Word Processing 5N1358

6. Apply File Management Facilities

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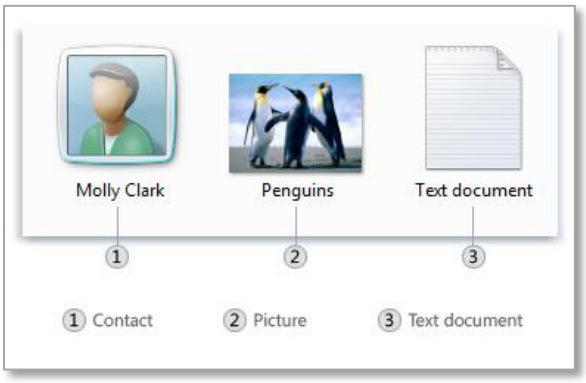
APPLY FILE MANAGEMENT FACILITIES INCLUDING:

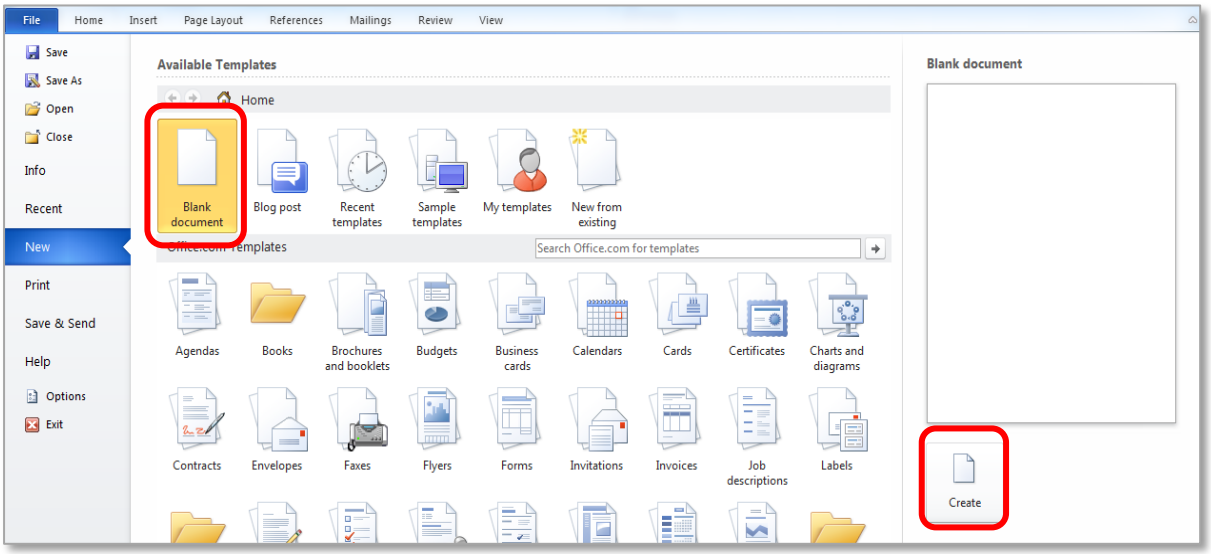
1. CREATING FILES AND FOLDERS

A file is an item that contains information - for example, text or images or music. When opened, a file can look very much like a text document or a picture that you might find on someone's desk or in a filing cabinet. On your computer, files are represented with icons; this makes it easy to recognize a type of file by looking at its icon.



To Create a Blank Document

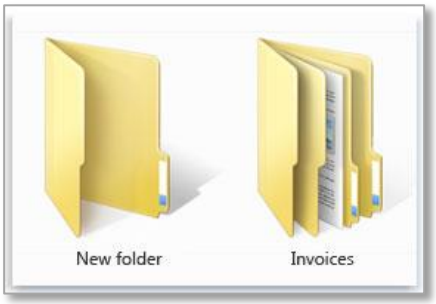
To create a new file, go to **File → New → Blank Document**, to create the document either double click on the button **Blank Document** or click on the **Create** button in the preview pane on the right hand side. This opens a new blank document.



Many documents can be created from this menu from the extensive list of available templates. In addition documents can be searched from **Office.com** from the search box.

What is a folder?

