

Lab 5.1.6: Changing File Views in Windows (showing file extensions)

Estimated time: 20 Minutes

Objective

Upon completion of this lab, you will be able to change the file view based on your needs or preferences.

Equipment

The following equipment is required for this exercise:

- A computer running Windows 9x

Scenario

While navigating through your folders, you realize that the files and sub-folders could be arranged better. You feel the default display is not the best visual display for your folders. In this lab, you will change the Folder View to your personal preferences.

Procedures

Changing the file view in Windows can reveal important information about files and sub-folders. Users can find information on file size, file type, and time and date of the last modifications. Also, the view can be configured based on personal preferences. View preferences include thumbnails, list, or large or small icons. Configuring the file view is especially helpful when a folder contains numerous files and/or sub-folders. Folder contents can be neatly displayed according to preference or needs, making navigation easier.

Step 1

Start the computer into the Windows Desktop environment.

Step 2

Next, double-click on the **My Computer** icon on the desktop to open the window.

Step 3

While the cursor is pointed at a blank space in the My Document window, right-click and then select the **View** option. Figure [1] displays the Right-click menu.

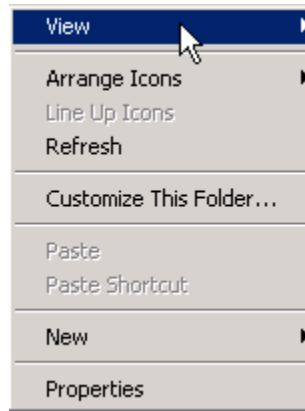


Figure [1] Selecting the View Option

When selecting the View Option, what parameters are available?

Step 4

Next, select the View parameter for the files. Notice how icons in the folder change.

What information is displayed when the “Details” option is selected?

Step 5

After selecting the View Option, set this view for all folders. To do this, select **Tools > Folder** options. Figure [2] displays this process.

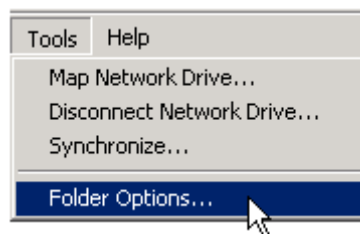


Figure [2] Selecting the Folder Options

After you select Folder Options from the Tool menu, the Folder Options display box will appear. Figure [3] shows the Folder Options display box.

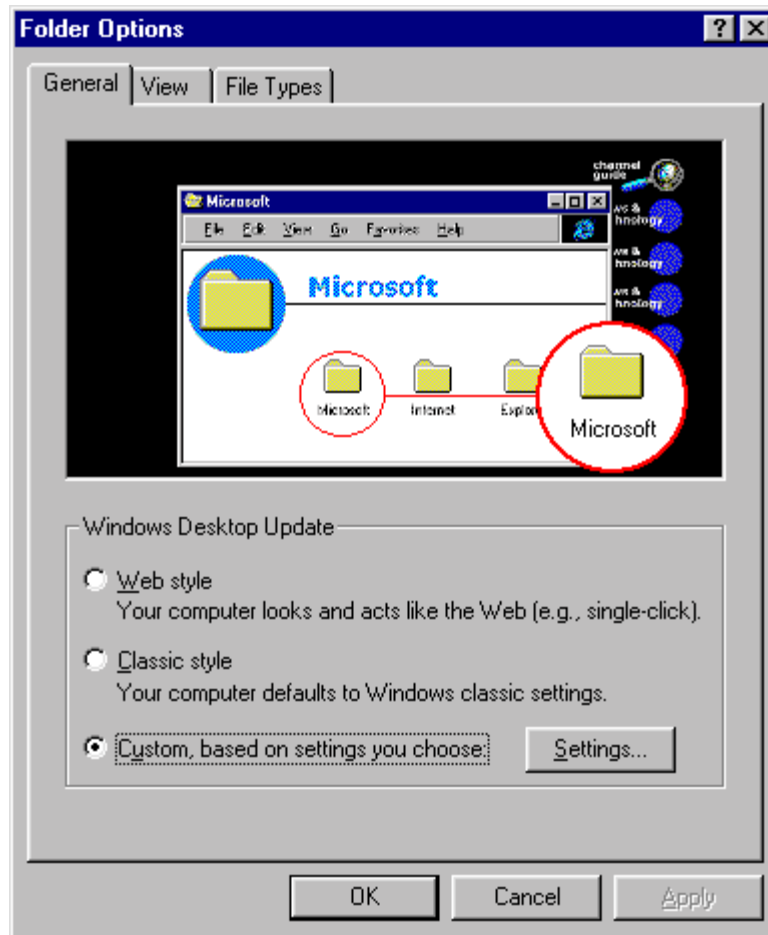


Figure [3] Folder Options display box

Step 6

Next, select the **View** tab. What options are available in the View tab?

Step 7

From the View tab, select the **Like Current Folder** command button. Selecting this button will make the view in the current folder universal throughout the drive.

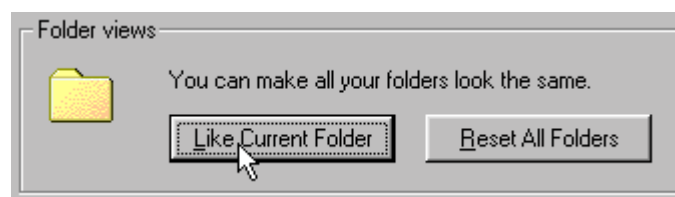


Figure [4] Folder Options display box

Troubleshooting

Changing your file view customizes the preferences. Also, important details and system files can be viewed using advanced options in the Folder Options window. System files are usually hidden to protect against accidental deletion but there will be times when it will be necessary to configure these files.

Reflection

How can files in a folder be rearranged?

Why would a user want to change their folder view settings?
