

File Management in Microsoft Windows 10

-- Getting Things Done in File Explorer

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This document explains the basics of file management in Windows 10. Much of the information is also relevant for earlier version of Windows.

Assumptions: This document assumes you are using **Windows 10** on a **desktop, laptop, or notebook PC** with a **mouse or touchpad**. There are other ways to interface with Windows computers, such as tablet mode and using touch screen. In this document we focus on using Windows with mouse or touchpad.

Getting Things Done in File Explorer

Once you know the concepts, it's time to do things with Windows Explorer. The following is a summary of some must-know items! These are demonstrated in the accompanying videos. You need to know how to do all of these things.

- o Know the names of the parts of File Explorer window—Ribbon, Navigation pane, Preview pane and Details pane [**NOTE:** the ribbon is a recent addition to the File Explorer program. It was not available in earlier versions of Windows. Because you are very likely to encounter older version of Windows in the workplace, you should be able to do these tasks without the ribbon.] [Video: Parts of File Explorer & Navigating in Windows Explorer \(5:03\)](#)
- o Know how to navigate around the drives, folders, and files on your computer—know how to expand and collapse drives and folders in the Navigation pane and view the contents, know how to resize the panes (click and drag the pane border), understand that the path to the file/folder is shown at top
- o Understand how to display content "views," such as Large icons, List, Details, etc. To do this in File Explorer, click the View tab and then choose from Layout group. (I usually prefer Details, except for viewing folders with photos & videos) [Video: Views in File Explorer \(1:34\)](#)
- o Understand the basic organization of your computer storage, Documents, Downloads, Desktop, Drive C, etc. [Video: Brief Orientation to Where Things are Stored on Your Computer \(3:39\)](#)
- o Know how to display your file extensions. Displaying file extensions is a helpful thing to do so that you can view the entire filename with its extension. You will need to do this once on each computer you use. >>in older versions of File Explorer (Windows Explorer), you do this with Organize menu>Folder and search options>View> Hide file extensions for known file types (uncheck) In Windows 10, check **File name extensions** in the View tab in the File Explorer ribbon [Video: Displaying File Name Extensions \(3:25\)](#)
- o Know these common file management tasks
 - Creating, Renaming, Deleting and Restoring Files and Folders [Video: Creating, Renaming, Deleting and Restoring Files and Folders \(6:52\)](#)
 - Create a folder (and create folders within folders (subfolders))
 - Create a file (you usually use an application program to do this, or download or copy the file from another source to your computer)
 - Rename files and folders
 - Delete files and folders (and be able to restore from Recycle Bin)
 - Moving and Copying Files and Folders [Video: Moving and Copying Files and Folders \(6:44\)](#)
 - Copy and Move files and folders:
 - understand and know how to use the clipboard

- understand this process: Select → cut/copy → paste
- Moving/Copying with Drag&Drop
 - Drag &Drop (this is a “move” not a “copy,” unless it is from one storage medium (drive) to another
 - Ctrl + Drag&Drop (this is a copy)
- Shortcut keys you should know: [Video: Shortcuts \(Ctrl-C, Ctrl-V, Ctrl-X, etc\) \(2:32\)](#)
 - Ctrl-C (copy)
 - Ctrl-X (cut)
 - Ctrl-V (paste)
 - Ctrl-Z (undo)
 - Ctrl-Y (redo)
- Know these methods for selecting & deselecting files and folders [Video Selecting Multiple Files and Folders \(7:31\)](#)
 - click and drag around the items to select
 - Ctrl-click (to select/unselect multiple individual items)
 - Shift-click (to select/unselect multiple adjacent items--click first item, then shift-click another item)
- Know how to select and paste multiple clips. [Using the Clipboard to store Multiple Clips in Windows.pdf](#)
- Sorting and Properties: Understand properties of documents, folders and drives and how to view and sort the file list by these properties – for example, dates created/modified, file/folder size, etc. Know how to sort with and without the File Explorer ribbon –to do it without the ribbon , click the column heading to sort the files by that column. Click once to sort in ascending order click again to sort in descending order. In File Explorer with the ribbon, click the View tab and then choose from drop down list in the Sort by button) [Video Sorting and Properties \(2:40\)](#)
- Know that duplicate file names are disallowed in Windows and how duplicate file names are avoided by Windows [Video: Duplicate File Names in Windows \(1:52\)](#)
- Know how to search find files/folders on your computer using Cortana and using the Search feature in File Explorer [Video: Searching for Files and Folders on Your PC \(2:06\)](#)
- More
 - Know how to use a thumb (flash) drive and how to safely remove it
 - Know how to extract zipped files
 - Know how to create shortcuts on your desktop