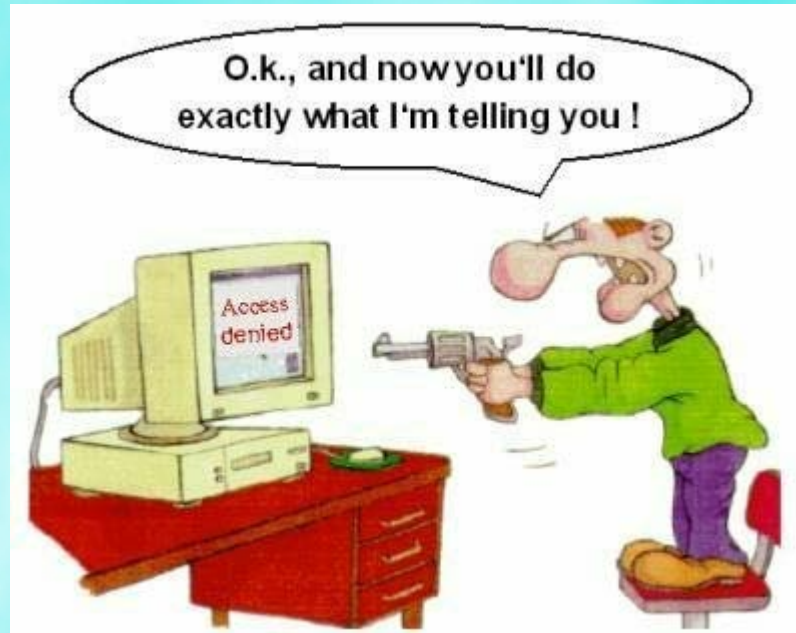


Hillingdon U3A Computer Group

# MICROSOFT WINDOWS

## FILE MANAGEMENT

### (Introduction)



Computer data is information processed or stored by a computer. This information may be in the form of text documents, images, audio clips, software programs (machine-readable instructions that directs a computer's processor to perform specific operations), or other types of data.

It can be stored on a variety of media including:

- Internal RAM
- CD or DVD
- Hard disk drive
- Solid State Drive
- USB stick
- External disk drive
- .....

# DRIVES, FOLDERS & FILES

Allows files to be stored in an orderly way so that they can be easily retrieved.



A computer **file** is a collection of like data. A hard drive usually contains thousands of files.

A **folder** is a collection of related files that you (or a program) have grouped together and given a name (Folders are sometimes referred to as Directories or Libraries).

A folder may also contain other folders (referred to as subfolders or subdirectories).

The folders on storage media are arranged in a tree-like structure with subfolders branching out from their parent folders. Each storage media has one root folder which contains all other folders



## **Drive Designations**

The operating system assigns drive designations for hard drives, CD-ROM drives, floppy drives, Flash Memory Drives, network drives, and so on. A drive designation consists of a single letter followed by a colon ":"

A: and B: are reserved for the computer's floppy drives.

C: is reserved for the primary hard disk drive.

D: is usually assigned to the CD-ROM or CD-RW drive or second hard disk drive.

Other letters can be used to designate external storage such as USB Flash Memory drives, USB external hard drives, and network drives.

When saving your own data to the computer it is safest to save it in the default Libraries that have been created for you (Downloads, Documents, Music, Pictures, Videos).

***Do not change anything in the folders C:/WINDOWS or C:/PROGRAM FILES***

## **Naming Files**

Every drive, folder, and file used by your computer must have a unique name within the folder it is in.

When a new file is stored the system automatically adds a suffix to the file name to denote the type of data in the file.

## **Some common File Type suffixes:**

Data:	.DAT
Application:	.EXE .DLL
Documents:	.TXT .RTF .DOC .PDF .WPS
Spreadsheet:	.XLS .WK4 .CSV
Images:	.BMP .JPG .TIFF .GIF
Audio:	.MP3 .WAV .MP4
Video:	.FLV .MPEG .RAM .WMV .ASF
Compressed Archive:	.ZIP .RAR



# Recycle Bin

The Recycle Bin provides a safety net when deleting files or folders. The icon for the Recycle Bin is on the Windows Desktop.



