
UNIT 3 FILE EXPLORER AND APPLICATIONS

Structure

- 3.1 Introduction
- 3.2 Objectives
- 3.3 File Explorer and Computer
- 3.4 Windows Applications
 - 3.4.1 Notepad
 - 3.4.2 Paint & Paint 3D
 - 3.4.3 Character Map
 - 3.4.4 Calculator
 - 3.4.5 WordPad
- 3.5 Windows Administrative Tools
- 3.6 Let Us Sum Up
- 3.7 Check Your Progress Exercise
- 3.8 Answers to Check Your Progress Exercise

3.1 INTRODUCTION

In this unit we will look at advanced features of Windows 2010 operating system which includes management of files and folders using file explorer. We will also look at windows applications such as Notepad, Calculator, and WordPad etc. and finally we will describe about Windows Administrative Tools.

3.2 OBJECTIVES

After going through this unit, you will be able to:

- manage files and folders using file explorer;
- change the Appearance of Items in a Folder;
- printing Files; and
- enumerate usage of windows administrative tools for defragmentation, Cleanup of files and folders.

3.3 FILE EXPLORER AND COMPUTER

File Explorer previously known as Windows Explorer, can be used for a variety of tasks. In addition to management and organization of files and folders, it can also be used to view and manage the resources of your computer such as internal storage, attached storage, and optical drives. In File Explorer or Computer, you can see both list folders on the computer as shown in Figures 3.1 and 3.2.

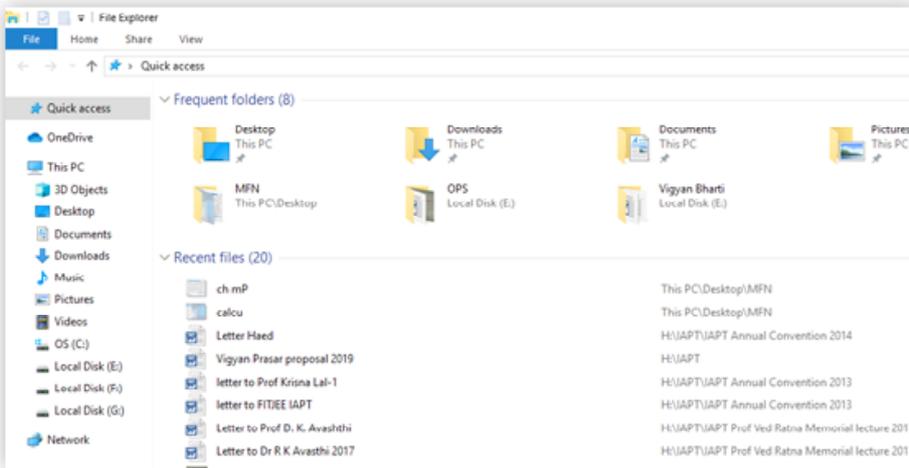


Fig. 3.1: File Explorer

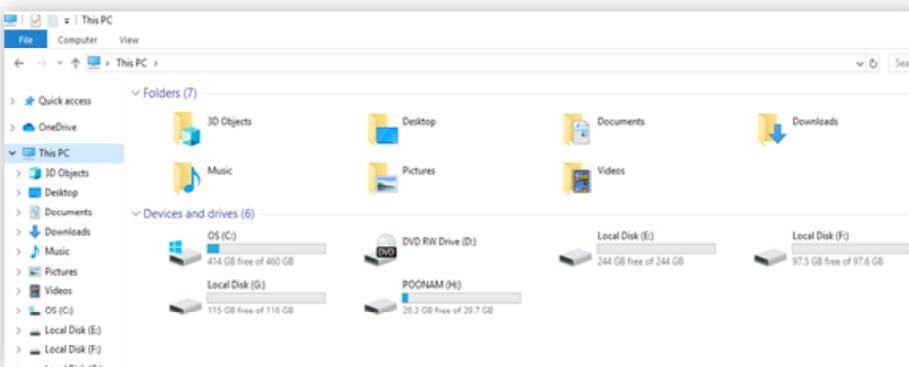


Fig. 3.2: This PC or Computer

Here are three ways to open the File Explorer:

- Select the Start button and select 'Windows System' and from the resultant list select File Explorer.
- Press and hold Windows logo key on your keyboard and press 'E' key.
- Select the folder icon on the taskbar.