A folder is a container you can use to store files in. If you had thousands of paper files on your desk, it would be nearly impossible to find any particular file when you needed it. That's why people often store paper files in folders inside a filing cabinet. On your computer, folders work the same way.



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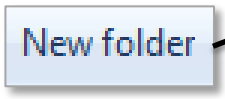
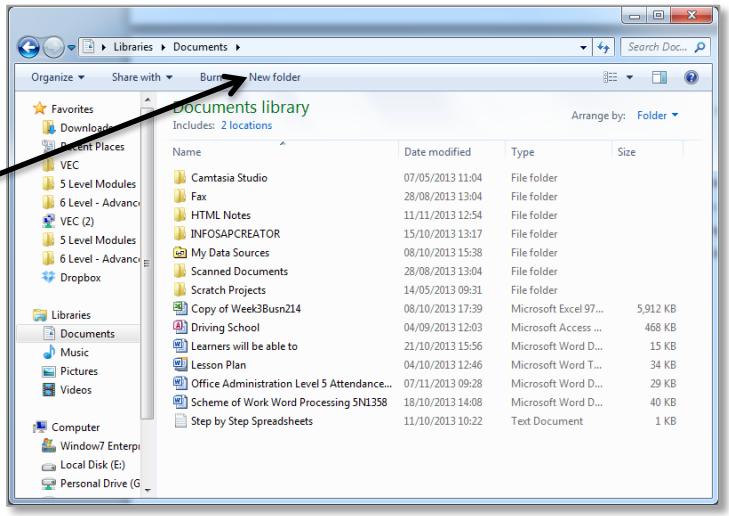
Create a Folder

To create new folders open a document window as shown. There are two methods of creating a new folder:





1. Click on the New Folder button.

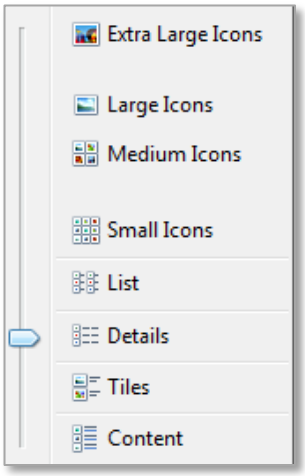
2. Right click anywhere in the white area of the window and select **New** and **Folder**.

2. RENAMING FILES OR FOLDERS

After a file or folder has been created name can be changed to an appropriate name which should explain the contents of the folder and press enter to save the name. If an error is made or the name needs to be changed, right click on the file or folder and select **rename**.

Viewing Files and Folders

When a folder or library is open, how the information in the folder is viewed depends on how the folder view is set. For example, you might prefer larger (or smaller) icons or a view that lets you see different kinds of information about each file.



To change the folder view click on the **Change your view** button (as shown) and select the view required by moving the slider.

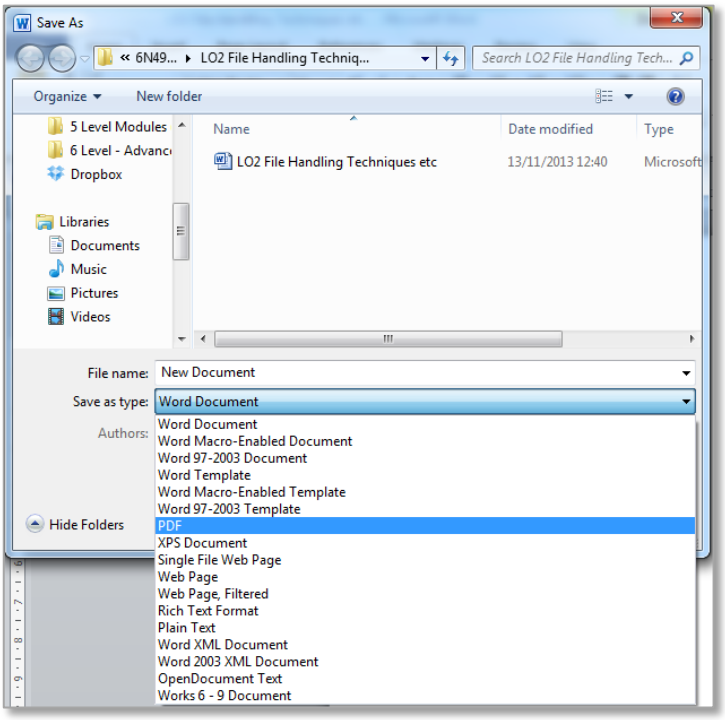
Large Icons view is useful for viewing pictures while the **details** view can be used to see the date modified, file type and size of the file. Experiment with each of the views to help understand them.

