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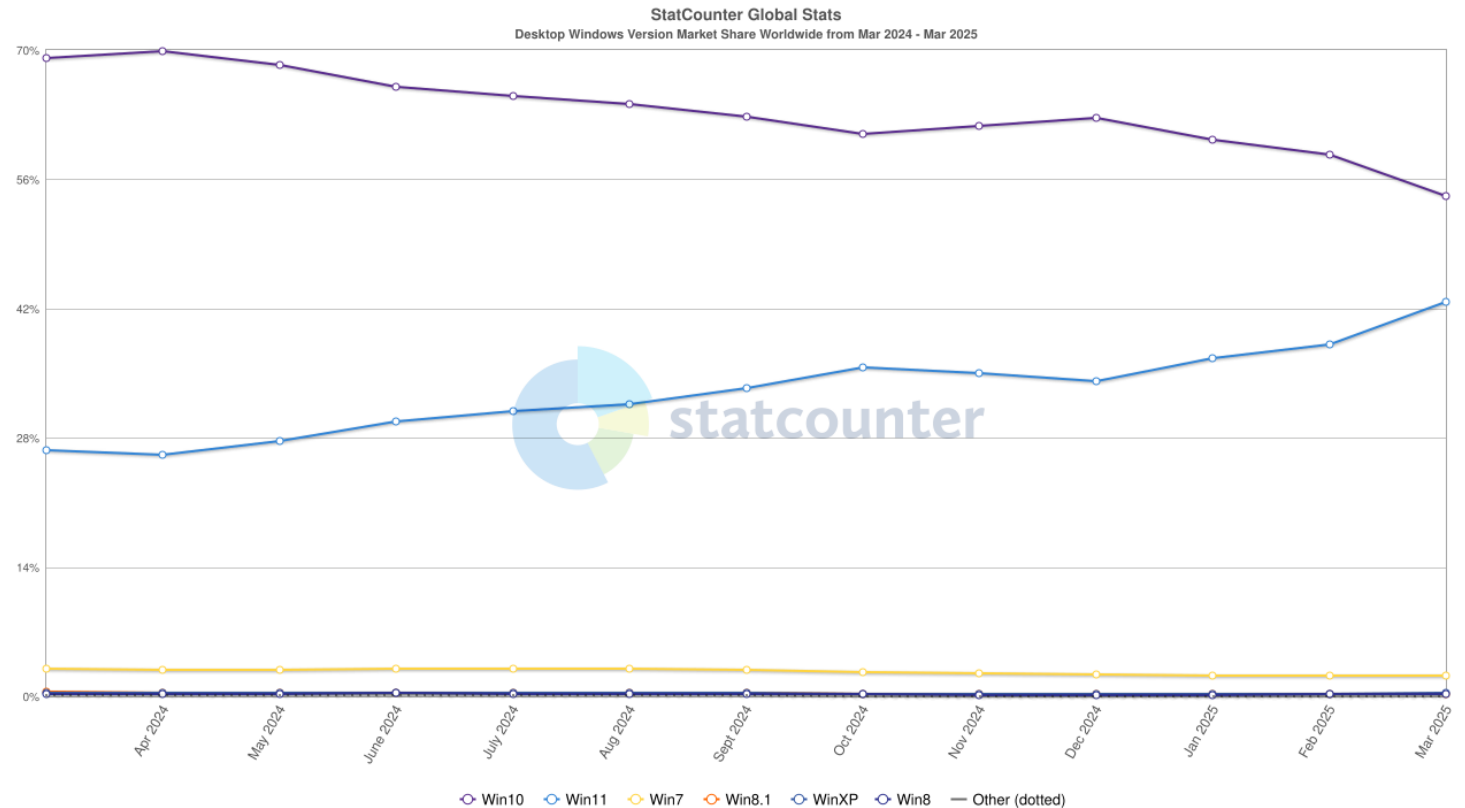
I saved it. Where is it?

Begin with a poll

- How many attendees use
 - Windows 11
 - Windows 10
 - Older versions of Windows
- How many attendees use these Office components:
 - Word
 - Excel
 - PowerPoint
 - Outlook
 - OneNote (*what???*)
- Do you subscribe to Microsoft 365?

Windows 10 and Windows 11

After October 15, 2025, Microsoft will no longer support Windows 10 or earlier versions of Office. Nonetheless, as of March, 2025, there continue to be more users of Windows 10 than Windows 11.



Source: <https://gs.statcounter.com/windows-version-market-share/desktop/worldwide>

Short Course Outline

- Learn about Windows File Explorer, how it is central to understanding your work, and how it offers tools that can help make your work easier.
- Use these tools to organize your files and folders.
- Understand how (and where) the files are saved after you create them with Microsoft Office programs.
- Prepare for end of support of Windows 10, Office 2016, and Office 2019 in October 2025. (Earlier versions are already out of support.)
- Organize things in advance to make the transition easier.
- Learn about other options within File Explorer and OneDrive.

A Few Disclaimers

- All of our screen shots are from Windows11
- Microsoft 365 has many different versions and releases
- Even within the same release, an individual's **Settings** will differ
- We cannot possibly cover all the different options available
- And, possibly most important, each resident uses Windows for a different reason, giving you a specific perspective
 - Email
 - Storing photos (or saving movies!)
 - Saving and maintaining personal documents
 - Using Microsoft Office for ongoing committee work

Let's start with the title of this course:

I Saved it ... Where Did it Go?

What is your system for saving files?

- Is it this?



What a Mess!!!!

- You need to make a plan to get organized.
- Start with something manageable.
 - What have I been looking for recently?
 - Can I categorize it and choose a folder name where it should go?



How did we get here?

- Most of us never had any formal education in Microsoft products
- We used the software required to do our jobs, with all its requirements and limitations
- ***System Administrators*** took care of maintaining the software and setting up the file structure(s)
- On the other hand, our own personal computers “just grew”
- Now we are on our own and have to deal with the reality!

How did this all start?



- The first PCs had three principal disk drives:
- Removable **A:** and **B:**



- Fixed hard drive **C:**
- Almost all files were saved to **C:** but occasionally copied to a removable disk for portability

Where are we today?

