

# Windows Explorer Practice Sheet – Windows Vista and 7

Windows Explorer is the program for managing your drives, folders and files. These are the three items that makeup the Windows system.

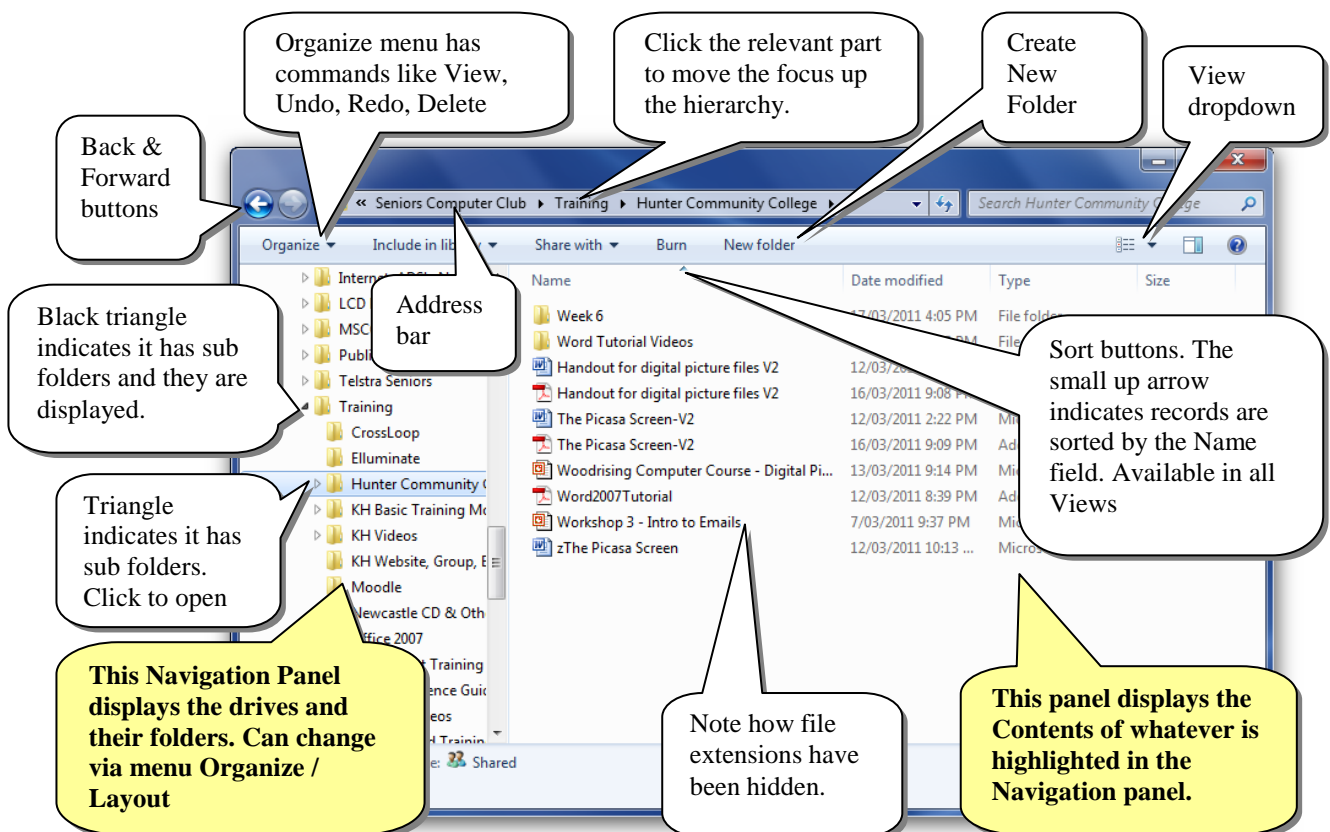
- Drives are physical storage devices, eg Hard drive; USB drive, DVD drive
- Folders are storage ‘containers’ on a drive; sub folders are inside other folders. This arrangement of folders and sub folders is often called a ‘hierarchy’
- Files are the useful things such as programs, games, pictures, documents etc.