3. SAVING FILES IN DIFFERENT FORMATS

Save files in different formats – 97-2003, 2007, 2010 word document, PDF, RTF

Documents can be saved in various file formats depending on what they will be used for. By default documents in Word are now saved in the *.docx* file format. Before the release of Word 2007 the file format was *.doc*, this is the reason why there can be backward compatibility issues with Word 2003 or Word 1997 from Word 2007 forward. If a document will be used in older versions of Word ensure it is saved with the *.doc* file extension or the Words 97-2003 Document format.

To select the file format required for a document go to: **File** to the **Save As** command button in the **Save As** dialogue box go to the **Save as type:** drop down menu and chose the file format required from the drop down list.



The most commonly used file formats are **2010** for current documents, **97-2003** for backward compatibility to an older computer or software, **PDF** to allow a document to be read on any type of computer or **Web Page** to convert a document to .html file extension allowing to be opened as a web page. Note that changing any file to a different format will have effects on the formatting and the ability to edit the newly created file.

The following are some of the available file formats, there extensions and descriptions:

FILE FORMAT	FILE EXTENSION	DESCRIPTION
Word Document	.docx	The default XML-based file format for Word 2013, Word 2010 and Office Word 2007.
Word Macro-Enabled Document	.docm	The XML-based and macro-enabled file format for Word 2013, Word 2010 and Office Word 2007. Stores Visual Basic for Applications (VBA) macro code.
Word 97-2003 Document	.doc	The binary file format for Word 97–Word 2003.
Word Template	.dotx	Template for creating new Word 2013, Word 2010 and Office Word 2007 files that do not contain macros.
Word Macro-Enabled Template	.dotm	Template for creating new Word 2013, Word 2010 and Office Word 2007 files that contain macros. Users who want to include UI customizations or macros in the template should use this file format.
Word 97-2003 Template	.dot	Template for Word 97–Word 2003 files.

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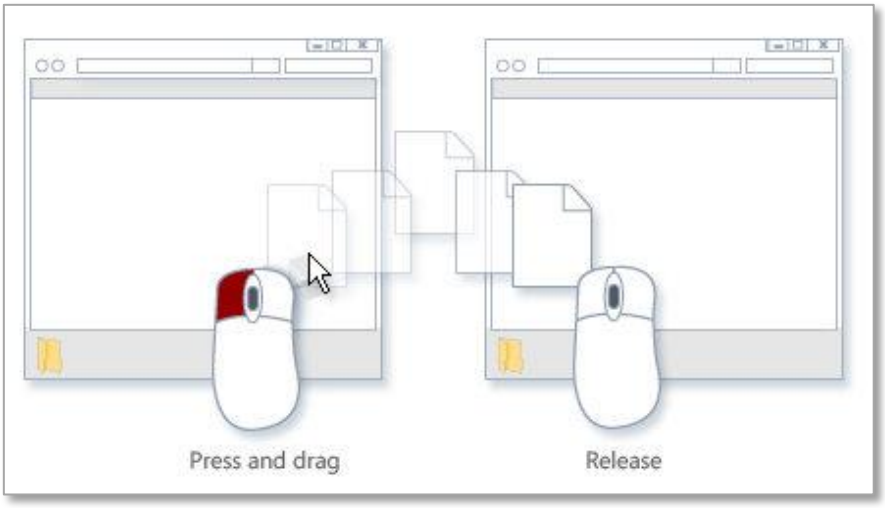
PDF	.pdf	Portable Document Format (PDF), a PostScript-based electronic file format that was developed by Adobe Systems. It preserves document formatting and enables file sharing. Files that use the PDF file format can be saved and opened by using Word 2013.
XPS Document	.xps	XML Paper Specification, a file format that preserves document formatting and enables file sharing. When the XPS file is viewed online or printed, it maintains exactly the format that users intended, and the data in the file cannot be easily changed.
Web Page	.htm (HTML) .html	A web page that is saved as a folder that contains an .htm file and all supporting files, such as images, sound files, scripts, and more.
Rich Text Format	.rtf	RTF controls the representation and formatting of a document, both on the screen and in print. When they use the .rtf file format, documents created under different operating systems and with different software applications can be transferred between those operating systems and applications.
TXT Plain Text	.txt	When users save a Word 2013 document as a .txt file, the document loses all formatting.
Word 2003 XML Document	.xml	XML Spreadsheet 2003 file format.
Works 6.0-9.0	.wps	This is the default file format of Microsoft Works, versions 6.0 through 9.0.
CSV Plain Text	.csv	Saves a workbook as a comma-delimited text file for use on another Windows operating system, and makes sure that tab characters, line breaks, and other characters are interpreted correctly. Saves only the active sheet. (Excel only)