- Partitioned internal hard drives
- External hard drives
- “Flash” or “thumb” external drives
- “The cloud” (**iCloud** for Apple users, **OneDrive** for Windows users)
 - It’s just storage space assigned to you on the vendor’s systems
 - Microsoft first introduced OneDrive with Windows 7 in 2009. It’s been lurking there ever since, but it’s unavoidable with Windows 11.
 - We will get into “OneDrive” in much more detail later.
- Each one has its own place in the overall directory structure

To begin:

You must understand File Explorer


What is File Explorer?


- File Explorer is the file management system in Windows
- It provides a graphical interface for the user to see and work with the files and folders stored on drives accessible to the computer
- The location of files and folders is shown as a directory structure
- Think of this as similar to your file cabinet with its drawers and folders
- Some aspects of the structure are established by default
- You can arrange the details of the structure in a way that makes sense to you

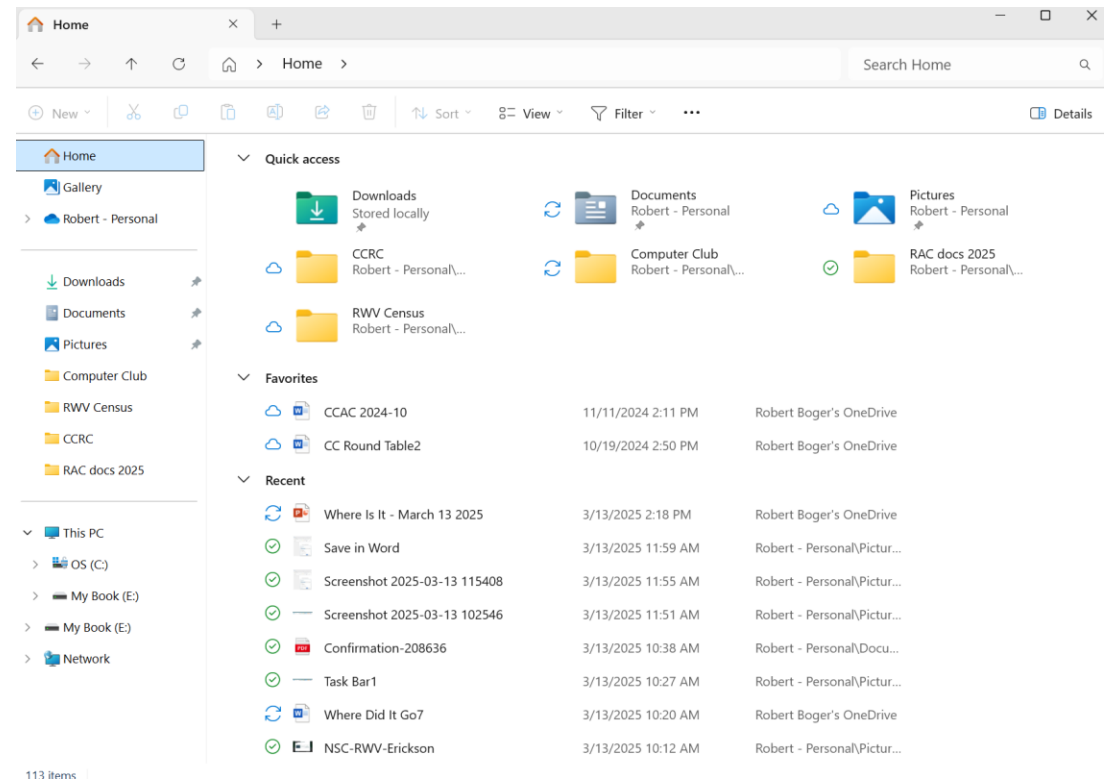
“My Screen Doesn’t Look Like This!”

- This is a *very common* experience in Windows
- Each app or tool has so many options that the same screen will most likely have a different appearance from one user to another
- Your own system might even change slightly as Microsoft applies updates overnight (see the **Windows Update** in the page on your **Settings** dialog for details)
- The following slides show File Explorer in Windows 11 Home, Version 24H2, with comments on how their appearance may vary

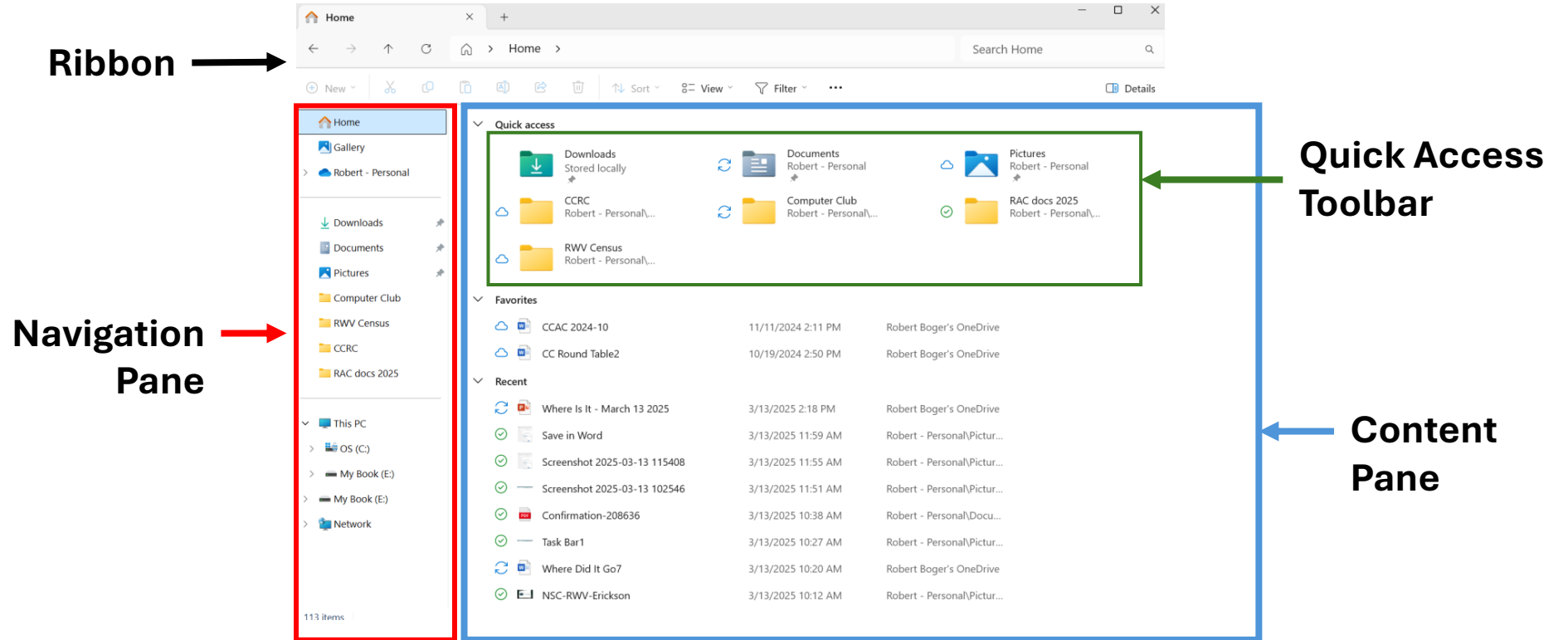
Understanding File Explorer in Windows 11

