

CLASS EXERCISES

SESSION 2: File Management | File Explorer | OneDrive | Cortana

1) CREATE A NEW FILE USING Notepad

1. Open **Notepad**. Type your First and Last Name into the document
2. Go to File in the upper left and click 'Save as'
3. Make sure you are located in "This PC" on the left and that you are in the Documents Folder
4. Under File Name, type your First and Last Name
5. Click Save
6. Close **Notepad**

**HINT:** To find **Notepad**, remember that it is located under Windows Accessories in the Start Menu list of applications

2) NAVIGATE TO THE FILE YOU JUST MADE AND RENAME IT, DELETE IT, AND RESTORE IT

1. Find this file (*Hint: it is located in your Documents Folder; navigate there using File Explorer*)
2. Once you've found the file, RIGHT CLICK it to bring up its menu of option; select RENAME and type the following name: "Tax Return 2022"
3. Copy this file and paste it to the Desktop
4. Right click the file on the Desktop and select DELETE
5. To recover the deleted file, open the RECYCLE BIN. Once done, RIGHT CLICK the file and select RESTORE

3) CREATE A NEW FOLDER

1. In the Documents folder – where you have created and renamed your new file – **create a new folder** and name it **Finances**

**HOW TO: RIGHT CLICK** on Documents, go to **New**, and **select New Folder** in the sub-menu; rename it

2. **Drag the file** you created entitled Tax Return 2022 into the Finances folder

**HOW TO:** Point to the file and hold down the left mouse button as you move the file to the Finances folder and release the mouse button (this is called dragging & dropping)

**Is there another way to do accomplish this same goal using another method we learned earlier in the course?**

#### 4) CREATE SUBFOLDERS

1. Navigate into the Finances folder and create a new folder → name it Tax Returns
2. Navigate into the Tax Return folder and create another folder → name it 2022
3. Move the Tax Return 2022 into the 2022 subfolder using the method of your choice (Drag & Drop or Copy/Paste)

**HINT:** You can open up multiple windows of File Explorer

#### 5) CREATE SHORTCUTS TO A FILE AND A FOLDER ON THE DESKTOP

1. Navigate to the Tax Returns folder
2. RIGHT CLICK on it and scroll to where you see “Send to” (this will open up the submenu)
  - i. In the Sub Menu, select Desktop (create shortcut)
3. Open the Tax Returns folder; follow the same process to create a shortcut for the Tax Return 2022 file

#### 6) SEARCH FOR FILES USING FILE EXPLORER

1. Open file Explorer
2. Click on Documents
3. In the Search Box (upper right) type “Tax Return 2022”
4. This will show you where the file is located (this is useful if you forget where you saved a certain file or if you move it by mistake and need to locate it)

**NOTE:** You can search your entire computer by selecting ‘This PC’

#### 7) ARRANGING FILES INTO FOLDERS EXERCISE

1. Open the File Management Exercise Folder
2. Arrange the files into folders based on file type