

# Beginning Windows XP

## Lesson 8

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### Lesson 8 – More File Operations & Windows Help.

This lesson discusses various essential tools for manipulating files and folders on the computer. It also covers ways to search for files and obtain assistance with the Help function.

#### Exercise 8 – Files, Folders & the Windows Help Feature

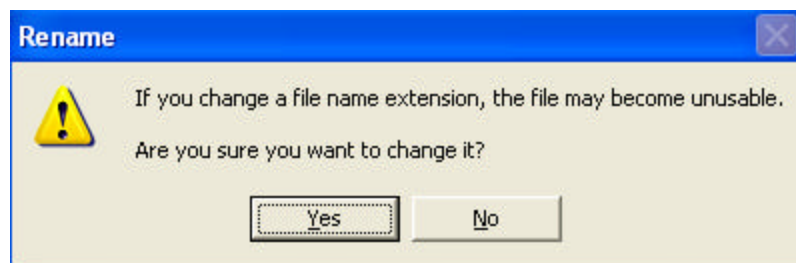
##### Creating and Renaming Files and Folders

In Lesson 6 you created a file by saving My First File on the floppy disk, and in Lesson 7 you created a copy of this file in the My Documents folder. In this exercise we will rename this file, create a new folder to hold copies of files, and learn how to move files between folders.

1. Open the My Documents folder and click once on My First File.rtf to highlight it. Go to the Task Pane and click on “Rename this file.” A text box will appear around the highlighted My First File.rtf, and the blinking Insertion Point symbol will appear at the right end of the box.
2. Before making any changes notice the “.rtf” extension on the file name. It is important to retain the extension when renaming a file.
3. Position the Insertion Point at the left end of the box. There are several ways to do this:
  - a. Position the mouse pointer there and click.

- b. Press the Home key (this moves the Insertion Point to the beginning of a line).
  - c. Use the left-arrow key to move the Insertion Point one character at a time until it is at the left end.
4. Type “Copy of “ then press the Enter key. The file name changes to Copy of My First File.rtf.

You could have changed the name to something else entirely by typing a new name. One caution — you must follow the new file name with “.rtf” to add the proper extension. If you don’t, then this warning message will appear reminding you to provide an appropriate extension.



Suppose you wish to keep copies of files in a separate folder from the rest. This is easily accomplished by first creating a new folder and then moving the file copies into it. Try the following.


5. Open the My Documents folder (if not already open). With no file or folder highlighted go to the Task Pane and click on “Make a new folder.” A folder will appear with the name “New Folder” highlighted and the Insertion Point positioned at the right end of the name. This time we don’t have to worry about file extensions, so simply type “Copies of Files” followed by the Enter key. What you type will instantly replace “New Folder”, and you will have a new folder inside of the My Documents folder named “Copies of Files.”
6. Move the Copy of My First File.rtf into the “Copies of Files” folder using the familiar drag and drop technique. Click on the file name to highlight it. With the mouse pointer inside the highlighted area, hold the left button down and drag the pointer over to the “Copies of Files” folder. When the folder becomes highlighted let go of the mouse button. Notice that Copy of My First File.rtf disappears from the My Documents folder.
7. Open the Copies of Files folder and notice that it now contains the file you moved.

## 8. Close the folder and return to the Desktop.

### Renaming Folders

You can rename folders the same as files.

### Backtracking

If you move or rename a file and suddenly realize that this was a mistake. Go to the toolbar and click on the Undo button . (If the Undo button does not appear on your toolbar, then go to the Menu Bar, click on Edit and click on the Undo option.)

### Searching for Files/Folders

If you forget where you saved a file or folder you can use the XP Search facility to find it.

1. Go to the Desktop, click on Start and then click on Search. This opens the Search window. Go to the Task Pane and click on “Documents ...”. Click inside the “All or part of the document name” text box to place the Insertion Point. Type “Copy of My” and then click on the Search action button.
2. When the search is finished you can click on the file Copy of My First File.rtf to open it.
3. Close Copy of My First File.rtf if you have opened it.

If you have a file folder open, you don't need to go to the Desktop to initiate a search. Just click on the Search button on the toolbar.

### Deleting and Restoring

When you are through with documents or folders it is time to delete them. However, the computer has an extra safety feature regarding deletions. All deleted items are actually sent to the “Recycle Bin,” which is simply another folder on your computer's Desktop. If you decide to recover one or more of your “deleted” files you can go to the Recycle Bin and restore them to their original location. Of course, once you empty the Recycle Bin, the files are permanently deleted.

1. Open My Documents and then the Copies of Files folder. Click once on Copy of My First File.rtf to select (highlight) it. Press the Delete key and

answer Yes to the “are you sure ...” question. The file will be sent to the Recycle Bin.

2. Return to the Desktop. Click on the Recycle Bin icon. Notice that Copy of My First File.rtf is there. Click once on Copy of My First File.rtf to highlight it, then move the mouse pointer into the Task Pane and click on Restore. The file will disappear from the Recycle Bin and be restored to its original location.
3. Return to Copies of Files and note that Copy of My First File.rtf was restored to the original location.
4. Click on the “Back” icon on the toolbar to return to the My Documents folder. Highlight the Copies of Files folder then press the Delete key to send this folder and its contents to the Recycle Bin.

When the time comes to permanently get rid of files, go to the Desktop, open the Recycle Bin, go to the Task Pane and click on “Empty the Recycle Bin.” Do this now to permanently delete the Copies of Files folder.

### Windows Help

Windows XP has an extensive Help and Support feature. This exercise uses the Search Box to demonstrate a typical use of the Help application.

1. Click on Start and then on Help and Support. This will open the Help window. Near the upper left corner of the window is the Search Box. Click inside the box to place the Insertion Point, then type Recycle Bin and click on the green arrow to the right of the box.
2. The search results are listed in the Task Pane along the left side of the window. Click on “Delete a file or folder” and notice that the right side of the window now displays information on how to use delete. Notice that everywhere your search term (Recycle Bin) occurs, it is highlighted.
3. Read through the instructions and you will see much of what you learned in the above section on Deleting and Restoring. You will also discover some new facts about permanently deleting files or folders.
4. As you have time, explore other features of the Help window. Perhaps you have questions on a particular subject. Try searching for keywords related to that subject, and observe how the help system works.

This concludes your introduction to Windows XP. You have learned the basics, and you are encouraged to continue by practicing what you have learned so far. Explore the many other features of XP on your own using the Help feature. Don't hesitate to experiment and learn with this wonderful new tool.