Copying and Moving Files

Copying is placing the copy of file or folder in another folder and Moving Files is removing a file or folder from a folder and placing it in another folder.

You can open the folder that contains the file you want to move, left click on the file once and drag it to the folder you want to put it in. To copy a file, hold down the control key and to move a file, hold down the shift key while dragging.

OR

- Locate the file or files you want to move or copy.
- Select the files.
- Select copy or cut button from the Clipboard group of Home tab ribbon as shown in Figure 3.3.

- Locate the place to where you want to move or copy the objects.
- Choose paste from the Home tab.

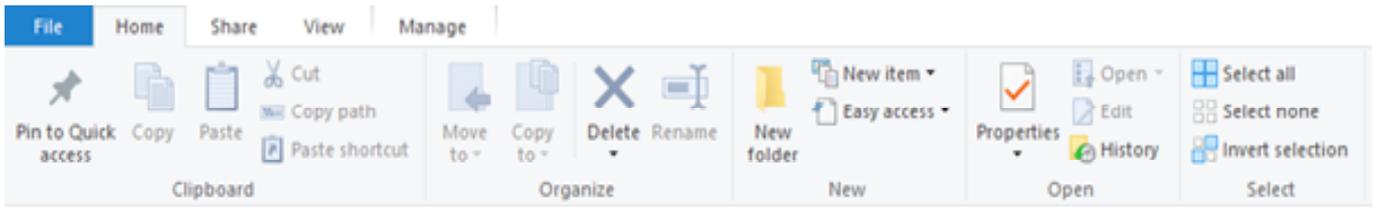


Fig. 3.3: Home tab in File Explorer

Selecting Multiple Files and Folders

- **For multiple files or folders grouped together**, click the first file or folder, and then press and hold the Shift key while holding Shift, click the last file or folder.
- To select a group of files that are next to each other, hold down the mouse button and drag a rectangle around the files you want to select.
- **For multiple files or folders that are not grouped together**, click the first file or folder, and then press and hold the Ctrl key while holding down the Ctrl key, click each of the other files or folders you want to select.
- To **select all the files** and folders in the window, click on” Select all” button in Home tab as shown in Figure 3.

Opening a File or Folder

- Double click the drive that contains the file.
- Double click on the file or folder to open.
- Or, Right click on the file or folder to open and then select the OPEN option from the pop-up menu.

Changing the Appearance of Items in a Folder

In Computer or File Explorer, click the View tab for changing the Appearance of Items in a Folder, as shown in Figure 3.4, and then click one of the following commands:

- Extra Large icons
- Large icons
- Small icons
- Tiles
- List
- Details

You can also sort the items by name, size, date and type depending on the view.

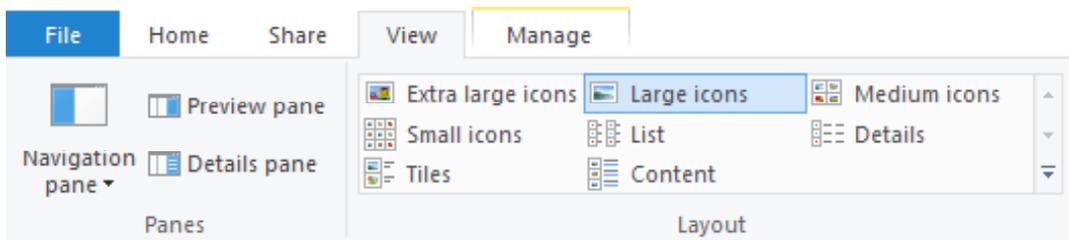


Fig. 3.4: View tab in File Explorer

Printing a Document

- Select the file which you want to print.
- Click on Print button under the Share tab in File explorer (see Figure 3.5).

