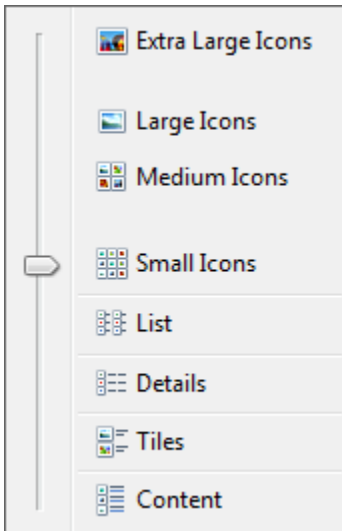# Windows Explorer Practice

1. Open windows explorer by clicking the folder icon in the task pane.
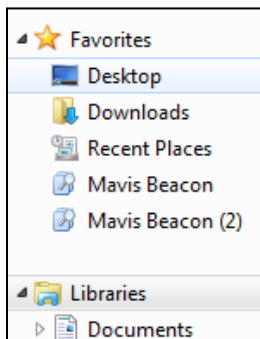
2. Click on the more options arrow next to the change view button in the command bar.
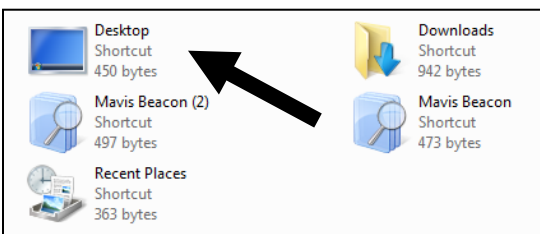
3. Change the view options to small icons.

   - Extra Large Icons
   - Large Icons
   - Medium Icons
   - Small Icons
   - List
   - Details
   - Tiles
   - Content

4. Click on **Favorites** in the navigation pane.

   - Favorites
     - Desktop
     - Downloads
     - Recent Places
     - Mavis Beacon
     - Mavis Beacon (2)
   - Libraries
     - Documents

5. Notice how the arrow next to the word Favorites in the navigation pane is now black and pointing in a downward 45 degrees.   Favorites
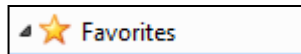
6. Also notice that the contents of the Contents Pane is showing the same folders and files located in the navigation pane.

7. Double click the **Desktop icon** in the contents pane to reveal the contents of the Desktop.

   Desktop
   Shortcut
   450 bytes

   Downloads
   Shortcut
   942 bytes

   Mavis Beacon (2)
   Shortcut
   497 bytes

   Mavis Beacon
   Shortcut
   473 bytes

   Recent Places
   Shortcut
   363 bytes

8. If the Preview Pane is not already open, click the show **Preview Pane** button on the far right end of the command bar to reveal the preview pane.

9. Click **once** on the Mavis Beacon icon that is located on the desktop. Notice that the preview pane remains empty. This is because the preview pane only shows previews of selected files **NOT** folders or programs icons.

10. Let's find a file that we can see. Click Computer in the navigation pane to reveal the computer folder.

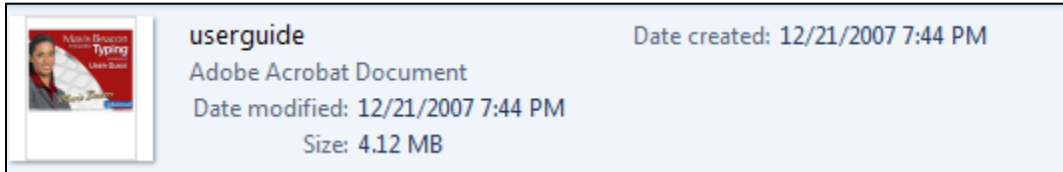11. Click on the **Local Disk (c:)** in the navigation pane.
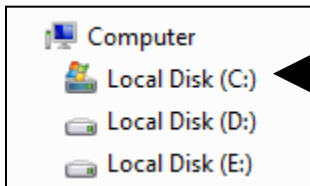
12. Click the small white arrow next to the local Disk (c:) in the navigation pane.

