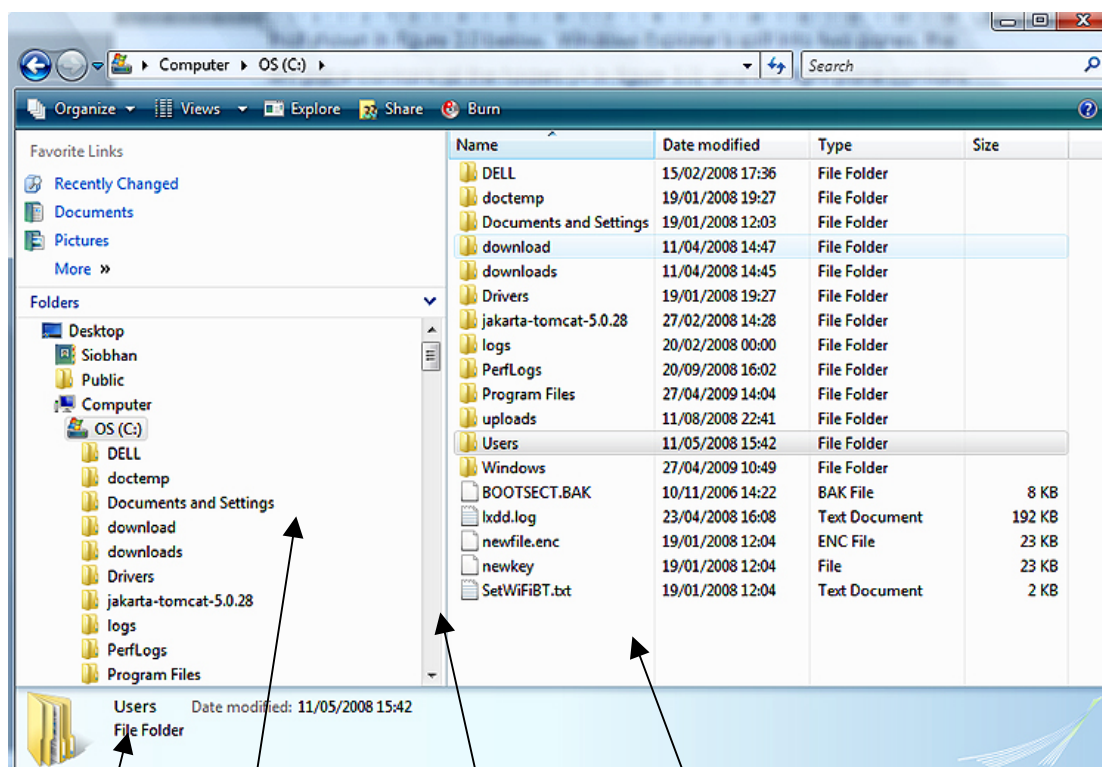


## 2. Navigating through your folders

At the end of this lesson you will be able to use Windows Explorer to execute the procedure for viewing and navigating through your folders / directories on your computer. Windows Explorer contains a dual pane, the root folders / folders are located in the left pane and the content of the selected folder are located in the right pane.

Step One:

When Windows Explorer opens the interface will be similar to that shown in figure 2.1 below. Windows Explorer is split into two panes, the left pane (A) contains all the folders and the right pane (B) contains the contents of the folders. The drives folders and folders have a hierarchal structure.



Status bar

A

Split bar

B

A – Left pane containing the drives and folders.

B – Right pane containing the contents of the folders.

Figure 2.1 Windows Explorer

Note: Folders (or directories) are containers for files that enable you to organise your data.

Step Two:

To expand a folder in the left pane, click the little arrow beside a folder, the arrow will change in colour to black and will change direction as it points downwards, similar to that shown in figure 2.2.

