

# 15 Minute Seminar

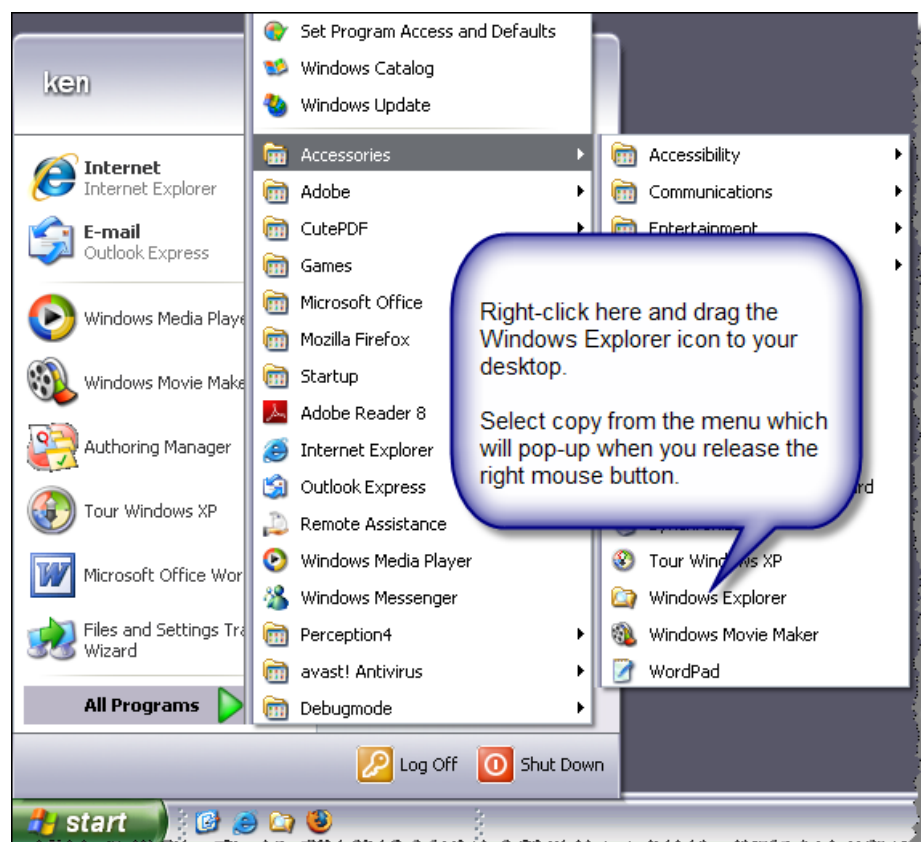
## Introduction to Windows Explorer

Windows Explorer is a great tool to use for managing the files and folders on your hard drive. You actually use Windows Explorer every time you save or open a file in Microsoft Word or any other software that accesses files. The dialog boxes that you see when you open and save files are really parts of Windows Explorer. So now that we know that Windows Explorer is an important and very powerful program for managing your files and folders, what are we going to focus on in this seminar? We will look at the following topics:

- Creating a shortcut to Windows Explorer (so you can easily run it)
- The Windows Explorer window and its components
- A Quick Configuration of Windows Explorer

### Creating a Shortcut on your Desktop to Windows Explorer

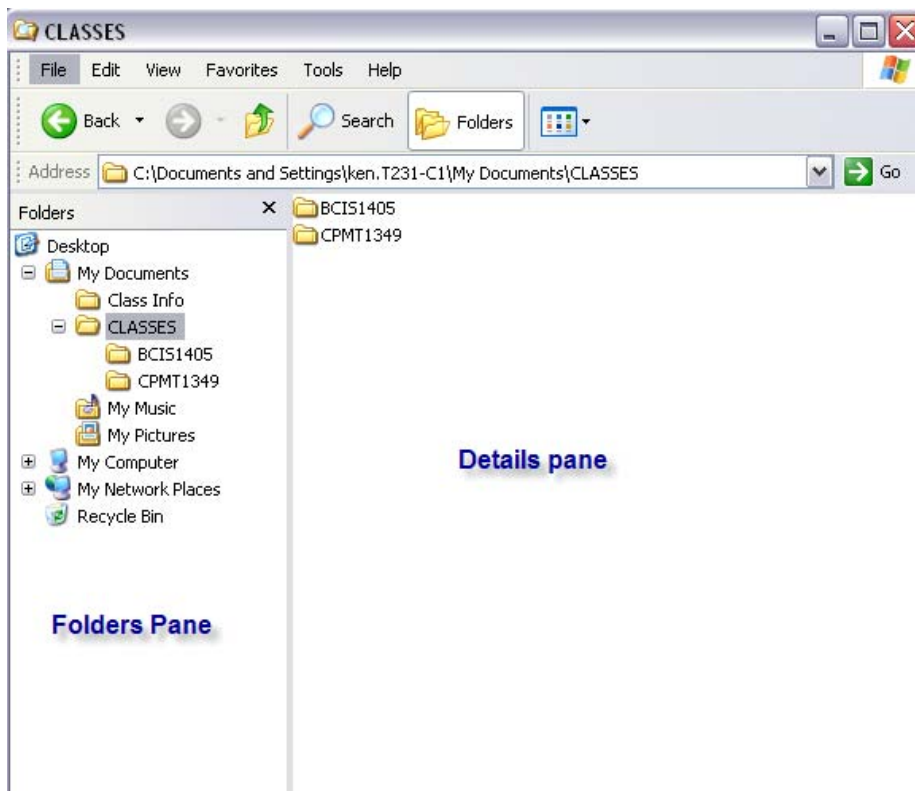
To use Windows Explorer you first have to find it and then, to make it easy to find again, create a shortcut to it on your desktop. Click on **Start** and move the mouse over **All Programs**, followed by **Accessories** and then follow the instructions below.