It is very important that you master the use of Windows Explorer and use it to keep on top of your My Documents, My Photos etc folders. These are **your** folders for saving and keeping stuff in. It is up to **you** to plan and manage their contents and arrangement. Don’t get too stressed as it is easy to alter.

You can start Windows Explorer by any of these methods

- Opening My Documents, or My Computer etc;
- From the Start menu, all programs, Accessories folder;
- By holding down the Windows key and tapping the ‘E’ key
- Double clicking any folder or drive icon

This diagram explains the key parts of Windows Explorer, followed by some exercises for doing tasks. Don’t panic if yours looks different to the diagram as Windows Explorer has many different appearances. Take the time to investigate and try all the commands shown on the diagram.



Then do the exercises overleaf. The left hand column of the exercises lists the tasks to do, the right hand column gives the exact steps. By practicing a couple of times you will easily get to the point where you can hide the right hand column and do the tasks. This should be your aim.

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## Exercises To Do

## To Test Yourself - hide this column!!!

Open the 'Documents' folder	Double click the icon on the desktop (if there is one) <u>OR</u> click the 'Start' button and find it on the menus
Change the View to 'Details'	If visible, Click the 'View' Menu then select 'Details' <u>OR</u> click the 'View' button on the Toolbar and select 'Details' <u>OR right</u> click in a white area of the window and then select 'View' and then click on 'Details'
Sort the contents by 'Name'	Click on the 'Name' button at the top of the list. Click again – note the little arrow showing which way it is sorted.
Sort the contents by 'Date Modified'	Click the 'Date Modified' button (Note you may need to scroll across to the right. The scroll bar is at the bottom)
Show the Navigation pane (aka Folders panel)	'Organize' menu, Layout, Navigation Pane On/Off Tip: Note the small triangles indicating if a sub folders exists
Alter the width of the Name column	Move the pointer to the right hand end of the 'Name' button so the pointer becomes a double headed arrow. Then click and drag. Tip: Double click the line between the buttons to automatically resize it to the longest entry.
Alter the width of the Navigation pane (aka Folder View pane)	Move the pointer to the thin vertical divider bar so it becomes a double headed arrow. Click & drag.
Open the 'Pictures' sub folder	Click it in the Navigation pane. <u>OR right</u> click on it and select 'Open in a new window'
Change the View to see 'Large Icons' size pictures	If visible, click the menu 'View' then select 'Large Icons'. <u>OR</u> click on the 'Change your view' button on the toolbar, <u>OR right</u> click a white area in the Contents pane, select the 'Views' menu, then click 'Large Icons' on the submenu
Create a new sub folder and then name it 'My Folder Thingy'	If visible, click menu 'File', select 'New', then click 'Folder' in the submenu. <u>OR</u> click the 'New Folder' button on the toolbar <u>OR right</u> click in a white area of the Contents pane, then select 'New' and the 'Folder' Tip: Type as soon as the folder is created. Then push the Enter key.
Alter the sub folder name to include your name – eg 'Joe Bloggs Thingy'	<b>Right</b> click on the folder and then click on 'Rename'. This selects the current name, ready for you to edit. Tip: [ text ] indicates you can change the text between. Also take note of the cursor, it will be a vertical bar or 'I' beam shape.
<b>Copy</b> a picture from 'My Pictures' to your new folder.	Open the Pictures folder, <b>Right</b> click on the picture, select ' <b>Copy</b> '. Then <b>right</b> click on your new folder, select 'Paste'
<b>Move</b> a picture from 'My Pictures' to your new folder.	<b>Right</b> click on the picture, select ' <b>Cut</b> '. Then <b>right</b> click on your new folder, select 'Paste' <u>OR</u> Move the pointer over the picture, then hold the mouse button down and 'drag' the picture to the new folder.
List three methods to Undo an action?	If visible, menu 'Edit', select 'Undo..' <u>OR</u> hold down the 'Ctrl' key and push the 'Z' key <u>OR right</u> click in a white area of the Contents pane and select 'Undo...'