

# Microsoft Word 2007



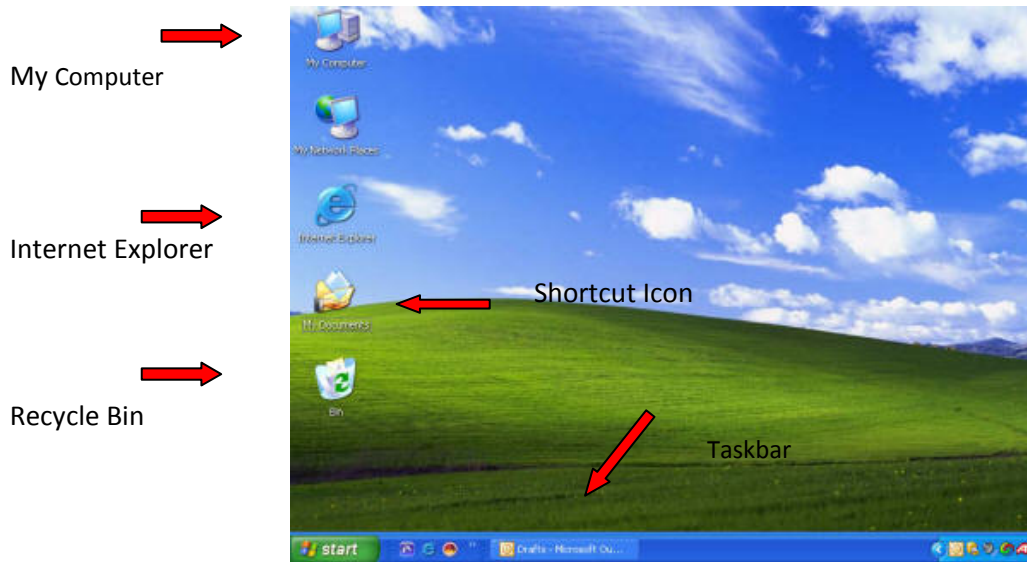
## File Management

Location: Central Library, Technology Room

(The following document adapted from [http://www.baycongroup.com/windows\\_xp/index.htm](http://www.baycongroup.com/windows_xp/index.htm) )

## What is a desktop?

The desktop is the main screen that displays icons and Windows Start button - your virtual desk. The look of your desktop can be changed by applying different properties to it through the control panel.



**Taskbar:** by default, the taskbar is located on the bottom edge of the desktop. You can click the taskbar and drag it to other locations. The Start button, active program buttons, icons for quick access to programs, and the current time are located on the taskbar.

**My Computer:** provides access to the resources on your computer. You can access your drives and other peripherals by clicking on My Computer icon.

**Internet Explorer:** icon launches the Internet Explorer browser.

**Recycle Bin:** when you delete an object, Windows XP sends it to the Recycle Bin. You can restore objects located in the Recycle Bin or you can permanently delete them.

**Shortcut Icon:** Icons with an arrow in the lower left corner are shortcut icons. Click the icon for quick access to the object they represent (program, document, printer, and so on).

**Program, folder, document icons:** represent the actual object and provide direct access to the object.

## What are drives?

Drives are used to store data. Almost all computers come with at least two drives: a hard drive (which is used to store large volumes of data) and a CD drive (which stores smaller volumes of data that can be easily transported from one computer to another). The hard drive is typically designated the C:\ drive and the CD drive is typically designated the D:\ drive. If you have an additional floppy drive, it is typically designated the A:\ drive. If your hard drive is partitioned or if you have additional drives, the letters E:\, F:\, G:\ and so on are assigned.

## What are folders?

Folders are used to organize the data stored on your drives. The files that make up a program are stored together in their own set of folders. You will want to organize the files you create in folders. You will want to store files of a like kind in a single folder.

