

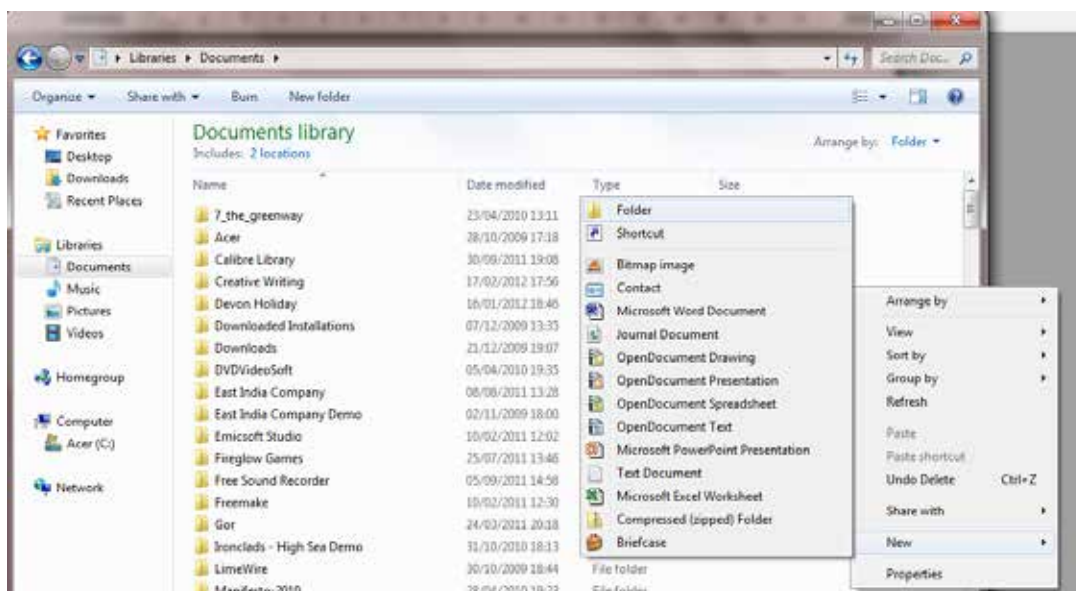
INFORMATION TECHNOLOGY

WINDOWS EXPLORER

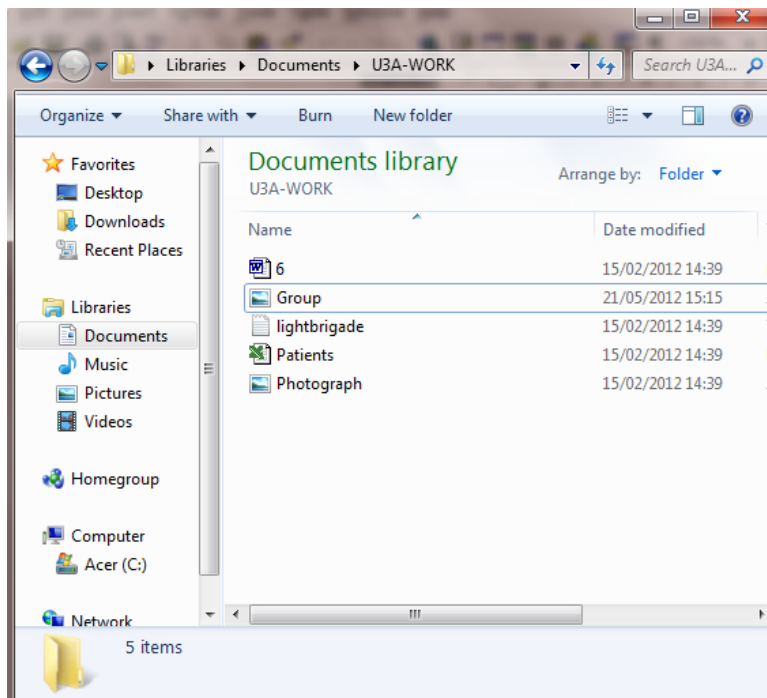
DEMONSTRATION

Exercise:

1. **Start Windows Explorer** (Windows Logo+E)
[or Right click Start button|Explore {Open Windows Explorer} or Start|All Programs|Accessories|Windows Explorer]
2. **Navigate into the Documents folder** (double left click on Documents under Libraries on the left)
3. **Right click on White area of Windows Explorer and New|Folder** and replace the folder name “NewFolder” with “U3A-Work”

