to a new location on a different disk, select it. You can select more than one file to copy using the techniques you learned earlier. You can also select a folder to copy.

When you copy folders in Windows Explorer, you must hold down the Ctrl key as you drag the object from its current location and drop it onto its destination; that is, to the folder or drive where you want to copy it. If you are copying a folder from one window to another in My Computer, however, you simply drag the object to a new location to make a copy—you do not need to press any key while you drag to make a copy of the file.

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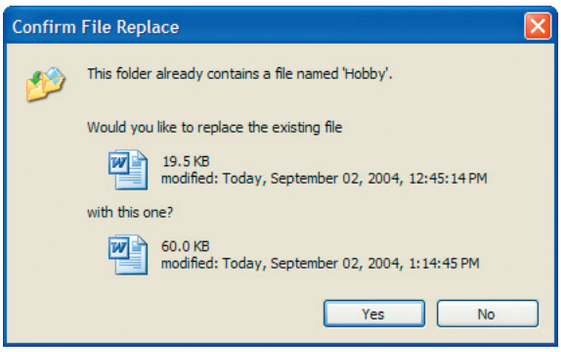
Moving Files

The moving process is similar to the copying process. When you ***move*** a file, however, you remove it from its original location and place it in the destination location. To move an object to a new location on a different disk in Windows Explorer, simply select it and drag it to the destination. In the My Computer screen, you must hold down the Shift key as you drag the file to its destination to move it without leaving a copy in the source location.

Rather than try to remember when to hold down the Shift or Ctrl key, an alternate method of moving and copying files is to drag the file using the right mouse button. When the file is dropped in the destination, a menu appears; you can then click on your preference: Copy Here or Move Here.

If you attempt to copy or move a file to a destination where an identically named file exists, Windows displays the Confirm File Replace message box, shown in Figure 5-6. Click the Yes button to replace the existing file; click No to cancel the copy or move.

FIGURE 5-6
Confirm File Replace message box



Take special care when moving, copying, deleting, or renaming files so that a file is not lost. You may inadvertently move a file to a location or rename a file and then forget the name or location. Another common error occurs when you rename a file using different application software than that used to create the original file, so the file is no longer associated with that original file and you won't be able to locate it. You may also find that you can no longer open the renamed file in either the original or the new application.

Common problems associated with manipulating and working with files include lost files and file or disk corruption. You can avoid these problems by naming and storing files systematically, backing up data files regularly, and checking compatibility.

STEP-BY-STEP 5.5

1. Select **Tiles** from the View menu.
2. In the tree pane, click the drive where the data files for this lesson are located.
3. Find the **Step5-5** folder in the contents pane and double-click the folder to open it.
4. Double-click the **Status Reports** folder to open it.
5. Double-click the **Fina**l folder and locate the **5-5Status Qtr 1** file.

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STEP-BY-STEP 5.5 Continued

6. Find your **Assignments** folder in the tree pane.
7. Drag the **5-5Status Qtr 1** file from the contents pane to the Assignments folder in the tree pane to move it to the new location.
8. Click the **Assignments** folder in the tree pane to open it in the contents pane.
9. You should see the 5-5Status Qtr 1 file, now in the Assignments folder.
10. Hold down the **Ctrl** key and drag the **5-5Status Qtr 1** file in the contents pane to the Final subfolder in the tree pane to make a copy of the file in the new location.
11. Leave this window open for the next Step-by-Step.

Deleting Files

There are several ways to delete a file in Windows Explorer; in fact, all the ways mentioned earlier that you can use to delete a folder can also be used to delete a file. Select the file and then press Delete, or right-click to open the shortcut menu and then click Delete to quickly delete a file. You will see a Confirm File Delete message box when you delete a file, just as you do when you delete a folder. Click Yes in the dialog box to continue the process of deleting the file. Remember you can also use the Delete command on the File menu or the Delete this file task on the My Computer tasks bar to delete a file also.

STEP-BY-STEP 5.6

1. Click the **Assignments** folder in the tree pane to display its contents in the contents pane.
2. Locate the **5-5Status Qtr 1** file in the contents pane and right-click on the file to open the shortcut menu.
3. Click **Delete** to delete the file. Click Yes to confirm the deletion.
4. Close Windows Explorer.