You can access File Explorer through the  icon on the taskbar or by

Pressing the Windows key  simultaneously with the letter E takes you to the **top level** of File Explorer, the **Home Screen**.



Major Components of File Explorer








The item highlighted in the Navigation Pane determines what appears in the Content Pane

Folders and Files

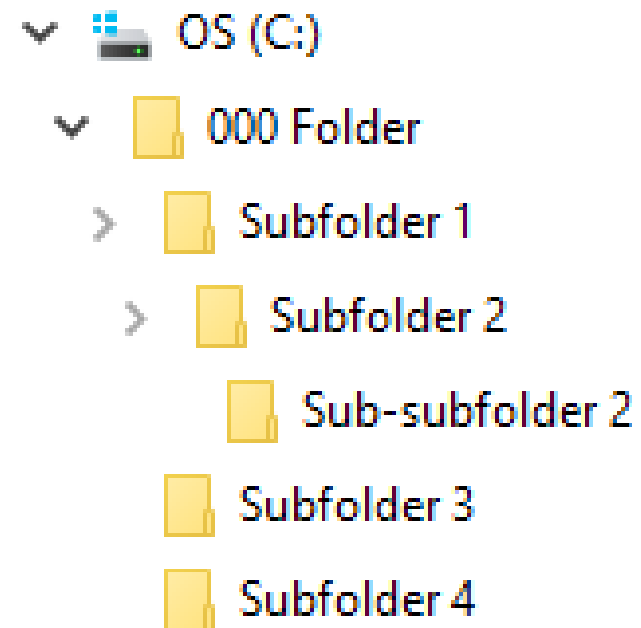
- The **Navigation Pane** on the left shows
 - Major hardware components, in this order (vertical)
 - Your Home top level file
 - Your Personal OneDrive with the cloud icon
 - Your local hard drive **C:**
 - Any removable drives
 - Any accessible network drives
 - Folders on each drive, in alphabetical order
- The **Content Pane** on the right shows the contents of the item highlighted on the left
 - Folders and subfolders
 - Files within the folder

Default and Optional Folders

- Some folders are present by default:  Desktop
 Pictures
 Videos
 Music
 Documents
- These are called the “user folders” or “known folders”
- It’s up to you to create a detailed folder structure that meets your needs. It will be a subfolder within one of these folders.

Folders and Subfolders

- When a folder has a > symbol next to it, this means it has subfolders
- You can click on the folder name to show the subfolder(s)
- Subfolders can have lower level subfolders
- Subfolders at the bottom level do not have a > or v symbol



Explorer uses a Hierarchical File System

- A hierarchical file system has a root directory which contains all the other directory and files.
- Subdirectories help to organize files into smaller groups.
- File path in Windows
 - C:\Documents\Club2\Officers
 - or
 - OneDrive>Documents>Club2>Officers
- Documents
 - Club 1
 - Minutes 2021
 - Minutes 2022
 - Club 2
 - Members
 - Reports
 - Family
 - Medical
 - Legal
 - Power of Attorney

The Windows folder structure allows you to set up a custom set of folders to meet your individual needs

How are your files arranged?

- Have you disciplined yourself to separate your files and records into appropriate folders?
- There are only four types of files in Windows that you can create
 - **Pictures** (including *.gif, .png, .tiff, .img, .jpg*, and others)
 - **Videos** (including *.mp4, .mov, .wmv, .mpeg*)
 - **Music** (including *.wav and .mp3*)
 - **Documents** (including *.doc, .docx, .xls, .xlsx, .pdf, .ppt, .pptx*)
- They are like a four-drawer file cabinet.