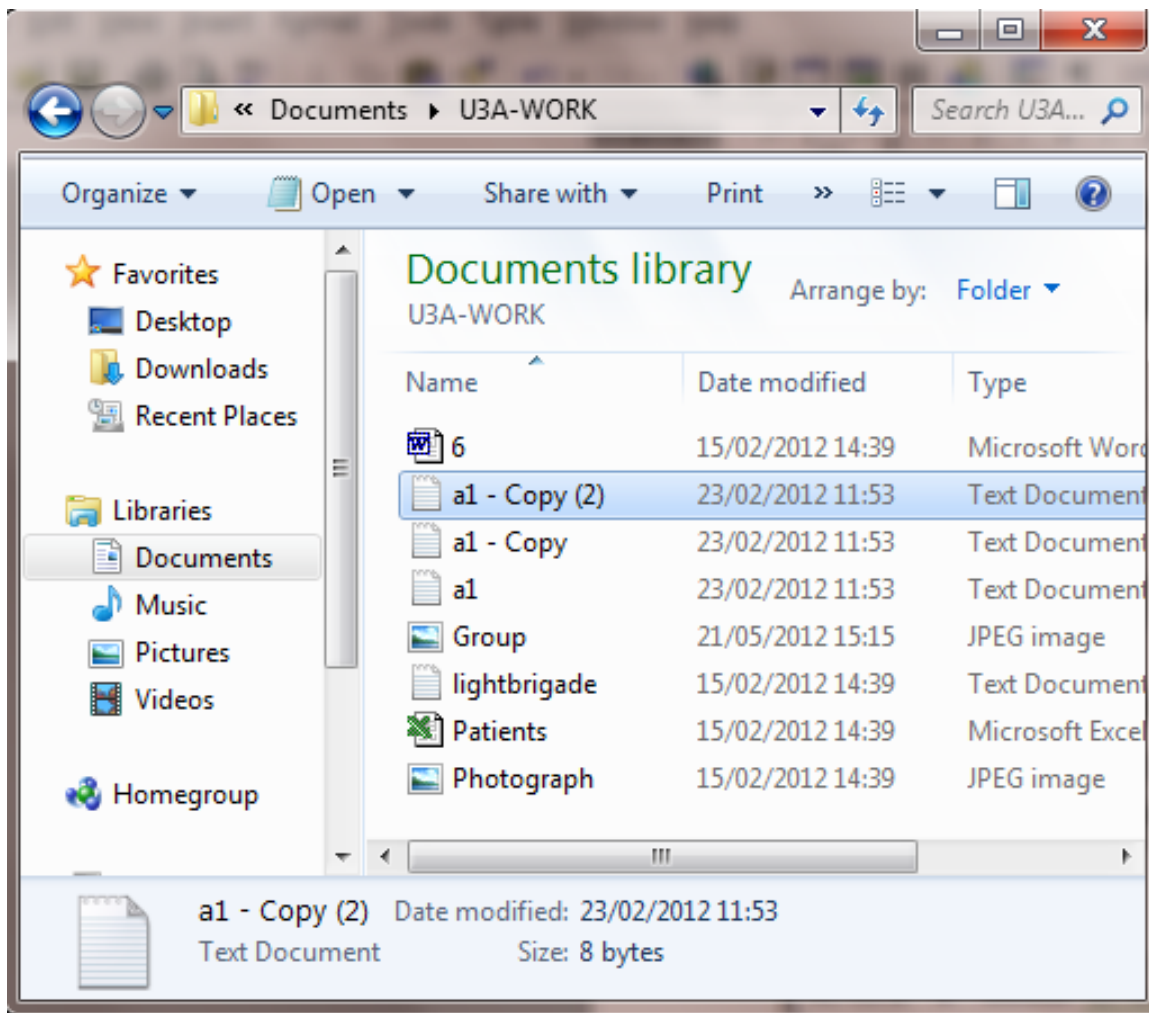


4. **Navigate into U3A-WORK folder**



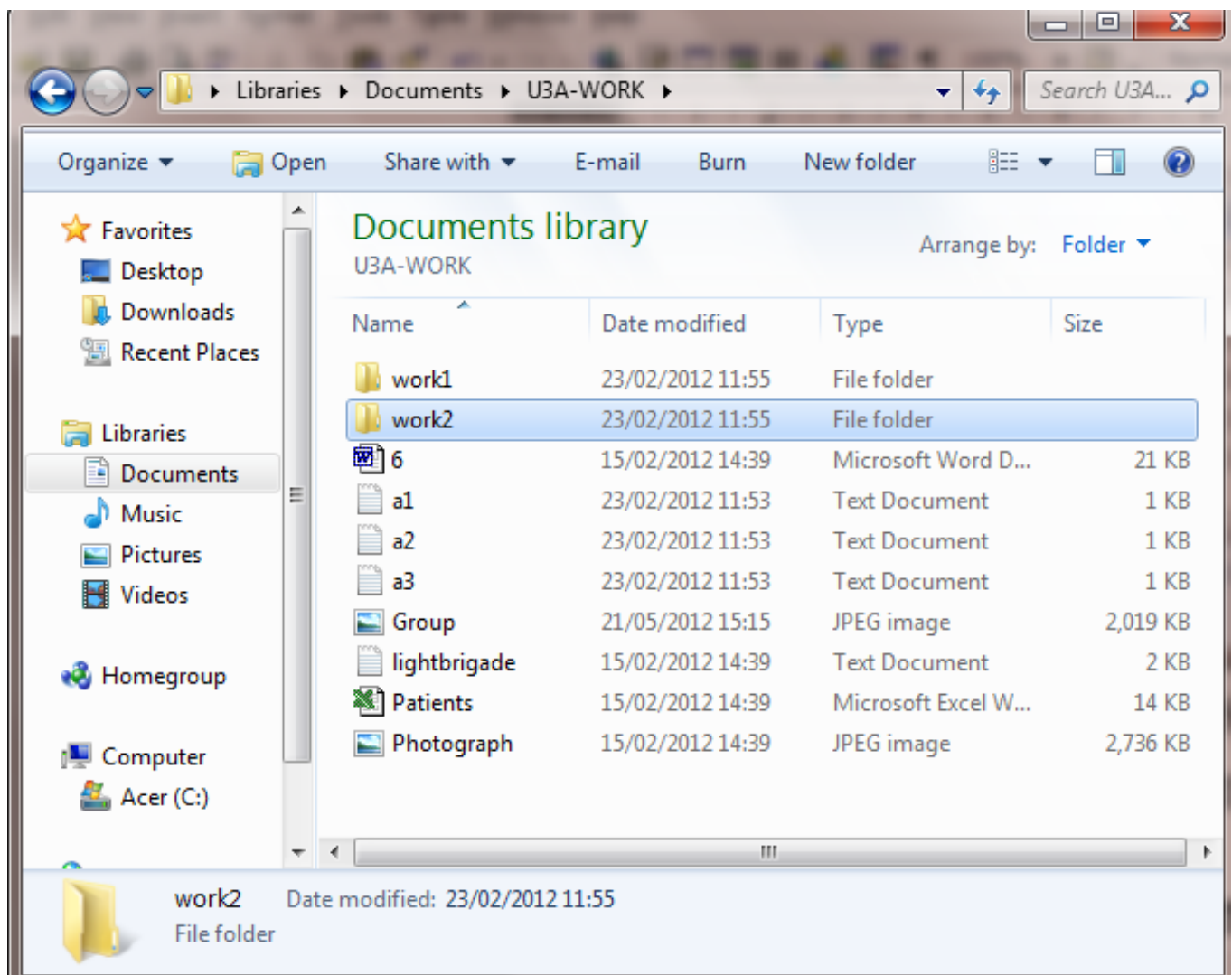
5. Start NOTEPAD (left click Start | type Notepad in run/search box)
 ,type 2 lines of data and Save as file “A1”
(ensure file is saved in U3A-WORK, in
Windows XP: A1.TXT).
6. Start WORDPAD (Left click Start | All Programs | Accessories |
Wordpad)
7. Close WORDPAD
8. Copy and paste file A1 twice *(point cursor at file, right
click, left click on Copy. Right click in white space, left click on Paste[first copy],
Right click in white space, left click on Paste[Second copy]).*

[COPY and CUT(move and delete) copies data to the
Windows CLIPBOARD. The CLIPBOARD is a temporary
area for holding data. PASTE copies the current data in the
CLIPBOARD]



