

Lab Activity

File Management with Windows Explorer

Windows XP, Vista, Windows 7 and Windows 8

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After completing this laboratory activity, you will be able to:

- Open and navigate Windows Explorer.
- Interpret the symbols and structures used in Windows Explorer.
- Display hidden and system files in Windows Explorer.
- Reconfigure the details view of files and directories to reveal enhanced properties.
- Sort files by characteristics, such as date created, size, and alphabetical order.
- Modify Windows Explorer to view additional file details.
- Compare and contrast Windows operating system file structures.

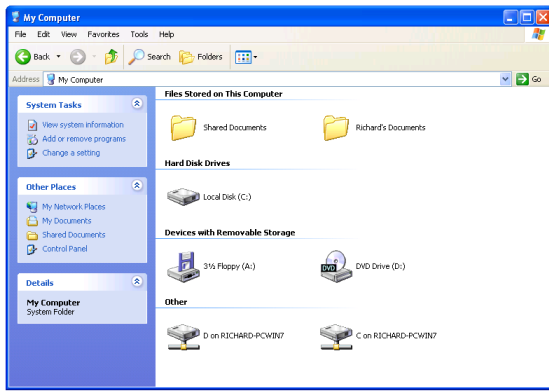
Introduction

This laboratory activity will enhance your skills for using Windows Explorer and navigating directory structures. Never before has Microsoft had four versions of its operating system released at the same time. Windows XP will continue to be supported until mid-2014, and maybe longer. Even after Windows XP is no longer supported, there will be three different operating systems. This is a very difficult time for novice computer technicians to be studying computer repair. The understanding of the directory structure is **vital** to computer repair. Also, be aware that certification tests often have questions related to directory structure. For example, you might be asked where the individual User folders are located or to define the complete path to a specific file. As you go through this laboratory activity, you will see the need to practice directory navigation for all the different operating systems.

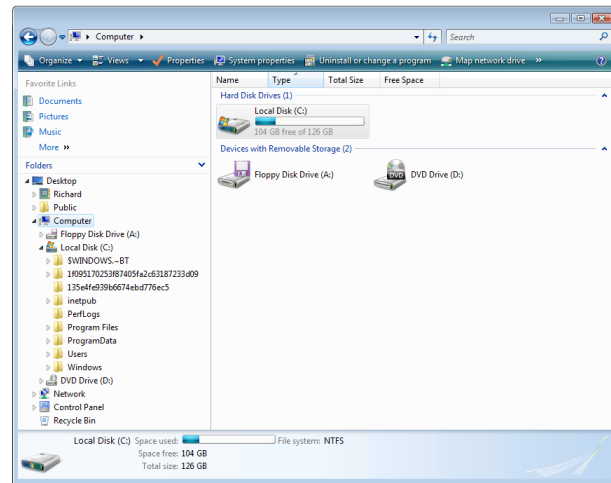
The Windows file structure is revealed in different ways depending on which operating system you are using.

- **Windows XP – Right-click My Computer | Explore or Open**
- **Windows Vista – Right-click Computer | Explore or Open**
- **Windows 7 – Right-click Computer Open**
- **Windows 8 – Select Computer App**

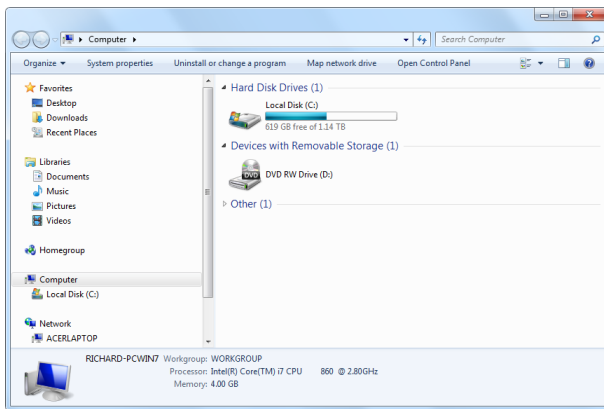
The display should be similar to that shown in the following screen capture.



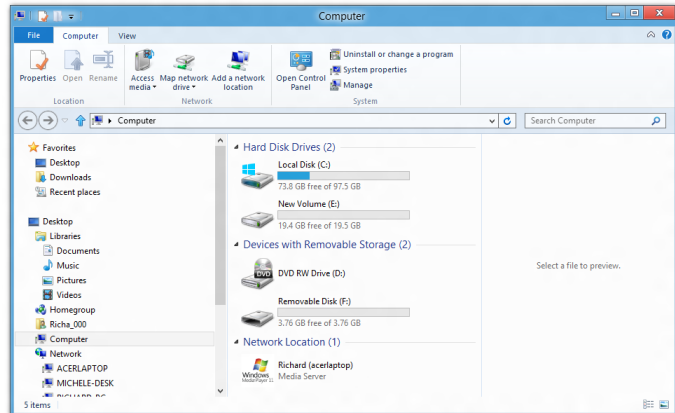
XP



Vista



Win 7



Win 8

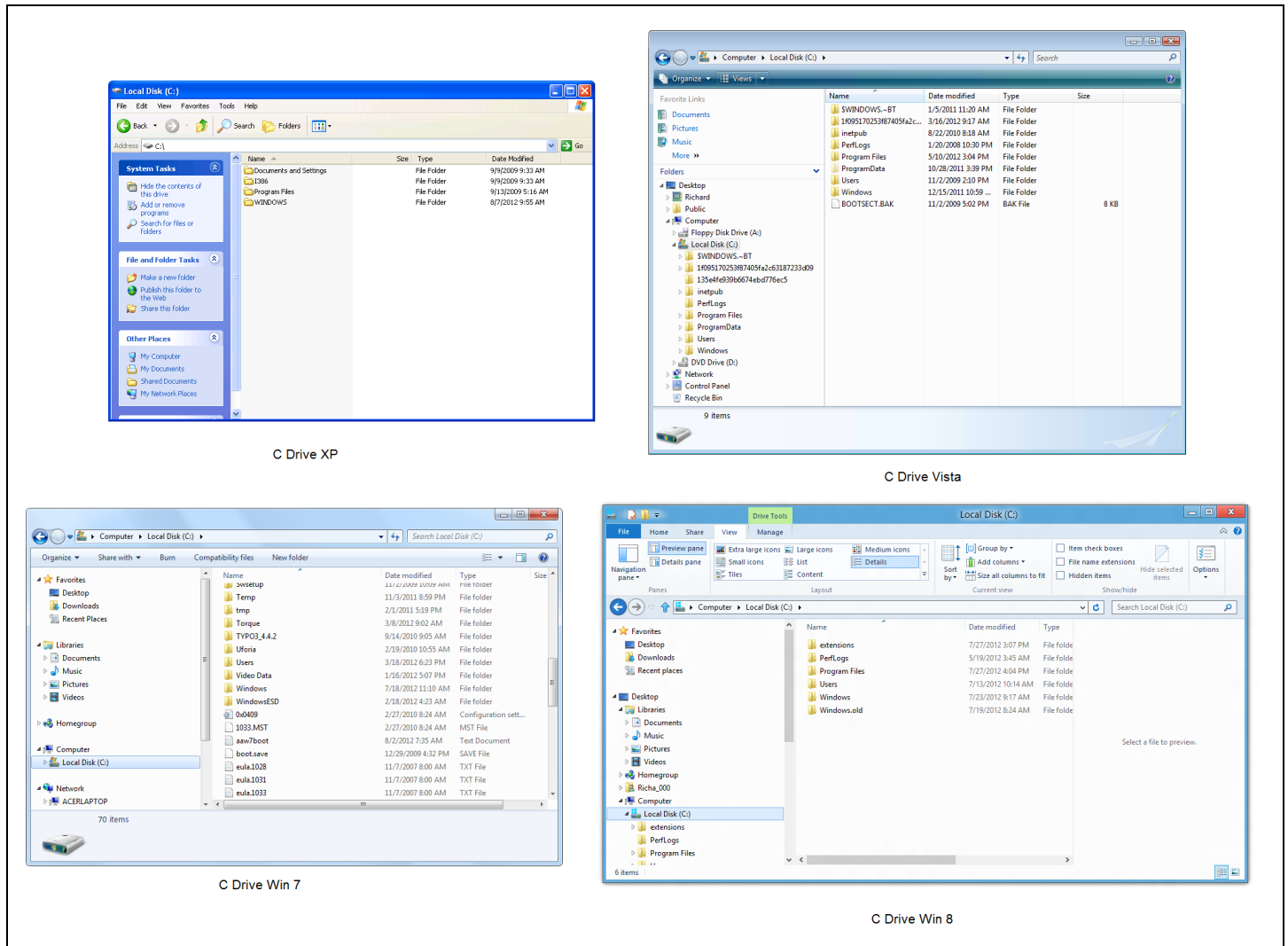
Typical file structure screen captures for Computer XP, Computer Vista, Computer Win 7 Computer Win 8.

Notice that system tasks are listed in the left pane of Windows XP Explorer. In the next versions of the operating system starting with Vista, task options in the left pane of Windows XP was redesigned to display the system navigation with locations in the directory structure such as desktop, downloads, public, documents, network, and more. Tasks were moved to the tool bar area above the viewing panels in Windows Vista and Windows 7 as well. Windows 8 then, introduced the term “**Ribbon**” for the area above the viewing pane that serves the same purpose as the previous tool bar. The tasks are directly related to the item selected in the navigation pane. For example, when the Documents folder is select, tasks are displayed relating directly to the Documents folder such as “New Folder” or “Delete”.

