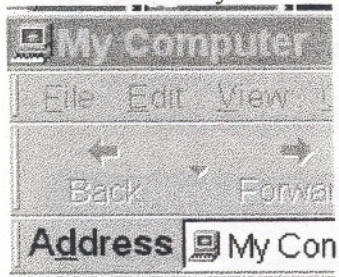# FILE MANAGEMENT

You must be able to manage your files, create directories, and move documents of similar content into your directories.

1. Locate the My Computer icon on your desktop.
2. Double click on My Computer.
3. Position your mouse on the 31/2 Floppy A and open your disk by clicking twice.
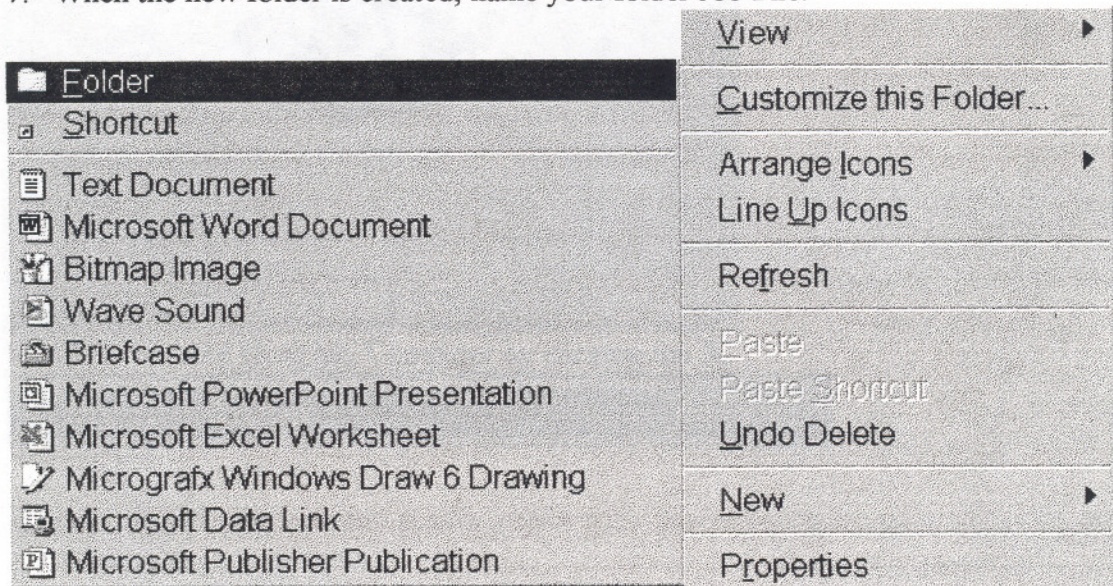
4. When your disk opens, position your mouse anywhere by the files you have created, and write click your mouse.
5. Move the mouse down to New,
6. Move over to the word Folder.
7. When the new folder is created, name your folder Job File.
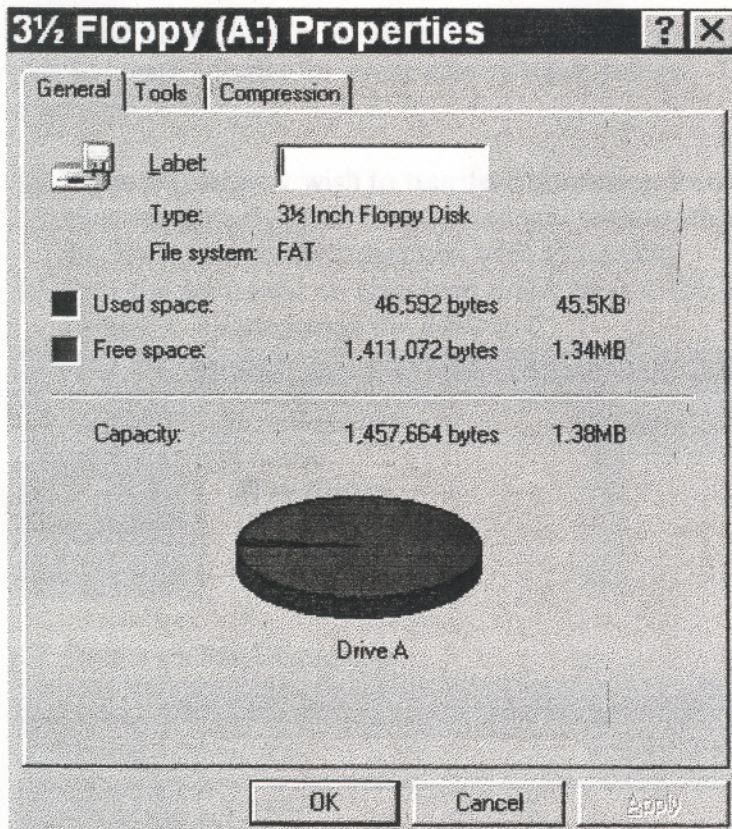
8. Key the words Job File and enter.