A Case Study: Robert's Files

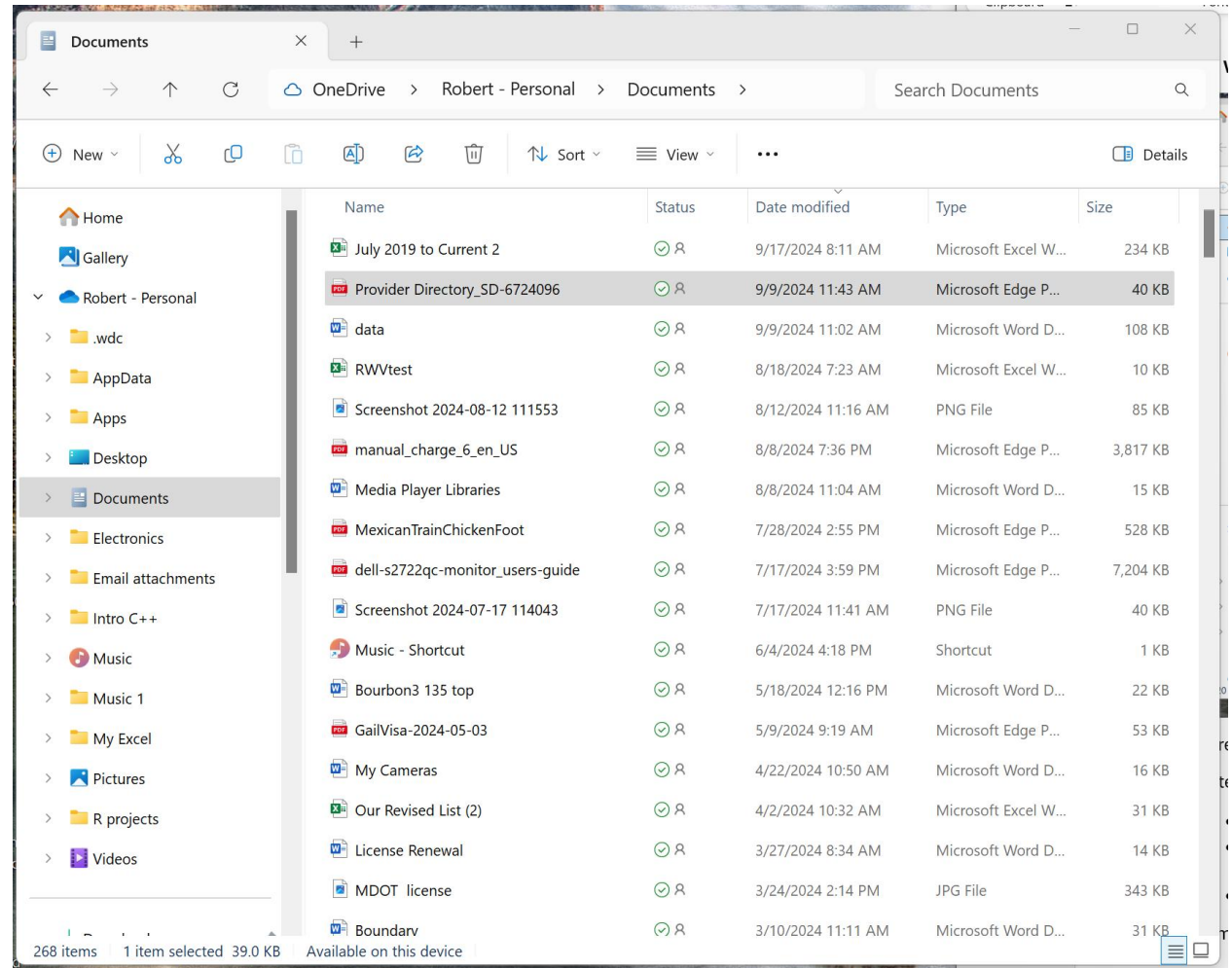
Robert's File Structure – Before

The blue cloud in front of



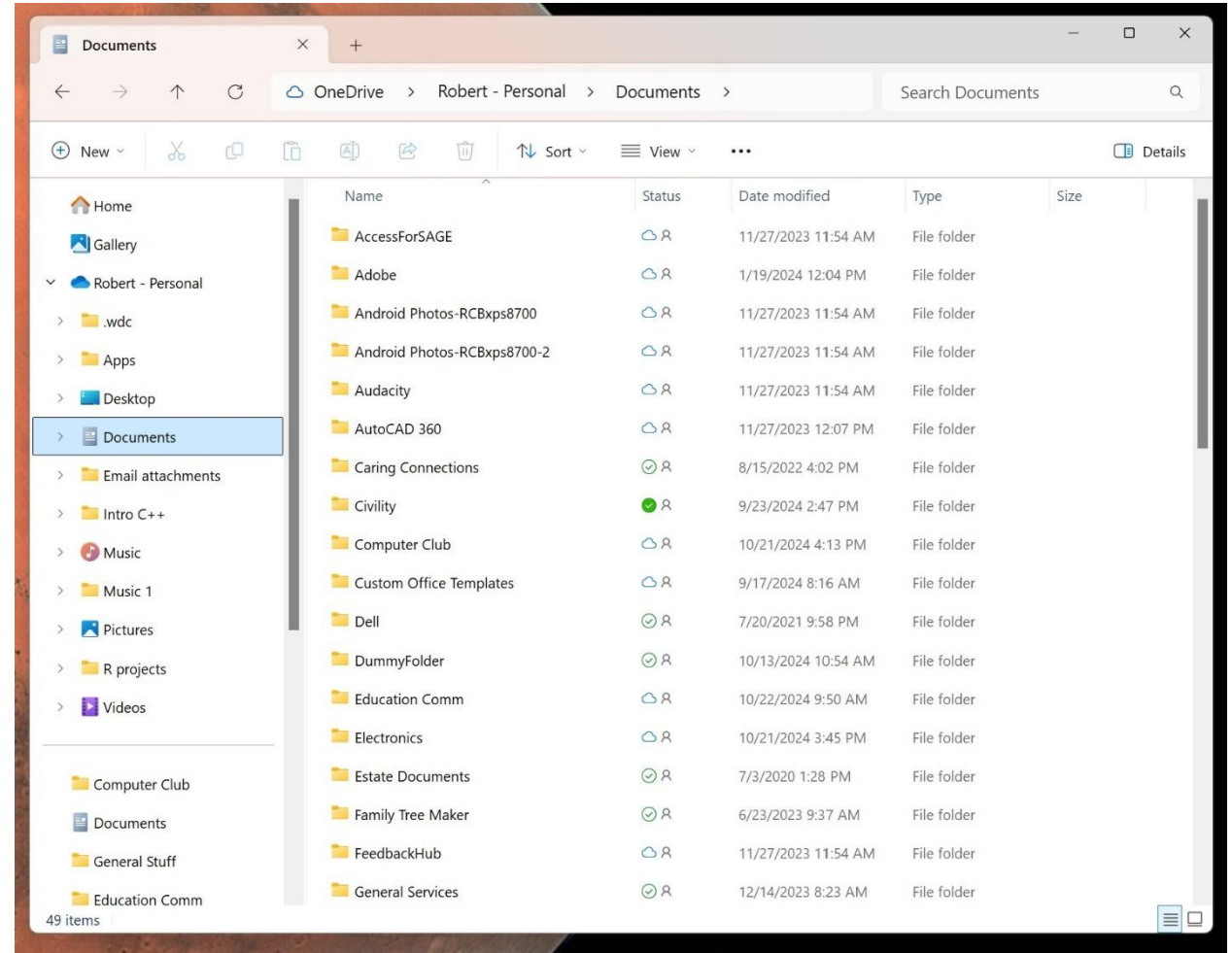
indicates that these folders are on OneDrive (“in the cloud”)

The contents of the **Documents** folder looks like a “junk drawer”