When you delete any of these items from your hard disk, Windows places it in the Recycle Bin and the Recycle Bin icon changes from empty to full.

Items in the Recycle Bin remain there until you decide to permanently delete them from your computer. These items still take up hard disk space and can be restored back to their original location.

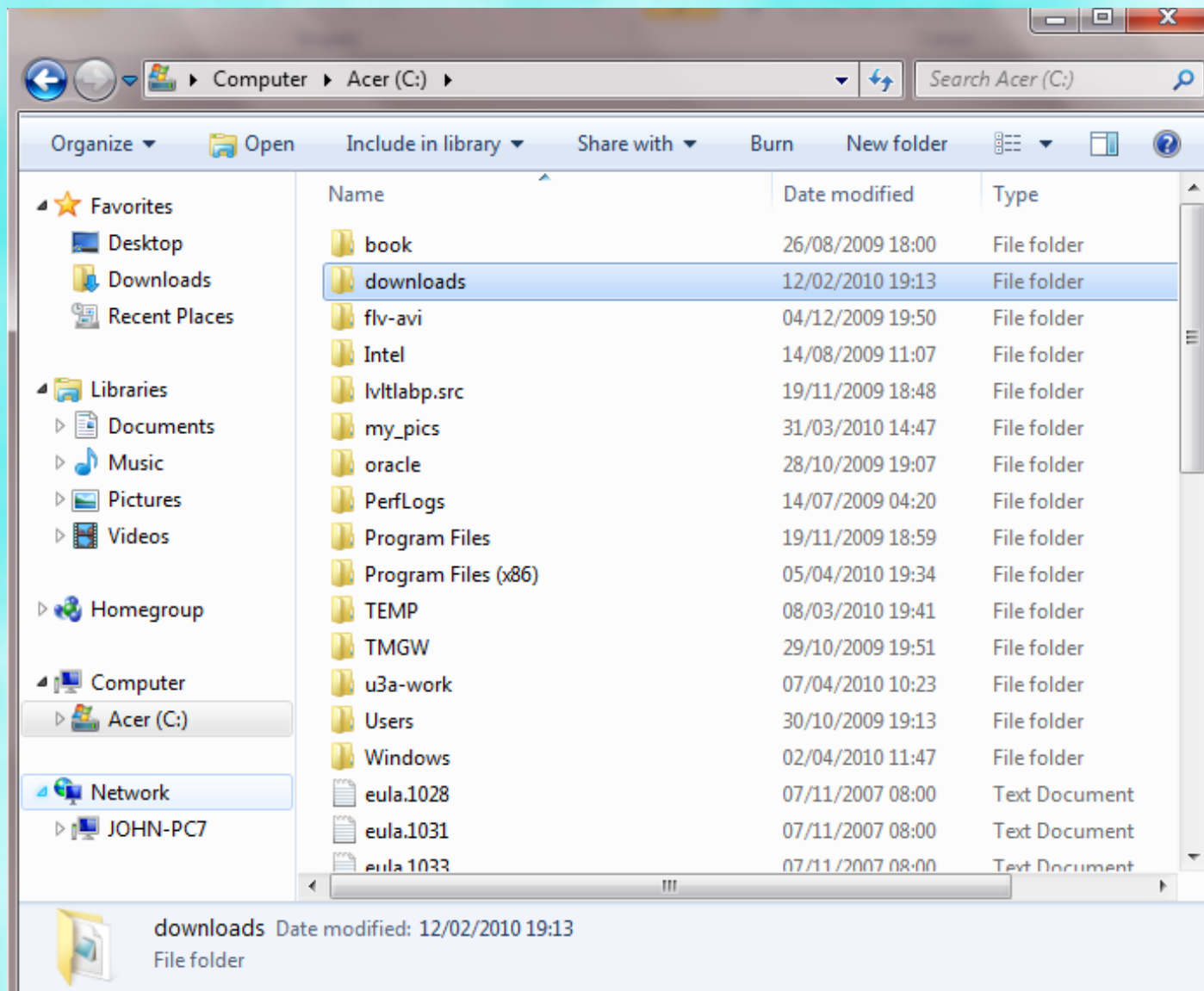


Files and Folders are managed on a MS Windows computer using WINDOWS EXPLORER (from Windows 10 it is called FILE EXPLORER)