## What are files?

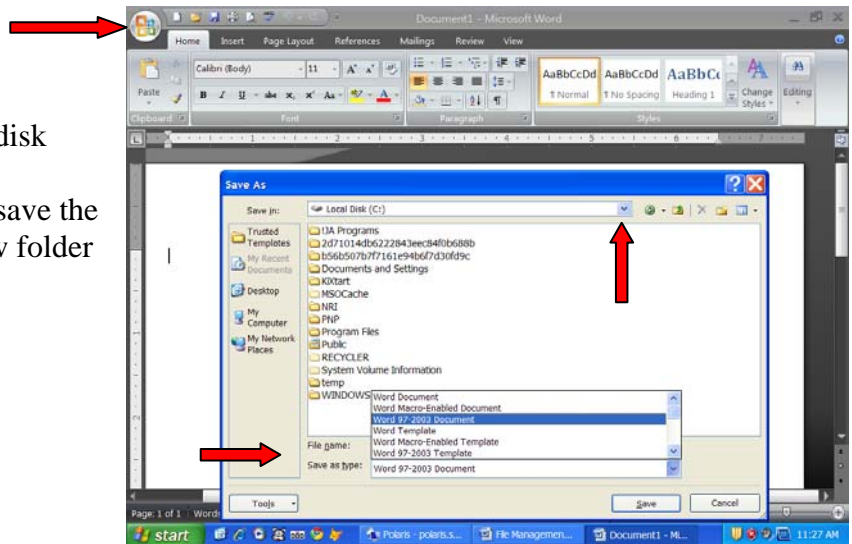
There are three types of files – document, program, and data files. A document file includes any file you've created – a text document, sound file, graphical images, or any other type of information the computer can create, store, seize from the Internet. Program files contain instructions for the computer's microprocessor; they tell the computer what to do. Data files include all other files on disk that aren't exactly programs or documents. These include support files for programs and temporary files.

Files can be identified by name, size, date and time, type, and icon. For example, a file might be identified as a .doc, .jpeg, or .pdf.

Files are given names and saved to a location, such as the desktop or folder in a drive.

## How do I name and save a file?

1. Open new document window.
2. Click on Windows home button or disk icon.
3. Select the drive where you want to save the file. (You may want to create a new folder for the file.)
4. Give the file a name.
5. Consider *Save as type* file for compatibility.



## How do I create a new folder?

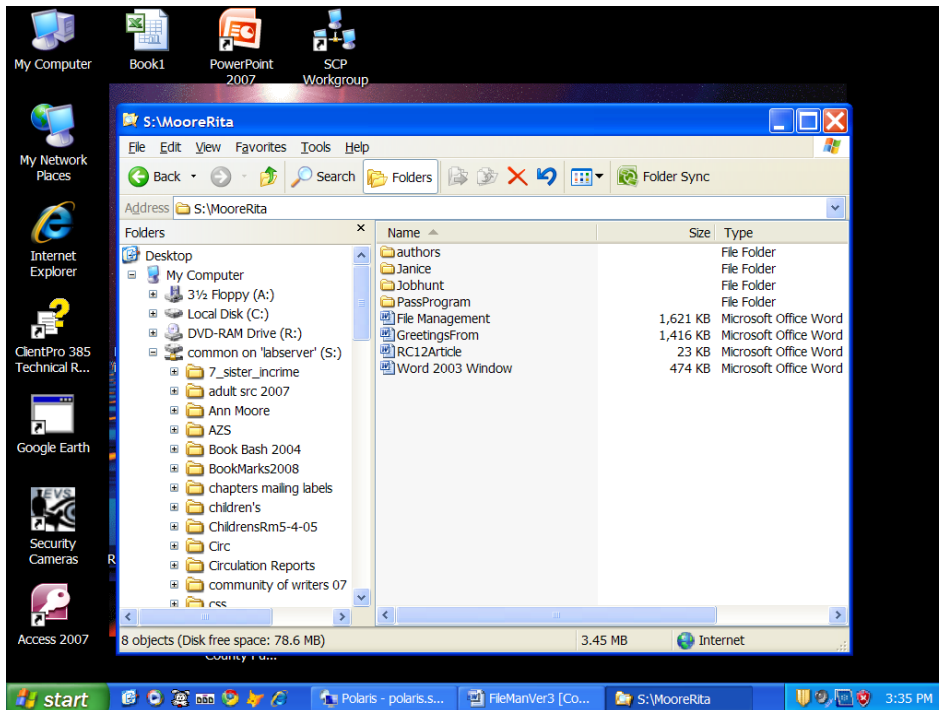
You can create new folders while in the Windows Explorer view, while using My Computer, while saving files to a folder or while opening a file/folder.

