

## Exercise #3

# Files and File Management

In this exercise you will practice manipulating and work with Windows Explorer.

### A. Customize the Windows Explorer View

1. Right-click on the **Start** button, choose **Explore**
2. Click on the **View** menu, choose **Details**
3. Click on the **Tools** menu, choose **Folder Options**
  - a. Click on the **View** tab
    - *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**
    - Click on the **Apply to All Folders** button and close the dialog box by clicking the **OK** button to save the changes.
4. Click the **C:\Program Files** folder in the left-hand pane so the contents show in the right-hand pane.

### B. Learn about columns in Windows Explorer

1. Resize the panes by moving the vertical bar that separates the right and left parts of the Explorer window.
2. Resize the columns within the right hand pane
3. Click the column headings in the right-hand pane
  - What happened?
  - What happens if you click the same column heading again?

### C. Create a folder and copy and paste files

1. Create a folder in the **My Documents** folder and name it with your first and last name.
2. Use copy and paste to copy the contents of the CD that came with your packet into your new folder.  
*(Hint: You can select all the files at once by using **Ctrl+A**. Be sure your cursor is inside the window where the files you want to copy are showing. Once you have them all selected, you can copy them using **Ctrl+C**.)*