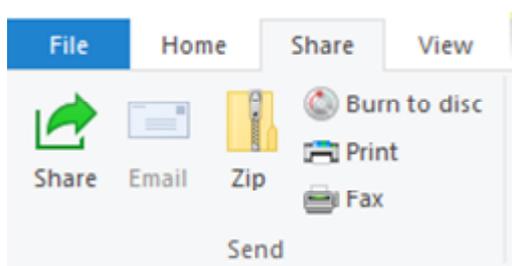


Fig. 3.5: Share tab in File explorer

- Print dialog box will open, here you can select Printer name, Paper Size, Quality and copies option and click on Print button.(see Figure 3.6)
- While a document is printing, a printer icon appears next to the clock on the taskbar.
- When this icon disappears, it means that your document has finished printing. For easy access to your printer, you can create a shortcut to it on the desktop.

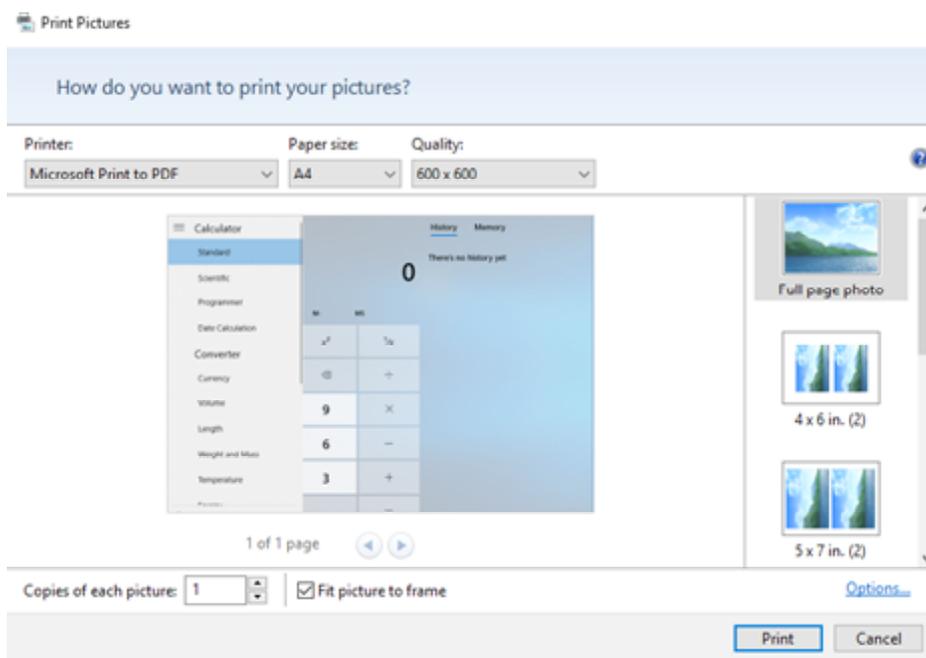


Fig. 3.6: Print dialog box

Sharing Files/ Folders

- Use an app to share a file, select a file, go to the Share tab, and select Share button. (See Figure 3.5) Choose how you want to send the file, and then follow the process for that option.
- If you have a desktop mail app installed, select your file, then select **Share** tab and then **Email** to open a new message with the file attached. (See Figure 3.5)

Creating a New Folder

Using the File Explorer, if you want to create a new folder, you can do the following:

- Click on Home tab and then select **New Folder** option under 'New' section as illustrated in Figure 3.3.
- Type a name for the new folder and then press enter.

Deleting a File or Folder

For deleting file or folder, you can follow the steps given herewith:

- In File Explorer, locate the file or folder you want to delete.
- Select the file or folder by clicking it.
- Click on Home tab and then select **Delete** option under Organize section as illustrated in Figure 3.3.

If you want to retrieve a file you have deleted, look in the Recycle Bin (Recycle bin is where the files after deleting are stored for retrieval). The deleted files remains in the Recycle Bin until you empty it. You can also drag file or folder icons on to the Recycle Bin icon. If you press shift while dragging, the item will be deleted from the computer without being stored in the Recycle Bin.

Changing the Name of the File or Folder

For changing the name of the file/folder, follow the instructions given herewith:

- In File Explorer, click the file or folder you want to rename. You do not need to open it.
- On the Home tab, click Rename as shown in Figure 3.
- Type the new name, and then press ENTER.

