

First look at Windows Explorer

What is Windows Explorer?

It is a tool an operator can use to look around in the file cabinet. It can be used to move, copy, delete or rename files and folders.



Three ways to start Windows Explorer.

- 1) Right-click on the start button. Select Explorer
- 2) Press and hold down the Flying Windows key on the keyboard, then tap the 'E' key.
- 3) Start | Programs | Windows Explorer (This is the slow way)

In the next session we will spend a great deal of time explaining how to use Explorer, but for now, the topics presented will only refer to working with the floppy.

Items discussed in this session are all located in the left panel.

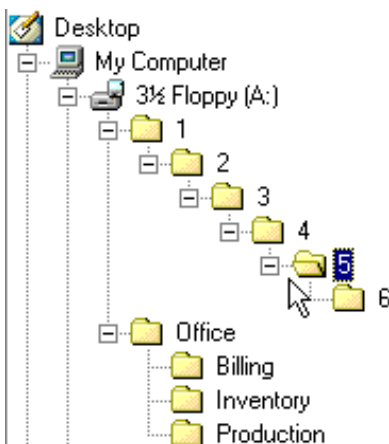
Locate and click on the line which reads 3-1/2 Floppy (A:). Click on the '+' next to the floppy icon.

This causes the operating system to open the drive or folder and display its' contents.

In this case, folders '1' and 'Office' are exposed.

There is a '+' in front of folder 1 indicating that it contains other folders.

Click on the '-' causes the operating system to close the drive or folder and hide its contents.



To open all the folders for a particular device quickly, click on the drive label. In this example select: 3-1/2 Floppy (A:).

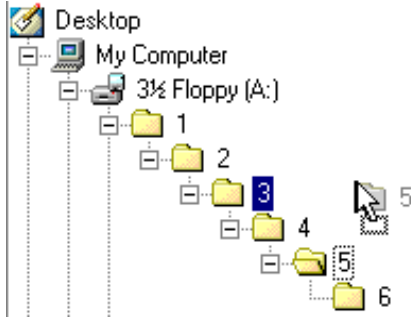
Now press the '*', on the NUMERIC KEYPAD, It is above the '9'. [The '*' above 8 won't work for this operation].

Note that all the folders are now showing. [If folder 6 isn't showing, the window divider bar can be moved.] If the stair stepped folders on your screen do not look like the example, you made a mistake dragging or deleting folders in the previous section.

Something old MSDOS couldn't do.

The Windows GUI [Graphical Users Interface] allows operators to do things that MSDOS would not allow.

To remove folder 4 in MSDOS would have required many steps. In Windows it is fairly easy.



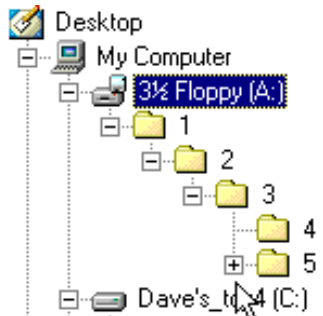
In the next couple of steps, we will move folder 5 into folder 3 and delete folder 4.

The operating system will be sending you subtle hints. Learn to watch for them.

To start the process:

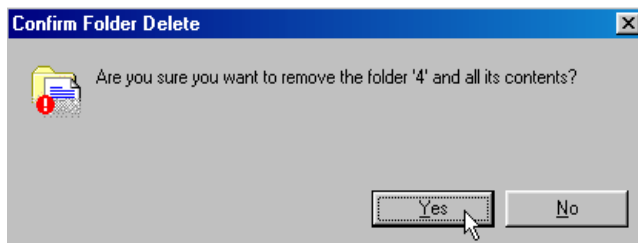
1) Click on folder 5. [The operating system confirms that folder 5 is selected by highlighting the folder and showing the folder in an open position.]

In the next step, you will be moving folder 5 from inside folder 4 to inside folder 3. Folder 5 does not need to be dragged directly over folder 3. When you begin to drag folder 5, the operating system will take a guess where you want to place the folder. It will tell you by highlighting the intended drop folder. When folder 3 highlights, you can release the mouse button and the drag will be complete.



2) Click and drag folder 5 upward until folder 3 highlights, then release the mouse button. Note: It is not necessary to place folder 5 directly over folder 3 as we did in the previous lesson. The key is to watch for folder 3 to highlight.

Take note of the display changes. Both folder 4 and 5 are in folder 3. Folder 6 is still in folder 5. Click on the '+' in front of folder 5 and folder 6 will appear.



The last step is deleting folder 4.

3) Click on folder 4 and press the Delete key on the keyboard.

Read this message carefully, then click Yes

Note the path indicated by the broken lines. Folders 5 and 6 are in folder 3.

Delete folder 3 and note the error message. Deleting folder 3 deletes everything in the folder, which means folders 5 and 6 and all their contents. There is no warning that folders 5 and 6 will also be deleted. Windows assumes that you know what you are doing.

Also, there was no indication that the folders were being sent to the Recycle bin. That's because they weren't.

The chapter, 'The safety net has holes' addresses the limitations of the Recycle bin.

That was sure easier than using old MSDOS.