In the first or top level of the directory structure, you can see icons for all available storage devices, including the floppy drives, hard drives if present, and optical disc drives. Double-clicking a drive or directory icon reveals the next level of folders and files for that drive or directory. For example, double-clicking a drive icon reveals a detailed view of the directory structure of the drive. In the following screen capture, you can see a typical directory structure of a C drive for a Windows XP computer. This view was created by double-clicking the **Local Disk (C:)** icon.

The second common method for revealing the directory structure in Windows XP, and Vista Not (Windows 7) is to open the Start menu, right-click My Computer for Windows XP, Start menu, right-

click Computer for Windows Vista, and then select Explore from the shortcut menu. There is no explorer option in Windows 7 after right-clicking the Start menu Computer. There is no Start menu option in Windows 8. When this method is used, the left pane will display the directory structure by default rather than the common tasks view. Look at the following screen capture to see what a typical directory tree view using the right-click method would reveal. Windows 7 and Windows 8 reveal similar directory structure by double-clicking on the **C:** drive.



The default C Drive Comparison made from 4 different operating systems XP, Vista, Win 7 and Win 8.

In the screen capture, you can see the files and folders found under drive “C:” for Windows operating systems. (These are typical drive C directory structures; however, it may not necessarily match the one on the computer you are using.) This is the preferred view of the directory structure for technicians because it displays the hierarchy of the file system structure. This means that the Explorer window allows you to see a detailed display of files, directories (folders), and paths all at one time. You can change back and forth by clicking the Folders button located in the toolbar. Note that Windows Explorer displays information about the files and their structure by default in two panes. The pane on the left displays the path structure (the available drives, directories, and subdirectories) as an expandable and a collapsible tree. The pane on the right displays the contents of the directory or subdirectory selected on the left. At times Windows Vista, Windows 7 and

Windows 8 will have three panes displayed. The pane on the right is the preview pane that displays the contents of a file selected in the center pane. The three-pane display is not always enabled by default. There will be more about the three pane display in the individual lab activities.

To select a new directory, click the directory's icon. To expand or collapse a branch in the directory tree, double-click the directory's icon or click the box to the left of the folder icon. In the previous screen capture, drive C is highlighted on the left. The files and directories contained in the drive's root directory are displayed on the right.

The latest Windows Explorer systems are similar in many ways to that of Windows XP, but there are also many differences. For example, the commonly accessed tasks are not displayed in the left pane the way they are in Windows XP.

Windows XP Explorer and later systems use drive **C** as the default directory or root directory. The term root directory refers to the first directory created on a drive when the operating system is first installed and where the files required to boot the computer operating system are installed.

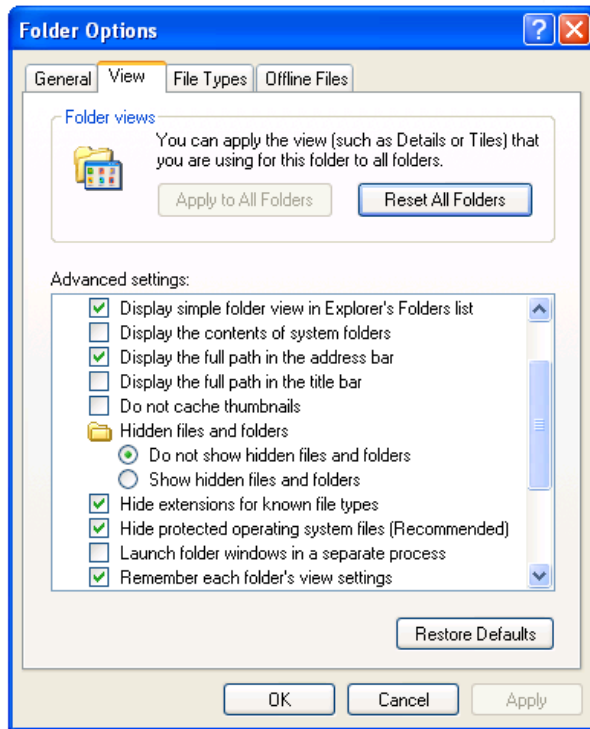
Take special notice of the plus (+) and minus (-) signs in the small boxes to the left of the directory structure in Windows XP. A directory that contains unexpanded subdirectories is indicated by a plus sign (+) in front of the directory name. Clicking the box expands, or reveals, the subdirectories in the directory tree. When the subdirectories are expanded, a minus sign replaces the plus sign in the box.

Directories that contain no subdirectories have no box to the left of their folder icon. Windows Vista and later dropped the use of the plus and minus sign in a box, and simply uses a folder to indicate a directory.

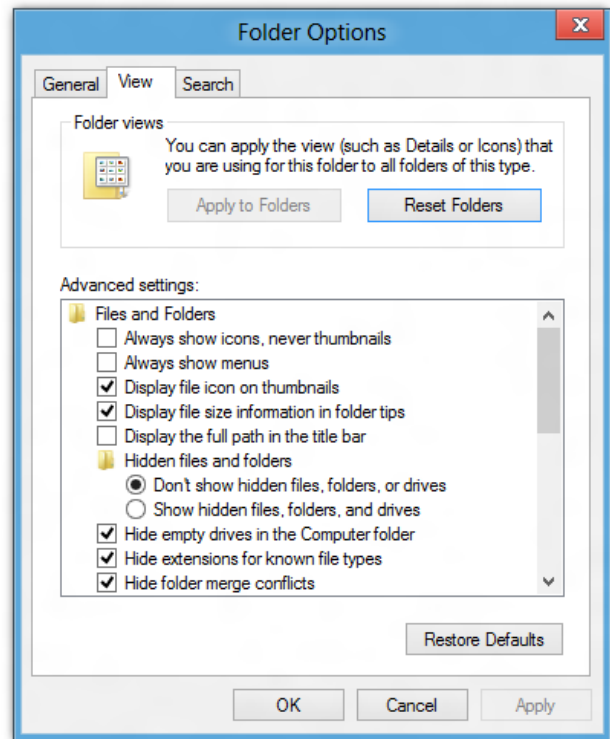
Certain files and folders (directories) are hidden by default. For example, the files required to boot the computer system are hidden to prevent accidentally moving or deleting the files. Hidden files and folders can be revealed by the system administrator or a user with security equal to the system administrator. To display hidden and system files in Windows XP Explorer, select **Tools** from the menu and then select **Folder Options** as indicated in the following screen capture.

A Folder Options dialog box similar to the following will be revealed. Select the View tab to reveal a list of viewing options that can be selected using a simple mouse click. Look at a partial list of options below.

A dialog box very similar to the Windows XP Folders Option dialog box will appear. Look at the following screen capture of the Folder Options dialog box in Windows 8, and compare it to the Windows XP version shown earlier.



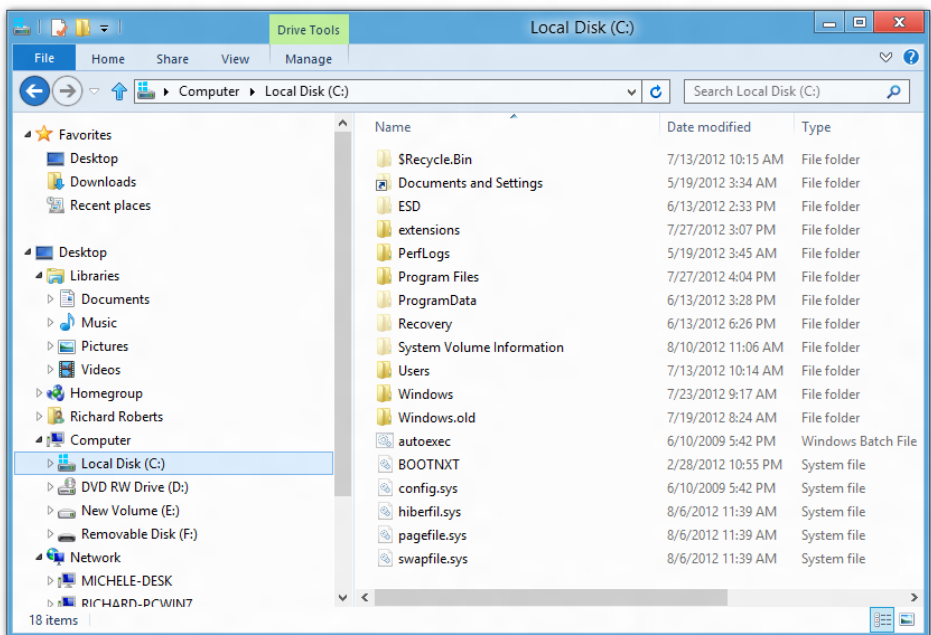
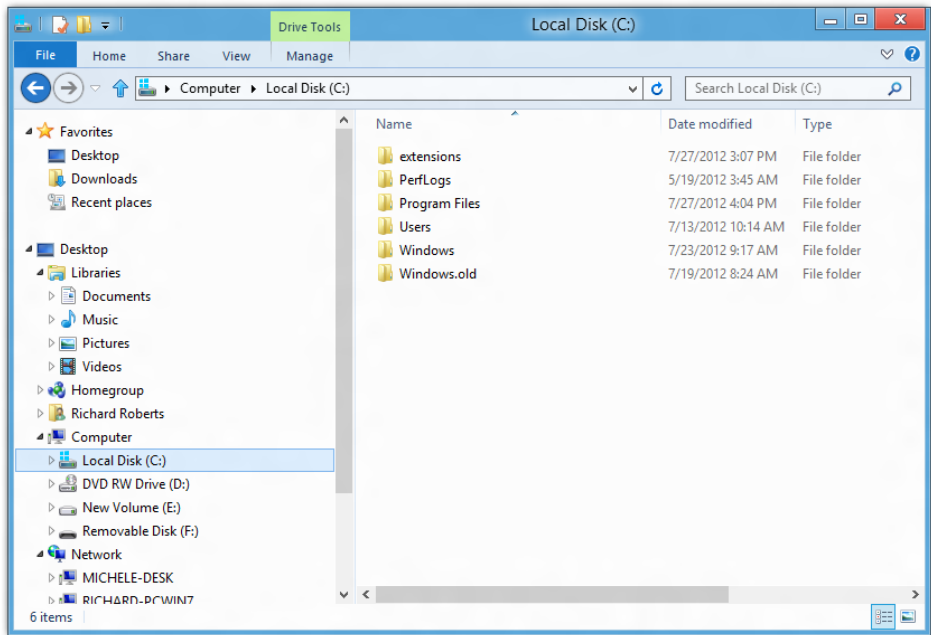
Windows XP



Windows 8

Compare Windows XP and Windows 8 and you can see how similar the options are under the **View** tab.