To create a new folder:

1. Select (click on) the drive or folder in which you want to create the new folder.
  2. Click File → New → Folder. Type a name for the new folder.
- OR**
3. Right-click any free area in the right pane. A context menu will appear. Highlight New. Left-click Folder. Type a name for the new folder.

## How does Windows XP organize files and folders on drives?

Windows XP organizes folders and files in a hierarchical system. The drive is the highest level of the hierarchy. You can put all of your files on the drive without creating any folders, but that is like putting all of your papers in a file cabinet without organizing them into folders. It works fine if you have only a few files, but as the number of files increases, there comes a point at which things become very difficult to find. So you create folders and put related material together in folders. At the highest level, you have some folders and perhaps some files. You can open any of the folders and put additional files and folders into them. This creates a hierarchy. (Note: My Documents is a standard folder located on your hard drive where you may save files/folders.)



**\*\*Remember to periodically backup (save) files/folders to external source such as flash drive, CD, or DVD.\*\***

### **How do I rename a file or folder?**

To rename a file or folder:

1. Select (click on) the file or folder to be renamed. Click on File → Rename. A pulsing textbox with cursor will appear. Type in the new name.  
**OR**
2. Right-click the file or folder. A dropdown menu will appear. Left-click Rename. Type the new name.

### **How do I delete a file or folder?**

To delete a file or folder:

1. Select (click on) the file or folder you want to delete. Click on File → Delete.  
**OR**
2. Right-click the file or folder you want to delete. A context menu will appear. Left-click Delete. You will be asked if you are sure you want to delete the file. Click Yes.

### **How do I copy a file or folder? (Remember to paste file to new location)**

To copy a file or folder:

1. Select (click on) the file or folder you want to copy. Click Edit → Copy (or use shortcut keys for copy/paste).  
**OR**
2. Right-click the file or folder you want to copy. A context menu will appear. Left-click Copy. The file or folder should now be on the Clipboard.

### **How do I cut a file or folder? (Remember to past file to new location)**

To cut a file or folder:

1. Select (click on) the file or folder you want to cut. Click Edit → Cut (or use shortcut keys for copy/paste).  
**OR**
2. Right-click the file or folder you want to cut. A dropdown menu will appear. Left-click Cut. The file or folder should now be on the Clipboard.

**Note:** Cutting differs from deleting. When you cut a file, the file is placed on the Clipboard. When you delete a file, the file is sent to the Recycle Bin.

## How do I paste a file or folder?

To paste a file or folder:

1. After copying or cutting the file, you need to paste the file in the new location. Select (Click on) the new location. Click on Edit → Paste.  
**Or**
2. Right-click the file or right-click in the right pane of the folder to which you want to paste the file. A context menu will appear. Left-click Paste.

## What is Windows Explorer?

[Windows Explorer](#) is a place where you can view the drives on your computer and manipulate the folders and files. Using Windows Explorer, you can cut, copy, paste, rename, & delete folders and files.

