

# Century 21 *Jr.*

Input Technologies &  
Computer Applications

KEYBOARDING

Review: Ch. 2 – Finding and Organizing Information

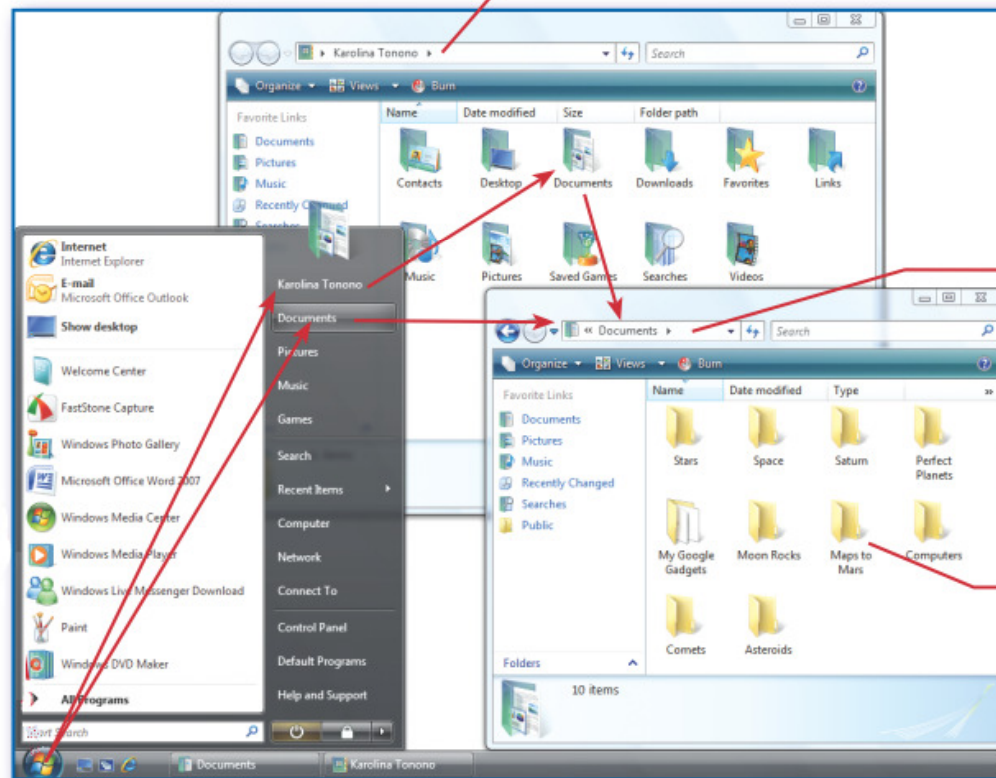
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# Digital Storage Spaces

- On your PC
  - Hard drive or CD/DVD drive
- On a peripheral connected to your PC
  - USB flash drive or memory card
- On local networks
  - In assigned folders
- On the Internet
  - Accessible from any connected PC

# Files and Folders

Personal folder named for the user, Karolina Tonono

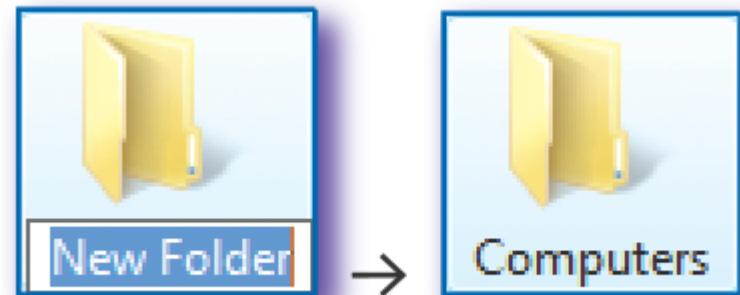
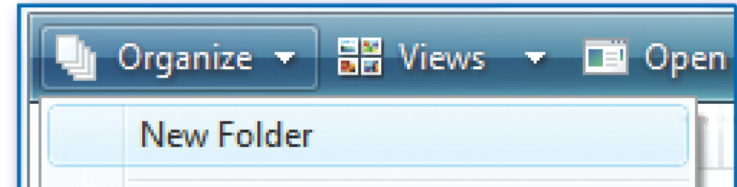