The easiest way to start Windows Explorer is by using the Windows shortcut of:

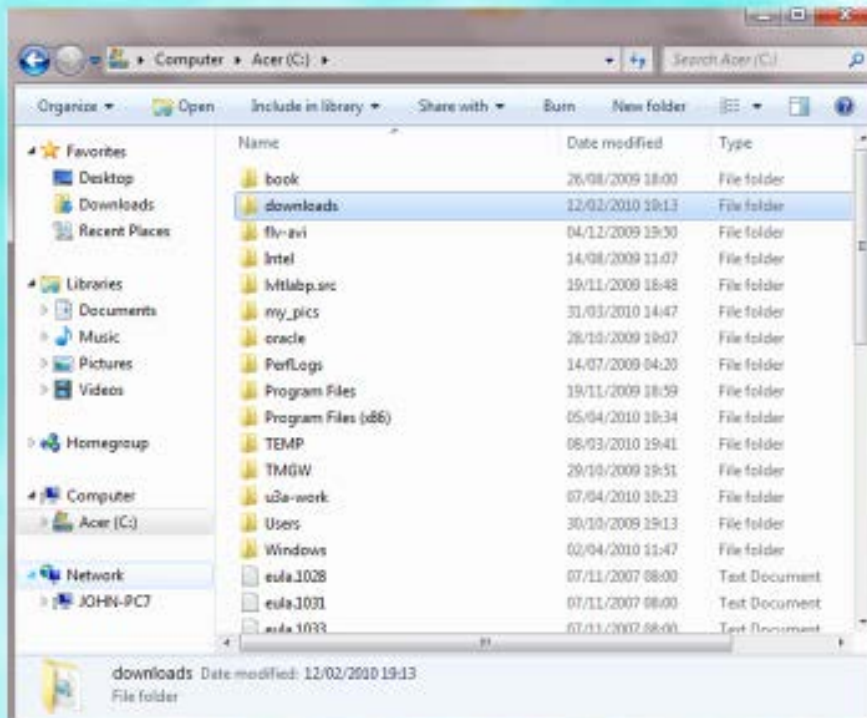
⌞ Win+E





A variant of Windows Explorer is also displayed when you are in an application and select the file options OPEN, OPEN FILE or SAVE FILE