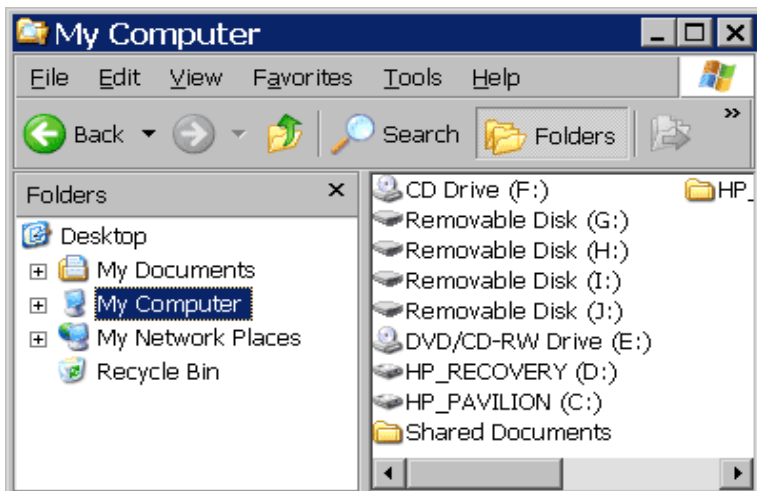
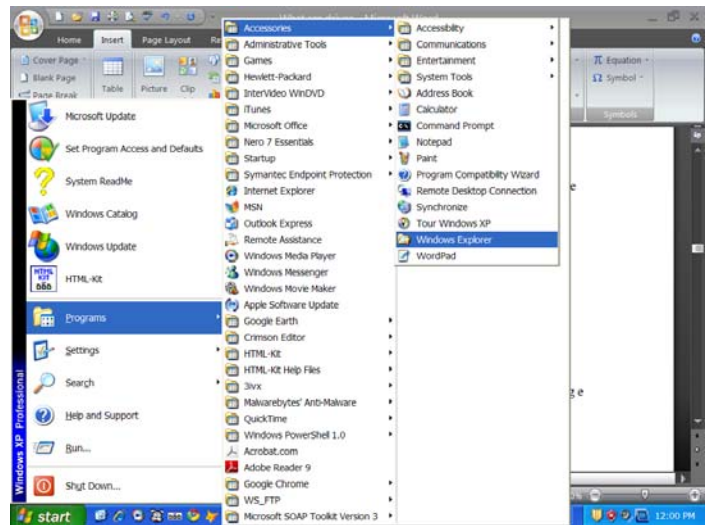
## How do I Open Windows Explorer?

To open Windows Explorer:

1. Click the Start button, located in the lower left corner of your screen.
2. Highlight programs.
3. Highlight Accessories.
4. Click Windows Explorer.

You may also create a shortcut to your desktop on your home computer.

1. Right click on Windows Explorer from the Accessories menu.
2. Highlight and left-click Send To → Desktop (Create shortcut).
3. Either cut/paste to desktop or Send to desktop.



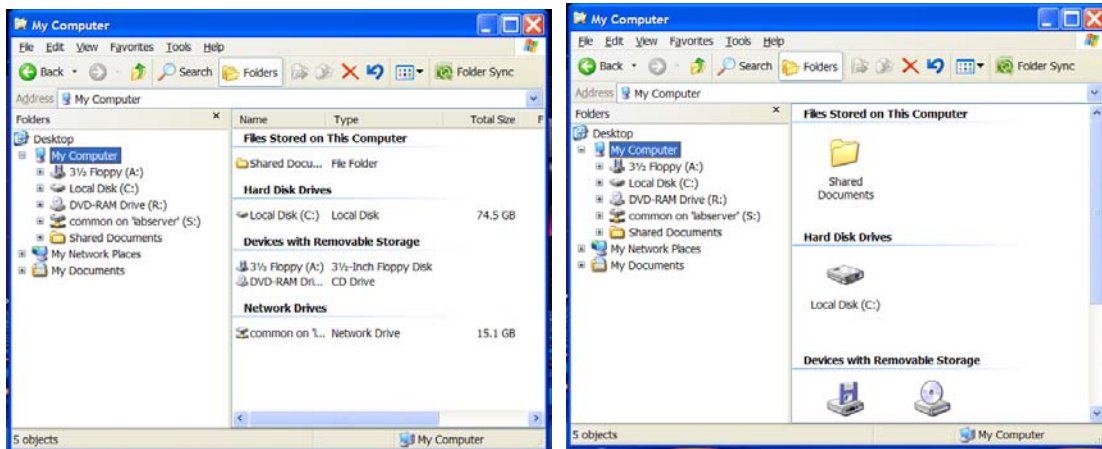
Windows XP separates the window into two panes. If you click an object in the left pane, the contents of the object display in the right pane. Click Desktop and the contents of the Desktop folder display on the right. Click My Computer and your computer resources display on the right. To see the contents of a drive, click the

drive. To see the contents of a folder, click the icon for the folder in the left pane.