A file name can contain up to 255 characters, including spaces.

3.4 WINDOWS APPLICATIONS

There are many Windows applications. Some of the applications are: Notepad, Paint, Character Map, and Calculator.

3.4.1 Notepad

Notepad is used to create or edit text files. It is meant for files that are smaller in size (Refer at Figure 3.7). You can enter text in to the text area of the Figure 3.7.

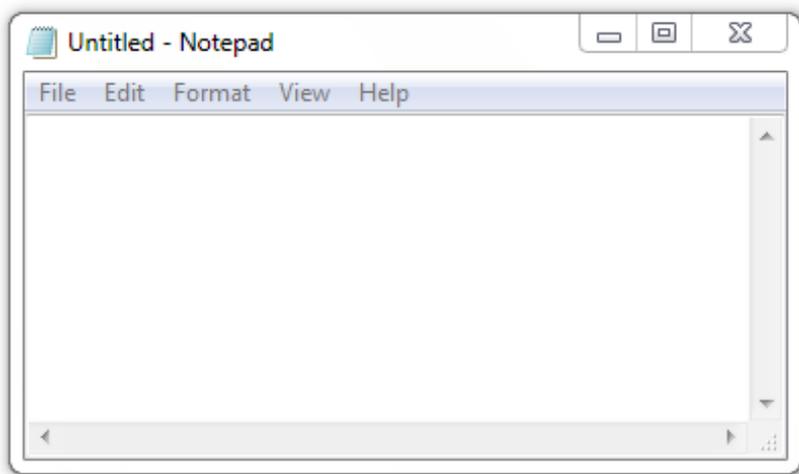


Fig. 3.7: Notepad

Finding Specific Characters or Words in Notepad

To find specific characters or words, the following steps are used:

- On the Edit menu, click Find option the display will change as shown in Figure 3.8.
- In the *Find what* text box, type the characters or words you want to find
- Click Find Next.

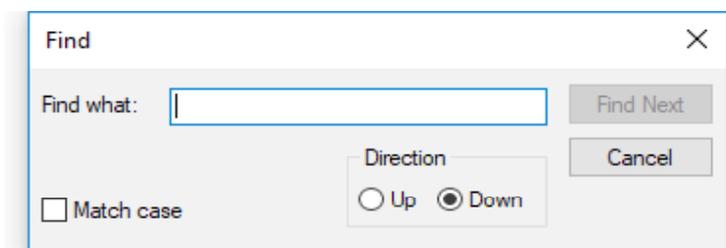


Fig. 3.8: Finding Specific Characters or Words

Deleting, Cutting, Copying and Pasting Text

To delete, cut, copy and paste text, the following instructions need to be followed:

Deleting Text

- To delete characters to the left of the place where you are, press the BACKSPACE key.
- To delete characters to the right of the place where you are, press the DELETE key, or
- To delete words, select them, and then press the BACKSPACE or DELETE key.

Cutting Text

To cut text so that you can move it to another location, select the text. Then, on the Edit menu, click Cut.

Copying and Pasting Text

- To copy text so that you can paste a copy of it in another location, select the text, then, on the Edit menu, click Copy.

- To paste text that you have cut or copied, place the cursor where you want to paste the text, and then on the Edit menu, click Paste.

3.4.2 Paint & Paint 3D

Paint is still part of Windows 10. To open Paint, type paint in the search box on the taskbar, and then select Paint from the list of results. Paint is used to create, edit and view pictures. Figure 3.9 illustrates the paint Window.