## The Windows Explorer Window

Once you have a Windows Explorer icon on your desktop, go ahead and double-click on it to [run Windows Explorer](#).

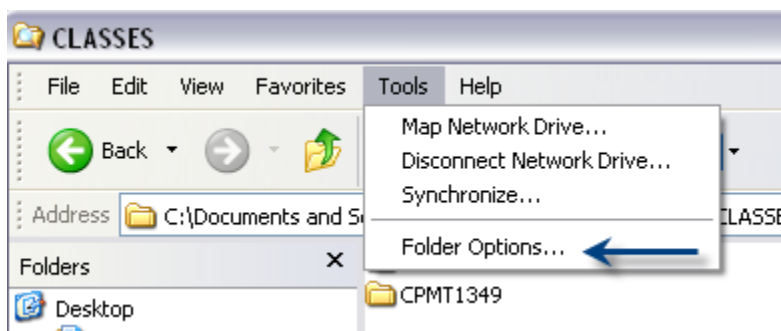
As you can see from the figure below, Windows Explorer is divided into [two window panes](#) - the [Folders Pane](#) on the left and what I'm going to call the [Details Pane](#) on the right.



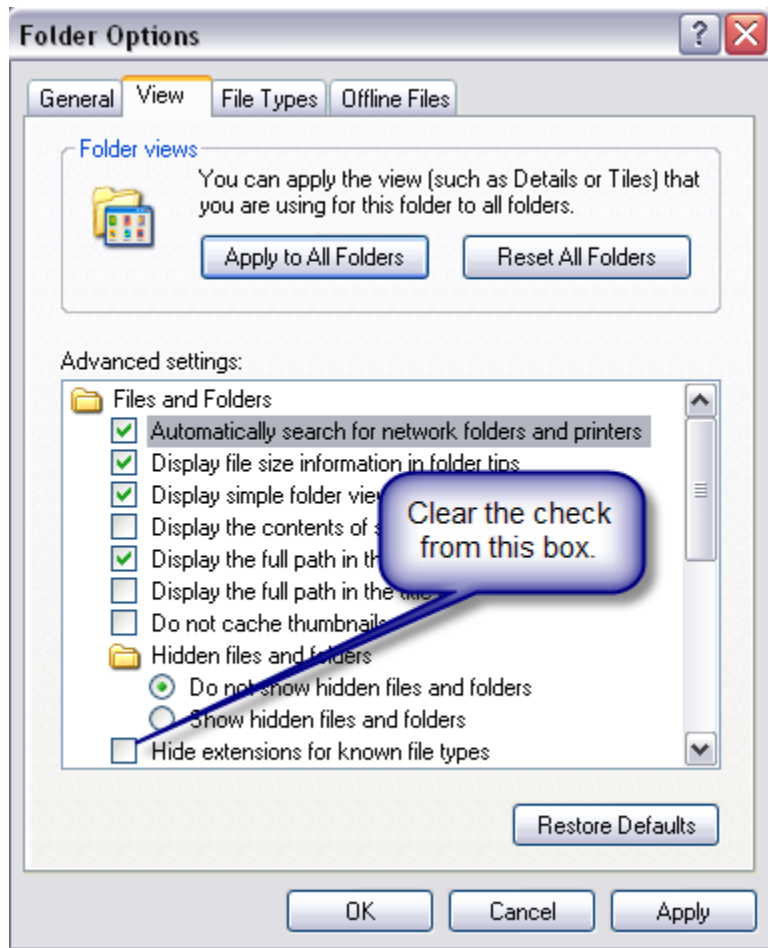
Note that when you click on a folder in the Folders Pane you will see everything under that folder in the Details Pane. This is where you can copy, move, and delete files which we will discuss in subsequent seminars.

## A Quick Configuration of Windows Explorer

There is one quick configuration task that I would recommend that you perform which will give you more information about your files. Here's how you do it. Click on the Tools menu option and then click on Folder options.



Now you will see a dialog box similar to the one below. Click on the **View tab** and then clear the check box as shown below. Clearing this check box will cause file extensions like .doc, .txt, .exe to be visible so that you can see what kind of files are stored on your hard drive. Just click **Ok** when you are done.



Now that you can access Windows Explorer, see the next few 15 Minute Seminars for instruction on how to use it to copy, move, and delete files.