## How do I change Windows Explorer views?

Views control how Windows Explorer displays information in the right pane. Windows Explorer provides you with the following choices: Thumbnails, Tiles, Icons, List, and Details.

- Thumbnails view displays images. These images represent the contents of folders and files. For example, if a folder contains pictures, up to four of the pictures in the folder will be displayed on the folder icon.
- Tiles view and Icons view display icons to represent drives, folders, and the contents of folders. The icons displayed when you choose Tiles view are larger than the icons that display when you choose Icon view.
- List view displays all of the files and folders without supplying the size, type, or date modified.
- Details view displays the size, type, and date modified.



To change the view:

1. Click View from toolbar.
- Or**
2. Right-click any free area in the right pane. A context menu will appear. Highlight View and left-click the view you want from the context menu.

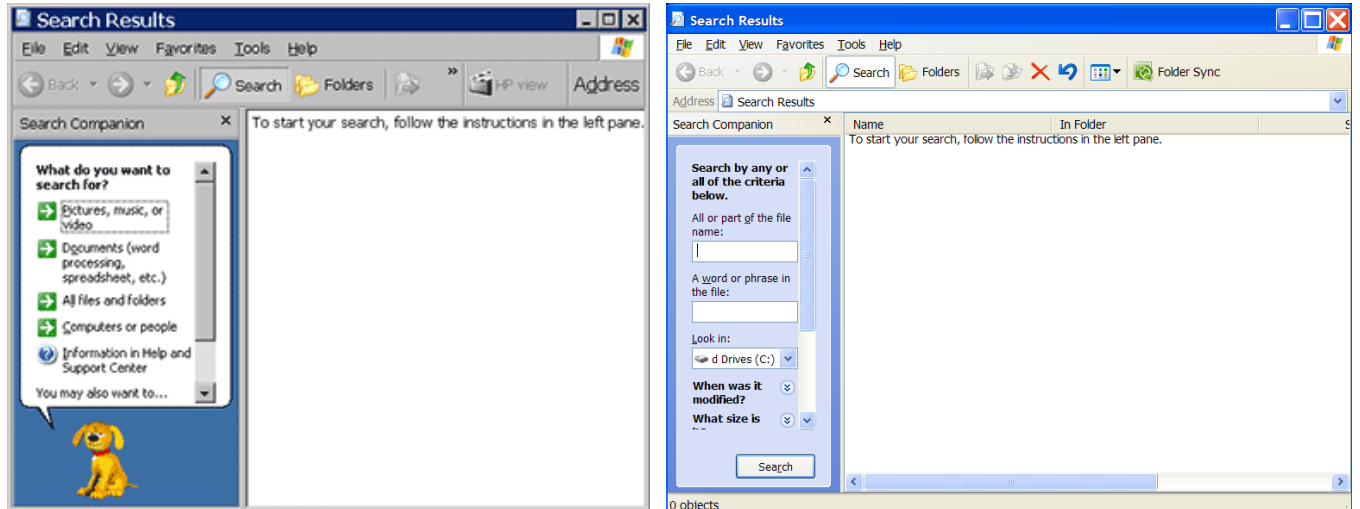
## How do I quickly find files and folders?

Windows XP enables you to quickly locate files and folders on your drives. The search option provides you with four search options: Pictures, music, or video; Documents; All files and folders; and Computers and people. To quickly find a file or folder:

Click the Start button. The Start menu will appear. Highlight Search. Click Files or Folders. The Search Results dialog box will



open. Choose an option. Enter your search criteria. Use the table that follows to help you. Click search. The results of your search will appear in the right pane.