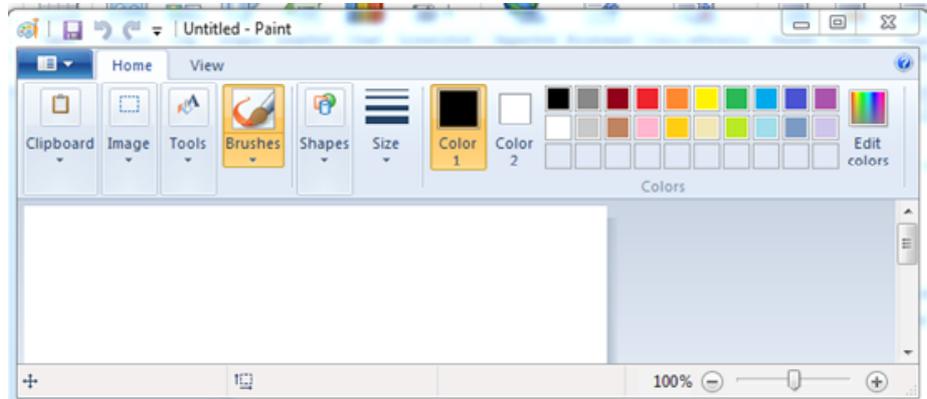


Fig. 3.9: Paint

With the Windows 10, you can also create pictures in three dimensions with **Paint 3D**. In addition to the new 3D capabilities, many of the classic 2D features from Microsoft Paint are available to use.

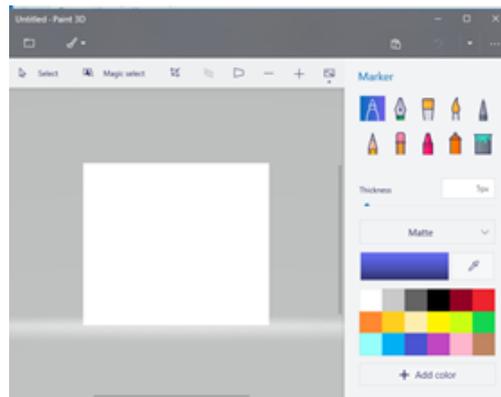


Fig. 3.10: Paint 3D

3.4.3 Character Map

Character Map is used to insert special characters into a document. Following Figure illustrates the character map

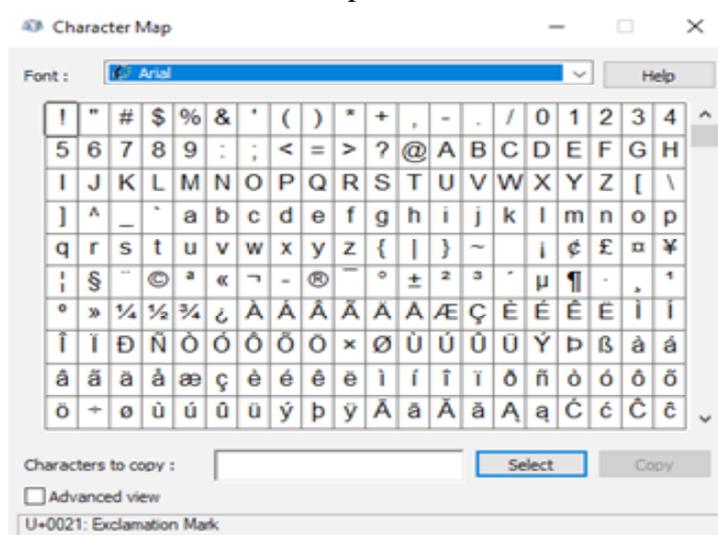


Fig. 3.11: Character Map

Adding a Special Character to a Document

- Type map in the search box on taskbar, and choose Character Map from the result.
- Open Character Map.
- In Font, select a font.
- Double-click each character you want to insert.
- Or, Click Copy.
- In your document, click where you want the characters to appear.
- Click on Paste or press and hold ctrl key and press V.

3.4.4 Calculator

Performing Calculations

To perform a simple calculation follows the steps given herewith:

- Click on Start button, and then select Calculator in the list of apps.
- Enter the first number in the calculator
- Click
 1. + to add
 2. - to subtract
 3. * to multiply
 4. / to divide
- Enter the next number in the calculator
- Enter any remaining operators and numbers
- Click =