Restoring a Deleted File

As discussed previously, a file (or folder) deleted from a hard disk goes to the Recycle Bin. The Recycle Bin acts as a temporary storage folder for files you delete and keeps track of where deleted files and folders were originally stored. Then if you need to recover a deleted file or folder, you can use the Recycle Bin to restore it to its original location on the hard disk.

To restore a deleted file from the Recycle Bin, you must restore it before you empty the Recycle Bin because emptying the Recycle Bin permanently deletes all the files currently in the Recycle Bin. Double-click the Recycle Bin icon on the desktop or click the Recycle Bin icon in the tree pane of Windows Explorer to open the Recycle Bin window (see Figure 5-7), which displays files deleted from the hard disk. To restore a file or folder, right-click it and choose Restore from the shortcut menu, or select one or more items you want to restore, right-click any selected item, and then select Restore the selected items from the Recycle Bin Tasks panel or Restore from the File menu.

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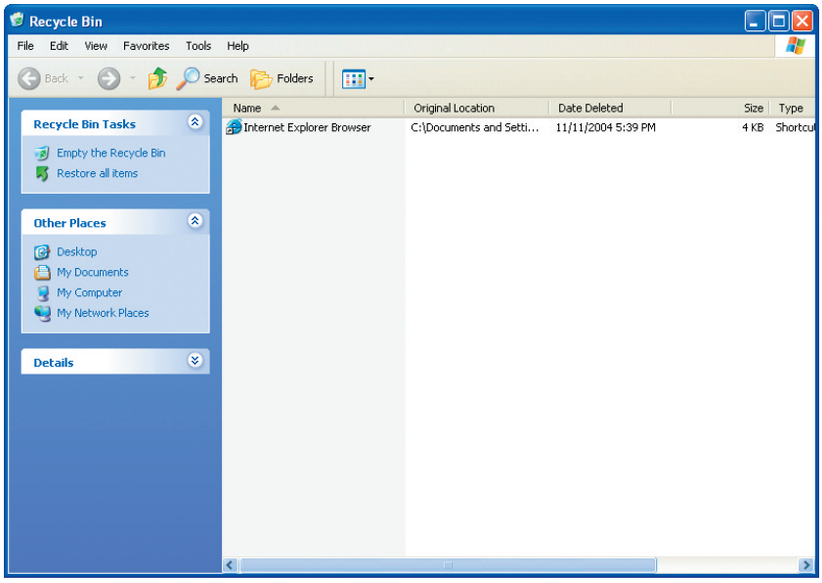
The selected file will be returned to its original location and it will no longer appear within the Recycle Bin. Use the Restore all items option on the tasks panel to restore all the files and folders in the Recycle Bin to their original locations.

Computer Concepts

If you choose to Empty the Recycle Bin, the files are permanently deleted and cannot be restored.

FIGURE 5-7
Recycle Bin window



Working in a Connected World

PROJECT MANAGEMENT

Project management is one of the components that a system analyst, a job described in an earlier lesson, might find in a job description. However, because the job of a system analyst can sometimes be so detailed, many companies hire a project manager to work with the analyst and other team members. A project manager might be in charge of a wide array of projects—from Web site development to implementing an entire new computer system. The responsibilities of the project manager would be to manage, guide, keep everyone on task, and coach the team.

People who work in this profession need strong leadership abilities and good organizational skills. Many people use a management software program such as Project Management to help them with this job. Educational requirements vary depending on the company and job requirements—some employers may require a two-year degree, whereas others require a master's degree.

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Managing a Hard Drive

1-3.2.7
1-3.2.8

A trouble-free hard disk is extremely important to the Windows operating system. Windows uses your hard disk for temporary storage, and many Windows application programs create temporary files on the hard disk as you use the application. If your hard disk is not in good working order, you may find your system slow in responding or you may have problems running programs and opening documents. Hard disks continue to increase in storage capacity, but a disk on a computer that is used by more than one person or for a long period of time may have many files that are not needed. You can regain disk space using system tools designed to purge the hard disk of unneeded files.

Windows comes with a number of tools to keep your system in good working order. You can review all of these by looking up information about system tools in the Windows Help and Support feature. For the remainder of this lesson, we'll discuss two important disk maintenance tools: Disk Cleanup and Disk Defragmenter. You can open both of these programs from the Start menu.