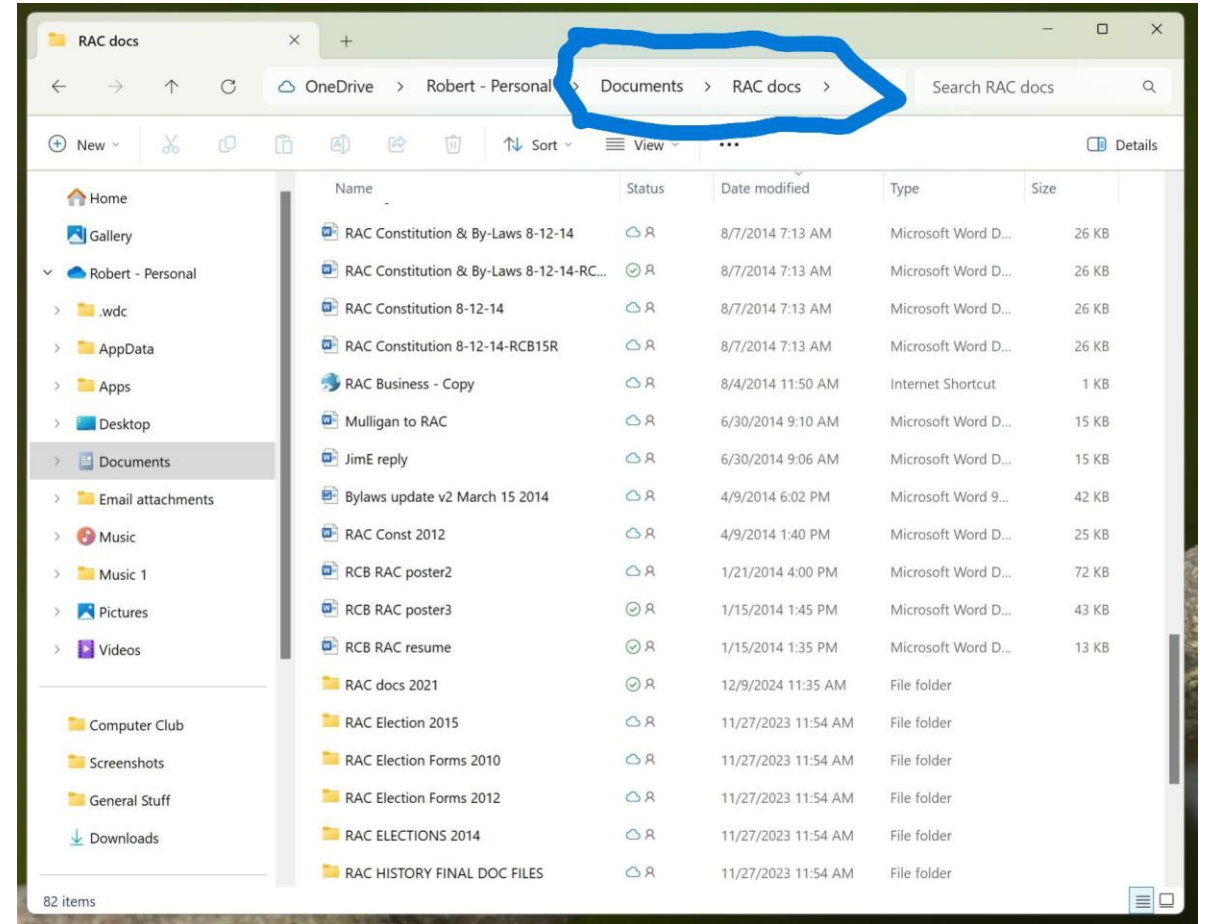
Robert's File Structure – After

- Robert has set up a folder structure that reflects the subject areas that are meaningful to him
- He moved each document to an appropriate folder
- The subfolders under the **Documents** heading now make it easy to find what he's looking for



Searching Within a Folder

- The **RAC docs** folder has many files and includes subfolders
- The subfolders make it possible to organize documents further, such as by year and topic



