# The Plus and Minus Sign

Any drive, be it local or on the network, may be expanded or collapsed to display or hide its folders. A minus sign indicates that the drive has been expanded and that its folders are visible. A plus sign indicates the reverse; that is, the device is collapsed and its folders are not visible. Click either sign to toggle to the other. Clicking a plus sign, for example, expands the drive, then displays a minus sign next to the drive to indicate that the folders are visible. Clicking a minus sign has the reverse effect; i.e., it collapses the drive, hiding its folders.

# Navigating the Hierarchy

Click the Up button on the Standard Buttons toolbar to move up one level in the hierarchy in the left pane and display the associated contents in the right pane. Click the Up button when you are viewing the New Car folder, for example, and you are returned to drive A. Click the Up button a second time and you will see the contents of My Computer. Note, too, how the contents of the Address bar changes each time you view a different folder in the right pane.

# The Rename Command

Every file or folder is assigned a name at the time it is created, but you may want to change that name at some point in the future. Right click the file or a folder whose name you want to change to display a context-sensitive menu, and then click the Rename command. The name of the folder will be highlighted with the insertion point at the end of the name. Enter (or edit) the new (existing) name and press enter.

# Select Multiple Files

Selecting (clicking) one file automatically deselects the previously selected file. You can, however, select multiple files by clicking the first file, then pressing and holding the Ctrl key as you click each additional file. Use the Shift key to select multiple files that are adjacent to one another by clicking the icon of the first file, then pressing and holding the Shift key as you click the icon of the last file.

# Right Click and Drag

The result of dragging a file with the left mouse button depends on whether the source and destination folders are on the same or different drives. Dragging a file to a folder on a different drive copies the file, whereas dragging the file to a folder on the same drive moves the file. If you find this hard to remember, and most people do, click and drag with the right mouse button to display a context-sensitive menu asking whether you want to copy or move the file. This simple tip can save you from making a careless (and potentially serious) error. Use it!

# The My Documents Folder

The My Documents folder is created by default with the installation of Windows XP. There is no requirement that you store your documents in this folder, but it is convenient, especially for beginners who may lack the confidence to create their own folders. The My Documents folder is also helpful in a laboratory environment where the network administrator may prevent you from modifying the desktop and/or from creating your own folders on drive C, in which case you will have to use the My Documents folder.

# Two Ways to Recover a File

The Undo command is present in Windows Explorer as well as application programs such as Word, Excel, and PowerPoint. Thus, you do not need to resort to the Recycle Bin (which is described in step 7) to recover a deleted file provided you execute the Undo command immediately (within a few commands) after the Delete command was issued. Some operations cannot be undone (in which case the Undo command will be dimmed), but Undo is always worth a try.