

## Chapter 2

# Windows Explorer

### Overview:

- ❑ Windows Explorer is an application that is part of modern versions of the Microsoft Window OS that **provides a GUI** for accessing the file systems.
- ❑ It is the **component of the OS** that presents the user interface on the monitor and **enables the user to control the computer**.
- ❑ It is sometimes referred to as the **Windows GUI shell**, or simply "**Explorer**".

### Purposes:

- ❑ to view:
  - the contents of the disk drives
  - the hierarchy of folders on the computer
  - the files/folders in each folder
- ❑ to organize the files/folders by copying, moving and deleting them
- ❑ to create a folder, rename a file/folder and open a file by using Explorer

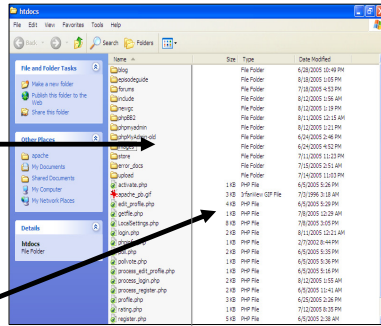
**File** -a collection of data/information that is treated as a unit  
**Folder** -a collection of files and other folders (subfolders)

### Starting Windows Explorer

- ❑ It could be accessed by:
  - Click Start>My Computer>Explore
  - Click Start>Run (type 'explorer')
  - Double-click the *My Computer* icon
  - Launched from the *Start Menu*  
(Start>All Programs>Accessories>Windows Explorer)
  - A shortcut key (Windows key + E)

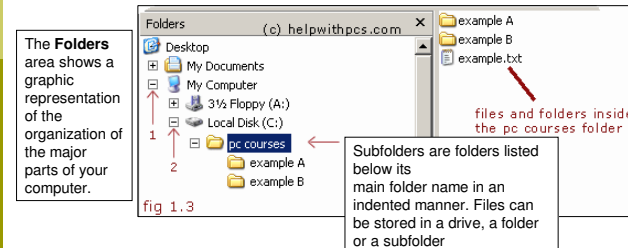
## The Windows Explorer window

- The window area is divided into two main areas separated by a vertical bar
- The **left side**, identified by the **folders title**, contains a hierarchy of folders on the computer
- The **right side** shows the **contents of the current folder**



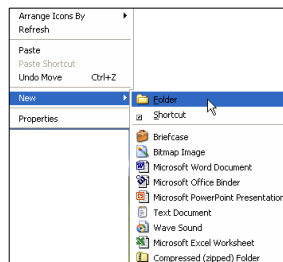
## Hierarchy/Tree

- Indicates that all of its subfolders are displayed in the hierarchy
- Clicking the minus sign will collapse the folder
- Indicates the folder consists of one or more subfolders that are not visible in the tree
- Clicking the plus sign will expand the folder



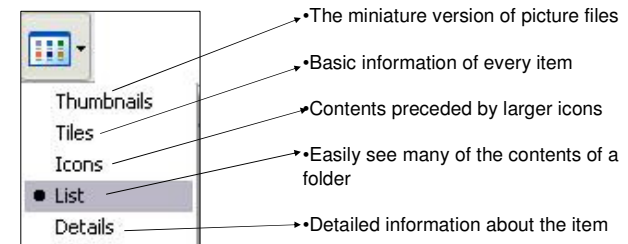
## Creating a New Folder

- Some of the ways to create a folder:
  - File/New/Folder.
  - Point to any blank area in the Contents area, **right-click**, select **New**, and choose **Folder**



## Viewing Icons in the Contents Area

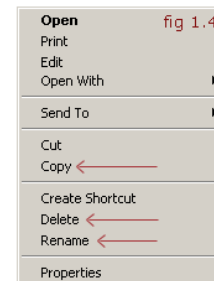
- You can view the icons in many different ways to suit your need



## Selecting Multiple Names (Files/Folders)

- **Contiguous:**
  - Click the first name
  - Hold down the **Shift** key and click the last name
  - All items will be highlighted
- **Noncontiguous:**
  - Click the first name
  - Hold down the **Ctrl** key, click each of the names you want to select

## Copying, Deleting, and Renaming Files and Folders



- **COPY** - clicking on this option will copy the file or folder into (the clipboard) memory, you can then navigate to the folder where you want to copy the file to, right click (as if making a new folder) in the right hand pane and select **paste** from the menu that appears.
- **DELETE** - this option will delete the file or folder (send it to the **recycle bin**), Windows XP will prompt you for confirmation first.
- **RENAME** - this option allows you to rename the file or folder, simply type in the new name and press the enter (return) key

## Moving a File/Folder

- You need to know the source location (drive and/or folder), source file, and the destination location.
- 5 ways to move a file:
  1. Dragging the selected filename by using the left mouse button
  2. From Edit menu, click Cut, then click Paste
  3. Using Cut and Paste button on the toolbar
  4. Shortcut menu (Ctrl + X, Ctrl + V)
  5. Right drag, choose Move

## Renaming a File/Folder

- There are four ways to rename:
  1. **Click twice** at the name.
  2. **File/Rename.**
  3. Use shortcut menu, choose **Rename.**
  4. Click at the name, press **F2.**

Windows and Windows-based programs allow you to use long folder and filenames (up to 255 characters). The possible characters in a filename are:

letters (**A to Z**), digits (**0 to 9**) and special characters (usually **underscore**)

Spaces are allowed in names, but the following characters are NOT allowed: \ / : \* ? " < > |