Field	Entry Type
<p>All or part of the file (document) name:</p> <p>Computer name:</p>	<p>Enter filename, first few letters of the filename, or any letters found in the filename. Use the * as a wild card. For example, to find all of the files that begin with r and end in the extension .doc, enter r*.doc. To find files that begin with resume and have any extension, enter resume.*.</p> <p>If you are looking for a file that has a specific word or phrase in the filename, enter the word or phrase in this field.</p>
A word or phrase in the file:	If you are looking for a file that has a specific word or phrase in the file, enter the word or phrase in this field.
Look In:	Select the drive or folder you want to search.
Specify Dates:	Select from Modified, Created, or Last Accessed. Select Modified to find all files modified since the date criteria you enter, select Created to find all files created since the date criteria you enter, or select Last Accessed to find all files accessed since the date criteria you enter.
Between/During the Previous	Specify the date search criteria you want to use. Between allows you to search for files modified, created, or accessed between two dates. During allows you to search for files

modified, created, or accessed during the previous number of days or months you specify.

## What is the Most Recently Used Document list?

As you work, Windows XP tracks the last 15 files you used. It lists these files on the Most Recently Used Document list. To view the Most Recently Used Document list:

1. Click the Start button.
2. Highlight Documents. The most recently used documents will display.

To open a file listed on the Most Recently Used Document list, click the file name.

## How do I clear my Most Recently Used Document list?

To clear the Most Recently Used Document list:

1. Click the Start button. The Start menu will appear.
2. Highlight Settings.
3. Click Taskbar and Start menu. A dialog box will appear.
4. Click the Start Menu tab.
5. Click Customize.
6. Click Clear.
7. Click OK.
8. Click OK again.

## What are file extensions?

File extensions are usually added automatically to the file name when you save a document. Many operating systems, such as Windows XP, recognize common file extensions and will open the file in the correct application automatically. Common file extensions include:

<b>Program Formats</b>	<b>Audio, Video, Graphics</b>	<b>Other Formats</b>
.doc Word or WordPerfect	.au Audio File	.exe Executable File
.pdf Portable Document File	.avi Movie File	.js Java Script
.rtf Rich Text Format	.bmp Windows Bitmap Graphics Format	.zip PKZip Compression Format
.txt ASCII or Simple Text Format	.gif Graphics File	htm, .html HyperText Markup Language
.wpd WordPerfect Document	.jpg, .jpeg Graphics File	.vrml Virtual Reality Markup Language
.ppt PowerPoint Presentation	.tif Graphics file	
	.mpg, .mpeg Audio and Video Format	
	.wav, .wave Audio File	

## Common Keyboard Shortcuts

Keyboard shortcuts are key commands that allow you to accomplish various tasks. Instead of using your mouse to go through menus and sub-menus, you can use keyboard shortcuts to do common tasks like saving, copying, or pasting. \*Not all keyboards have the Windows key. CTRL= Control key. DEL= Delete key.

Close	CTRL+W
Copy	CTRL+C
Cut	CTRL+X
Delete	DEL
Exit	ESC
Find	CTRL+F3
Help	F1
Minimize Window	Windows Key*+M
Move to Recycling	CTRL+DEL
New Folder/Document	CTRL+N
Open	CTRL+O
Open Start Menu	Windows Key*
Paste	CTRL+V
Page Up/Down	Arrow Keys
Print	CTRL+P
Print Screen	ALT+Print Screen Key
Quit	ALT+F4
Reboot/Restart	CTRL+ALT+DEL
Save	CTRL+S
Select All	CTRL+A
Undo	CTRL+Z

## Now you try it!!

1. Open Windows Explorer and change view from default to thumbnails, tiles, icons, etc. Return Explorer to default setting.
3. Create a folder and name it Class. Copy/paste folder to desktop. Delete original folder from Explorer.
4. Open Microsoft Word. Save the file to your folder on the desktop. Name the file using your last name. Save as type: Word document. Close Microsoft Word.
5. Rename your folder "My Stuff". Backup folder to floppy disk.
6. Open saved file. Type "This is fun." Save file as Version 2. Close file.

7. Where did you have Version 2? Remember, you have the original in two places.
8. Delete folder from desktop and floppy disk.