All My Files are Here

Drawer 1: Pictures

Drawer 2: Videos

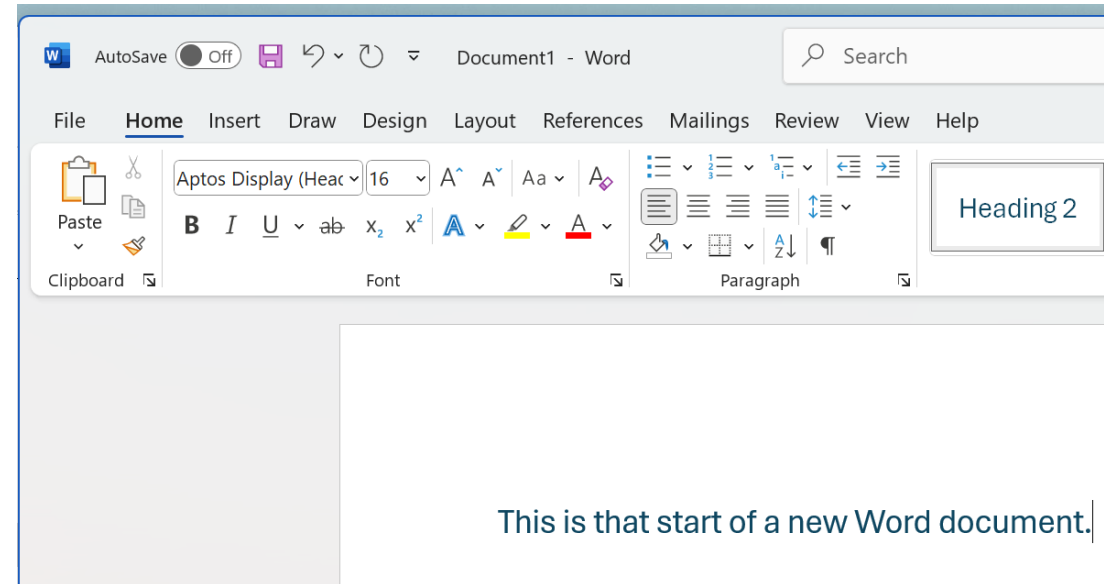
Drawer 3: Music

Drawer 4: Documents



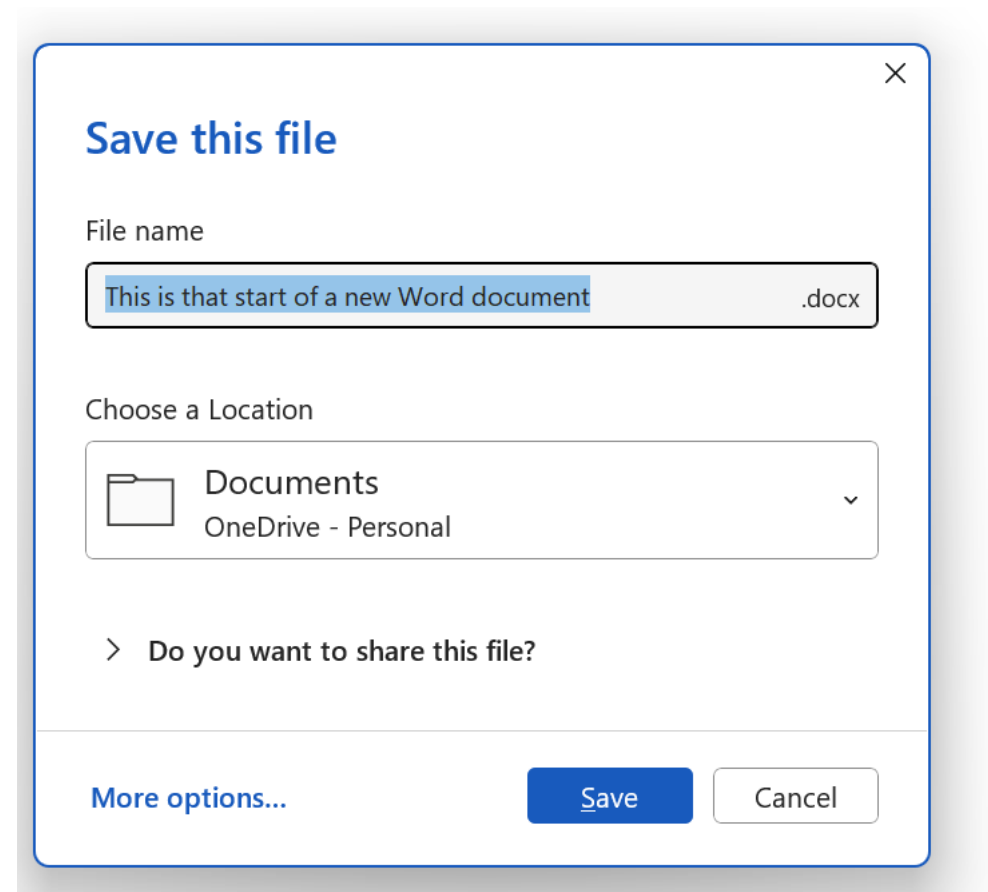
Example: Start a New Word file

- Open any Word file
 - Click on File (top left)
 - Click on New
 - Start typing on blank sheet
- Autosave shows Off
- Click on purple File icon



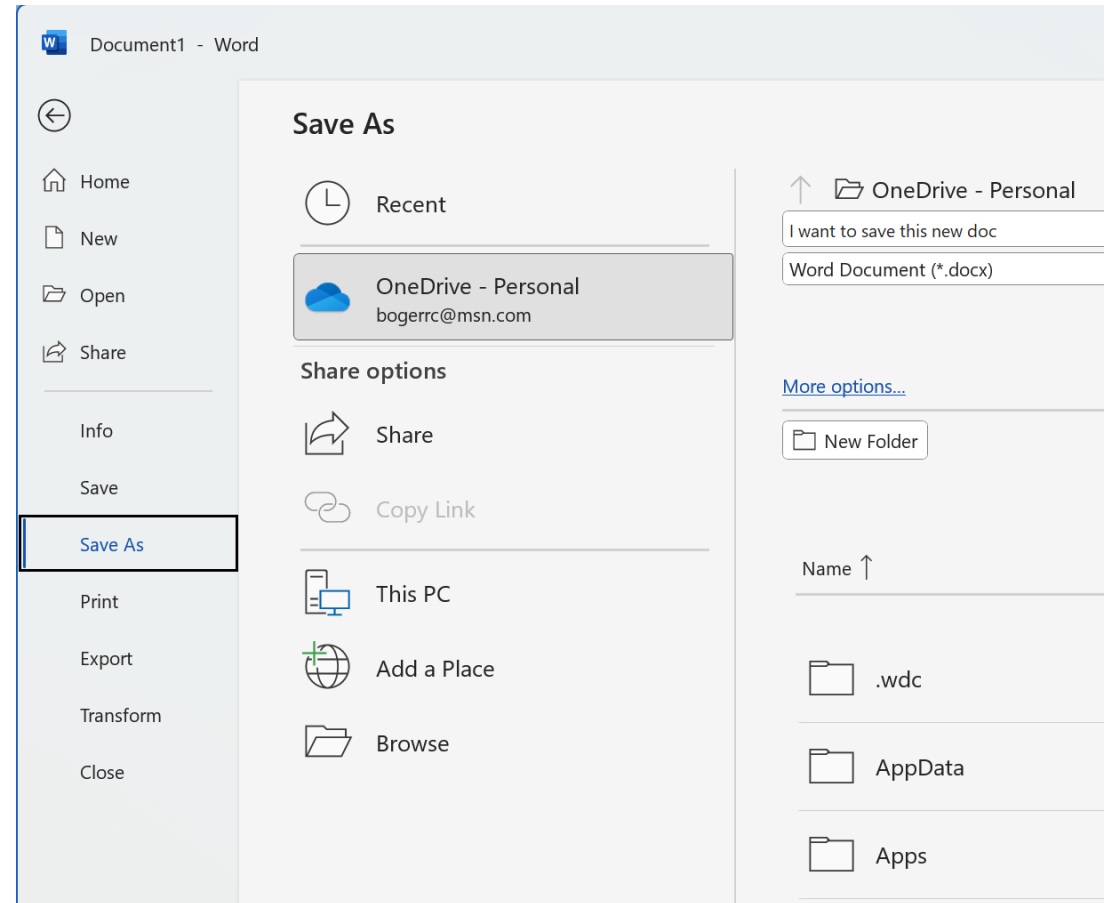
Example: Saving a New Word file

- The 'Save this file' box pops up
- Click on the Down arrow to the right of Documents
- There you will see your folders listed.
- Just click on the appropriate one.
- **More options** takes you to full list of options.
- The Autosave box shows On



The 'Save As' Screen

- If you click on [More options..](#) you get the **Save As** screen.
- This lets you navigate to wherever you want to save this file.
- Options include **OneDrive** or **This PC** where you pick a folder on **C:** drive.