Disk Cleanup enables you to clear your disk of unnecessary files. ***Disk Defragmenter*** rearranges the files on your disk, repositioning the files in one place so the disk performs optimally. An error-checking tool that reads a disk's vital signs and either warns you about problems or fixes them is also available. You can access this tool from Windows Explorer by selecting My Computer in the tree pane, and then selecting the icon for the disk you want to check. Click on Properties in the File menu to open the Properties dialog box and you will find the error-checking tool on the Tools tab.

Locating and Deleting Unnecessary Files

You can use Disk Cleanup to help free up space on your hard drive. Disk Cleanup will not work on floppy drives or CD-ROM disks. The Disk Cleanup program searches your drive and then shows you temporary files and unnecessary program files you can safely delete. You can direct Disk Cleanup to delete some or all of those files.

STEP-BY-STEP 5.7

1. Open the **Start** menu.
2. Select the **All Programs** option, select the **Accessories** option, choose the **System Tools** option, and then select the **Disk Cleanup** option. The Disk Cleanup message box appears showing the progress of the scan of your hard drive. Note: If your computer has more than one drive, there will be a prompt asking which drive you want to clean up.

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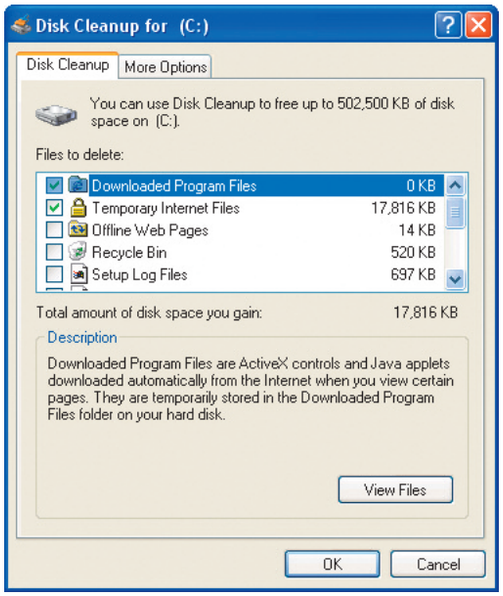
STEP-BY-STEP 5.7 Continued

3. When the scan of the hard drive is complete, the Disk Cleanup for (C:) (or the drive selected) dialog box indicates how much disk space you can gain by cleaning up the disk (see Figure 5-8).

FIGURE 5-8
Disk Cleanup dialog box



4. Only certain file types are selected for deletion by default. Scroll through the list of files to see what other files could be deleted and how much space could be gained on the hard drive by their deletion.

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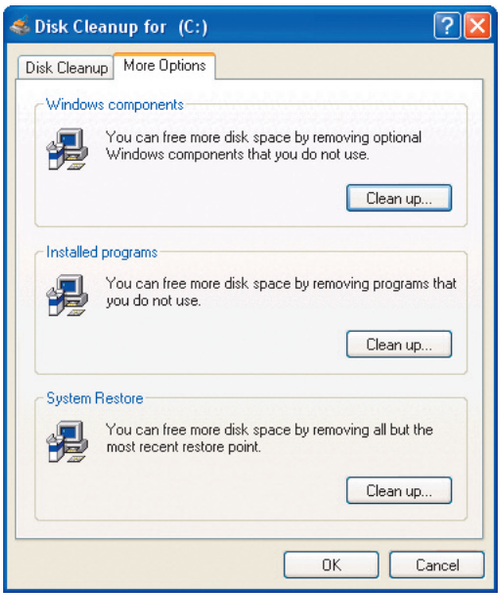
STEP-BY-STEP 5.7 Continued

5. Click the **More Options** tab in the Disk Cleanup dialog box. You will see you have three additional options for cleaning up your disk (see Figure 5-9). The Windows components option permits you to remove optional Windows program components you do not use. The Installed programs option permits you to remove programs you may no longer need or use. The System Restore option tracks changes to your computer and creates a restore point when it detects the beginning of a change. It permits you to remove all but the most recently saved system restoration point or to restore your computer to an earlier state in which your computer was functioning the way you liked.