Pay particular attention to the three options: **Do not show hidden files and folders**, **Show hidden files and folders**, and **Hide protected operating system files (Recommended)**. By default, the **Do not show hidden files and folders**, and **Hide protected operating system files (Recommended)** is selected. You select the appropriate option to view hidden and system files in Windows Explorer. Also, note that there is a button in the lower-right corner labeled **Restore Defaults**, which is used to happens when the hidden and system files are revealed in the directory structure. return the settings to their original condition. Compare the following screen captures to see what



Windows 8 Hidden System Files and Folders

The screen capture shows how Windows 8 looks with and without the **Hide system Files** options.

The hidden and system files are displayed lightly rather than sharp and crisp. This is so they can be easily distinguished from regular files. The appearance is very similar in all versions of Windows operating system.

As you can see, the Windows XP and Windows 8 **Folder Options** dialog boxes are very similar and have not really change much over the years. The real difference is how to access them. You can also access the **Folder Options** dialog box through the **Control Panel**.

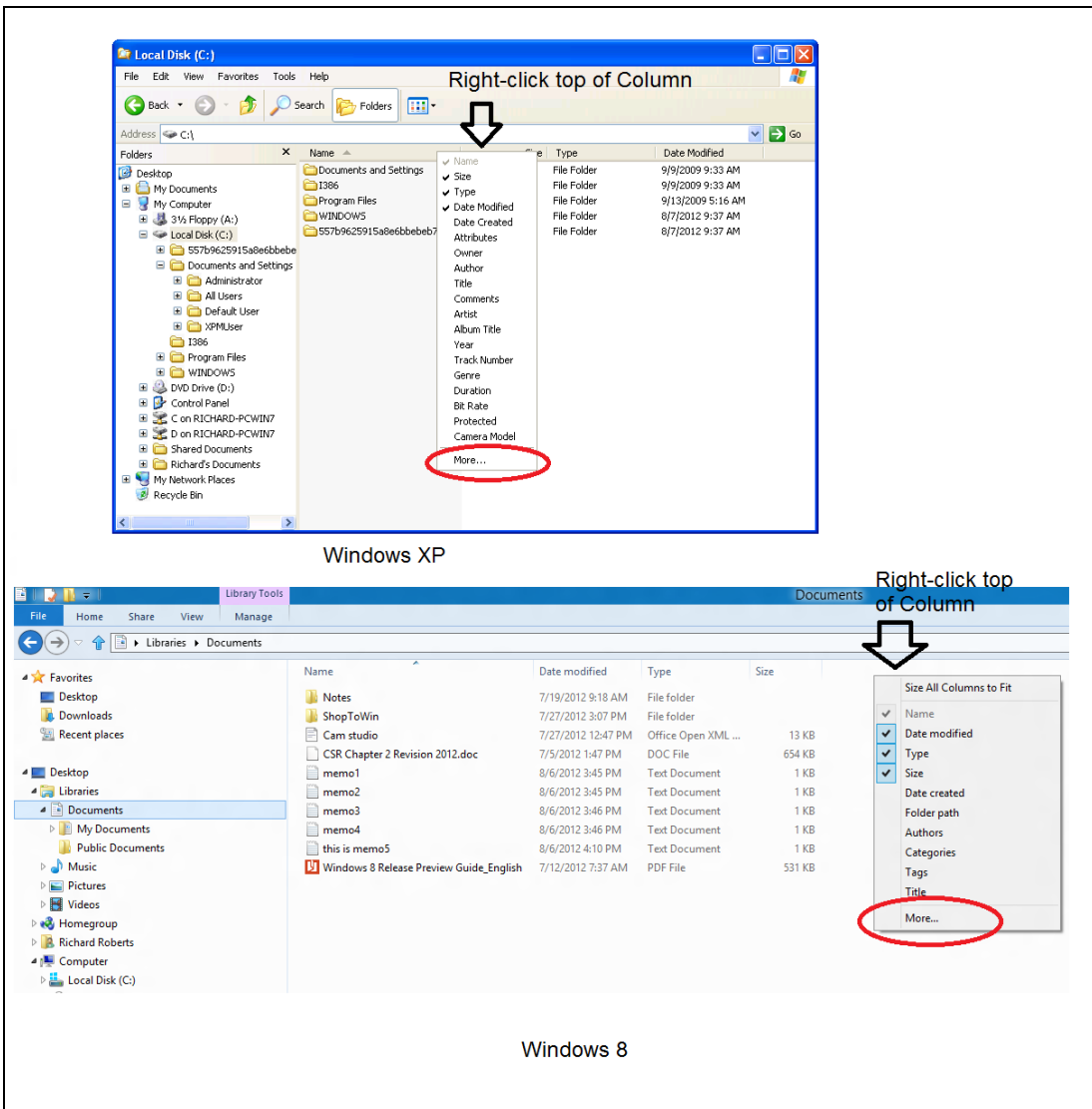
- **For Windows XP, select Start | Control Panel | Appearance and Themes | Folder Options | View.**
- **For Windows Vista, select Start | Control Panel | Appearance and Personalization | Folder Options | View.**
- **For Windows 7, Select Start | Control Panel | Appearance and Personalization | Folder Options | View.**
- **For Windows 8, Select Search Charm |Apps |Control Panel |Appearance and Personalization |Folder Options | View.**

The details view of files and folders in all Windows Operating systems is the preferred method of technicians to view the directory structure. In addition to the default details view, you can modify the view to include many different file options. For example, you can include much more file information in the Windows Explorer detail view. You can add additional information columns for such things as file extensions, author, URL, product version and much more.

The number of details about files has been greatly increased in Windows Vista and later systems. Many of the details include Web page information and information that is typically stored in Microsoft Office application documents.

You access the Choose Details dialog box in the same way for all versions of Windows. Simply right-click the top row of any column in the detail view of Windows Explorer to reveal the “More” option. Clicking the More option reveals a complete list of available details as shown in the following screen capture.

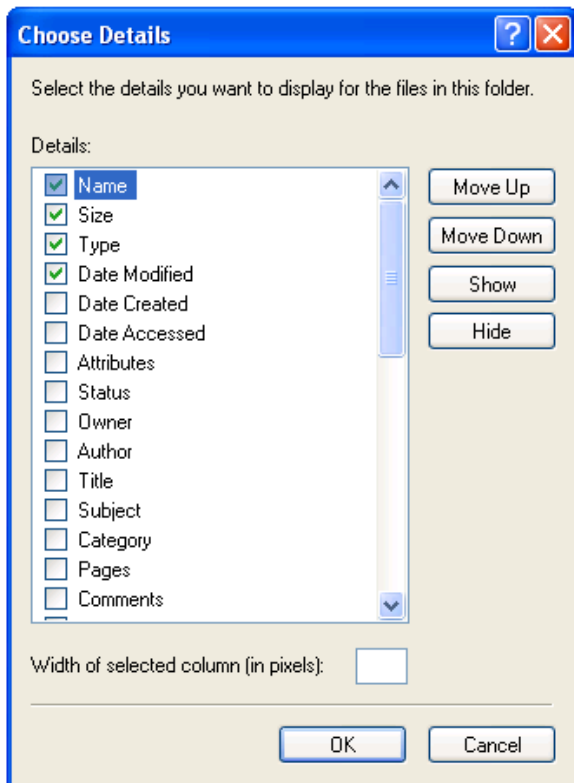
Below you can see the results from right-click at the top of the column. A list of details is revealed.



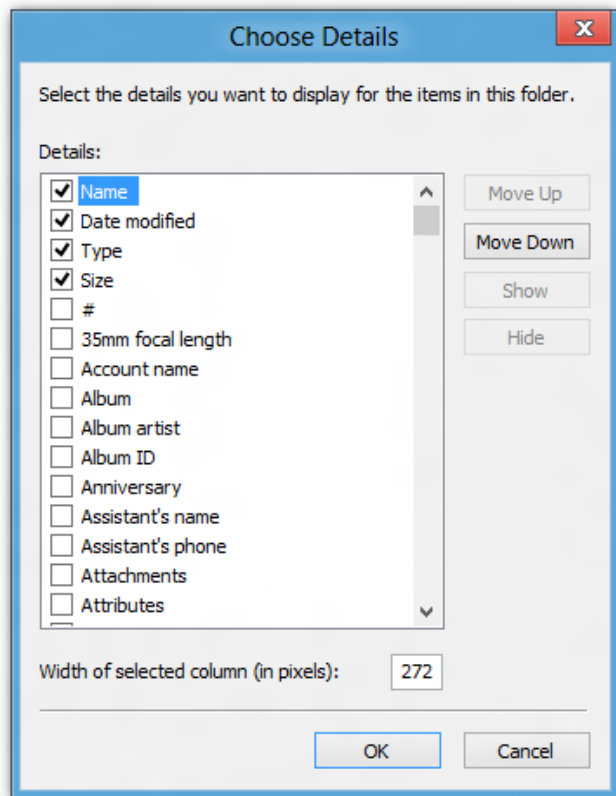
A comparison of Windows XP and Windows 8 as to how to display additional file information.

