

File Organization Cheat Sheet

- Create New Folder
 - Right click open area > New > Folder. Type a name for the folder, hit Enter.
- Rename a file or folder
 - Right click the file/folder to rename > click Rename > Type new name, hit Enter.
- Delete a file or folder
 - Right click file/folder > click Delete, Or, Left click to highlight > press Delete on keyboard.
- Move a file or folder to another folder (cut and paste)
 - Right click the object to be moved > Cut (or highlight the object and press Ctrl + X on the keyboard). Go to the folder you want to put it into. Right click an open area > Paste (or press Ctrl + V). **Note, to make a duplicate of the file instead of moving it, use the Copy function instead of the Cut function.**
- Select (highlight) several files together to be moved, copied, or deleted (*Once you have selected the files you want to move/copy/delete using this method, you can move/copy/delete them all as a group using the instructions above*).
 - Shift key method: If the files you want to select are all in a row (contiguous), click the first item you want to select, hold Shift, and click the last item you want to select. All items between those two will be highlighted.
 - Ctrl key method: If the files you want to select are not contiguous, but rather spread out among a list of files, click the first file you want to select, then hold the Ctrl key and click each other file you want to select.
 - Click-and-drag a box method: If the files are all displayed next to each other, you can click and drag a “box” around them. To do this, position your mouse just to the side of the first object you want to select. Hold down the left mouse button and drag the cursor over the rest of the objects to be selected. Each object will be highlighted as it’s selected. When you have all the objects you want to move/copy/delete highlighted, let go of the mouse button. This method doesn’t work when the files you want to copy aren’t all displayed next to each other.
- Find a File
 - Windows Find Tool - Click Start > Search. In the pane on the left, select the type of file you’re searching for. The choices are “Pictures, music, or video”, “Documents (word processing, spreadsheet, etc...)” and “All Files and Folders” (meaning “Other”). Once you select a type, you’ll have options to search for a file by file name. If you don’t know the name, click the Advanced search options button. Here, you can enter a few words contained in a document, and other options. Specify as much or as little data as you want – if you don’t find your file the first time, try a broader search.
 - Recent Documents Menu – If you’ve enabled it, this menu shows you the last few documents opened and is displayed on the Start menu. To enable it, right-click anywhere on the task bar, click Properties > Start Menu tab > Customize > Advanced tab > Check the box at the bottom (“List my most recently opened documents”) > OK > OK.
 - File menu – Most programs list the few most recent documents on the File menu. Click the down arrow at the bottom of the file menu to expand it.