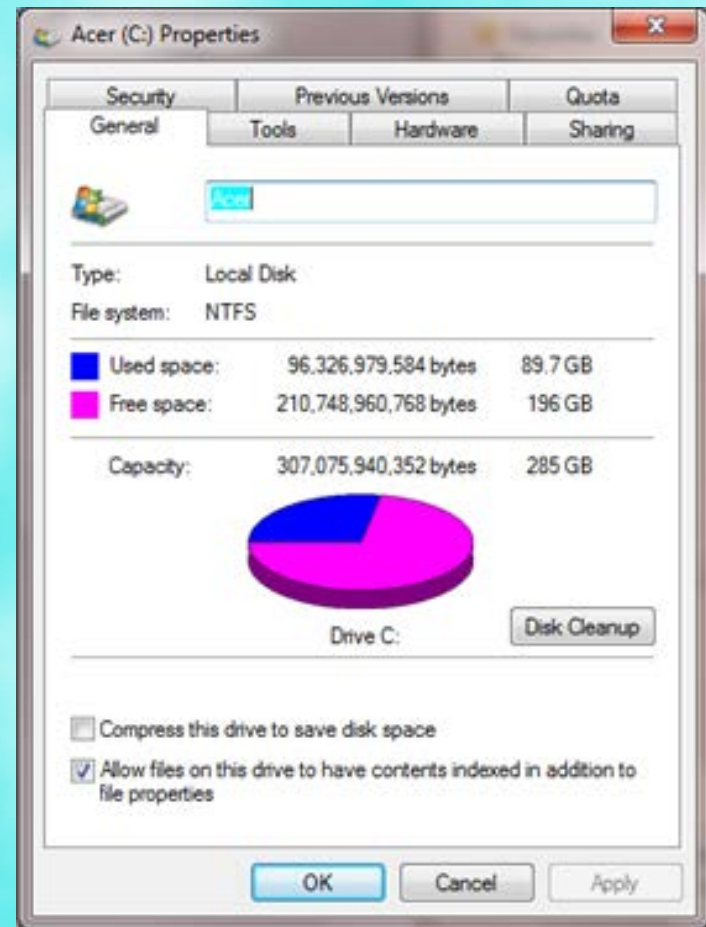


Windows Explorer is split into two parts. The left hand side which is called the **folders list** and the right hand side which is where you will manage your files and folders.

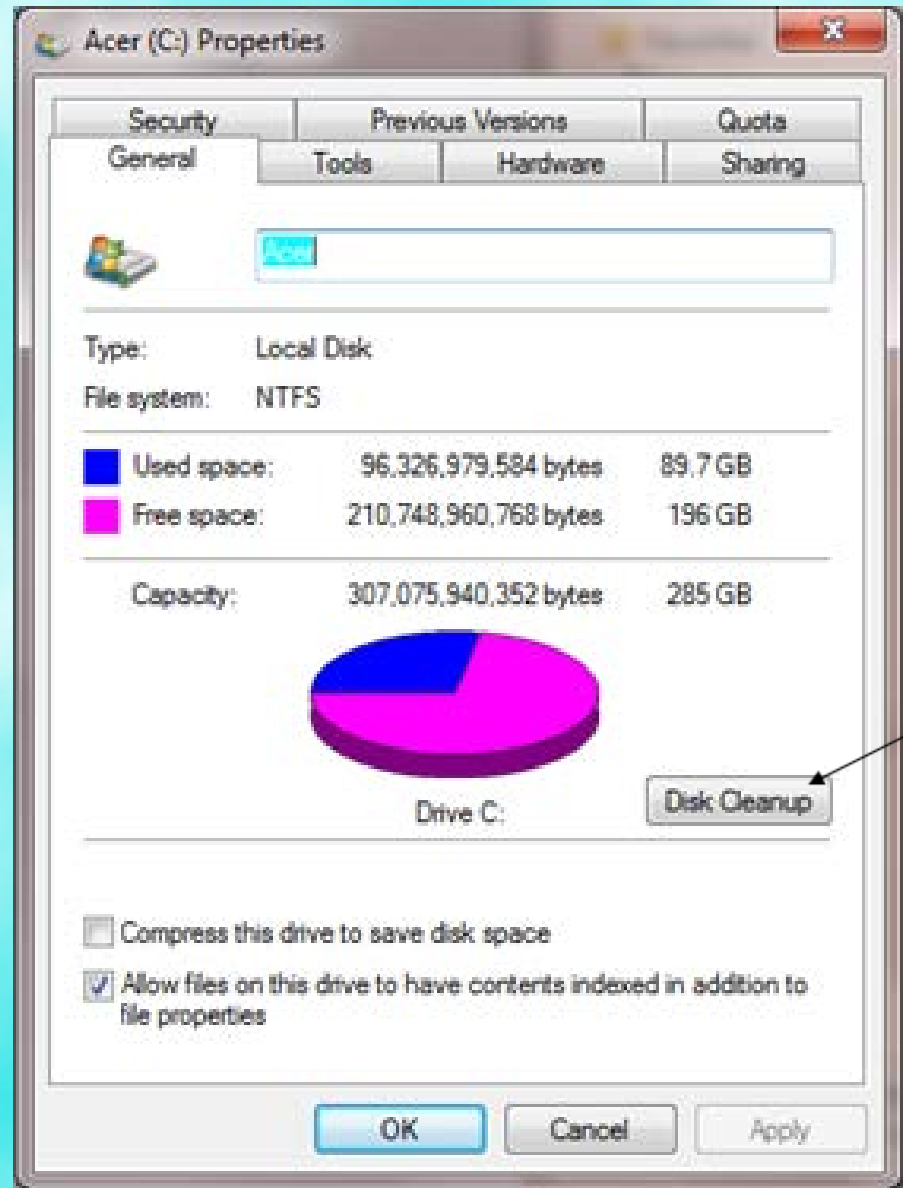
# Storage Media Maintenance

Windows Explorer can be used to maintain the health of your storage media.

