

## File Finding

Q. What is a file?

A. On the computer, a file is information that is stored in one of the folders on your computer. The file has its own name for ease of location and for opening when the information is needed again. For example: a letter you wrote to your uncle Bob may be stored as Bob1.doc. The .doc is called an extension which tells anyone seeing the file that it was prepared using the Microsoft WORD wordprocessing program.

Q. What is a pathway? How does it help me find a file?

A. On the computer, the pathway is the location of a particular file.

For example:

C:\MY DOCUMENTS\LETTERS\Bob1.doc tells me that the letter #1 to Uncle Bob is located on my C:\ drive (which is the hard disk built into my computer), in the MY DOCUMENTS folder, and in the LETTERS subfolder.

To find the actual document - Bob1.doc

1. Go to the Explore screen by rightclicking START, then click EXPLORE.
2. Beginning at the very top of the left side of the screen, Scroll down to find the C:\. If there is a + beside it, click the + to show the folders beneath it. (A little trick here. The My Documents folder is usually also listed at the very top of the Explore list, under Desktop.)
3. Click the + beside the MY DOCUMENTS folder (yellow) to see the subfolders.
4. Scroll down to find the subfolder LETTERS, doubleclick it.
5. Look now on the right side of the screen. Scroll down until you see Bob1.doc, doubleclick it and the program MSWORD will open on your screen and the letter entitled Bob1.doc will be presented on the screen.

Q. Is there a quicker way to FIND a FILE?

A. Yes.

1. Rightclick START and then click Search on XP or click FIND if you're still using Win98)
2. In the NAMED box of the screen that came up, type the name of the file, such as Bob1.doc
3. In the LOOK IN box, click the down arrow and select the C:
4. Click FIND NOW (or on XP click SEARCH).

All files on the C: drive of your computer with Bob in its name will be listed if you just had typed the name Bob in the NAMED box, but since you typed the full name of the file, Bob1.doc, only that file will be listed.

5. Doubleclick the icon of the Bob1.doc file and MSWORD will open displaying the letter to Uncle Bob.

Of course, this assumes you have Microsoft Office on your computer as MSWord is the wordprocessor in the MSOffice Suite. To see if you have this, click Start...ALL Programs (or Programs) and you'll get a list of all the programs in your computer. Look down the list for Microsoft Office, click it once and the drop down menu will have all the programs in the MSOFFICE suite of programs.

Now, go Practice finding a file!!!

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