Documents folder found inside a personal folder

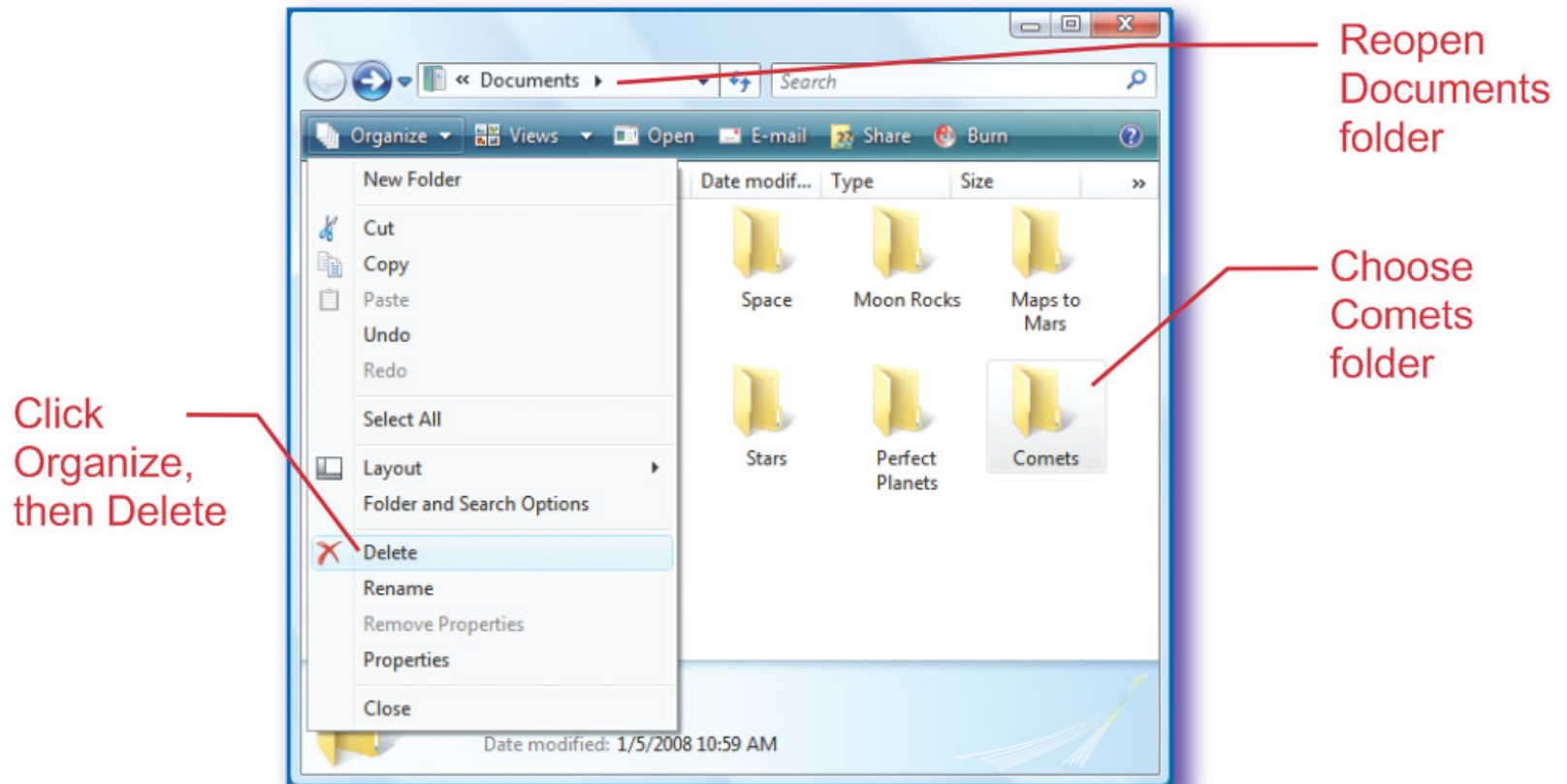
Subfolders inside the Documents folder

# Create and Name a New Folder