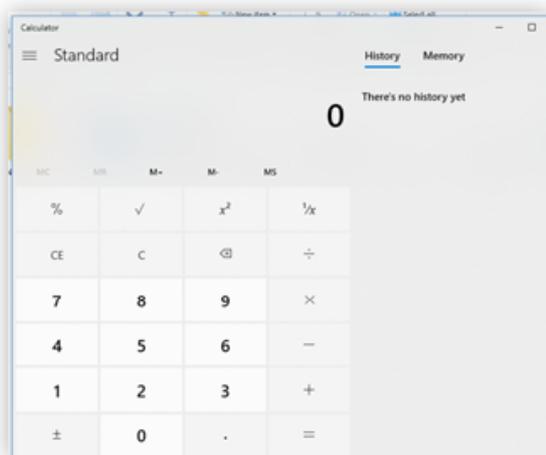


Fig. 3.12: Calculator

3.4.5 WordPad

WordPad is a Microsoft Windows program that you can use to create, edit, save, open, view, and print text documents. You can use bold, underline &

italics formatting, change font type color & size, create bulleted lists, center or left/right justify paragraphs, insert images. It is less complicated than a full word processor.

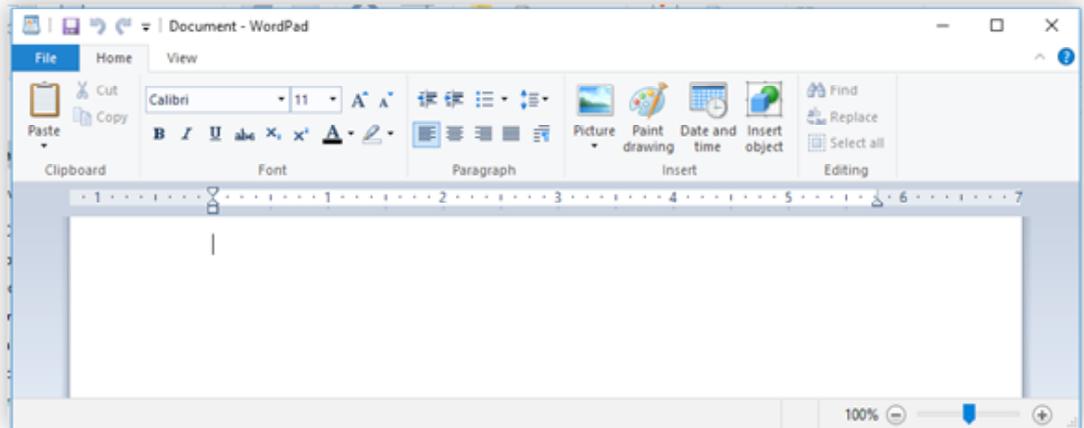


Fig. 3.13: WordPad

To use the WordPad in Windows 10, type 'WordPad' in the taskbar search box and click on the result. This will open WordPad window.

Opening a Document

- On the File menu, click Open.
- Click the drive that contains the document you want to open as shown in Figure 3.14.
- Double-click the folder that contains the document you want to open.
- Click the document name, and then click Open.

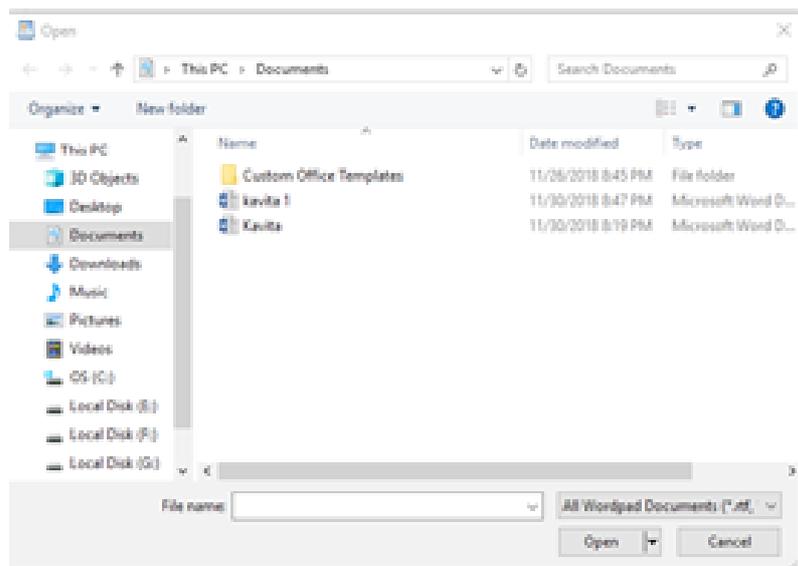


Fig. 3.14: Open window

Saving Changes to a Document

On the File menu, click Save. The save window will appear as shown in Figure 3.15. Enter file name and click on save button.