To generate a list of more file detail options simply select the **“More...”** option and a much longer list of file details can be chosen from.

Below is a screen capture comparison of Windows XP and Windows 8 choose file details options.



Windows XP



Windows 8

Choose additional file details for Windows XP and Windows 8.

After the detail is selected, a new column is automatically generated to the right side of the existing columns. If the column is empty, it means that there are no such file details available for the file. Since many of the file details depend on the proper configuration of application software, the details selected may not appear in the column. For example, if you do not enter information into the Author textbox in a Properties dialog box for a Microsoft Office document, then the Author column detail will be blank.

You can sort the files by double-clicking the top of anyone of the detail view column headings. For example, double-clicking the file name rearranges the file name list in alphabetical order; double-clicking the size of the file automatically rearranges the column list by file size; double-clicking the file type reorganizes the files by file types, such as documents, or images.

There have been many significant changes to the Window operating system file directory structure. Some of the most significant changes are listed below by operating system and feature.

- **Windows XP introduced “Shared Documents” folder.**
- **Windows Vista introduced a single “Public” folder.**
- **Windows 7 introduced multiple “Public” folders such as Public Documents, Public Downloads, Public Music, Public Pictures, and Public Movies.**
- **Windows 7 introduced HomeGroup.**
- **Windows 7 introduced “Libraries” folder.**

- **Windows XP** the User accounts were located under “C:\Documents and Settings” folder.
- **Windows Vista, Windows 7 and Windows 8** the User accounts are listed under the C:\Users or default drive partition under the “Users” folder.
- **Windows Vista** has a preview pane but it was not enabled by default.

Folder Name Changes and Additions Chart

OS				
Windows XP	My Computer	My Documents		
Windows Vista	Computer	Documents	Public Folder	
Windows 7	Computer	My Documents	Public Folders +	Home Group
Windows 8	Computer	My Documents	Public Folders +	HomeGroup

Public Folders + -Public Downloads, Public Documents, Public Music, etc.

Be prepared to answer file system directory structure questions on the CompTIA certification examination.

For more information about Windows 7 files and folders.

<http://windows.microsoft.com/en-US/Windows7/Working-with-files-and-folders>

For more information about windows Vista files and folders

<http://windows.microsoft.com/en-US/windows-vista/Working-with-files-and-folders>

You may also conduct an Internet search using the key terms “Working with files and folders” and include the desired operating system such as Windows 8.

Equipment and Materials Required

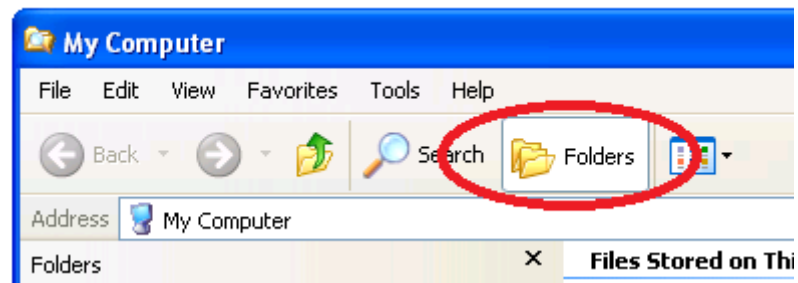
- Computer with Windows XP or Windows Vista, Windows 7 and Windows 8.
- USB Flash drive with memo1 file (optional).

Part I—Windows XP

Procedure

1. ___ Report to your assigned workstation.
2. ___ Boot the computer and verify it is in working order.
3. ___ Click the My Computer icon located on the Start menu to open the My Computer window.
4. ___ Double-click the Local Disk (C:) icon and observe the result.
5. ___ Close the My Computer window(s). Right-click the My Computer icon, and select Explore from the shortcut menu. This opens Windows Explorer.
6. ___ After opening the Windows Explorer window, try clicking on the plus sign of drive C in the left pane to expose the directory structure below it. Click each of the subdirectories in the left pane that have plus signs in front of their names. This will show you how the file structure is designed and what files are inside the directories. Close Windows Explorer.

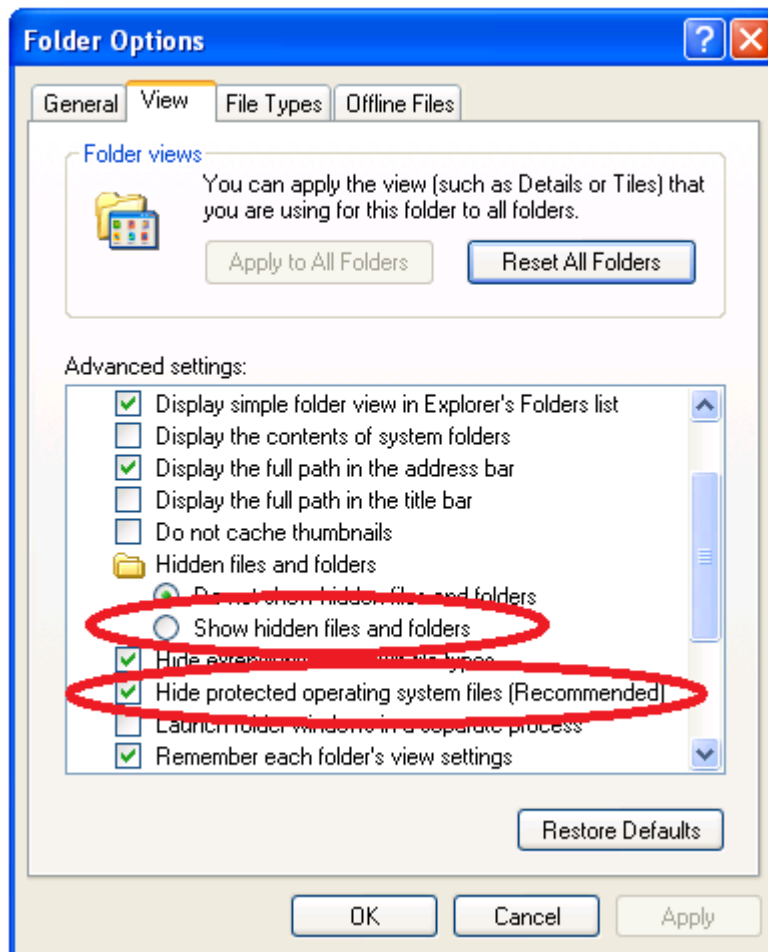
7. ___ Right-click the My Computer icon and select Explore from the shortcut menu. Locate the Folders option at the top of Windows Explorer. Click the Folders icon repeatedly and watch how the left pane changes between the systems tasks view and the directory tree view.



8. ___ Select the My Documents folder from the left pane and leave it so that it is highlighted in blue.
9. ___ Select the View menu at the top of Windows Explorer and then select Choose Details from the drop-down menu. You should see a list of file details similar to those in the following screen capture.

Select the following file details: Attributes, Owner, and Date Created. To do this, simply click the square box in front of the file detail.

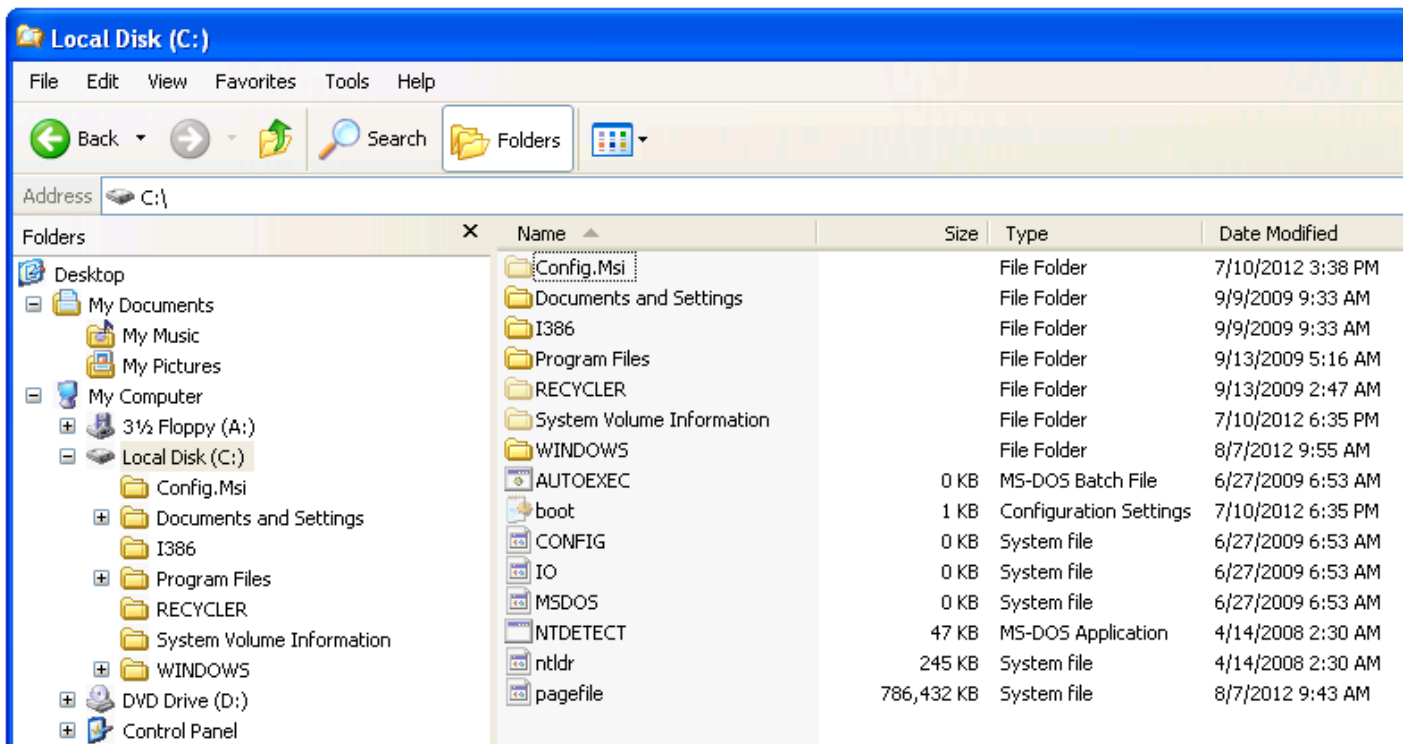
10. ___ Now, look at the My Documents directory using Windows Explorer to see the changes in the appearance of file details. Three additional columns should have been added with information about the additional file details requested.
11. ___ Deselect the file details for Attributes, Owner, and Date Created to return the Windows Explorer view to its default state. To deselect the file details, simply click the box in front of the detail you wish to deselect.
12. ___ Now, click the titles at the top of each column to see the effect on the column listing. For example, clicking the Date Modified title at the top of the column will automatically reorganize the contents of My Documents in ascending or descending order by the date the file or directory was modified. Repeat for the columns labeled Size, Type, and Name. Experiment for a few minutes before moving to the next step.
13. ___ Now, you will reveal the hidden files and folders. Select Start | Control Panel | Appearance and Themes | Folder Options | View. Select the Show hidden files and folders option and deselect the Hide protected operating system files option.