FIGURE 5-9
Additional disk cleanup options



6. Click the **Cancel** button to close Disk Cleanup without performing any actions.

Each option on the More Options tab launches a separate program to perform the actions described. You would need to select each of these options independently. If you wanted to actually clean up the hard drive on your system (deleting the files listed on the Disk Cleanup tab), you would click OK in the Disk Cleanup dialog box. A message box would ask you to verify that you wanted to perform this action—in which case you would click OK. Then the disk cleanup would proceed. Depending on the number of files involved, the speed of your system, and so on, a disk cleanup can take anywhere from just a couple of minutes up to a half an hour or more.

Defragmenting a Disk

Disks—both hard and floppy—store data in clusters, also referred to as allocation units. A cluster is the smallest amount of disk space the operating system can handle when it writes or reads a file and is usually equal to 512 bytes or the default size of the disk. When you store files on a newly formatted disk, Windows writes each file's data in adjacent clusters. For example, the data for the first file saved might be stored in clusters 3 through 15, the next file's data might use clusters 16 through 30, and a third file's data might use clusters 31 and 32. In this way, Windows stores data in contiguous clusters; that is, in clusters that are adjacent on the disk.

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Each time you delete a file, however, you empty clusters and make them available for new data. To optimize your disk space, Windows uses these now-empty clusters as you save new files. First, Windows saves as much data as possible in the first available cluster, then the next available cluster, and the next, and so on, until it has stored all the remaining file data. In this way, Windows splits file data among clusters that are not contiguous. In other words, in its efforts to optimize disk space, Windows creates ***fragmented files***, files that are not stored in contiguous clusters. In the normal process of saving new files and deleting old files, your disk becomes quite fragmented.

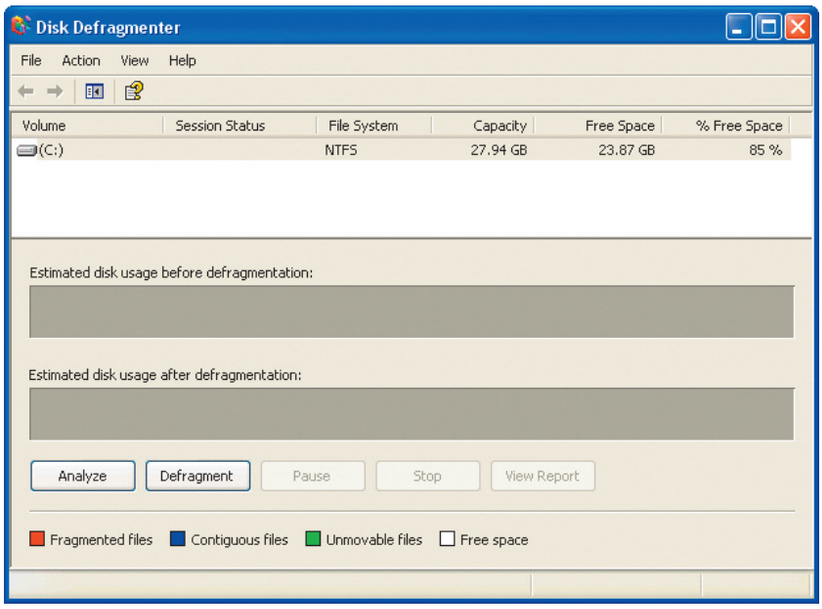
Fragmentation does not harm a disk, but heavy fragmentation can slow down the disk's read and write times, thus reducing disk efficiency. To enhance disk performance, use Windows' Disk Defragmenter (another option on the System Tools submenu, accessed from the Accessories option on the Start Menu) or a similar program. Disk Defragmenter rearranges disk files, storing each file in contiguous blocks.

First, Defragmenter looks at your disk and tells you what percentage of the disk is fragmented. If the disk is not heavily fragmented, you may not want to proceed; in that case, the Defragmenter gives you an option: continue or quit. If you continue, Disk Defragmenter begins to reposition the files. While Defragmenter is working, you can click the Show Details button to see a graphic display of the program's progress. Note that you cannot use Disk Defragmenter on floppy disks.

