

Lesson 3 – Saving, Folders, Documents and Files

Terms

Hard Drive*: a rigid disk inside a computer that holds a large quantity of data and programs (ie. files).

CD Rom (Compact Disk Read-Only Memory)*: a compact disk containing a large amount of information, including text and images, that can be viewed using a computer but cannot be altered or erased.

Diskette*: a small, flexible, magnetically coated disk in a rigid plastic case on which data can be stored or retrieved by a computer.

USB (Universal Serial Bus) Memory Stick, Flash Drive or Jump Drive*: a memory data storage drive. They have many advantages over more traditional storage devices: they are more compact, faster, hold more data, are more reliable due to their lack of moving parts, and have a more durable design. Additionally, it has become increasingly common for computers to ship without floppy disk drives.

Data Centre*: A facility used to house computer systems and associated components. Because they are relied upon by many organizations and businesses to process and store vast quantities of information, they must have high standards of reliability and security for the computer environment which they host. Information saved over the internet (on programs such as Yahoo email or Facebook) is saved in data centres.

* These are all computer storage devices.

File: a generic term for anything saved on the computer. It can be a program, a data file with names, text you've written, or even a photo. It is stored on a hard drive, disk or other storage medium.

Folders: a conceptual container used to organize files. You can make folders within folders.

Documents: computer files created using an application (ie. program, or piece of software).

My Documents Folder: a special folder you can save all your work in. You can delete, copy or move files there, or make folders.

Cloud Computing: A shift in the way we use computers, away from PC's. Information is processed and stored in data centres which form a "cloud" of computers.

Icons of Note



Folder Icon (Closed)



Folder Icon (Open)



Microsoft Excel Document



Microsoft Word Document



USB icon



Backward Button



Recycle Bin Icon (Empty)



Recycle Bin Icon (Full)



Search Icon



Click to find more information


Key Concepts

1. The folder entitled **My Documents** is the place to save all of your documents.

Exercise: Open My Documents and see what is inside (this will be different on everyone's computer) (p. 148).

2. You can tell **what program was used to make your documents** by the icon beside the name.



For example, if the  Microsoft Word icon is beside the name, then you know that Word was used to create that document (p. 149).

3. It's easy to **make a new folder** to hold a collection of related documents. (Just like you would have separate folders for power bills, electrical bills, health records, etc. in your filing cabinet at home.) Just click on *Make a new folder* under *File and Folder Tasks*.

Exercise: Make a new folder in *My Documents* and give it the name *Letters* (pp. 149-150). Notice how the menu under *File and Folder Tasks* changes.

Challenge: Change the view of *My Documents* to a list view. What is the *Folders* icon at the top of the page for?

4. The commands **Save and Save As...** are usually under the *File* menu at the top left of your window. Once opened, the *Save As...* window allows you to specify the name of your document, the type of format you would like it saved as (usually you don't need to worry about changing this), and exactly where you would like it saved.

Exercise: Write a quick note in Wordpad or Word and save it in your *Letters* folder with the title *Note* (pp. 151-154). Double check that it is indeed in that folder.

Challenge: Write a quick note in Word 2007. Change the type of format in which it is saved so that it can be opened in and read by Word 2003.

5. You can **make copies of files and paste them into different files**. Just select the desired document (so that it is highlighted), and activate the command *Copy the selected items*. Select the place you'd like to move them to and hit the button *Copy*.

Exercise: Copy the Files *Anthem* and *First Letter* and save them in the folder *Letters* (pp. 154-159).

6. You can **select multiple items to do the same task** by holding down the Control key while clicking on each item separately. I use this a lot to clean up my desktop with a bunch of items destined for the Recycle Bin.

7. To change the name of a file or folder, click on it *once* and use the command *Rename this file* under *File and Folder Tasks*. A frame appears around the name with a blinking cursor. Rename the file.

Exercise: Rename the file *Note* (pp. 160-161).

8. To delete a file, select it and use the command *Delete this file* under *File and Folder Tasks*. Delete files are moved to the *Recycle Bin*. Folders can also be deleted.

Exercise: Delete the file *Anthem* (pp. 162-163).

9. Periodically delete old or unwanted files to keep your hard drive cleaned up. Similarly, periodically **empty your Recycle Bin** as these items are using up hard drive space as well.

Exercise: Open the *Recycle Bin* and empty the contents (pp. 164-165).

Challenge: Set the *Recycle Bin* to automatically empty every 4 months. Move an item out of the *Recycle Bin* back to *My Documents*.

10. Information is sometimes transferred to another computer or stored as a backup on external devices such as floppy drives or USB Sticks. (Nowadays information is more often transferred using email.)

Exercise: Copy a file to a diskette (pp. 166-169).

11. The Search feature can be used to locate a document which you can't find. Find it under the *Start* menu.

Exercise: Open the *Search* feature and browse the contents (p. 175).

References:

Stuur, Addo. 2007. *Windows XP for Seniors*. " Chapter 6. Folders, Documents and Files". Visual Steps B.V.

Wikipedia. <http://en.wikipedia.org>. Search terms: "USB flash drive", "data centre" and "cloud computing".

Encarta World English Dictionary. Microsoft Word 2004 for Mac and Microsoft Word 2007 for Windows.

