

PRINTABLE GUIDE

Understand files and folders

Files hold documents, photos or other content. Folders group them, and shortcuts point elsewhere. Clear names and a few useful folders make navigation easier.

Windows 11 | 2 min read | 5 steps

Before you start

- ☐ A harmless practice file
- ☐ Access to File Explorer

1. Find a familiar folder

Press Windows key + E for File Explorer and choose Documents or Pictures. Look at the location and the items inside. Folders open to reveal contents; files normally open in an appropriate app.

- ☐ Done this step

2. Notice the filename and type

Select a file and inspect its name and information. Endings such as .pdf or .jpg indicate a format when extensions are visible. Changing the ending does not convert the file; it may make opening it harder.

- ☐ Done this step

3. Choose a simple organisation

Make a folder for one real purpose, such as Letters or Holiday photos. Give files descriptive names. A few understandable categories are usually easier to maintain than many nearly identical folders.

- ☐ Done this step

4. Copy before moving important items

Practise copying a harmless file into the new folder, then open the copy. Moving changes the location; copying leaves another version. Keep track of which is current so edits do not get split across accidental duplicates.

☐ Done this step

5. Check storage and backup

A folder inside a cloud service may synchronise changes and deletions. A local folder may exist only on this computer. Confirm your backup arrangement separately; a second folder on the same drive is not an independent backup.

☐ Done this step

Try it for yourself

Find one document and identify its filename, type and parent folder.

☐ I tried the task.

My notes

Can I delete a shortcut without deleting the document?

Usually deleting a genuine shortcut removes only the pointer. Confirm the item type first, and avoid deleting an unfamiliar original file.

Official help and the online guide

Windows files and apps - <https://support.microsoft.com/en-us/windows/experience/storage-filemanagement/find-your-files-and-apps-in-windows>

OneDrive online and local files -

<https://support.microsoft.com/en-us/onedrive/save-disk-space-with-onedrive-files-on-demand-for-windows>

Read online: <https://plaintechguides.com/guides/organise-files-and-folders/>