XP Folder Options

You simply select “Show hidden files and folders” and “Hide protected operating system files (Recommended)” by one click of the mouse left button.

14. ___ View drive C using Windows Explorer and see if you can identify the hidden and system files. See if the following files can be seen: ntdlr, autoexec.bat, io.sys, pagefile.sys, msdos.sys, and boot.ini. These system files should appear in the directory structure. They are normally hidden.



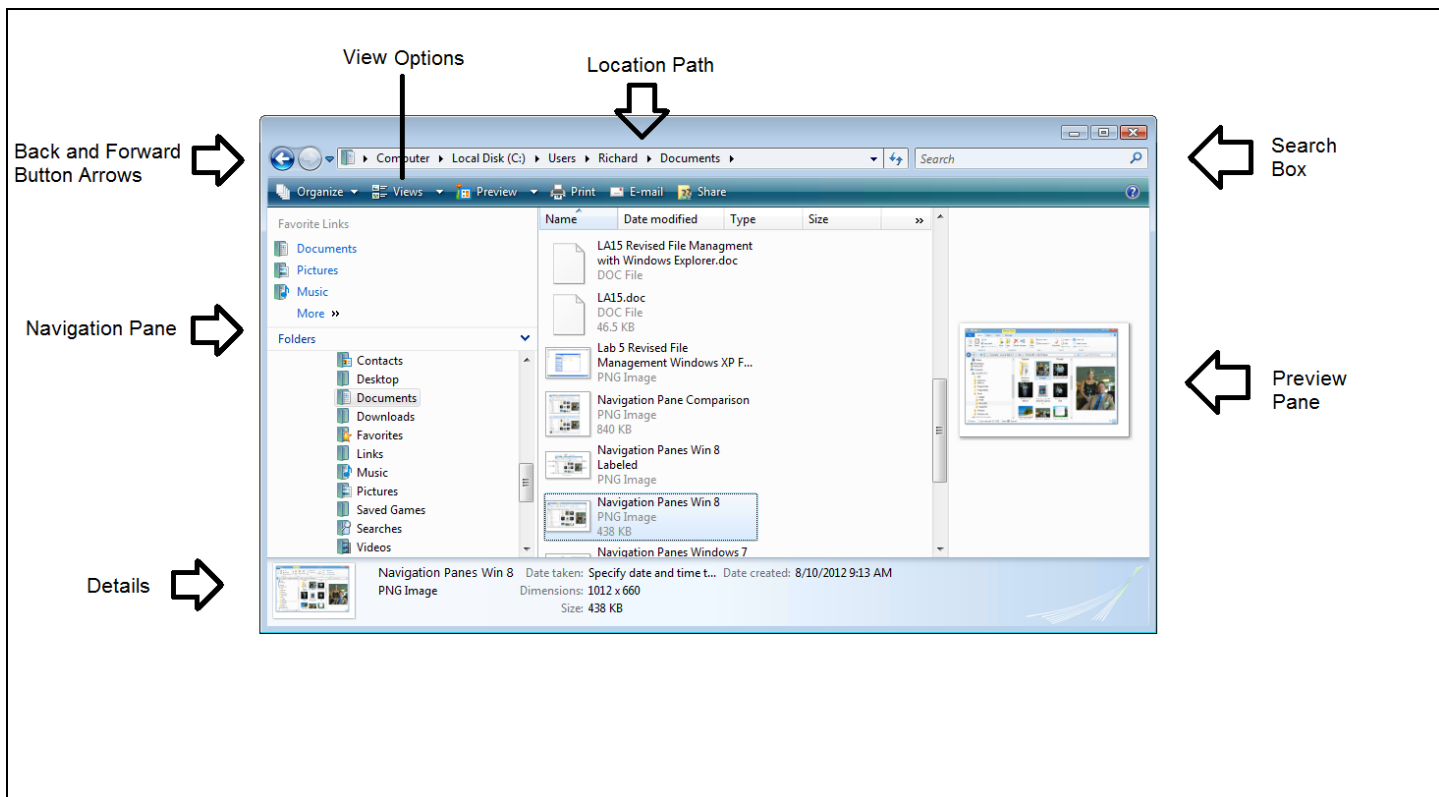
XP Exposed system files

Your view should be similar to the one in the screen capture above.

15. ____ Return the Folder Options dialog box back to default settings, by opening the Folder Options dialog box, clicking the View tab, and then clicking the Restore Defaults button. Be sure the View tab has been selected and not the General tab. Each tab has a Restore Defaults button, but the button will only affect the options appearing in that particular tab when selected.
16. ____ This concludes Part I of the laboratory activity. Do not answer the review questions until you complete all parts of the laboratory activity. You can take a few minutes to review Part I before moving on to Part II.

Part II—Windows Vista

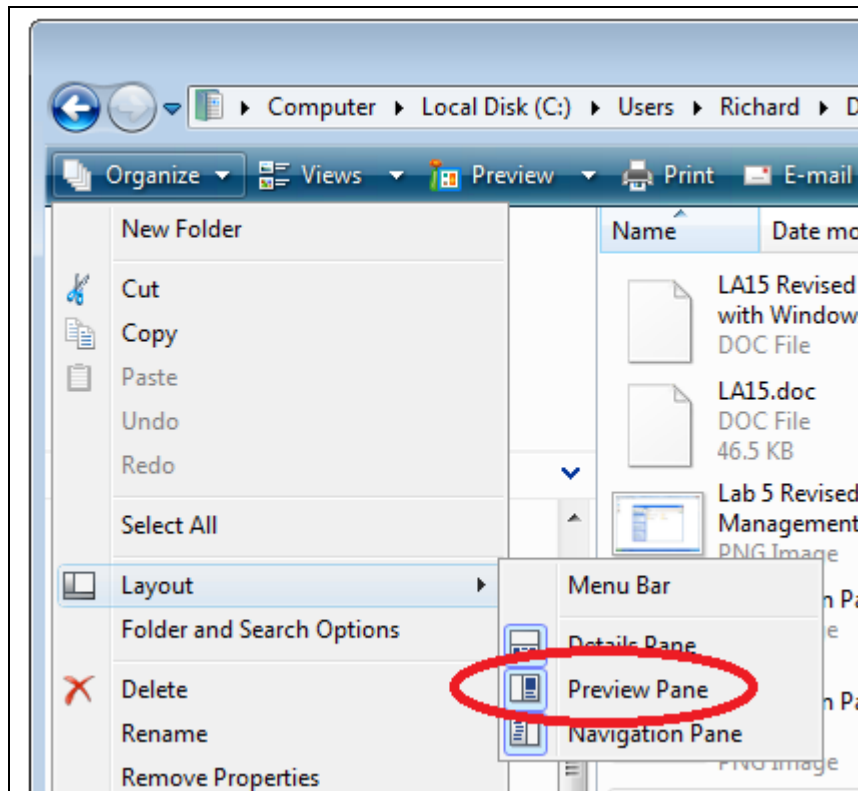
Vista made vast improvements to the way the user navigates the directory structure. Look at the screen capture below and you can see how the Windows Explorer makes navigation so much better than the previous version Windows XP.



The Vista Navigation Pane

The navigation pane on the left displays the hierarchy of the directory structure. The forward and back buttons will move you up and down the directory structure. The View Options menu will change the size and style of the files and folders display in the middle pane. The search box is an invaluable tool for locating files and folders in the directory structure. One of the most common problems encountered by computer users is locating their files on the computer system especially after a long period of time.