13. Scroll down in the folder navigation pane until you find the **Programs files** folder.

14. Click the small white arrow next to the program files folder to expand the folder.

15. Navigate inside the Navigation pane until you find the **Broderbund** folder.

16. Click the Broderbund folder to reveal the contents of the folder in the contents pane.
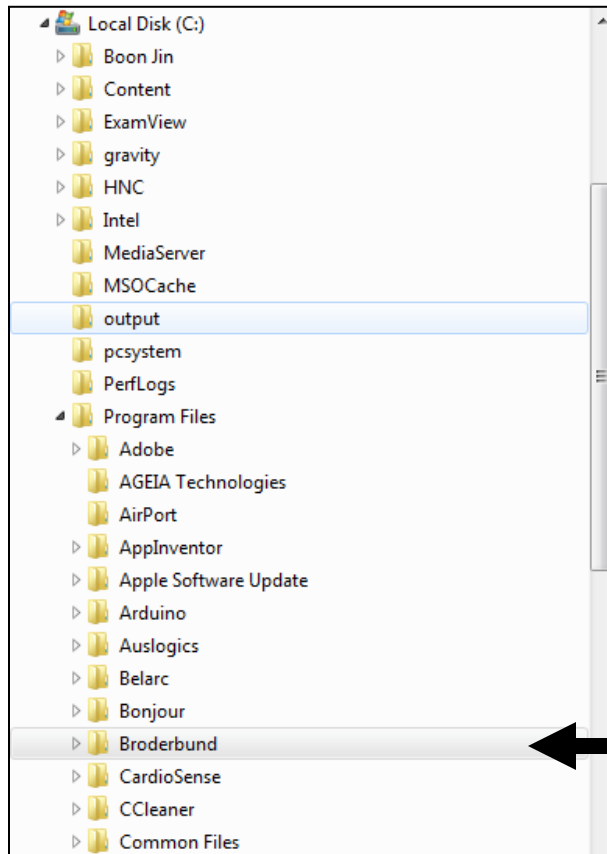
17. Double click on the **Mavis Beacon Teaches Typing Platinum 20** in the contents pane to enter the folder.

18. Click on the **userguide** file **once** to reveal a preview of the file in the preview pane.
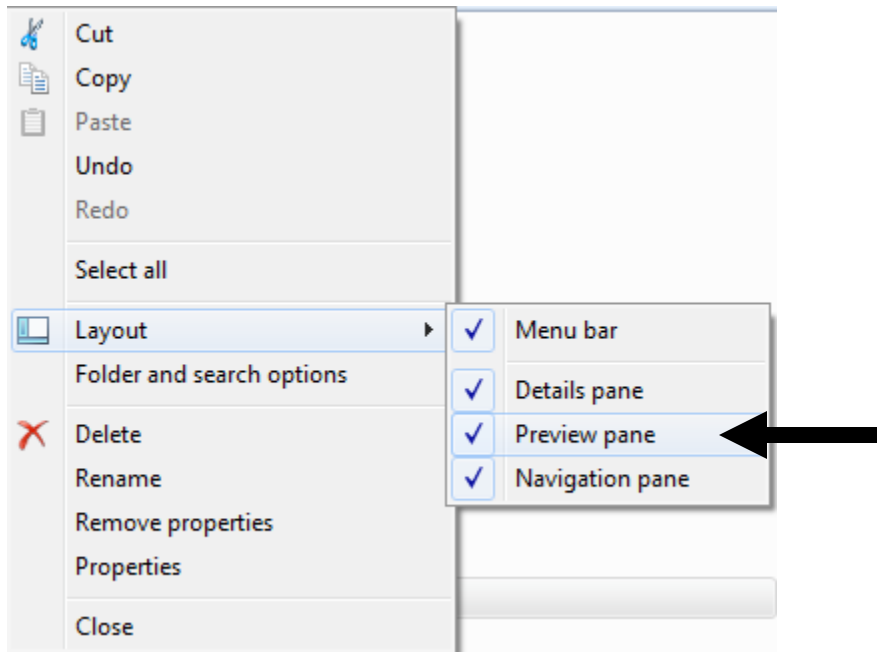
19. Move the mouse over the border between the preview pane and the contents pane. Click and drag to expand the size of the preview.
20. Notice that the details Pane at the bottom of the screen shows more details about the selected userguide file. Take notice of the date when the file was created and file size.
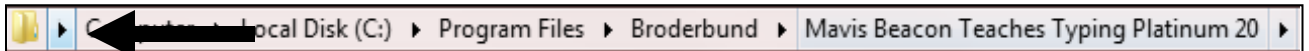
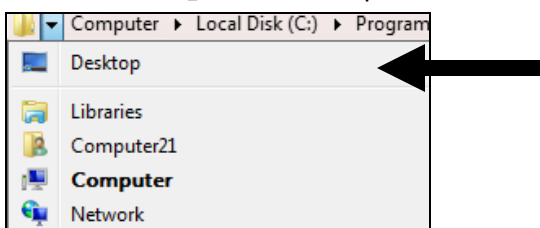|	userguide	Date created: 12/21/2007 7:44 PM
	Adobe Acrobat Document	
	Date modified: 12/21/2007 7:44 PM	
	Size: 4.12 MB	

21. Select organize in the command bar.

Organize ▾　　⬿ Open with Acrobat 9 ▾　　Print

22. Select layout in the menu.
23. Select Preview Pane from the menu.

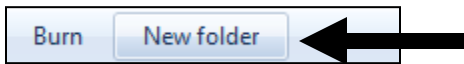|			
✂	Cut		
▣	Copy		
▢	Paste		
	Undo		
	Redo		
	Select all		
▥	Layout　　　　　　▸	✓	Menu bar
	Folder and search options	✓	Details pane
✗	Delete	✓	Preview pane
	Rename	✓	Navigation pane
	Remove properties		
	Properties		
	Close		

24. Notice that the preview pane is now hidden.
25. Let's make some files and folders.
26. Click on the arrow at the beginning of the address bar.

