


Windows Explorer Exercise

Follow the directions below to create an organizational folder system. **Read through each individual direction before performing it**, like you are following recipe instructions.

In the instructions, the following tips should be used:

- Create a new folder by using your right click menu options or the *New Folder* button at the top of the window. Create a new file by using your right click menu options
- Click anywhere in the viewing pane to finish creating a folder
- Double Click on folders in the viewing pane to open them. Single click on folders in the folders pane to open them

Creating a Folder Structure

1. Open **Windows Explorer**.
2. In the Folders Pane on the left, click on the white arrow next to **Libraries** .
3. Then click on the white arrow next to **Documents**.
4. Click on **My Documents**.
5. Change the view to **Details** using the *change your view*  button in the top right corner.
6. Create a new folder using the *New Folder* button at the top of the window and type "*Practice Folder*."
7. Click anywhere in the Viewing Pane to finish creating the folder.
8. Open the *Practice Folder* by double clicking on it.
9. Create a new folder in it by using the *New Folder* button at the top of the window and type "*Recipes*."
10. Click anywhere in the Viewing Pane to finish creating the folder.
11. Open "*Recipes*" by double clicking on it.
12. Create two new folders in it, one titled "*Breakfast*" and the other "*Dinner*"
13. Open the "*Dinner*" folder by double clicking on it.
14. Create two new folders in it, one titled "*Potato Casserole*" and the other "*Spaghetti*"
15. In the Folders Pane on the left, click on the white arrow next to **My Documents**, then use the white arrows next to the folders you created to open them all up.

Creating and Deleting Files and Folders

1. Click on the "*Pictures*" folder in the Folders Pane.
2. Create a new folder in it by using the *New Folder* button at the top of the window and type "*Forms*."

3. Create a new folder in it by using the *New Folder* button at the top of the window and type "Lunch."
4. Create a new Microsoft Word File by right clicking in the viewing pane, hovering over New then clicking on **Microsoft Word Document**.
5. Name it "Grandkids".
6. Create a new Microsoft Excel File by right clicking in the viewing pane, hovering over New then clicking **Microsoft Excel Worksheet** .
7. Name it "Pancakes".
8. Delete the "Forms" folder by clicking on it once and pressing the *Delete* key.

Copying and Moving

1. Copy the document "Pancakes" by right clicking on it and selecting *Copy*. Then paste it into the "Pancakes" folder by clicking on Pancakes in the Folders pane, then right clicking in the viewing pane and selecting *Paste*.
2. Close Windows Explorer by clicking the X in the top right corner.
3. Open Windows Explorer again by clicking on the manila folder icon in your taskbar.
4. In the Folders Pane on the left, click on the white arrow next to **My Documents**, then use the white arrows next to the folders you created to open them all up. Click on the white arrow next to **My Pictures**, then use the white arrows next to the folders you created to open them all up.
5. In the Folders Pane, move the "Lunch" folder into the "Recipes" folder by dragging and dropping it on to the "Recipes" folder.

Organizing files

1. Click on "*Practice Folder*" in the Folders Pane
2. Create new word documents in it with these titles (Tip: Right click in the viewing pane, hover over New then click on **Microsoft Word Document**):
 - Resume**
 - Table**
 - Budget**
 - Work**
 - Letter**
 - Recipe**
3. Arrange them by date modified by clicking on Date Modified located directly above the files.