

Save As and Save

- ❑ There are two ways to save a file: 'Save As' and 'Save'.
- ❑ 'Save As' is used the first time a file is being saved and allows the user to dictate where the file is to be saved and permits the user to give the file a name.
- ❑ 'Save', which is used after the file has already been given a name and location, is the method that the program uses to apply changes to the file.
- ❑ Within most applications, both 'Save' and 'Save As' can be accessed by clicking on the File button.
- ❑ Remember to click on Save often while modifying a file. This way, in case something happens (i.e. power failure) there is less chance that any changes you have made will be lost.

Copy a file or folder

- ❑ You can copy more than one file or folder at a time.
- ❑ To select consecutive files or folders, click the first item, press and hold down SHIFT, and then click the last item.
- ❑ To select nonconsecutive files or folders, press and hold down CTRL, and then click each item.

Copying and Moving Files and Folders

Copy a file or folder – 3 ways



Open Windows Explorer

1. Click the file or folder you want to copy.
 - Under **File and Folder Tasks**, click **Copy this file** or **Copy this folder**.
 - In **Copy Items**, select the drive or folder you want to copy to, and then click **Copy**.
- ❑ You can also copy a file or folder by right-clicking on the file or folder and choosing **Copy**.
- ❑ You can copy a file or folder by using the Main Menu and choosing **Edit**, then **Copy**.

Arranging Files

- There are various ways of arranging files:
 1. by name (alphabetically)
 2. by size
 3. by type
 4. by the date modified.

Shortcuts

- ❑ Shortcuts are a quick and easy access links to actual programs, files, or folders.

- ❑ A shortcut is "signpost" pointing to a frequently used program. Shortcuts are either placed on the desktop or in a folder.

- ❑ Saves time in locating a program, since one doesn't have to search for it with Windows Explorer or from the Start Button.

Delete a file or folder

Click the file or folder you want to delete.

- Under **File and Folder Tasks**, click **Delete this file** or **Delete this folder**.
- You can also delete files or folders by right-clicking the file or folder and then clicking **Delete**.
- To permanently delete a file, press and hold down SHIFT and drag it to the Recycle Bin. The item is permanently deleted and cannot be retrieved from the Recycle Bin.
- You can also simply click on the file to be deleted, then simply press the **Delete** button on your keyboard.

Recycle Bin

To delete or restore files in the Recycle Bin:

- On the desktop, double-click **Recycle Bin**.
- Do one of the following:
 - To restore an item, right-click it, and then click **Restore**.
 - To restore all of the items, on the **Edit** menu, click **Select All**, and then on the **File** menu, click **Restore**.
 - To delete an item, right-click it, and then click **Delete**.
 - To delete all of the items, on the **File** menu, click **Empty Recycle Bin**.