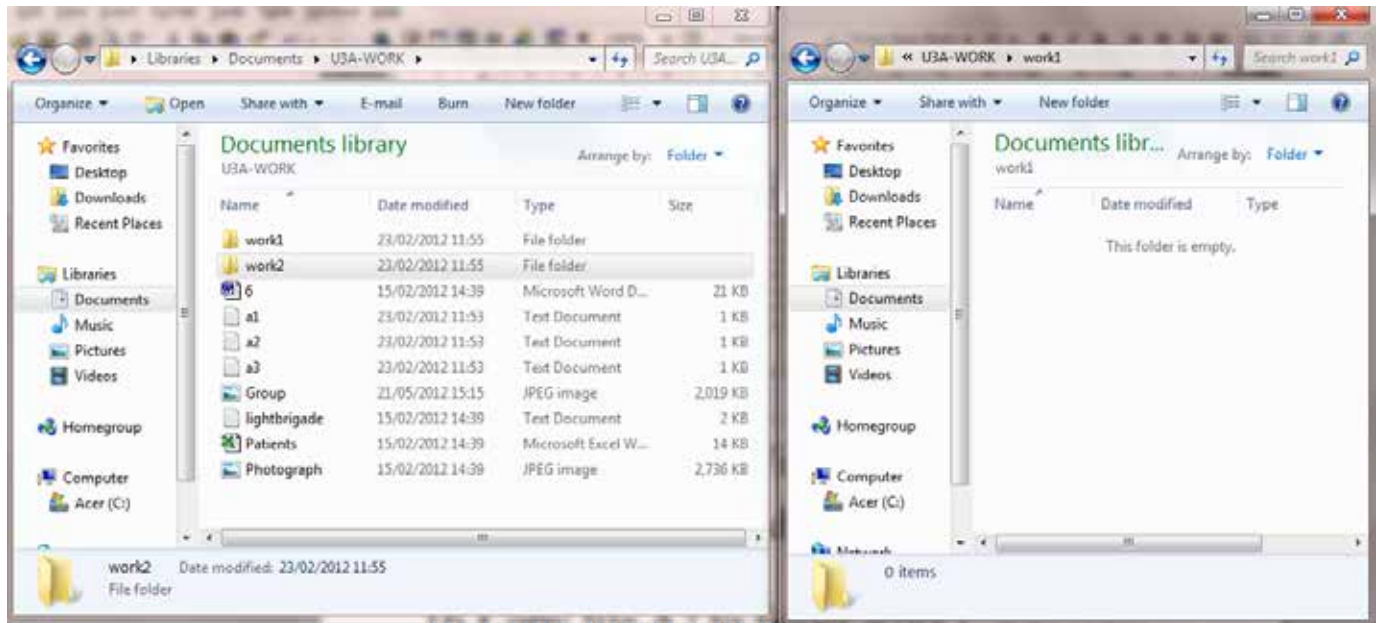
9. Rename copies as “A2” and “A3” using both ways of renaming. *(1. point cursor at file, right click, left click on Rename. Type new name, Left click in white space. 2. left click on file, pause, left click on file (box appears around text and is highlighted in blue), Type new name, Right click in white space.).*

10. Create a sub folders “work1” and “work2”. *(right click in Explorer | New | Folder left click. A folder called New Folder is created just type new name)*



Exercise

11. Start two versions of Windows Explorer.
12. Navigate the first Window Explorer to U3A-work
13. Navigate second Window Explorer to U3A-work/work1



14. Copy file A2 to folder work1. (In first windows explorer point cursor at file A2, right click, left click on **Copy**. In second windows explorer Right click in white space, left click on Paste)
15. Navigate second Window Explorer to U3A-work/work2
16. Move file A3 to folder work2 . (In first windows explorer point cursor at file A3, right click, left click on **Cut**. In second windows explorer Right click in white space, left click on Paste)
17. Move folder work1 into folder work2. . (In first windows explorer point cursor at folder work1, right click, left click on **Cut**. In second windows explorer Right click in white space, left click on Paste)
18. Delete file A1 (In first windows explorer point cursor at file, right click, left click on Delete).
19. Delete folder work1.

20. Reinstate from Recycle Bin

Windows Explorer can be used to backup your data. A backup is a copy of a file/files stored on a different storage media. You must always have a backup of your important files:

The Guardian, Wednesday 27 November 2013 16.00 GMT

Missing: hard drive containing Bitcoins worth £4m in Newport landfill site

A digital 'wallet' containing 7,500 Bitcoins that James Howells generated on his laptop is buried under four feet of rubbish



The 7,500 Bitcoins on the hard drive were worth around £500,000 when it was thrown in the rubbish. Since then, the value has soared.

