Using Folders



In an office, there are many drawers in a file cabinet. Each drawer has a name. In each drawer, there are many folders and each folder has a name. In each folder, there are many sheets of paper.



On the computer, a floppy disk is like a file cabinet. A floppy disk (or file cabinet) may have many folders (or drawers). A folder may have many files (or sheets of paper) in it.

A folder is usually shown with this picture: \Box

If you have many files for job applications, you may want to keep the files in a folder named "Job Applications." A file may be named for each company you are writing a letter to.

Example:

Folders ×							
	Job Applications						
	Name		Size	Type 🛆		Modified	
	Anderson Company.	doc	19 KB	Microsoft		7/11/2003 1	0:46 AM
	🔄 Jones Company.doc		19 KB	Microsoft		7/11/2003 1	0:03 AM
	🕙 Woodburn Company	.doc	19 KB	Microsoft		7/11/2003 1	0:47 AM
	Letters						
	Name	Size	e Type	Δ	Modif	ied	
	🖲 Cousin.doc	19 KE	8 Micro	soft	7/11/	2003 10:50	AM
	🕙 daughter.doc	19 KE	8 Micro	soft	7/11/	2003 10:50	AM
	🔊 Mom.doc	19 KE	8 Micro	soft	7/11/	2003 10:03 /	AM

Create a Folder



3. Double click on 3¹/₂ FLOPPY (A:).

🖳 My Computer				
File Edit View	Favorites Tools Help			-
] 🗲 Back 🔹 🔿 🔹	🖞 🕄 👌 Search 🛛 🖓 Folder:	s 🎯 History 🛛 🏙 🕻	≌ X ທ ⊞•	e []
Address 🖳 My Com	Juter			▼ 🖓 Go
Name	Туре	Total Size 🛆	Free Space	
31/2 Floppy (A:)	31⁄2-Inch Floppy Disk			
🗟 Compact Disc (F:)	Compact Disc			
🕗 Audio CD (E:)	Compact Disc	0 bytes	0 bytes	
🗐 DD (C:)	Local Disk	7.79 GB	5.96 GB	
🖃 QM (D:)	Local Disk	10.8 GB	5.81 GB	
Control Panel	System Folder			
1 object(s) selected			Ny Comput	er //.

- 4. Click on FILE.
- 5. Click on NEW.
- 6. Click on FOLDER.
- 4 5 6 File Edit Fa View New <u>F</u>older Þ <u>S</u>hortcut 1 Create Shortcut Delete Rename Properties Close
- 7. Type the name of folder and hit ENTER.



		Save a New File in a Folder
1.	Click on <u>F</u> ILE.	1
2.	Click on SAVE <u>A</u> S	
		Eile Edit View Insert Format Tools Table Window Help
		New Ctrl+N

3. Click on the drop-down menu.



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5. **Double click** on the folder you want.



- 6. **Type** the name for the file.
 - Hints: 1. The name should be easy to remember (example: letter to Mom).
 - 2. Letters, numbers, spaces and '-' are OK. Do not use any other letters, characters or symbols.
- 7. Click on SAVE.

Save As		? ×
Save in:	🔁 Letters 💽 🗢 🛍 🚳	
History		
		~
My Documents	(6)	(7)
		/-
My Network	File name:	ave
Places	Save as type: Word Document (*.doc)	incel

Find a File in a Folder

1. **Double click** on **MY COMPUTER**.



2. Double click on 3¹/₂ FLOPPY (A:).

🖳 My Computer				
File Edit View	Favorites Tools Help			-
] 🗲 Back 🔹 🔿 🔹	2 Search 🖓 Folders	: 🎯 History 🛛 🖓 🕻	£ X ∽ ⊞ •	÷
🛛 Address 🖳 My Com	uter			▼ 🖓 Go
Name	Туре	Total Size 🔺	Free Space	
31/2 Floppy (A:)	31⁄2-Inch Floppy Disk			
🗟 Compact Disc (F:)	Compact Disc			
🕗 Audio CD (E:)	Compact Disc	0 bytes	0 bytes	
💷 DD (C:)	Local Disk	7.79 GB	5.96 GB	
💷 QM (D:)	Local Disk	10.8 GB	5.81 GB	
🐼 Control Panel	System Folder			
1 object(s) selected			San My Comput	er

3. **Double click** on the folder name.

the folder name. (3)	
Address 🛃 3½ Floppy (A:)	*	
Name	Size Type 🛆	Modified
Job Applications	File Folder	7/11/2003 10:44 AM

4. **Double click** on the file name. The file will open automatically.

(4)						
Address Dob Applications						
Name	Size	Туре 🛆	Modified			
Anderson Company.doc	19 KB	Microsoft	7/11/2003 10:46 AM			
Jones Company.doc	19 KB	Microsoft	7/11/2003 10:03 AM			
Woodburn Company.doc	19 KB	Microsoft	7/11/2003 10:47 AM			

Delete a File in a Folder

1. On the desktop, **double click** on **MY COMPUTER**.



2. Double click on 3¹/₂ FLOPPY (A:).

🖳 My Computer				
File Edit View	Favorites Tools Help			-
] 🗲 Back 🔹 🔿 🔹	🕻 2 🔊 Search 🛛 🖓 Folders	🛛 🏵 History 🛛 🖓 🖓	k X ∽ ⊞	•
Address 🖳 My Com	liter			▼ 🖓 Go
Name	Туре	Total Size 🔺	Free Space	
31/2 Floppy (A:)	31⁄2-Inch Floppy Disk			
🗟 Compact Disc (F:)	Compact Disc			
🕗 Audio CD (E:)	Compact Disc	0 bytes	0 bytes	
🗐 DD (C:)	Local Disk	7.79 GB	5.96 GB	
💷 QM (D:)	Local Disk	10.8 GB	5.81 GB	
🗟 Control Panel	System Folder			
1 object(s) selected			🖳 My Compu	ter

 $\overline{}$

3. **Double click** on the folder name.

(3	/	
Address 🛃 3½ Floppy (A:)		
Name	Size Type 🔺	Modified
Dob Applications	File Folder	7/11/2003 10:44 AM
Letters	File Folder	7/11/2003 10:44 AM

4. **Right click** on the file name.

5.

- 4 Click on DELETE. Name 🔺 Size Type Modified 👜 Anderson Company.doc 19.KB Microsoft Word Document 7/11/2003 Dones Company.doc Open bsoft Word Document 7/11/2003 New Woodburn Company.doc psoft Word Document 7/11/2003 Print Open With Send To Cut Сору Create Shortcut Delete Rename Properties
- 6. Click on YES.



If you delete a file, you may not be able to find it again. **Be careful!**

