

Lesson 4: Using Windows Explorer

Definitions of Key Words

- **Contents pane:** Provides a more detailed view of a portion of the tree pane by displaying all the folders and files contained in the drive or folder currently selected in the tree pane. It is on the right side in the Windows Explorer window.
- **Folders bar:** Provides a hierarchical display of all objects on the desktop. It is also called the tree pane and is on the left side in the Windows Explorer window.
- **Search:** To examine the contents of a computer file, folder, disk, database, or network to find particular information.
- **Sorting:** The process of creating a list organized on a specific criterion.
- **Tree pane:** Provides a hierarchical display of all objects on the desktop. It is also called the Folder bar and is on the left side in the Windows Explorer window.
- **Wildcard characters:** The asterisk (*) and question mark (?) characters used to represent unknown characters in a search for filenames, words, or phrases.
- **Windows Explorer:** A program that lets you browse through, open, and manage your computer's disk drives, folders, and files (that is, move, copy, rename, and delete files).