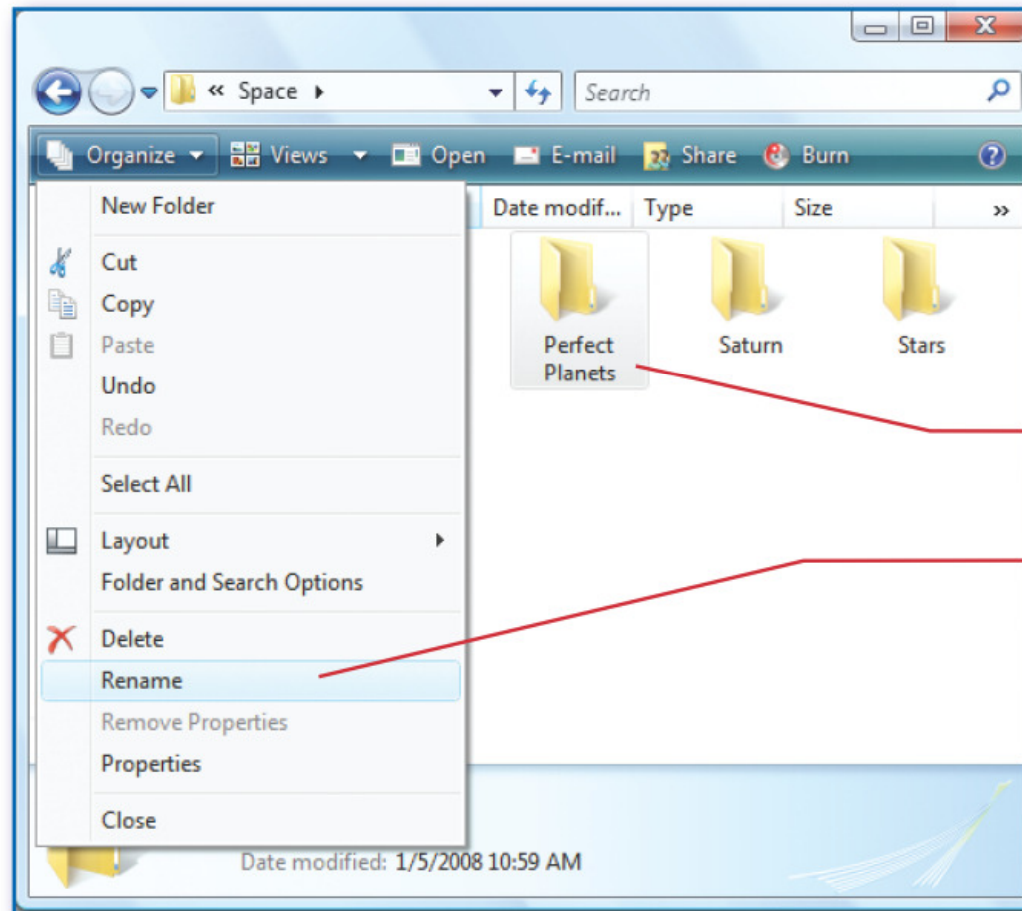
- Windows Vista:
  - Start → Documents
  - Views → Med. Icons
  - Organize → New Folder
  - Name the new folder