The preview pane on the right is new in Vista but it is not enabled by default. To enable the preview pane you must have a computer capable of support Windows AERO feature and then select the Organize menu and the select Layout and then select Preview Pane. Look at the screen capture below and you can see how to enable the Preview Pane feature in Windows Vista.



Vista Layout Preview Pane

The tool bar options across the top of Windows Explorer will change according to the type of file or folder selected. For example, if you select

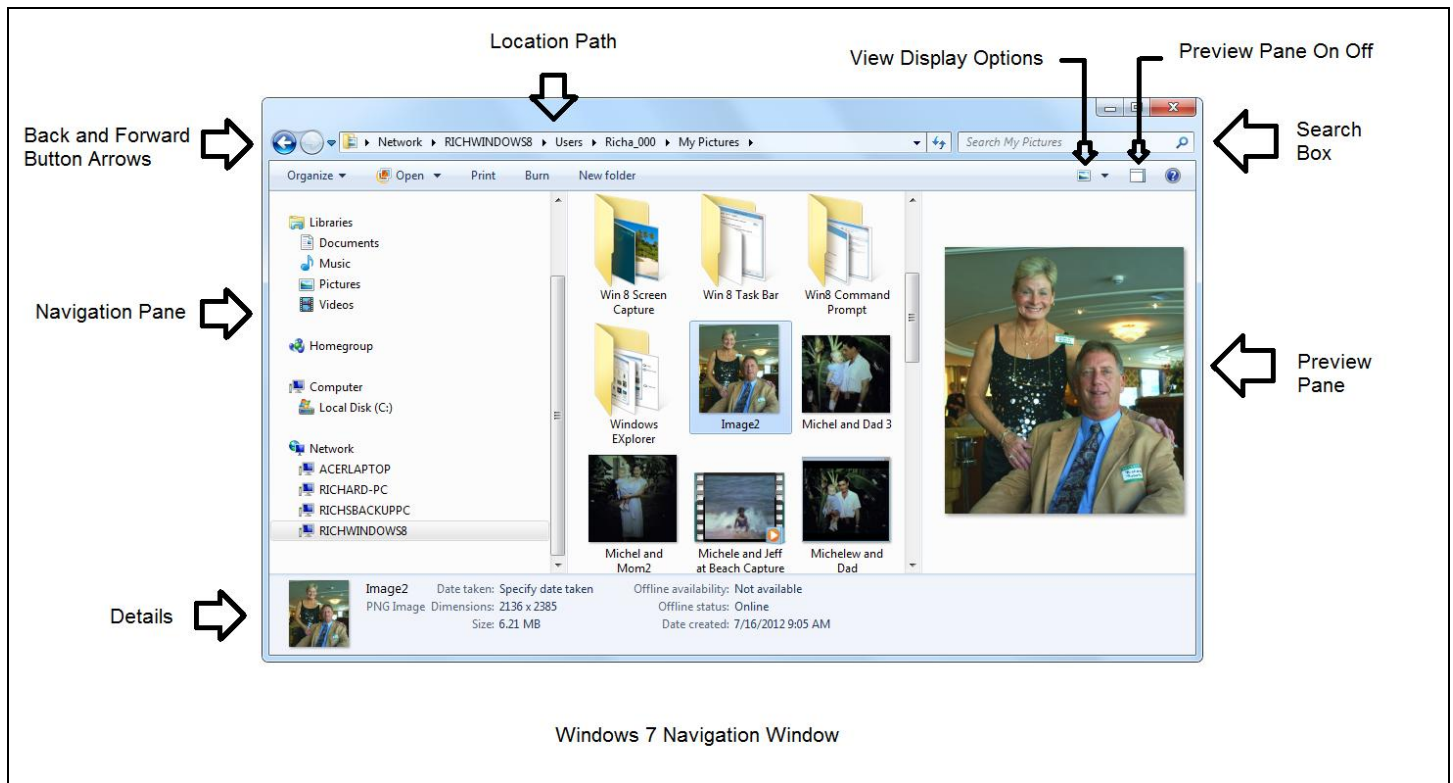
Procedure

1. ___ Report to your assigned workstation.
2. ___ Boot the computer and verify it is in working order.
3. ___ Click the Computer icon in the Start menu to open the Computer folder in the system tasks view.
4. ___ Double-click the **Local Disk (C:)** icon and observe the result.
5. ___ Close the Explorer program. From the Start menu, right-click the **Computer** icon, and select **Explore** from the shortcut menu. This opens Windows Explorer in the directory tree view.
6. ___ After opening Windows Explorer, click drive **C** to expose the directory structure. Click several of the drive C subdirectories in the left pane to expand the contents. This will show you how the file structure is designed and what files are inside the directories. Close Windows Explorer.
7. ___ In the Start menu right-click the Computer icon and select **Explore** from the shortcut menu. Locate and click the **Folders** label in the left pane. Notice how it jumps to the bottom of the left pane when closed. Click the **Folders** label repeatedly and watch how the left pane changes between the directory tree view and no view.
8. ___ In the left pane, click the user account name you are using and then click **Documents**.
9. ___ Select Views from the menu at the top of Windows Explorer and then select **Choose Details** from the drop down menu.

10. ___ Now, right-click the top of the column labeled Name. A shortcut menu should appear. Select More from the bottom of the down menu. The **Choose Details** dialog box should appear. Select the following file details: **Attributes**, **Owner**, and **Date Created**. To do this, simply click the square box in front of the file detail. The list of file details available in Windows Vista is quite long. You will need to use the scroll bar to view the entire list.
11. ___ Look at Documents directory using Windows Explorer to see the changes in the appearance of file details. Three additional columns should have been added with information about the additional files details requested.
12. ___ Deselect the file details for **Attributes**, **Owner**, and **Date Created** to return the Windows Explorer view to its default state. To deselect the file details, simply click the box in front of the detail you wish to deselect.
13. ___ Click the titles at the top of each column to see the effect on sorting the contents of the listing. For example, clicking the **Date Modified** title at the top of the column will automatically reorganize the contents of the Documents directory in ascending or descending order by the date the file or directory was modified. Repeat for the columns labeled **Size**, **Type**, and **Name**. Experiment for a few minutes before moving to the next step.
14. ___ Now, you will reveal the hidden files and folders. Select **Start | Control Panel | Appearance and Personalization | Folder Options | View**. Select the Show hidden files and folders option and deselect the Hide protected operating system files option.
15. ___ View drive **C** using Windows Explorer and see if you can identify the hidden and system files. See if the following files can be seen: **bootmgr**, **pagefile.sys**, **autoexec**, **ntldr**, **io.sys**, **msdos.sys**. These system files should appear in the directory structure. They are normally hidden.
16. ___ Return the Folder Options dialog box back to default settings, by opening the Folder Options dialog box, clicking the **View** tab, and then clicking the **Restore Defaults** button. Be sure the View tab has been selected and not the General tab. Each tab has a Restore Defaults button, but the button will only affect the options appearing in that particular tab when selected.
17. ___ Take a few minutes to review the laboratory activity. Practice accessing the Folder Options dialog box without the aid of your lab manual.
18. ___ Complete the review questions. When you are finished answering the review question, return the computer to its original configuration and shut down the computer.

Part III Windows 7

The Windows 7 Explorer layout of panes is very similar to Windows Vista.



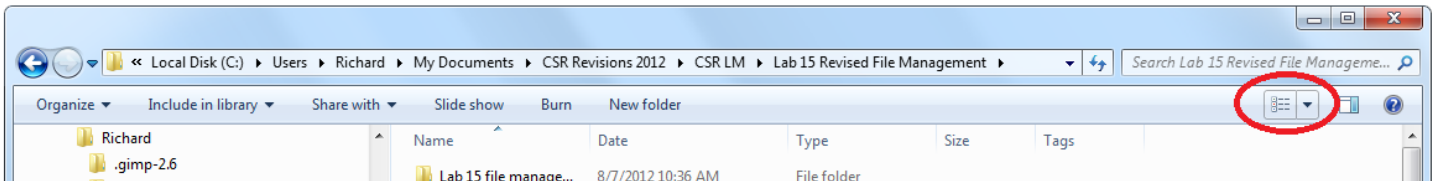
Navigation Panes Windows 7 Labeled

Two new folders in the left navigation pane are Libraries, and Homegroup. Libraries - is a collection of files and folders from multiple locations. Homegroup is a new way of sharing files, folders and media. There will be much more about these two new files in future laboratory activities. The object of this laboratory activity is to familiarize you with the basics for file navigation in Windows 7. You can use the screen capture to assist you during this section of the laboratory activity.

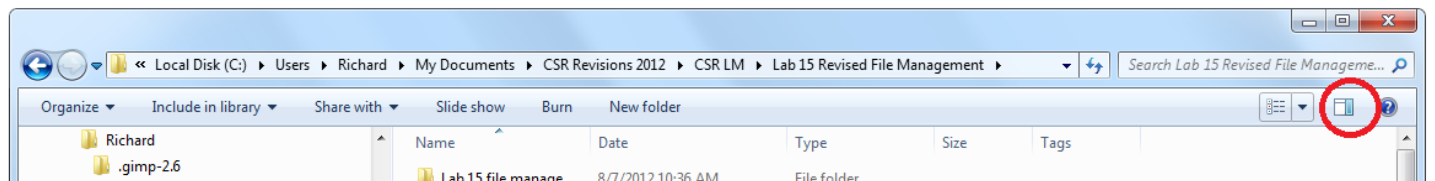
Procedure

1. ___ Report to your assigned workstation.
2. ___ Boot the computer and verify it is in working order.
3. ___ Click the Computer icon in the Start menu to open the Computer folder in the system tasks view.
4. ___ Double-click the Local Disk (**C:**) icon and observe the result.
5. ___ Close the Explorer program. From the Start menu, right-click the Computer icon, and select Open from the shortcut menu. This opens Windows Explorer in the directory tree view.
6. ___ After opening Windows Explorer, click on drive **C** in the left pane to expose the directory structure. Click several of the drive C subdirectories in the left pane to expand the contents. This will show you how the file structure is designed and what files are inside the directories. Close Windows Explorer.

