

FILE MANAGEMENT

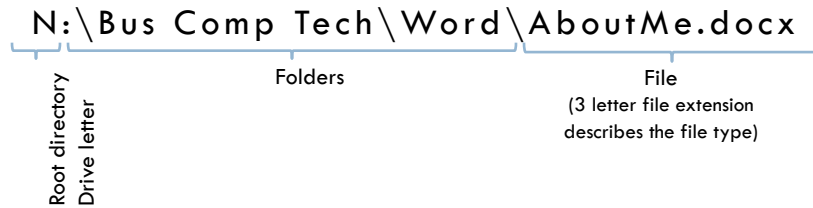
What is file management?

Why is it important?

- Is keeping files and folders organized
 - Allows you to easily find your work
 - Organizes information using drives, folders, and files
 - Drives are the largest storage area and are identified with a letter followed by a colon
 - A: USB drive (normally)
 - C: hard drive
 - D: CD/DVD drive
 - H: Personal drive
 - N: Common drive
- } Local drives
- } Network drives

A Path...

is the address of a location on the computer

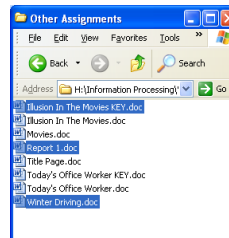
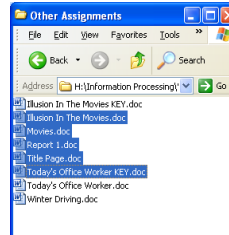


Move vs. Copy

- To **move** a file from its original location to a new location, use **cut (ctrl X) and paste (ctrl V)**
- To make a **copy** of a file (keeping the original in its location and making another copy), use **copy (ctrl C) and paste (CTRL V)**
- Information that is cut or copied is placed on the **clipboard** (a memory location in RAM)

Selecting Multiple Files

- **Shift** key – use to select multiple files that are right next to each other
- **Ctrl** key – use to select multiple files that are not right next to each other



Renaming & Deleting Files or Folders

- Use names that describe what is in the file or folder
- Names should be easy to remember
- Files cannot be open when renaming
- Be sure when renaming files to keep the three letter file extension
- To delete a file or folder, select then press the DELETE key
- Deleting a folder will delete all of its contents

Saving Files

- When you save a file the first time, you can name the file and specify the file location
- **Ctrl S** – shortcut key to save; will leave same name and same location
- **Save As** – allows you to give the file a new name and/or location while leaving the original file the same