If you don't have Microsoft 365

- If you have the Word app, but not as part of 365, then you save a new document as follows.
 - Start the document
 - Click on File (upper left).
 - Select Save As
 - Browse for folder in which to save it.

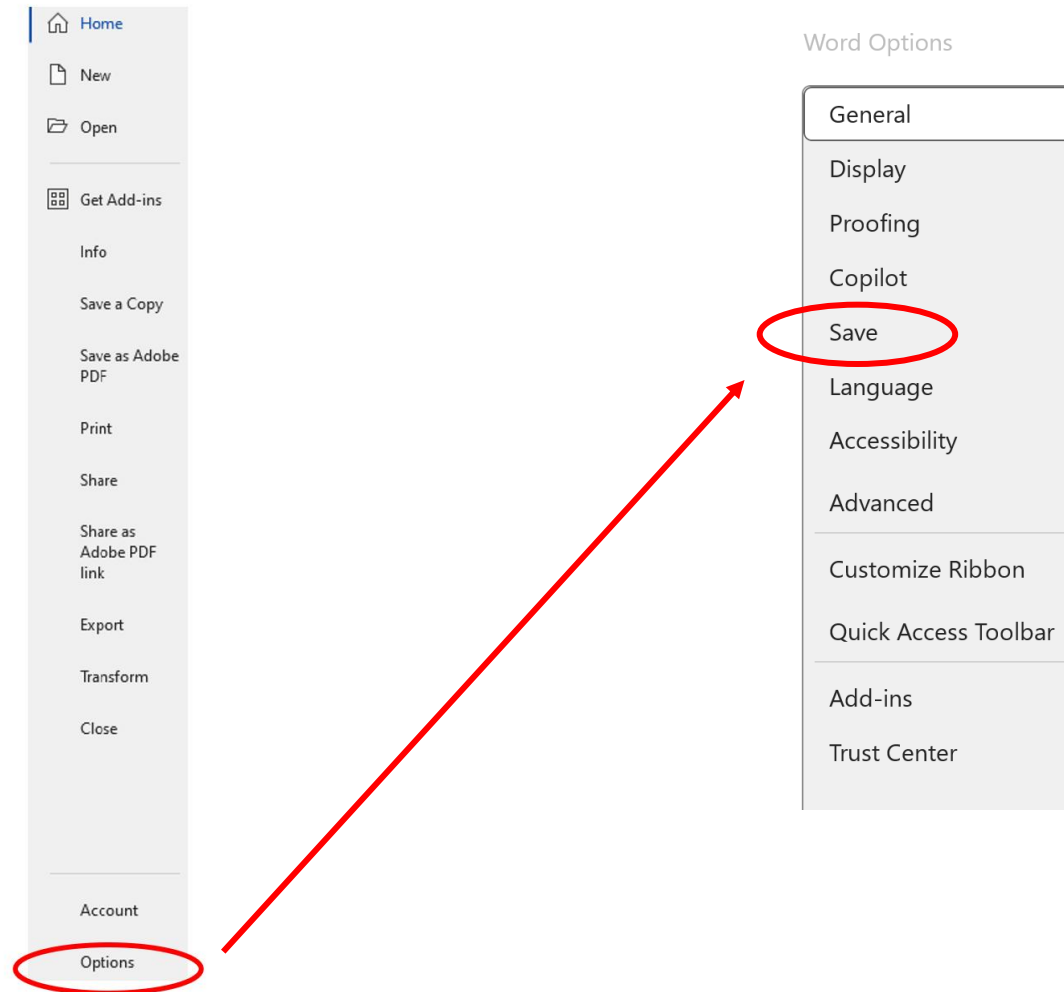
More about *Save*

- The *Save* screen for a Word file starts with Documents, and not Pictures or Videos. It has chosen the correct top category.
- You need to be cognizant of the location you choose
- If you *Save* to OneDrive, the document will automatically be given the Autosave attribute
- Most of our examples will use Microsoft Word as the application, because this is what most Riderwood residents use
- The principles remain the same for other Microsoft Office apps
- Every app has a default location for **Save** in its **Options**

Specifying the Default Location in Word

To start, select **File** in any open document. This will take you to a screen where you can select **Options**.

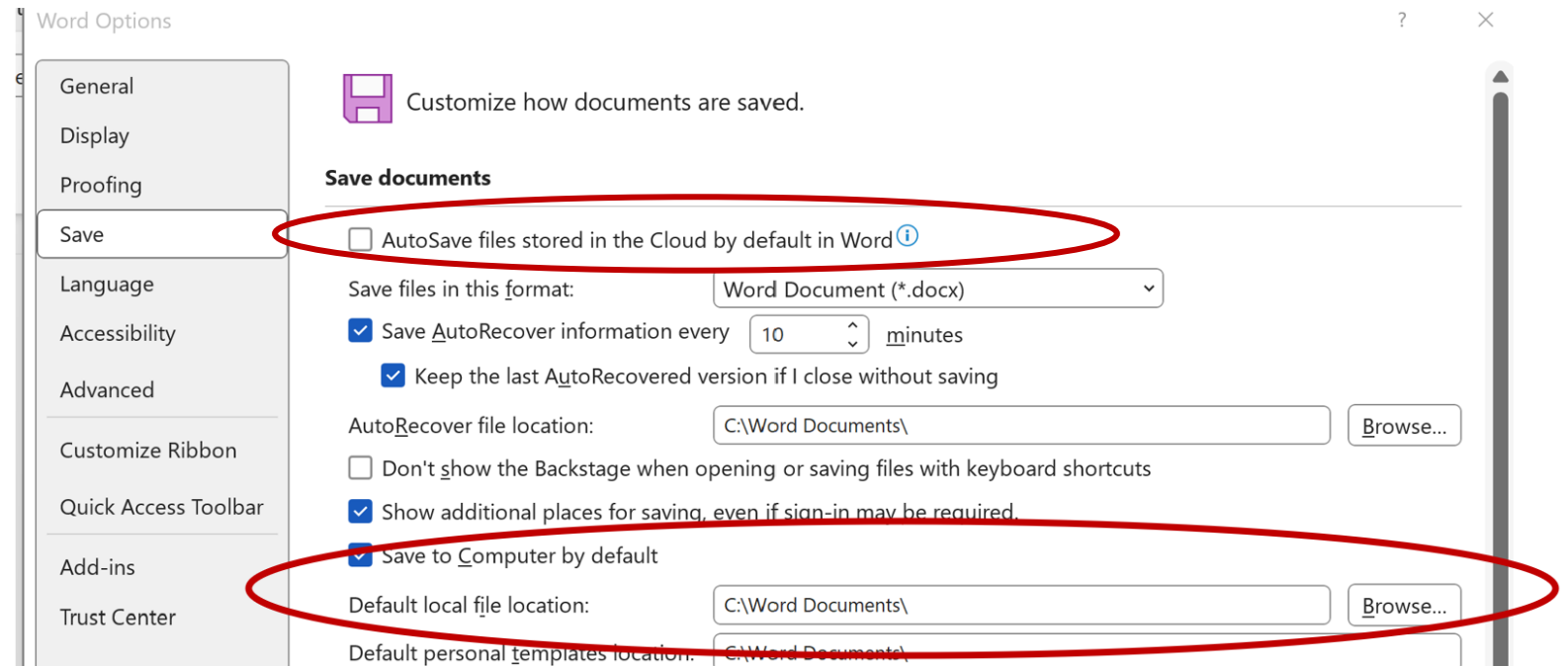
The default location for saving Word documents is specified in the **SAVE** screen in the list of **Options**