# Delete Files and Folders



# Rename Files and Folders

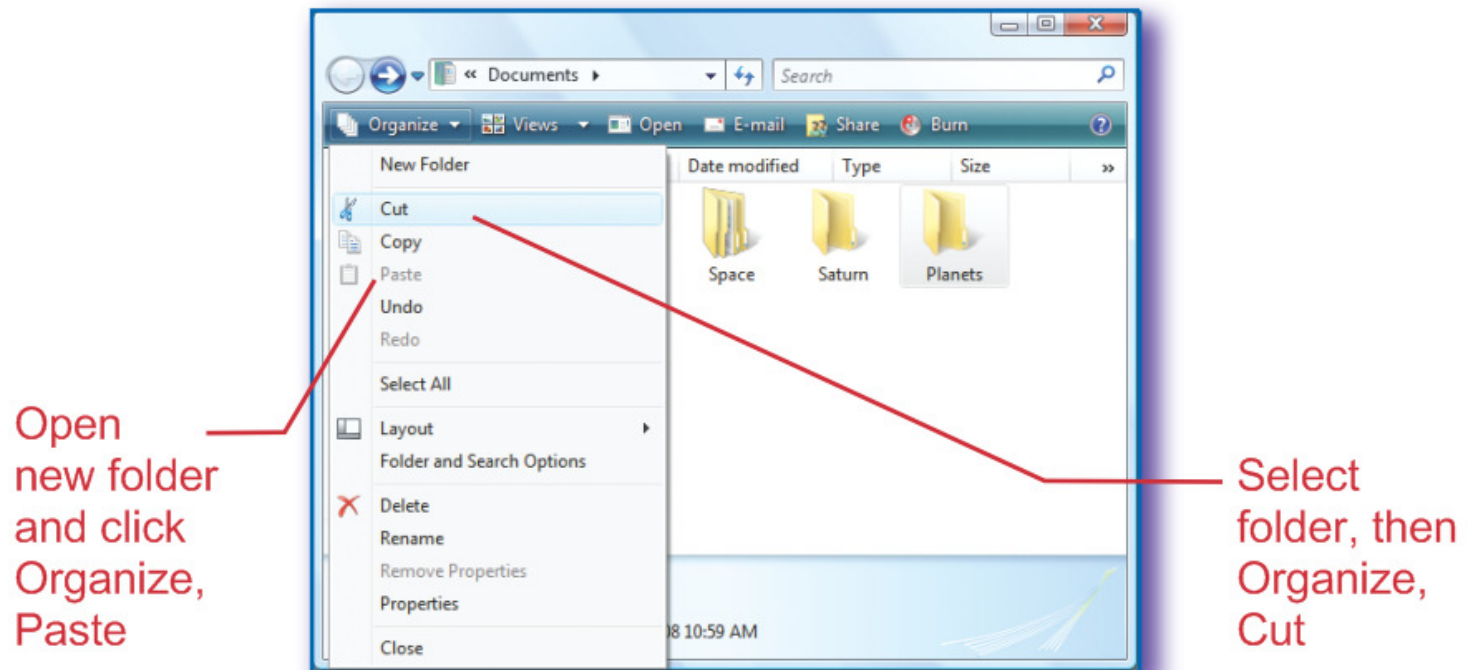


Click to  
select a  
folder

Click  
Organize,  
then  
Rename

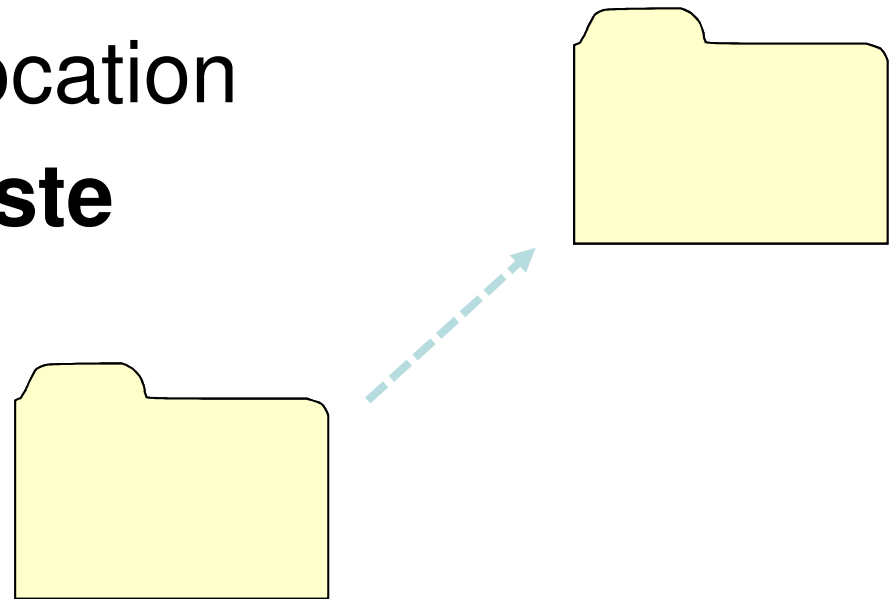
# Move Files and Folders

- Click and drag
- Cut and paste



# Copy Files and Folders

- Select a file or folder
- **Organize → Copy**
- Go to the new location
- **Organize → Paste**