4. COPYING FILES AND FOLDERS

Copy files and folders

If the storage location of a file on a computer needs to be changed, the files need to be moved by copying and pasting. For example, copying files to a removable media (such as a USB) to share with another person.

The most common method of moving files is to drag and drop. Start by opening the folder that contains the file or folder you want to move. Then, open the folder where you want to move it to in a different window. Position the windows side by side on the desktop so that you can see the contents of both. Next, drag the file or folder from the first folder to the second folder.



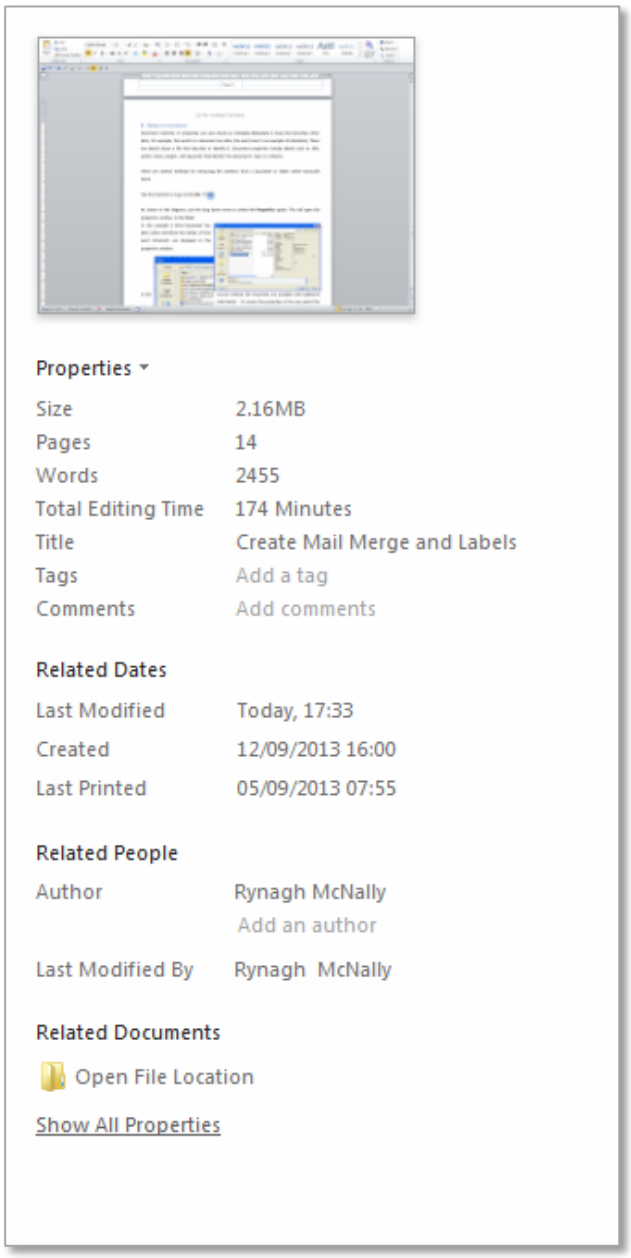
(Microsoft, 2013)

