

Exercise #4

Files and File Extensions

In this exercise you will see how file extensions are used by Windows and practice changing Windows Explorer to show full details of files.

A. View the contents of the CD

1. Right-click on the **Start** button and choose **Explore** or click on **My Computer** on your desktop.
2. Look at the contents of the CD and determine how many different types of files are on the CD.
 - What are they?
 - What clues are you using? _____
3. Click on the **View** menu and look at the files on your CD in each of the different “views” (i.e., Large/small icons, Thumbnails, List, Details).

B. Customize how you view files and folders

1. In Windows Explorer or My Computer click on the **View** menu, choose **Details**. (You should see columns with headings of **Name, Size, Type, Modified ...**)
2. Click on the **Tools** menu, choose **Folder Options**, then click on the **View** tab.
 - Click on the **Apply to All Folders** or **Like Current Folder** button to have all folders in Windows Explorer stay in the Details view.
 - *Remove* the checkmark in the box next to **Hide extensions for known file types**
 - *Place* a checkmark in the boxes that say: **Display the full path in the title bar** AND **Display the full path in the Address bar** and close the dialog box by clicking the **OK** button to save the changes.
3. Look at the contents of your CD and resize the columns in the right hand pane so you can see entire file names.
4. Click the column headings in the right-hand pane.
 - What happened? _____
 - What happens if you click the same column heading again?

C. Different Ways to Open a Program

1. Double-click the file on your CD called **fun_mail.txt** from Windows Explorer. (This forces Windows to choose a program.)
 - What program opened the txt file? _____
2. Open Word and use the **File/Open** command to open **fun_mail.txt**.

To see all possible files available when using a File/Open dialog box, change the **Files of type** box to **All Files (*.*)**.