# Saving Files

- Click **Office Button** → **Save As**
- Enter a filename
- Filenames
  - Should be logical and descriptive
  - Can be up to 255 characters in length
  - Cannot contain these characters:  
/ \ : ? “ < > |

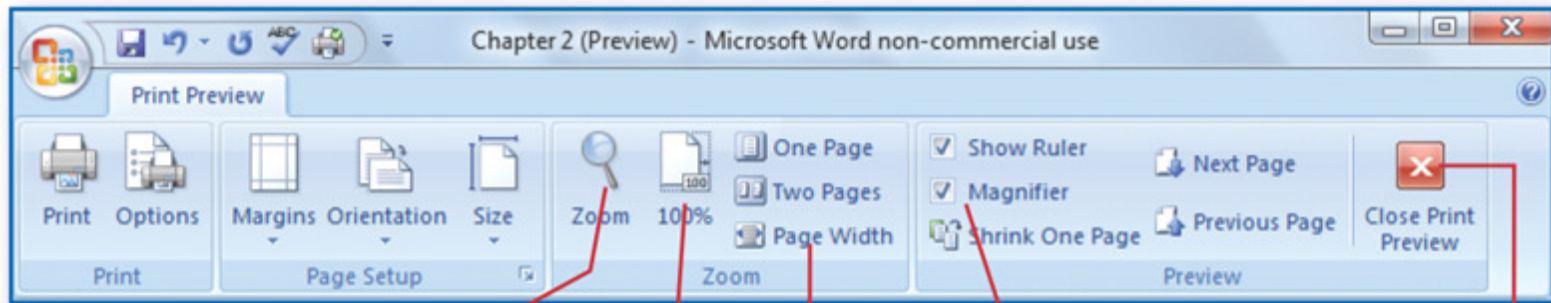
# File Paths

- Give the exact location of files
- Include folder, subfolders, and filename

```
Documents\Computers\Chapter 2\Moon Project
```

Sample file path

# Print Preview in *Word*



Zoom button

Return to 100%

View one or two pages or page width

Magnifier box

Close button

# Review Question

1. Which of the following characters can be used in file or folder names?
  - a. /
  - b. ' (apostrophe)
  - c. ?
  - d. :

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

# ANSWER

1. Which of the following characters can be used in file or folder names?
  - a. /
  - b. ' (apostrophe)
  - c. ?
  - d. :

# Review Question

2. Which of the following is not a place to store computer files?
- a. CD
  - b. Google
  - c. Peripheral
  - d. LAN

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

# ANSWER

2. Which of the following is not a place to store computer files?
- a. CD
  - b. Google
  - c. Peripheral
  - d. LAN

# Review Question

3. Which of the following commands does not appear on the Organize menu?
- a. Rename
  - b. Select All
  - c. Paste
  - d. Open

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.



# ANSWER

3. Which of the following commands does not appear on the Organize menu?
- a. Rename
  - b. Select All
  - c. Paste
  - d. Open

# Review Question

4. Which feature lets you see your document in smaller and larger sizes?
- a. Zoom
  - b. Print preview
  - c. Page width
  - d. Office button

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

# ANSWER

4. Which feature lets you see your document in smaller and larger sizes?

Zoom

- a. Print preview
- b. Page width
- c. Office button

# Review Question

5. Which statement is true?
- a. Folders cannot be moved with drag and drop
  - b. Subfolders cannot be renamed on a LAN
  - c. Folders cannot be put into files
  - d. A renamed file cannot be deleted

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

# ANSWER

5. Which statement is true?

- a. Folders cannot be moved with drag and drop
- b. Subfolders cannot be renamed on a LAN
- c. Folders cannot be put into files
- d. A renamed file cannot be deleted