Specifying the Default Location in Word

The default location for saving Word documents is specified in the **SAVE** screen in the list of **Options**. You can set it to point anywhere you want.

Be sure to decide whether you want to “Autosave in the Cloud by default in Word” or to “Save to Computer by default”



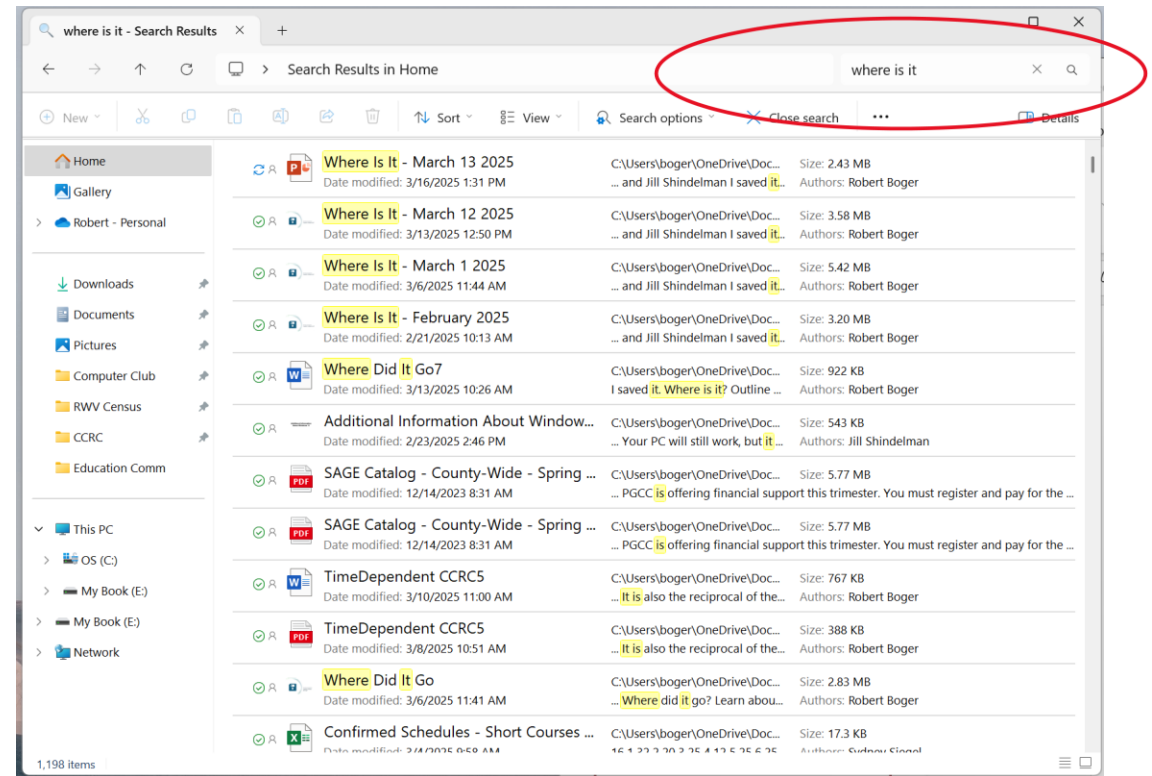
The Task Bar

- The Task Bar offers several options for finding files and apps
 - Start Button – search for apps, settings, documents
 - Search Box – search for apps, settings, documents
 - File Explorer – search for documents



Search in File Explorer

- At the top level, **Home**, type a name or partial name of a file you want to find in the Search Home box on the right.
- I typed 'where is it'
- A list of files that have the search phrase in their title or inside the file itself pops up.



Homework for Next Week

- We will be going into File Explorer and OneDrive in more detail
- To understand your specific situation, do the following:
 - Determine whether you are using Windows 10 or Windows 11
 - In either case, open File Explorer on your device to see what's there
 - Find the top level, **Home**, view of the files. Try searching for a file.
 - Be critical! Do you have a directory structure set up that reflects the main uses of your computer?
 - Files by use (family, financial, Riderwood-related, etc.)
 - Start to develop a meaningful folder structure

Homework Exercise 2

- How many documents do you have?
 - Find the top level, **Home**, view of the files.
 - Go to your Documents folder > right click > Properties
 - Jot down the Size, Files, and Folders numbers that appear
 - Do the same for Pictures, Videos, and Music
- Now you know how much storage space all your stuff occupies.

Optional Exercise for Next Week

If time permits, check the **Options** in your Office apps to see where your files will be saved by default

Hint: Open a file in the app (Word, Excel, PowerPoint), and select **File > Options > Save** (note that each app may have a different default location for Saves)

Consider if there might be a better default. Change it???

Next Week: The Cloud > OneDrive



Microsoft 365 Plans

- Microsoft website comparing Microsoft 365 offerings
- <https://www.microsoft.com/en-us/microsoft-365/buy/compare-all-microsoft-365-products-b>
- Scroll down to compare with Office Home 2024 – one-time purchase.
- The table at the bottom of the page compares the features in each product