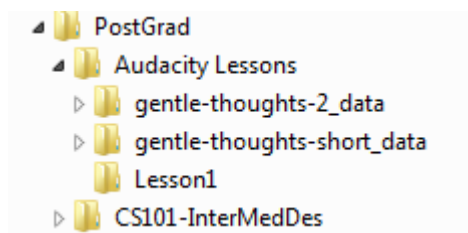


Figure 2.2 Expanding folders

Step Three:

To adjust the view so that details of your files are shown in right pane, click on “**Views**” on the top menu bar and select **Details**. Refer to figure 2.3.

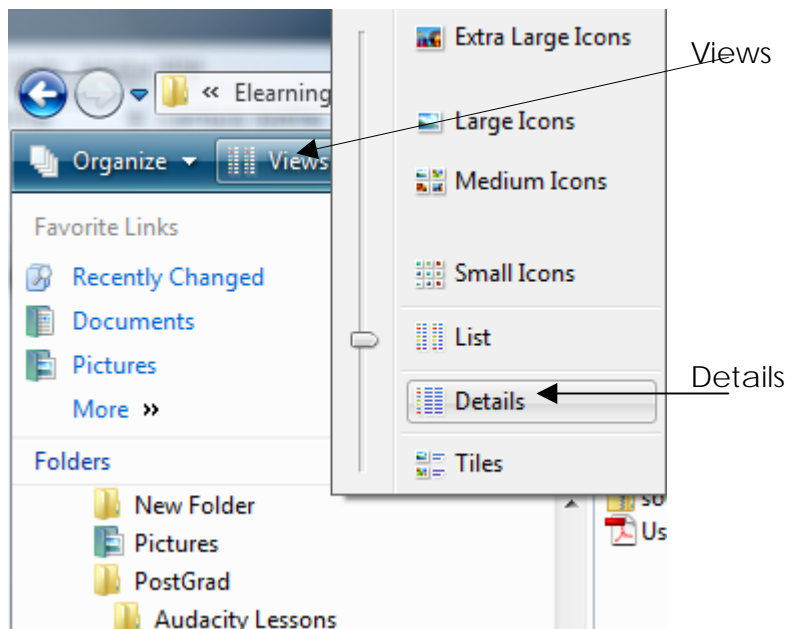
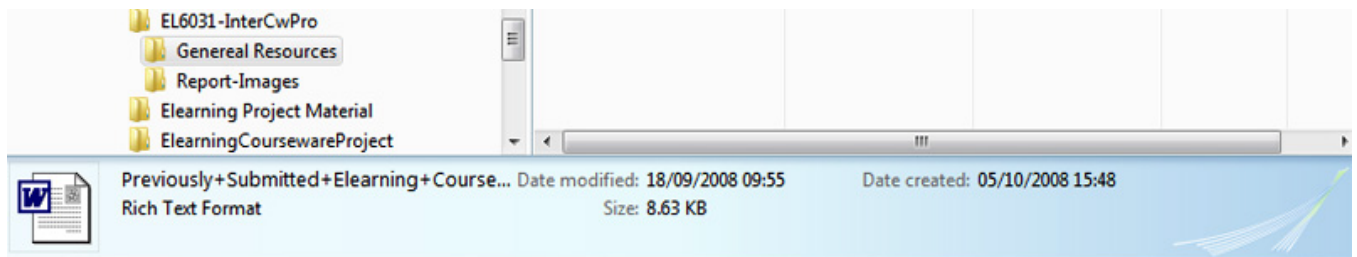


Figure 2.3 Adjusting the view of your files

*Practice exercise –*

Practice moving around and opening / closing folders in the Explorer Window.

- Click on a folder on the left pane to expand it and view the sub folders and the files it contains in the right pane.
- Click on any file within a subfolder in the right pane and view its **size** and **date modified** at the bottom of the Explorer Window in the status bar as shown in figure 2.4.



*Figure 2.4 Properties of the selected file show in status bar*

- Drag the split bar to adjust the width between the folders and content pane
- Practice other options in this **Views** list to see what happens, e.g. Medium Icons, Large Icons etc.

In the next lesson we will be using Windows Explorer to create and name new folders using Windows Explorer.