Buried somewhere under four feet of mud and rubbish, in the Docksway landfill site near Newport, Wales, in a space about the size of a football pitch is a computer hard drive worth more than £4m.

It belonged to James Howells, who threw it out when he was clearing up his desk in mid-summer and discovered the part, rescued from a defunct Dell laptop. He found it in a drawer and put it in a bin.

And then last Friday he realised that it held a digital wallet with 7,500 Bitcoins created for almost nothing in 2009 - and then worth about the same.

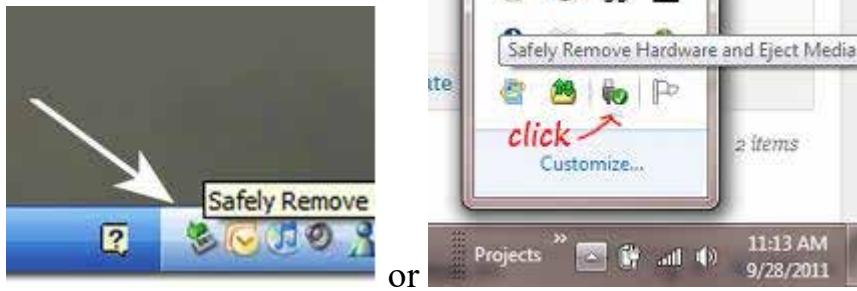
That lost hard drive, though, contains the cryptographic "private key" that is needed to be able to access and spend the Bitcoins; without it, the "money" is lost forever.

And Howells didn't have a backup.

Demo:

- *Transfer file from SD card to PC (Documents/u3a-work).*

- *Rename transferred file to “group”*
- *Transfer file from SD card to USB stick*
- *Safely remove SD card and USB stick*



Exercise

21. Start Windows Explorer

- Navigate to Documents/u3a-work

22. For each PC Transfer file using USB stick to u3a-work folder

23. Copy and paste file A1 four times *(point cursor at file | right click | left click on Copy - then with mouse pointer in white space right click | left click on Paste [or shift/Ins] four times).*

24. Rename the copies as B1, B2, B3 and B4 *(left click | left click – type new name)*

Selecting a Group of Files/Folders

Selecting a group of files

- Left click (Select) on the first file/folder in the group
- Hold down the **shift** key on the keyboard and select the last file/folder you want.

Selecting any files

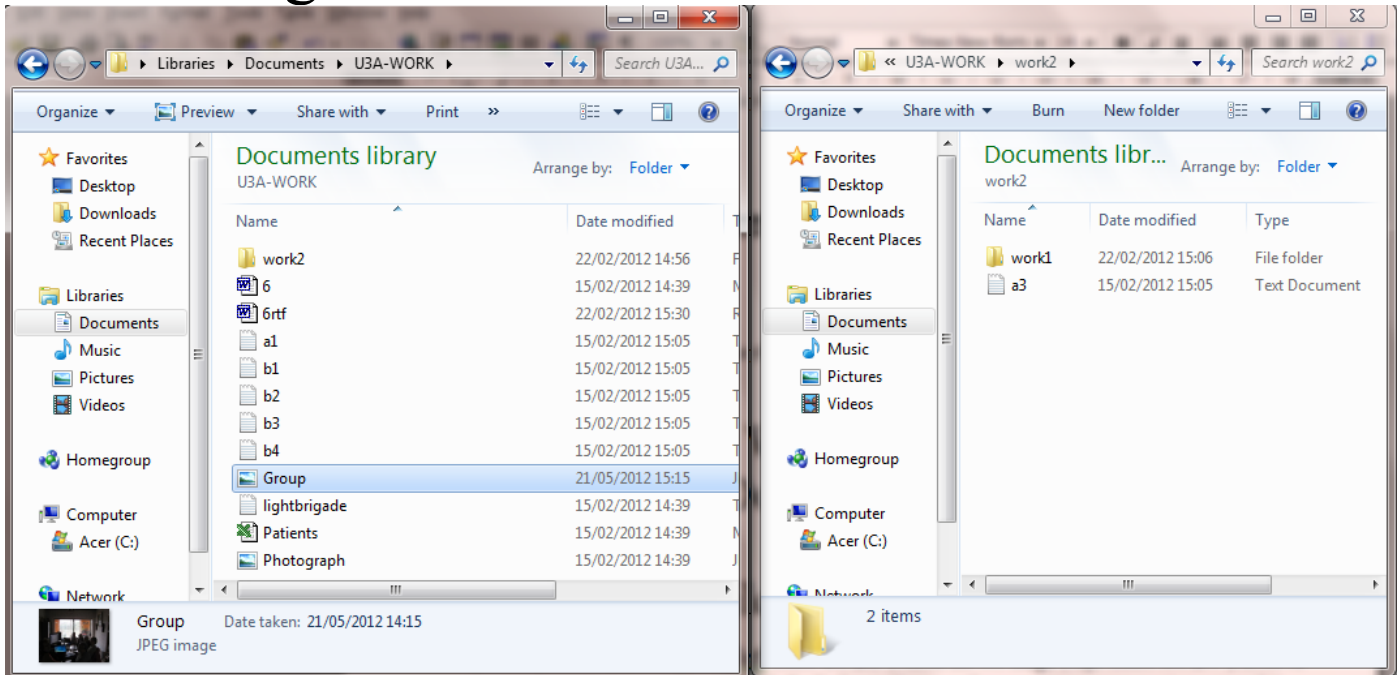
- Select the first file/folder
- Hold down the **Ctrl** key on the keyboard and select each file/folder that you want.