5. ACCESSING FILE DETAILS

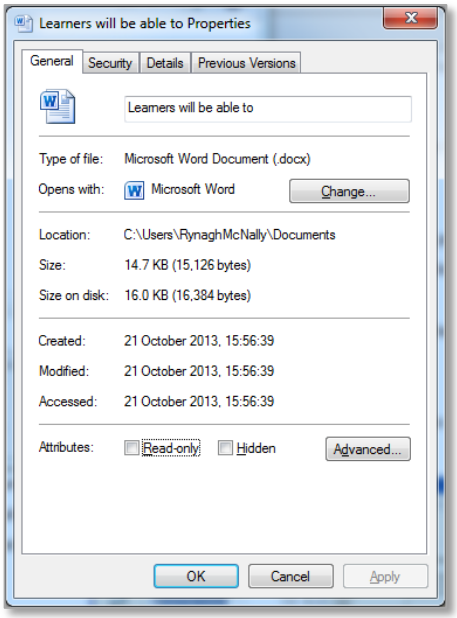
Document statistics or properties are also known as metadata (Metadata is Data that describes other data, for example, the words in a document are data; the word count is an example of metadata). These are details about a file that describe or identify it. Document properties include details such as title, file size, number of pages, author name, subject, and keywords that identify the document's topic or contents.

There are several methods for extracting file statistics from a document or folder within Microsoft Word.

1. The first method is to go to the **File → Info** from here it is possible to add or change properties, hover your pointer over the property you want to update and enter the information. Click the File tab again to return to your document. Any changes you made will be saved automatically.
   From the **Info** panel it is possible to see more properties, to do this click Show All Properties. To see fewer properties, click Show Fewer Properties.



2. The second method is to go to the **File → Open** window. Browse to the file, right click on it and choose the Properties option. This will open the properties window in the folder. This will show detailed information about the file including General, Summary, Statistics, Contents and Custom information.



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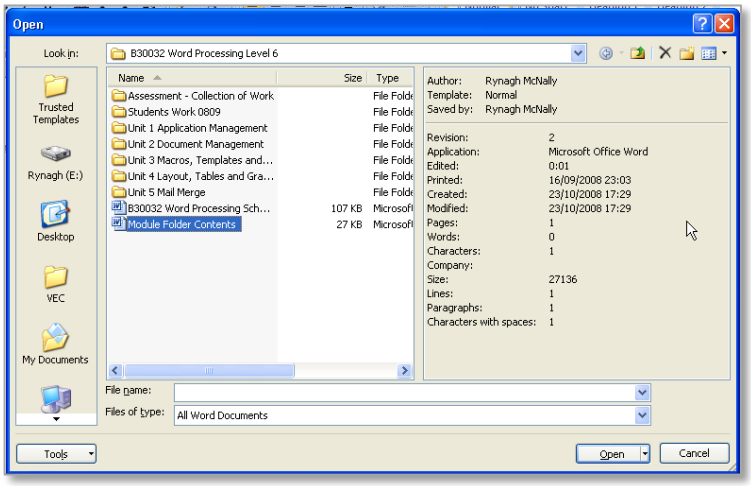
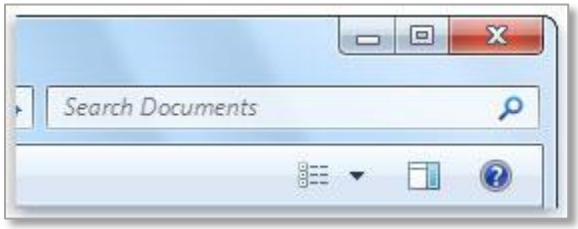
3. Another method, is to view the properties in the **File → Open** window from the **Show Preview Pane** button.

In this example a Word document has been select therefore the details of that word document are displayed in the properties window.

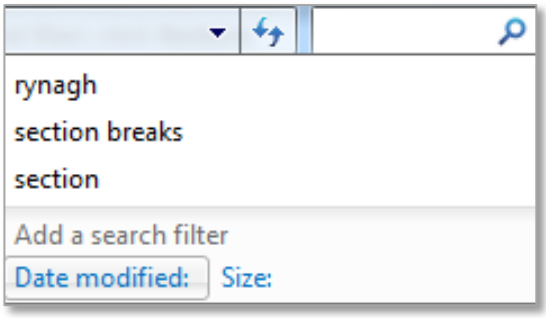


6. FINDING FILES USING SEARCH FACILITY

To search for a file, first browse to any **open folder** where the file may be located. The search box is located at the top of every window. To find a file, open the folder or library that makes the most sense as a starting point for your search, click the search box, and enter details of the file, for example its name, type or date created. The search box filters the current view based on the text that you type. Files are displayed as search results if your search term matches the file's name, tags or other properties, or even the text inside a text document.



