Lab - Working with File Explorer (Instructor Version)

**Instructor Note**: Red font color or gray highlights indicate text that appears in the instructor copy only.

# Introduction

In this lab, you will explore and use the File Explorer to navigate the Windows file system.

# Required Resources

* Windows PC

# Instructions

## Explore File Explorer

File Explorer is a file management application in Windows, and you could use the menu bar to copy, move, delete, or create new folders.

* + - 1. Click **Start**. Search for **File Explorer** or click the Folder icon in the Taskbar.
      2. Click **Desktop** on the left panel.
      3. In the right panel, right-click **New** > **Folder** to create a new folder on the Desktop. Name this new folder, **Folder1**.
      4. Create another folder and name it **Folder2**.
      5. Move **Folder2** into **Folder1**. Click Folder2 and use your mouse to drag-and-drop Folder2 into Folder1.

#### Question:

What happened with Folder1 and Folder2 on the Desktop?

Type your answers here.

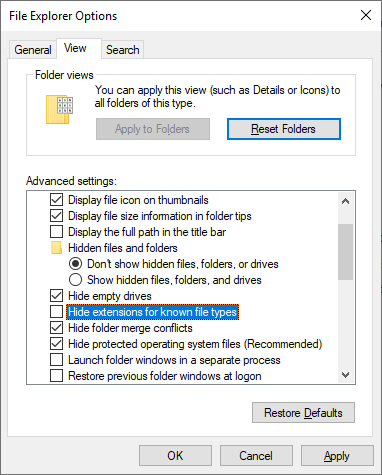
The new folders are displayed on the Desktop. After moving Folder2 into Folder1, only Folder1 on the Desktop.

* + - 1. Open Folder1 and create a new text document in Folder1. Right-click **New > Text Document**. Name the new text document.
      2. The file extension is hidden by default.

In Windows 10, click **View** > Select **File name extensions**.

In Windows 11, click **View** > **Show** > Select **File name extensions**.

Another way to show the file extension is to navigate to the **Control Panel**. In the small icon view, click **File Explorer Options**. Click the **View** tab and unselect **Hide extensions for known file types**. Click **OK** to continue.



#### Question:

What is the file extension for the text document?

Type your answers here.

The file extension is .txt.

* + - 1. Make a copy of the text document and place it in Folder2.

#### Question:

How would you do it?

Type your answers here.

Answer may vary. Right-click the text document > click Copy. Open Folder2 and right-click Paste.

* + - 1. Right-click the text document > click **Properties**. Click the **Details** tab.

#### Question:

What are the attributes associated with this file?

Type your answers here.

A for Archive.

* + - 1. Now create a folder named **Folder3** inside **Folder2**.

#### Questions:

What is the complete path to Folder3? (**Hint**: One way to find this information is in the Folder properties.)

Type your answers here.

Answer may vary. The path is C:\Users\*User\_name*\Desktop\Folder1\Folder2\Folder3.

Which directories are listed under Quick access?

Type your answers here.

Answer may vary. The folders are Desktop, Downloads, Documents, Pictures, Music, and Videos.

* + - 1. Navigate to the Desktop within File Explorer.
      2. Drag and drop Folder1 onto **Quick access** if it is not already listed under Quick access.

#### Question:

What happened? Why would you want to do this?

Type your answers here.

The folder is now listed under the headings Quick access. This provides a link to the folder and allows for quick access to a nested folder from File Explorer.

* + - 1. Within the File Explorer, navigate to the Local Disk (C:). Click **This PC** > **Local Disk (C:)**.

#### Question:

What are folders listed in the Local Disk (C:)?

Type your answers here.

Answer may vary. The listed folders are PerfLogs, Program Files, Program Files (x86), Users, and Windows.

* + - 1. Open the Users folder. List all the folders in the directory.

Type your answers here.

Answer will vary. Public is one of the folders. The rest of the folders should be the name of the users on the PC.

* + - 1. Open the folder associated with your username.

#### Question:

Were you able to open it? Explain.

Type your answers here.

Yes. You have the permission to access the folder owned by you.

* + - 1. Open the folder associated with another username if it is available on the PC.

#### Question:

Were you able to open it? Explain.

Type your answers here.

Answer may vary. If the user account has administrative privileges, you may be able to open the user folder of a standard user. A standard user cannot open the folder of administrative privileges without the credentials of the administrative user.

* + - 1. Notice the Public folder. This folder is accessible to any local users on the PC. Furthermore, it can be configured to be accessible for networked users.

#### Question:

Open the Public folder. List all the folders in the directory.

Type your answers here.

Answer will vary. Some of the folders in the directory are Public Documents, Public Downloads, Public Music, Public Pictures, and Public Videos.

## Windows Libraries

Windows Libraries is a centralized location for related files from different locations on the PC or network. For example, the Videos library is a collection of all the videos from different locations on your PC and on a network drive. This acts as a short cut to all those videos.

### Access Libraries Windows 10

* + - 1. To access Windows Libraries, click **Start** > **File Explorer**.
      2. Click **View** > **Navigation pane** > **Show libraries**.

Another way to show the Window Libraries, navigate to the Control Panel. Select **File Explorer Options** in the small icons view > click **View** > select the **Show libraries** checkbox. Click **OK** to continue.

* + - 1. Expand the Libraries.

#### Question:

Which folders or files listed under the Libraries heading?

Type your answers here.

Answer may vary. Documents, Music, Pictures, and Videos.

* + - 1. A new library can also be created. Right-click **Libraries** > click **New** > click **Library**. Provide a name for the new library.
      2. Folder1 on the Desktop can be added to the Libraries. Navigate to the **Desktop**. Right-click **Folder1** > click **Include in library** > select the new library you created.
      3. Select the library you created in the left panel. Click the **Library Tools** tab and select **Manage library**.

#### Question:

How would you remove the directory of Folder1 from the library without deleting Folder1 and its contents from the computer?

Type your answers here.

Answer may vary. Select the Folder1 library location and click Remove and then click OK.

### Access Libraries in Windows 11

* + - 1. To access Windows Libraries, click **Start** > **File Explorer**.
      2. Click **See more** (**…**) > **Options**. In the Folder Options window, click **View** > select the **Show libraries** checkbox. Click **OK** to continue.

Another way to show the Window Libraries, navigate to the Control Panel. Select **File Explorer Options** in the small icons view > click **View** > select the **Show libraries** checkbox. Click **OK** to continue.

* + - 1. Expand the Libraries.

#### Question:

Which folders or files listed under the Libraries heading?

Type your answers here.

Answer may vary. Documents, Music, Pictures, and Videos.

* + - 1. Right-click **Libraries**. Click **Show more options** > click **New** > click **Library**. Provide a name for the new library.
      2. Folder1 on the Desktop can be added to the Libraries. Right-click the newly created library. Select **Properties**. Click **Add**. Locate and select Folder1 and click **Include folder**. Click **OK** to continue.

#### Question:

How would you remove the directory of Folder1 from the library without deleting Folder1 and its contents from the computer?

Type your answers here.

Answer may vary. Select the Folder1 in the Properties dialog box for the library. Select Folder1 and click Remove and then click OK.

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