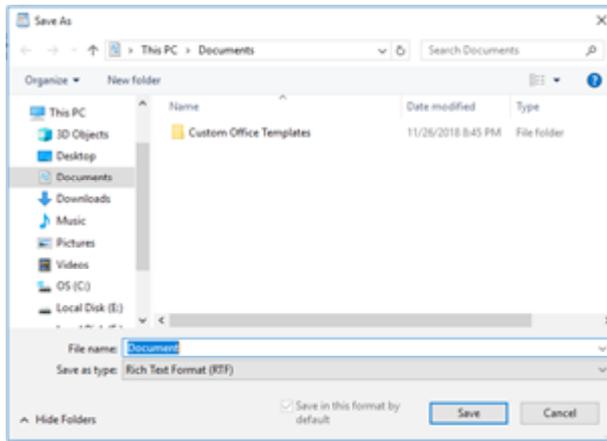


Fig. 3.15: Save window

Edit an existing WordPad document

For editing, you have to make use of the two tabs: Home and View. This is widely used tab and it contains all the text editing and formatting features such as Font style, font size, font color, bold, italic, underline and alignment, spacing, indentation of the paragraph and cut, copy and paste features under Clipboard group. Under the insert group of Home tab, you can find options for inserting pictures, custom drawings, date and time or others objects such as charts or different documents.

The second tab is View, it offers a series of options regarding the elements displayed in the WordPad window, like Zoom and the ability to Show or hide the Ruler or the Status bar.

3.5 WINDOWS ADMINISTRATIVE TOOLS

Administrative Tools is one of the most useful folders available in Windows 10. These tools allow the user to manage many parameters of the operating system. Here are ways you can use to access the Administrative Tools in Windows 10.

Open Administrative Tools from Start Menu. Click the Start button on the taskbar to open the Start menu in Windows 10 and go to Windows Administrative Tools in the All Apps view. It contains tools for system administrators and advanced users. The tools in the folder might vary depending on which edition of Windows you are using.

Administrative Tools contains many tools but following tools are more useful for your work:

Disk Cleanup

It reduces the number of unnecessary files on your computer's drives. It deletes temporary files, empties the Recycle Bin, and removes many other items that you might no longer need. Windows automatically runs Disk Cleanup as part of regular maintenance.

Defragment and Optimize Drives

You can use Defragment and Optimize drives to help your computer run more efficiently. Windows automatically defragments and optimizes drives as part of regular maintenance. It is used to rearrange files and unused space on the hard disk so that programs run faster.

Services

Manage the different services that run in the background on your computer.

3.6 LET US SUM UP

In this unit we introduced the following issues related to Windows 2010:

- Managing folder and files using File explorer
- Windows application like Notepad, Paint, Character Map, Calculator, WordPad
- Windows Administrative tools like Defragmenter, Cleanup.

3.7 CHECK YOUR PROGRESS EXERCISE

1. How to create a folder?

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2. What is difference between file and folder?

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3. What is the use of Defragmenter?

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4. What is the use of character map?

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5. Try printing a document.

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6. Create a Folder and then rename it.

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3.8 ANSWERS TO CHECK YOUR PROGRESS EXERCISE

1. To create New Folder, click on Home tab and then select New Folder option under 'New' section and type a name for the new folder and press enter.
2. Files are used to store data while folders store files and other folders on your computer.

Files are a set of information (text, pictures, presentation, word document and audio) and store the data in manner to make difference from one set of information to another.

Folder contains different format files and other folders.

3. Disk Defragmenter is used to rearrange files and unused space on the hard disk so that program runs faster.
4. Character map is used to insert special characters into a document.
5. This is a practice exercise. Do it yourself.
6. This is a practice exercise. Do it yourself.