If you're searching for a file based on a property (such as the file's type), you can narrow the search before you start typing by clicking the search box, and then clicking one of the properties just below the search box. This adds a **search filter** (such as "Date Modified") to your search text, which will give you more accurate results.

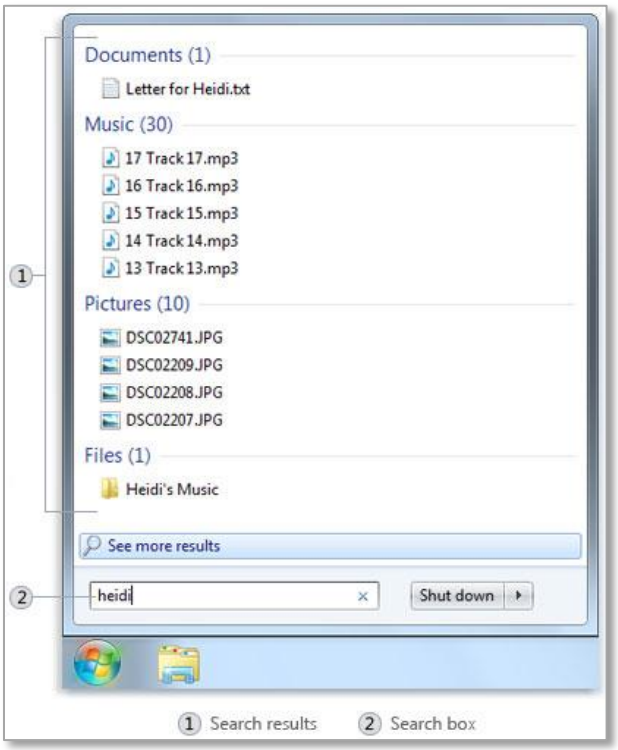


When the search is completed a list of possible documents will show in the folder window. If the document required is in the window the file path will be visible in the window. If the file is not shown in the window an additional search can be completed by resetting the search options and searching again.

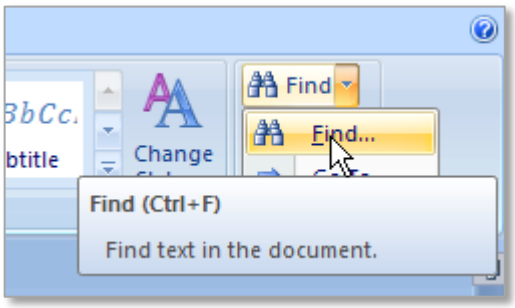
NOTES:

Search Using the Start Menu

If the required file or folder still cannot be located the start menu can also be used to search for files. Click the **Start** button, and type a word or part of a word in the search box.

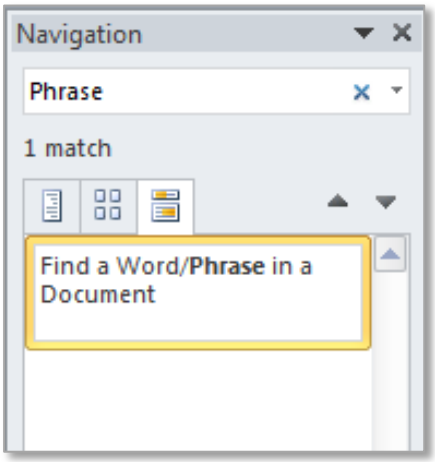


Find a Word/Phrase in a Document



Search within document for any word. This can be a very time saving and useful tool (covered in detail in LO5 page 3).

To access the **Find** tool go to the **Home** tab and click on the **Find** button, in the **Editing** group (this can also be opened with the shortcut keys Ctrl + F).



The **Navigation pane** will open on the left side of Word and will allow the user to search every word in the document until the required location of the text is found.

To close the navigation pane go to **View** → **Show** group → **Navigation Pane** click on the tick box to close the pane (the small x to the top right of the pane also closes it).

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