Right click on the drive you are interested in and then select *Properties*.

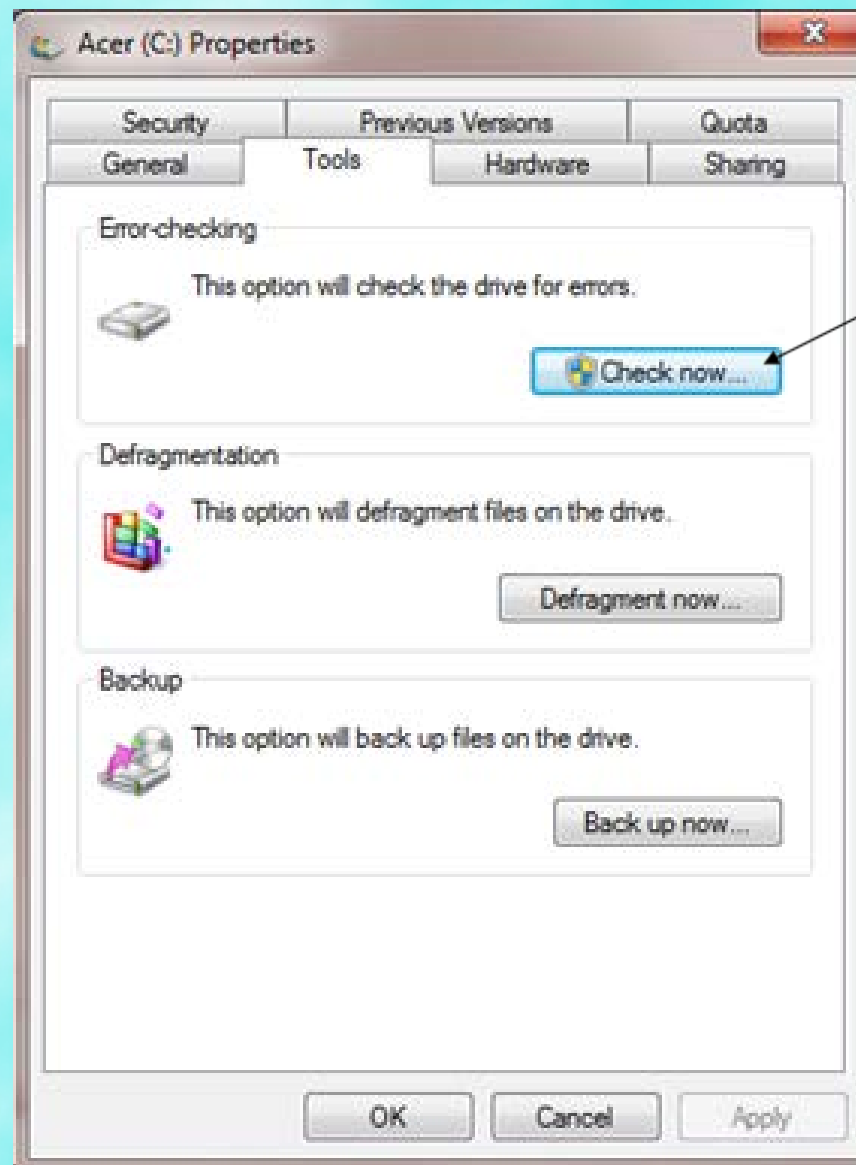


## Disk Cleanup to remove temporary files





# Check for any disk errors



# Disk defragmenter (Do not run on Solid State device)

Fragmentation makes your hard disk do extra work that can slow down your computer.