De-select a file after Selecting it

- Hold down the **Ctrl** key on the keyboard and select each file/folder that you do not want.

25. Start another Windows Explorer.

26. Navigate to Documents/u3a-work/work2

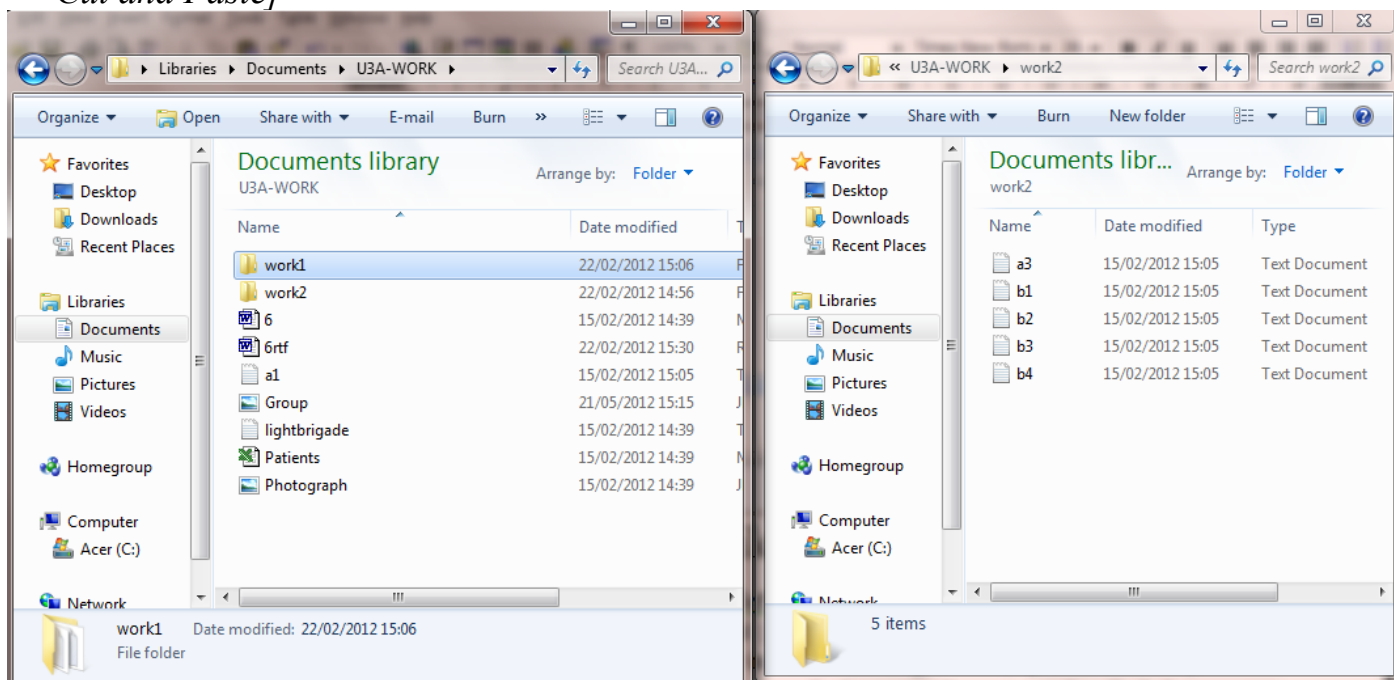


27. Move all B files in folder U3a-work into

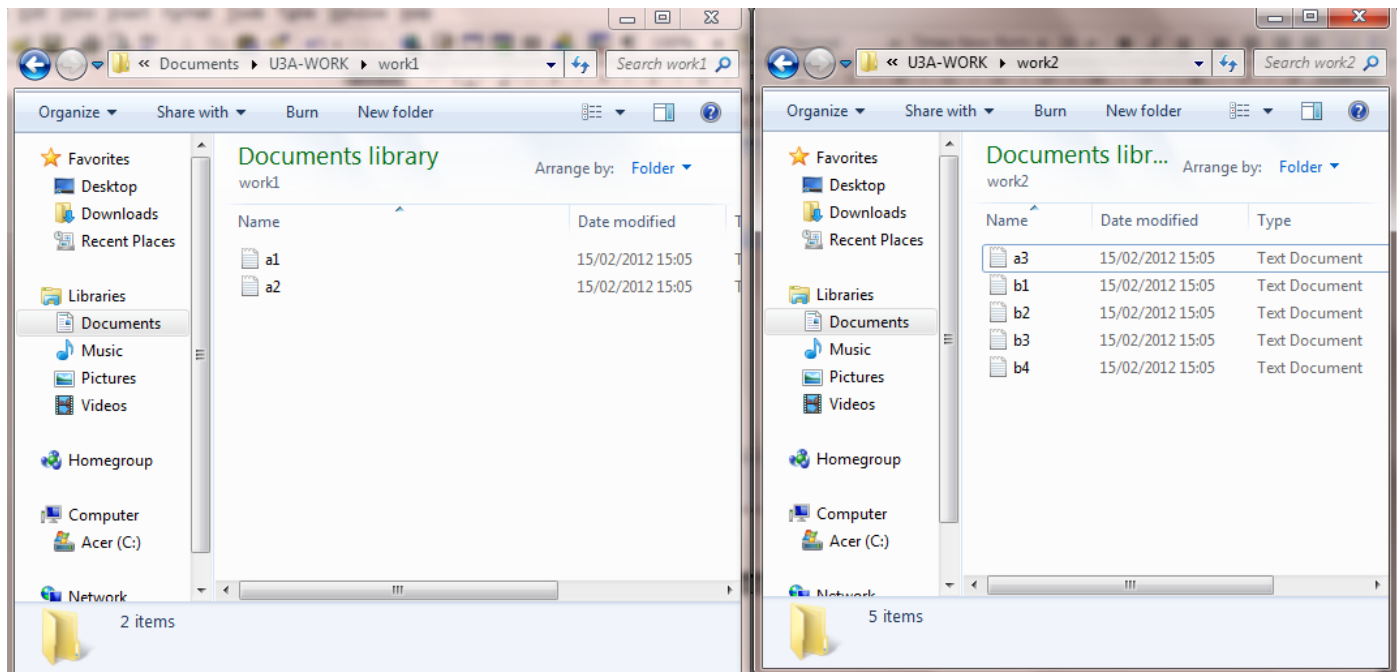
folder work2. [left click on B1 | hold down **shift** | left click on B4

| remove finger from **shift** | right click | left click on Copy - then move mouse pointer to white space in Windows Explorer in work2 and - right click | left click on Paste).

28. Move folder work1 to u3a-work folder [clue: Cut and Paste]



29. Navigate the first Windows Explorer to u3a-work/work1



30. Copy files B1 and B3 into folder work1 using **Drag and Drop** *[In first Windows Explorer left click on B1 | hold down **Ctrl** | left click on B3 | remove finger from **Ctrl** | while holding left mouse button down, drag cursor to work1 in second Windows Explorer, release left mouse button (if you wished to Move the files instead of Copy – hold down Shift button while dragging mouse)].*

31. Delete file B2 *[left click on file | press Del button | Yes]*