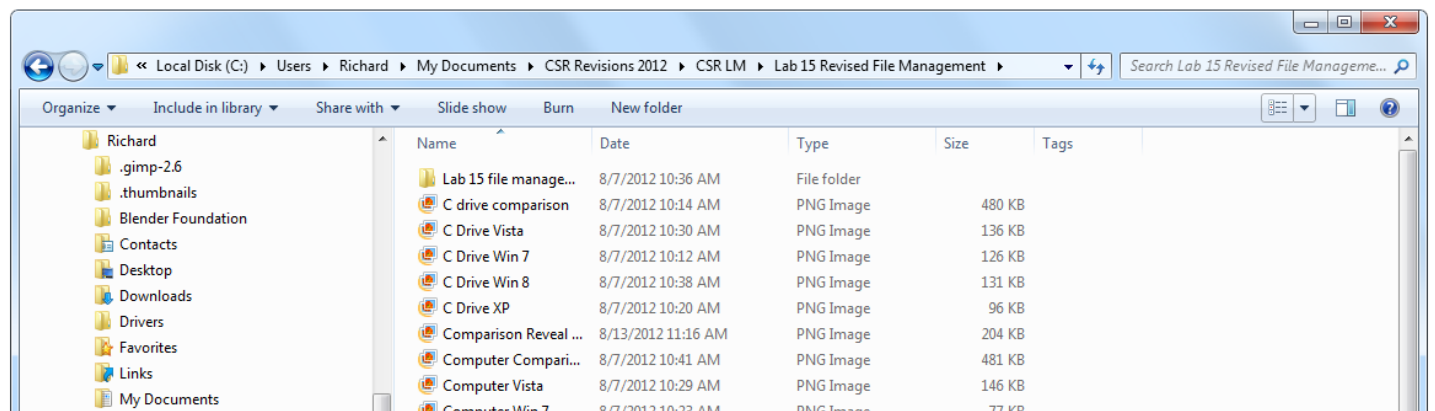
7. ____ In the Start menu right-click the **Computer** icon and select **Open** from the shortcut menu. Locate and click the **Folders** label in the left pane. Notice how it jumps to the bottom of the left pane when closed. Click the Folders label repeatedly and watch how the left pane changes between the directory tree view and no view.
8. ____ In the left pane, navigate to your user account name for example **C: | USERS | Richard | My Documents**. The example uses “Richard” for the account user name; you should use your account user name.
9. ____ Select **View Display Options** from the menu at the top of Windows Explorer and watch how the center pane folders and files change. Repeat clicking on the View Display Options until you have seen all the various options for displaying the files and folders.



10. ____ Now select the Preview Pane on and off option from the menu list at the top of the window. Notice how the preview pane provides a preview of the file contents. Select different files to see the difference.



11. ____ Now select the View Display Options until Explorer displays file details. An example of the detail view is below.



12. ____ Now, right-click the top of the column labeled Name. A shortcut menu should appear. Select **More** from the bottom of the down menu. The Choose Details dialog box should appear. Select the following file details: Attributes, Owner, and Date Created. To do this, simply click the square box in front of the file detail. The list of file details available in Windows Vista is quite long. You will need to use the scroll bar to view the entire list.

14. ___ Look at **My Documents** directory using Windows Explorer to see the changes in the appearance of file details. Three additional columns should have been added with information about the additional files details requested.
15. ___ Deselect the file details for Attributes, Owner, and Date Created to return the Windows Explorer view to its default state. To deselect the file details, simply click the box in front of the detail you wish to deselect.
16. ___ Click the titles at the top of each column to see the effect on sorting the contents of the listing. For example, clicking the Date Modified title at the top of the column will automatically reorganize the contents of the Documents directory in ascending or descending order by the date the file or directory was modified. Repeat for the columns labeled Size, Type, and Name. Experiment for a few minutes before moving to the next step.
17. ___ Now, you will reveal the hidden files and folders. Select Start | Control Panel | Appearance and Personalization | Folder Options | View. Select the Show hidden files and folders option and deselect the Hide protected operating system files option.
18. ___ View drive C using Windows Explorer and see if you can identify the hidden and system files. See if the following files can be seen: program files, autoexec, boot, config.sys, IO.sys. These are system files and should appear in the directory structure. They are normally hidden.

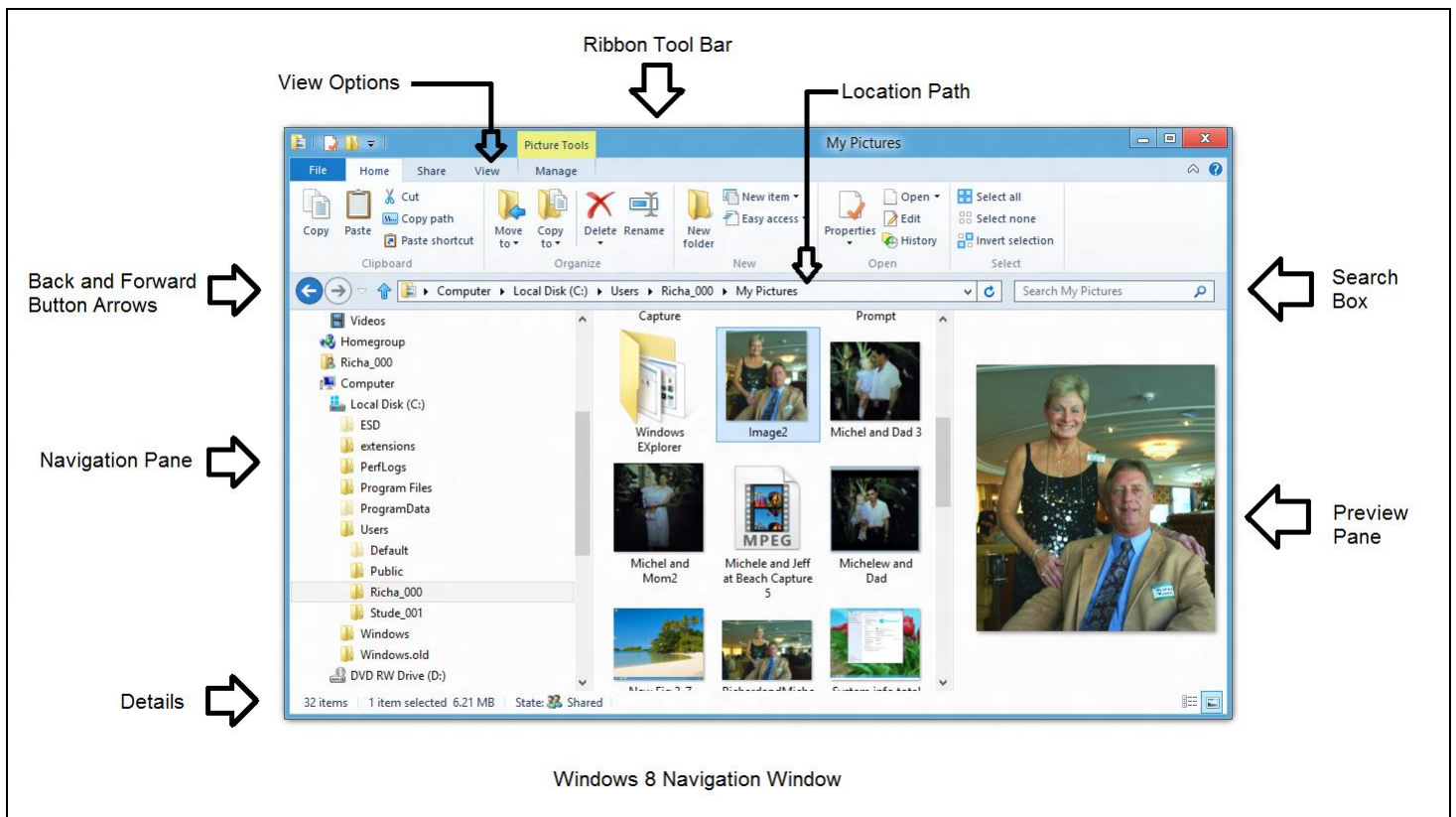
Notice how they compare to other files that are not normally hidden. They should be lighter in appearance.

19. ___ Return the Folder Options dialog box back to default settings, by opening the Folder Options dialog box, clicking the View tab, and then clicking the Restore Defaults button. Be sure the View tab has been selected and not the General tab. Each tab has a Restore Defaults button, but the button will only affect the options appearing in that particular tab when selected.
20. ___ Take a closer look at the left navigation pane. Locate the following folders and study their relationship to other folder locations. **Users, Public, Public Documents, Libraries, Desktop, Downloads, Windows, and Homegroup.**
21. ___ Take a few minutes to review the laboratory activity. Practice accessing the Folder Options dialog box without the aid of your lab manual.
22. ___ Complete the review questions. When you are finished answering the review question, return the computer to its original configuration and shut down the computer.

Part IV Windows 8

The biggest change in the Windows 8 navigation window is the new design of the toolbar which is now called the Ribbon or Ribbon tool bar.

Most of the other features covered in this laboratory activity are the same as Windows 7 and Vista.