    Job File

9. Any document that is related to your job search, you can left click and while holding down the left mouse drag the file and drop it into the new file you just created.

                                                    Up

10. You may close your disk by clicking Up one level.

11. Once your disk has been closed, click one time on 3 1/2 Floppy A and right click your mouse. Choose Properties. This will allow you to see how much space your have left on your disk. The free space is pink, and the used space is blue.

3½ Floppy (A:) Properties   ? X

General | Tools | Compression |

Label:

Type: 3½ Inch Floppy Disk
File system: FAT

■ Used space: 46,592 bytes   45.5KB
■ Free space: 1,411,072 bytes   1.34MB

Capacity: 1,457,664 bytes   1.38MB

Drive A

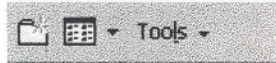OK   Cancel   Apply

12. Close this and close My Computer by clicking the X.

My Computer   _ □ X

Open Microsoft Word.

When Microsoft Word is open, click on File Open.

13. You may create a new folder while you are already in a program by clicking the New Folder icon.
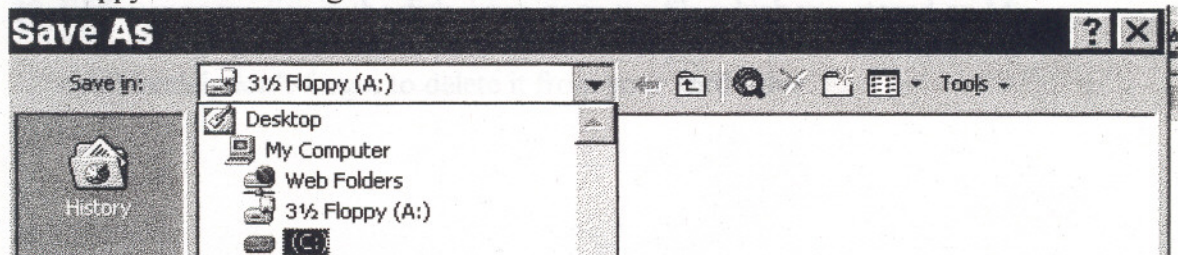
> 📄 ▦ ▾ Tools ▾

