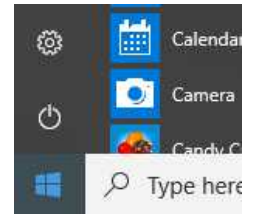


Navigating the Windows 10 filing system

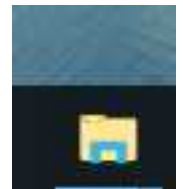
This worksheet is an update for the associated one in this folder – ***Navigating the filing system*** which applies specifically to Windows 7. Much of what is to be found in Windows 10 is similar to that in Windows 7.

As we saw in the previous worksheet, the left-most icon on the Windows 7 taskbar is **Start** which leads to all aspects of the computer's filing system. Windows 10 has broken that up into two parts, the **Start** button now leads into, mainly, the power on/off switch and the Settings menu, both at the bottom-left of this section:

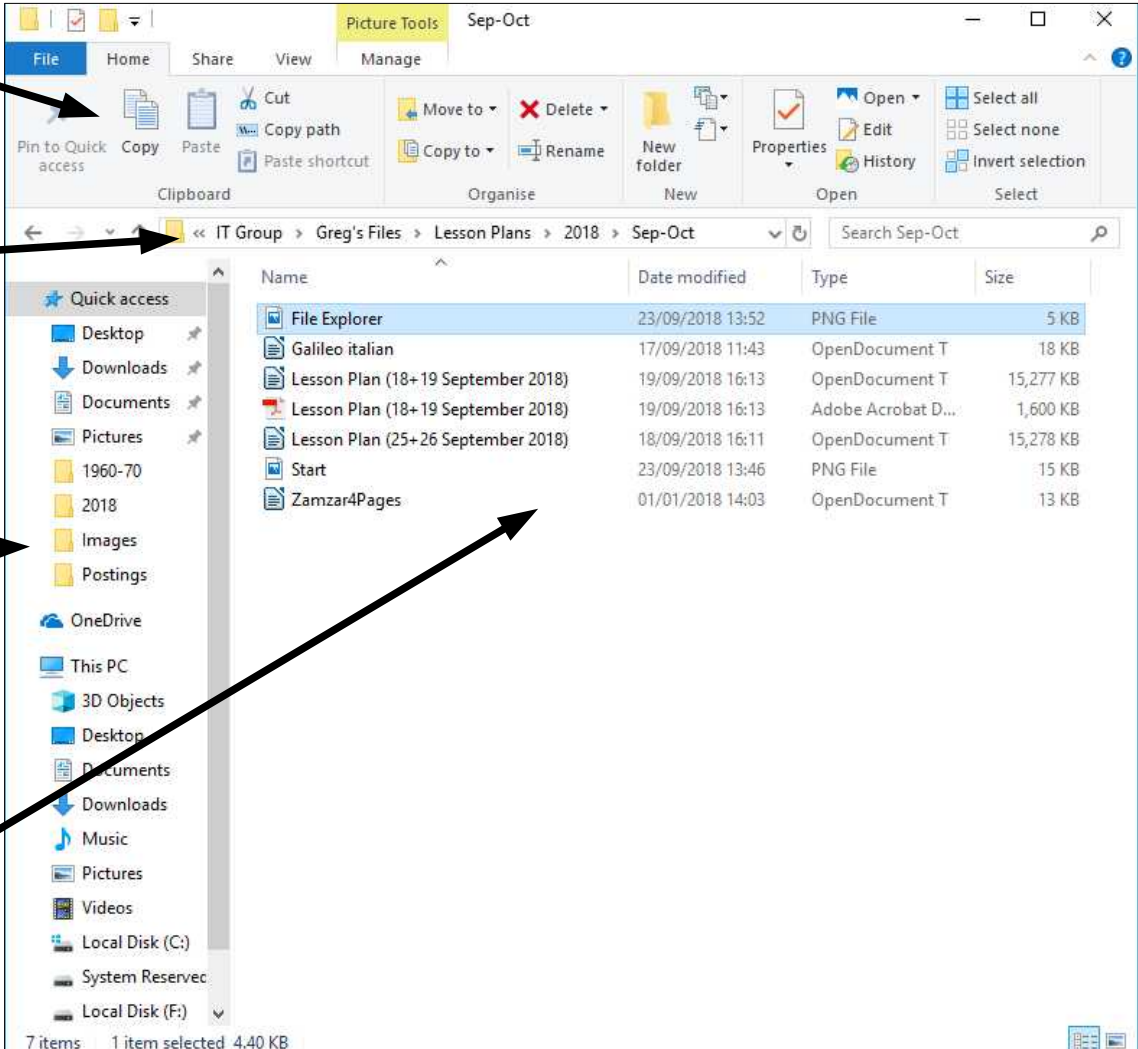


This also has an alphabetical list, just to the right of the Power & Settings buttons, of all of the applications installed on this computer – a useful reference point.

The other filing system change from Windows 7 to 10 is that all of the computer's filing aspects have been separately moved to the **File Explorer** to be found on the taskbar, usually to the left-hand end:



This is now the main access point for all of the filing systems on or attached to your computer. Here is an example of one click on **File Explorer**:



The screenshot shows the File Explorer window with the following annotations:

- File Explorer control panel:** Points to the ribbon menu at the top.
- Route to currently selected folder:** Points to the breadcrumb path: < IT Group > Greg's Files > Lesson Plans > 2018 > Sep-Oct.
- Computer's whole filing system:** Points to the left-hand navigation pane.
- Contents of the selected folder:** Points to the main file list area.

Name	Date modified	Type	Size
File Explorer	23/09/2018 13:52	PNG File	5 KB
Galileo italian	17/09/2018 11:43	OpenDocument T	18 KB
Lesson Plan (18+19 September 2018)	19/09/2018 16:13	OpenDocument T	15,277 KB
Lesson Plan (18+19 September 2018)	19/09/2018 16:13	Adobe Acrobat D...	1,600 KB
Lesson Plan (25+26 September 2018)	18/09/2018 16:11	OpenDocument T	15,278 KB
Start	23/09/2018 13:46	PNG File	15 KB
Zamzar4Pages	01/01/2018 14:03	OpenDocument T	13 KB

The Computer's whole filing system section of the *File Explorer* screenshot on the previous page is also the place where you will find links to any external device – such as a flash drive, external hard drive or CD/DVD – that has been connected or plugged in to your computer. These will be shown by their name and also a **drive letter identifier** in the form of a capital letter followed by a colon – the computer's own hard drive will appear with (C:) after it's name and other devices with letters higher up the alphabet. Note the two partitions of the author's computer hard drive at the foot of the whole filing system, labeled (C:) and (F:). Just clicking (once) on any these will also open up their filing systems.

The actual processes of creating and managing filing systems hasn't changed since Windows 7 and is, in fact, common across all current computers, whether Microsoft, Apple or Linux.