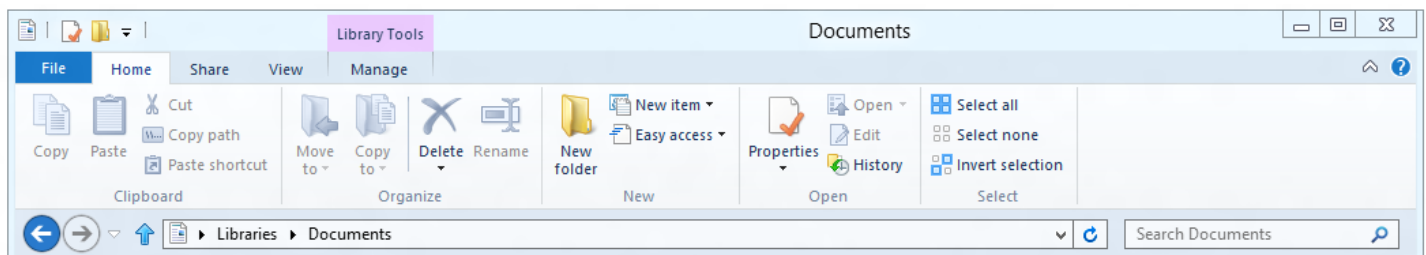


Navigation Panes Windows 8 Labeled

Use the screen capture to assist you in this portion of the laboratory activity.

Procedure

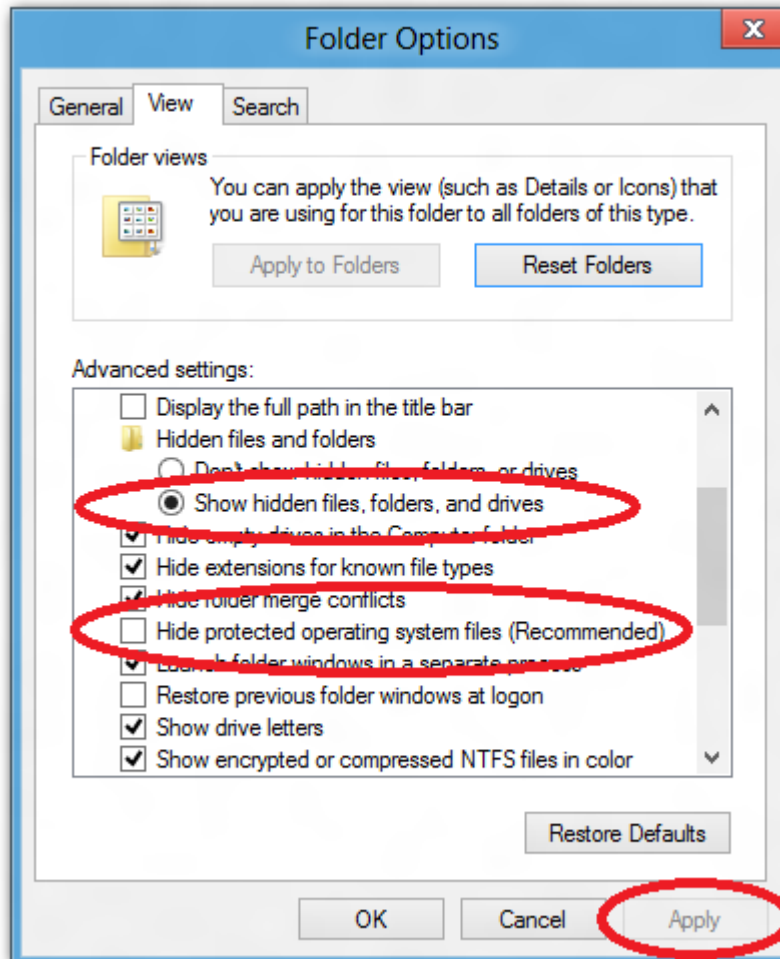
1. ___ Report to your assigned workstation.
2. ___ Boot the computer and verify it is in working order.
3. ___ Select the Search charm to reveal the system Apps.
4. ___ Select **Windows Explorer**.
5. ___ Look at the left pane and study the navigation structure. You should see folders identified as **Desktop**, **Downloads**, **Libraries**, **Documents HomeGroup** and your current **User Account** name. If not, call your instructor for assistance.
6. ___ Select the Documents folder in the left pane under **Libraries**.
7. ___ At the top of the **Windows Explorer Ribbon**, select the **Home** tab and review the menu options.



Win 8 Ribbon Area

8. ___ Take a moment and select each of the tabs at the top of **Windows Explorer**, **File**, **Home**, **Share**, **View**, and **Manage** to see how the content of the menu options change for each tab.

9. ___ Close all Windows and then open **Control Panel** from the **Apps** window.
10. ___ From the **Control Panel** select **Appearance and Personalize** and then **Folder Options** and then **Show Hidden File and Folders**.
11. ___ In **Folder Options** select the **View** tab and then select “**Show hidden files, folders, or drives**” and also remove the check from the box in front of “**Hide protected operating system files**”. You must select the **Apply** button for the new options to take effect.



Windows 8 Folder Options View Tab

12. ___ Close the Folder Options windows and open the Windows Explorer once more. Look at the **C:** directory contents to see if there is any hidden content reveal. Hidden folders will appear as a lighter in color folder. You may see hidden folders with names such as **ESD, Recovery, Program Files, and System Volume Information**.
13. ___ Close Windows Explorer and open the Folder Options windows once more. Select the Restore Defaults option button to restore the system to its default condition of do not show “hidden files and folders” and “hide protected operating system files (Recommended)”. Then close the Folder Options window.
14. ___ Open Windows Explorer once more and look at the folders under the **C:** partition. The hidden folders should not appear this time.

15. ___ Select the Pictures folder under Libraries and view the contents of the folder.
16. ___ Select the View tab at the top of the Ribbon area and then select the Details option. You will see all folders and or files listed with default details such as Name, Date, and Size.
17. ___ Right-click at the top of the **Name** column and then select the more option from the drop down menu list.
18. ___ Select the following details, **Attributes, Authors, Date last saved, and File Extension.**
19. ___ See how the new details have been added to the Windows Explorer detail view. You should see columns added for the selected details. If not, call your instructor for assistance.
20. ___ Right-click the top of the column once more but this time you should see the newly added details in the drop down menu list near the top of the list. Remove the recently added details, **Attributes, Authors, Date last saved, and File Extension.**
21. ___ Take a moment to study the structure of the left navigation panel. Compare the Windows 8 to the Windows 7 navigation pane contents. Look for the following folders, **Desktop, Downloads, Libraries, Documents, Homegroup, Computer, USERS** and the **User Account** you are currently using.
22. ___ Take a few minutes to review the laboratory activity. Practice accessing the Folder Options dialog box without the aid of your lab manual.
23. ___ Complete the review questions. When you are finished answering the review question, return the computer to its original configuration and shut down the computer.

Review Questions

1. Which Windows Explorer view allows you to sort files by type?
2. Why are system files hidden by default?
3. What does a plus sign in front of a folder in Windows XP directory tree mean?
4. What is the path in Windows XP to the Folder Options dialog box starting from the Start menu?
5. What is the path in Windows Vista, Windows 7 and Windows 8 to the Folder Options dialog box starting from the Start menu?
6. How can you rearrange the detailed list of files in descending order by file size when viewed in Windows Explorer?
7. Which operating system first introduced the Library feature?
8. Which operating system first introduced the Public folder feature?
9. Which operating system expanded the Public Folders feature to include multiple Public Folders?
10. Which operating system first introduced Homegroup feature?
11. Which two categories of folders or files are not displayed in Windows Explorer by default?
12. What is the complete path from C: to My Documents for a user named Richard in a Windows 7 operating system?
13. What is the complete path to Folder Options in Windows 7?
14. What is the complete path to Folder Options in Windows 8?
15. Where is the User Accounts folder located in Windows XP?
16. Where is the User Accounts folder located in Windows 7?

Review Question Answers

1. Which Windows Explorer view allows you to sort files by type? **Details view.**
2. Why are system files hidden by default? **Protect them from typical users who might disable a required file.**
3. What does a plus sign in front of a folder in Windows XP directory tree mean? **There are more files.**
4. What is the path in Windows XP to the Folder Options dialog box starting from the Start menu? **Windows XP – Right-click My Computer | Explore or Open**
5. What is the path in Windows Vista, Windows 7 and Windows 8 to the Folder Options dialog box starting from the Start menu?
Windows Vista – Right-click Computer | Explore or Open
Windows 7 – Right-click Computer Open
6. How can you rearrange the detailed list of files in descending order by file size when viewed in Windows Explorer?
7. Which operating system first introduced the Library feature? **Windows 7**
8. Which operating system first introduced the Public folder feature? **Vista**
9. Which operating system expanded the Public Folders feature to include multiple Public Folders? **Windows 7**
10. Which operating system first introduced Homegroup feature? **Windows 7**
11. Which two categories of folders or files are not displayed in Windows Explorer by default? **System and hidden files.**
12. What is the complete path from C: to My Documents for a user named Richard in a Windows 7 operating system? **C:\User\Richard\My Documents**
13. What is the complete path to Folder Options in Windows 7? **Start | Control Panel | Appearance and Personalize | Folder Options.**
14. What is the complete path to Folder Options in Windows 8? **Search Charm | Apps | Control Panel | Appearance and Personalize | Folder Options.**
15. Where is the User Accounts folder located in Windows XP? **Windows XP the User accounts were located under “C:\Documents and Settings” folder.**
16. Where is the User Accounts folder located in Windows 7? **Windows Vista, Windows 7 and Windows 8 the User accounts are listed under the C: \Users or default drive partition under the “Users” folder.**