

Searching Files or Folders

Sometimes, you may not remember the location where you saved your file. In such a case, to save time and effort, you can quickly search folders or files using the Search box located next to the Address Bar in the File Explorer window. To search files, follow these steps:

Step 1 Open the drive or the folder where you want to search the required file (Fig. 3.16).

Step 2 Type a word or a part of a word in the Search box.

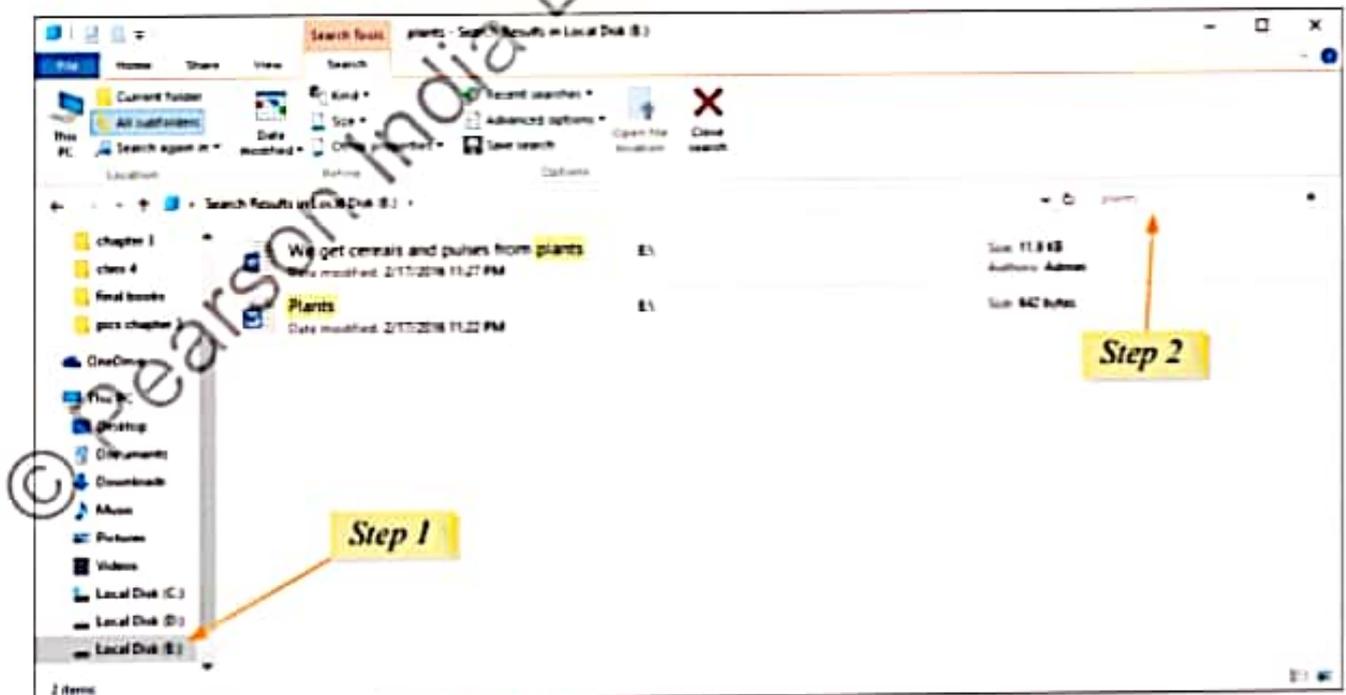
The search begins automatically when you start typing. As you type in each character, the contents of the drive or folder are filtered to display the subfolders or files matching the specified word(s).



Practice Zone

Choose the correct answer.

1. To change the location of a file, choose the _____ options. (Cut and Paste/Copy and Paste)
2. To delete a file or folder, you press the _____ key on the keyboard. (Backspace/Delete)
3. The option to create a new folder is present on the _____ tab of File Explorer. (View/Home)
4. The deleted files and folders can be restored from the _____. (Recycle Bin/Desktop)
5. The _____ key can be pressed to rename a file/folder. (F2/F4)



▲ Fig. 3.23 Searching for files and folders

RECAP ZONE



- Everything on computer system gets stored as a file.
- A file is a collection of data identified using a name.
- A folder is used for organising and storing related files and folders.
- File Explorer is a program that lets you view, create, copy, move, rename, delete, and search files and folders easily.
- The various parts of the File Explorer window are Ribbon, Navigation and Address Bar, Search box and This PC.
- The options to create a new folder, copy, move, remove and rename a file/folder are present on the Home tab of the Ribbon.
- When removing a file/folder, you can send it to the Recycle Bin or delete it permanently.

Words to Know

- **File:** A file is a collection of data stored in the form of text, pictures, music or video.
- **Folder:** A folder is a container that stores related files and folders.
- **File Explorer:** It is a utility program that lets you view, create, copy, move, rename, delete and search files and folders easily.
- **Recycle Bin:** It stores the deleted files and folders.



ASSESSMENT ZONE



A. Choose the correct answer.

1. Which of the following tasks can be carried out using File Explorer?
- a) Renaming a file or a folder
 - b) Copying a file or a folder
 - c) Searching for a file or a folder
 - d) All of these



2. Which of the following is not a feature of file?
 - a) A file is identified by its name.
 - b) A file can be saved directly on the computer or on CD, DVD or pen drive.
 - c) A file can store only text.
 - d) A file has an icon associated with it.
3. Which of the following buttons is not present on the Home tab?
 - a) Copy
 - b) New Folder
 - c) Rename
 - d) Search files and folders

B. Tick (✓) the correct statement and cross (×) out the wrong one.

1. A folder can have only files inside it.
2. You can search files using the Address Bar of File Explorer.
3. In the Quick Access view, File Explorer displays the frequently used folders and recently opened files.
4. The Move and Paste command create a duplicate copy of the file/folder at the new location.
5. A deleted file can be restored back from the desktop.

C. Fill in the blanks using the words given below.

Recycle Bin Cut This PC file folder Paste

1. A _____ can organise and store related files inside it.
2. A _____ is a collection of data identified by using a name on storage device.
3. The deleted files and folders are stored in the _____.
4. The _____ displays the contents of hard disk and any external storage device.
5. The _____ and _____ commands are used when you want to change the location of the file or folder.