📁 ▸ C~~omputer~~ ~~L~~ocal Disk (C:) ▸ Program Files ▸ Broderbund ▸ Mavis Beacon Teaches Typing Platinum 20 ▸

27. Select **Desktop** from the drop down list.

📁 ▾	Computer ▸ Local Disk (C:) ▸ Program
🖥	Desktop
📁	Libraries
	Computer21
🖳	**Computer**
	Network

28. Click on the new folder button to create a new folder on the desktop.

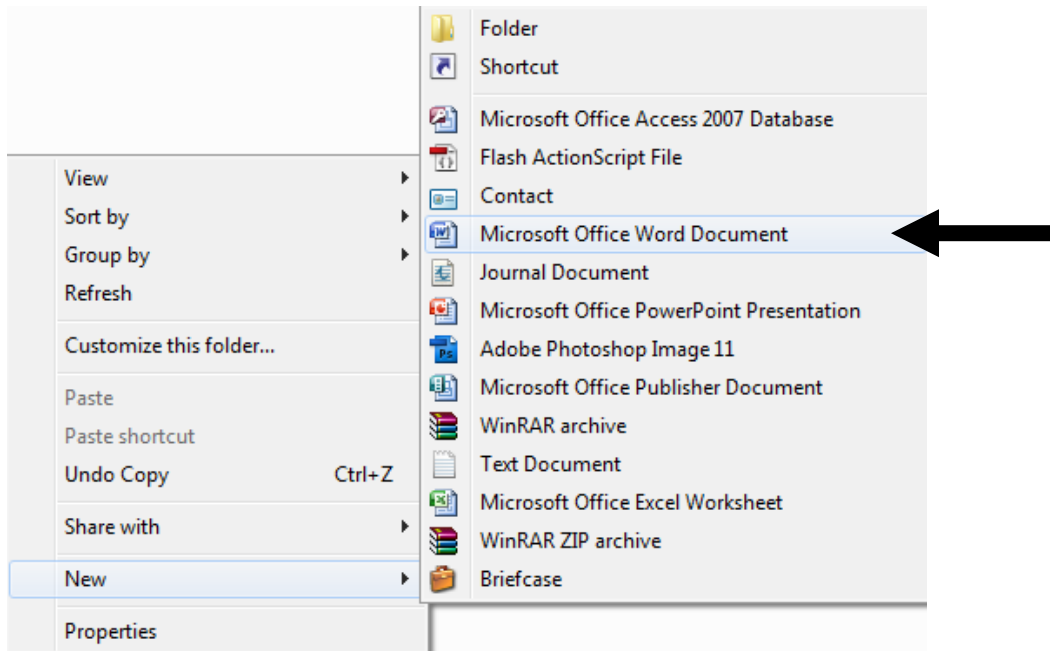| Burn	New folder	⬅

29. Rename the folder **Practice**.
30. Double click the practice folder to enter the folder.
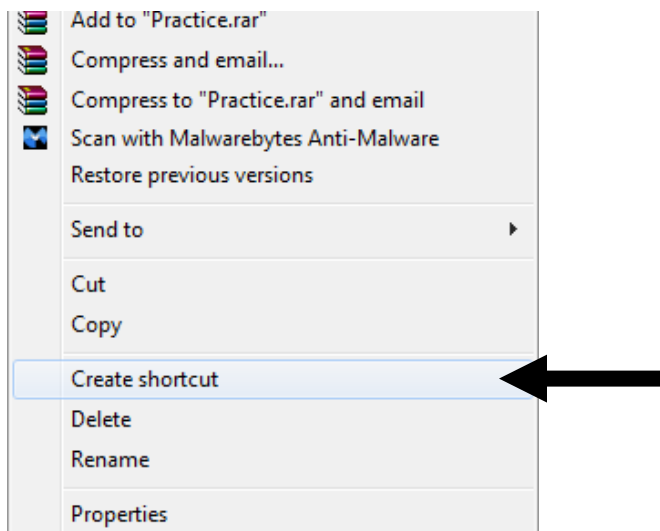31. Right click on an empty area in the contents pane.
32. Select **New** from the menu.
33. Select **Microsoft Office Word Document** from the menu.

34. Rename the document "Practice".
35. Right click on the practice file and select **create shortcut** from the menu.

36. There should now be 2 files in the folder. 1) Practice and 2) Practice-shortcut.

37. Click on the **Practice-shortcut** file and drag it to the Desktop in the navigation pane.

38. The practice folder should now only have one file.
39. Click the small black triangle at the far right end of the address bar.
40. Select **Desktop** to reveal the desktop.
41. Locate the Practice-shortcut file in the contents pane.
42. Click on the file to select it.
43. Take notice that the details pane is revealing information about the selected file. Check that the date created matches today's date.
44. Right Click the file and select **delete**.
45. Close windows explorer by clicking on the red x in the top right hand corner of the window.
46. Right click the Recycle Bin on the desktop.
47. Select **Empty Recycle Bin** from the menu to remove the file from the computer.
48. Locate and select the **Practice** folder in the desktop.
49. Drag the folder to the **Recycle Bin**.
50. Double click on the recycle bin to enter it.
51. Select the **Empty recycle Bin** button in the command bar to remove all files from the computer.

WOW YOU ARE DONE!