STEP-BY-STEP 5.8

1. Open the **Start** menu.
2. Select the **All Programs** option, select the **Accessories** option, choose the **System Tools** option, and then select the **Disk Defragmenter** option. The Disk Defragmenter dialog box appears (see Figure 5-10).

FIGURE 5-10
Disk Defragmenter dialog box



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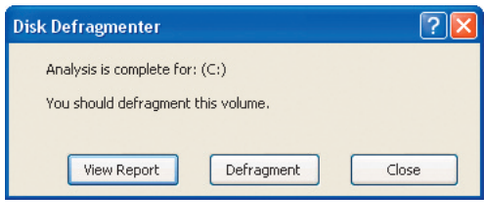
STEP-BY-STEP 5.8 Continued

3. Select your hard disk in the list near the top of the window, and then click the **Analyze** button. Be patient; it may take Windows a minute or two to analyze the disk.

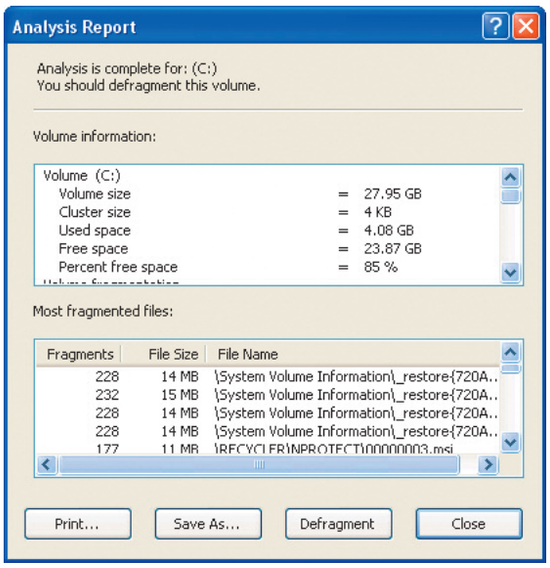
4. A message box like that shown in Figure 5-11 appears, indicating that the analysis is complete.

FIGURE 5-11
Defragmenter message box



5. Click **View Report**. The Analysis Report dialog box opens, as shown in Figure 5-12.

FIGURE 5-12
Analysis Report dialog box



6. Click **Close** to close the report window.

7. If you have permission from your instructor to run Disk Defragmenter, click the **Defragment** button. Otherwise, proceed to step 8.

8. Click the **Close** button to close the Disk Defragmenter. If you are using a floppy disk as your practice disk, remove it from the floppy disk drive. If instructed, shut down Windows and turn off your computer.

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SUMMARY

In this lesson, you learned:

- Folders are used to organize files on a disk. Subfolders can be created within parent folders to build a hierarchy of folders for optimal file organization.
- An application file icon may look like a miniature version of the program icon, or it may look like a miniature window.
- It is easy to run an application or open a document file from Windows Explorer by double-clicking an icon.
- A document file icon looks like a piece of paper with a graphic on it. You can open an associated document file from Windows Explorer without opening the application first.
- You can assign descriptive names up to 255 characters long to folders and files; however, only Windows 95 and higher can accommodate long filenames. Windows will assign a short filename, called an alias, to each of these files so they can be used with programs that don't support long filenames.
- You can easily rename folders.
- Files are moved or copied from a source to a destination. The source is the file to be copied, and the destination is the location (folder or disk) where the moved or copied file will be placed.
- When you copy a file, you duplicate the original. When you move a file, it is removed from its original location and placed in a new location.
- Deleting a folder or subfolder deletes all the files within the folder as well. Folders deleted from a hard disk are transferred to the Recycle Bin. Folders deleted from a floppy disk are deleted permanently.
- You can restore a deleted folder from the Recycle Bin with the Restore this item option on the Recycle Bin Tasks panel or File menu.
- You can use Disk Cleanup to clear your hard disk of unnecessary files.
- Disk Defragmenter rearranges the files on a hard disk so the disk performs optimally.

VOCABULARY *Review*

Define the following terms:

8.3 alias	Disk Defragmenter	Move
Application file icons	Document file icons	Parent folder
Copy	Extension	Source
Destination	Filename	Subfolder
Disk Cleanup	Fragmented files	

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REVIEW *Questions*

TRUE/FALSE

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

T F 1. A single cluster is the smallest amount of space on a disk that the operating system can handle when storing data.