14. You may then name your new folder.

New Folder   **? ✕**

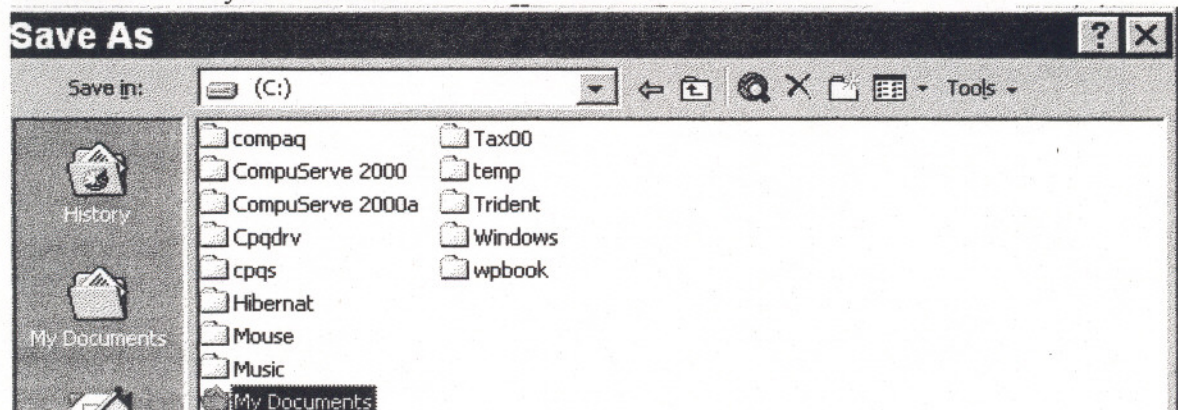| Current Folder: | OK |
| A:\ | Cancel |
| Name: XL Files | |

You must click on your folder and open it before you store items into it. It is a good idea to create a folder for every type of work you do. This will keep your files more organized.

15. If you should ever wish to transfer information from one disk to another, you must temporarily place the material you wish to transfer onto the hard drive. To do this, open the document you wish to transfer.

16. Save the document on your hard drive; open C drive by clicking where 3 ½ Floppy A is and change the drive to C.

Save As   **? ✕**

Save in: 3½ Floppy (A:) ▾   ⇐ 🔼 🔍 ✕ 📄 ▦ ▾ Tools ▾

History

> Desktop
>   My Computer
>   Web Folders
>   3½ Floppy (A:)
>   (C:)

17. Save it on My Documents.

Save As   **? ✕**

Save in: (C:) ▾   ⇐ 🔼 🔍 ✕ 📄 ▦ ▾ Tools ▾

History

compaq	Tax00
CompuServe 2000	temp
CompuServe 2000a	Trident
Cpqdrv	Windows
cpqs	wpbook
Hibernat	

My Documents

Mouse	
Music	
My Documents	

18. Click on My Documents and open this directory.

Save As ? ✕

| Save in: | 🗀 My Documents | ▾ | ⇦ 🔼 🔍 ✕ 🗂 🎛 ▾ Tools ▾ |

🗋 Both sides keep fighting to add to vote totals_files	🔳 Contemporary GED Memo to Geri 1·
🗋 My Music	🔳 Contract for Donna Dailey
🗋 My Pictures	🔳 Copy of Technology Committee Age
🗋 My Webs	🔳 Dear Karen
🔳 5-28-2000 Karla Smith Reportrevis ed.	🔳 Dear Vera
🔳 Amanda George November 2000 Report 12-3-00 SpoVal	🔳 Dear Vickie 1-20-01
🔳 CERTIFICATE OF COMPLETION	🔳 December 9 Donna Kelsey ltr
🔳 Chris LaSalle	🔳 December 9 Joel Garcia ltr
🔳 Christmas letter	🔳 Doc1
🔳 CLIENTS STATUS 12-15-00	🔳 Doc4
🔳 Compaq Computer Serial Number	🔳 Document
🔳 COMPETENCY TEST FOR POWERPOINT	🔳 Draft 3-17-01
🔳 COMPUTER BASICS minutes 1-14-01	🔳 FILTERING ASSIGNMENT USING EX
🔳 computer basics evaluation	🔳 Filtering Exercise 2

Sidebar: History, My Documents, Desktop, Favorites, Web Folders

| File name: | FILE MANAGEMENT | ▾ | 💾 Save |
| Save as type: | Word Document | ▾ | Cancel |

19. Save the file, and it will go on your hard drive. Now close all open files and change disks.
20. With your new disk in the disk drive, open the file which you stored on My Documents. Save the file to your new 3 ½ Floppy A. If the information is confidential, don't forget to delete it from your hard drive.