T F 2. You can copy a file in both Windows Explorer and My Computer by holding down the Shift key as you drag the file from its source to its destination.

T F 3. All application programs can recognize long filenames.

T F 4. Folders deleted from the hard disk can be retrieved from the Recycle Bin.

T F 5. You cannot run an application program directly from Windows Explorer.

MULTIPLE CHOICE

Circle the best response for each of the following statements.

1. The _____ is the original location of the file you are moving.
   A. destination
   B. source
   C. recycled
   D. parent

2. In file organization, a subfolder is created within a _____ folder.
   A. manila
   B. source
   C. parent
   D. destination

3. A long filename cannot exceed _____ characters.
   A. 8
   B. 255
   C. 88
   D. 150

4. The Windows program that enables you to clear your disk of unnecessary files is called _____.
   A. Desktop
   B. Disk Defragmenter
   C. Disk Cleanup
   D. Disk Check

5. Removing a file from its original location and placing it in a new location is called _____ a file.
   A. moving
   B. deleting
   C. restoring
   D. copying

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PROJECTS

PROJECT 5-1

1. Start Windows if it is not already running, and open **Windows Explorer**.
2. Copy the Project 5-1 folder from the data files to the Desktop location:
   A. Double-click the disk and/or folder containing the data files to display the subfolders in this lesson's data folder in the contents pane.
   B. Locate the Desktop icon in the tree pane (you may need to scroll up to see it).
   C. Hold down the **Ctrl** key and drag the Project 5-1 folder in the contents pane to the Desktop location on the tree pane.
3. Move the Project 5-1 folder to your practice disk or folder:
   A. Insert your practice disk in the floppy drive or locate your practice folder on the hard drive.
   B. Drag the Project 5-1 folder from the contents pane to the floppy disk drive icon or your practice folder on the tree pane.
4. Open the Project 5-1 folder in your practice folder (or on your practice disk), and do the following:
   A. Add a new subfolder called **Special Report #1**.
   B. Copy all the files in the Project 5-1 folder with the words *Sales Manual* in their filenames to the Special Report #1 subfolder.
   C. In the Special Report #1 subfolder, rename the files that contain the word *Chapter* in their filenames by changing the word *Chapter* to **Part**.
   D. Add a new subfolder to the Project 5-1 folder called **Quarterly Reports**.
   E. Move the Progress Reports (Q 1, Q 2, Q 3, and Q 4) files from the Progress Reports subfolder to the Quarterly Reports subfolder.
   F. Delete the Progress Reports subfolder.
5. Leave this window open for the next project.

PROJECT 5-2

1. Open the **Special Report #1** folder from your practice disk or folder.
2. Change the view to **Icons**.
3. Double-click the **Sales Manual Summary** file icon in the contents pane to open the file in its associated application.
4. Close the **Sales Manual Summary** file and the application window.
5. Click **My Documents** in the tree pane.
6. Double-click the **Internet Explorer** icon in the contents pane to run the program. You may see a message that says the page cannot be displayed because there is not an Internet server available, or if your computer does have an active Internet connection, you will see the default home page.
7. Close the Internet Explorer window and then close Windows Explorer.
8. If instructed to do so, shut down Windows XP and your computer.

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TEAMWORK PROJECT

The computers in your office are used to track building repair projects that last from a few weeks to a few months, and when a project is finished, many files are deleted from the hard disks. Some workers have noticed that their computers seem to be operating more slowly, and they wonder if it would be a good idea to use the Disk Defragmenter program on a regular schedule. You and a coworker have decided to survey other PC users whose usage could be described as heavy and ask whether they use Disk Defragmenter on their computers. Survey at least two PC users each and then compare your findings. Together, write a written report that summarizes your findings and conclusions. Discuss why it is a good idea (or not) to schedule using Disk Defragmenter regularly. Use the Windows Help and Support feature and online resources if necessary to find out more about defragmenting a hard disk.

CRITICAL *Thinking*

ACTIVITY 5-1

Design a folder structure to organize files you might create for one of the following: your home organization, your job environment, your volunteer work. Create a parent folder and at least two more levels, with at least two folders in each level under one parent. Outline the structure within your practice folder or on your practice disk.