

## Activity 4: Apply your knowledge

Windows operating systems up to and including Windows XP provided a 'Search Companion' facility to help one search for files. It is basically a dialog box that pops-up and allows you to enter criteria to help you locate files.

To activate it, first locate the folder you wish to search e.g. Search Data in this case and press the F3 key or right-click on the folder name and choose the Search option.

In Vista and Windows 7, a different interface is provided. Each folder has a Search box provided in the top-right corner of the screen. The options that are provided are very similar - it is the interface that looks different. Screen shots are provided for XP and Vista/Windows 7 to show the different approaches. The expected answers are also given.

Try the following searches using combinations of search criteria:

- Find all Excel files.

Mark Book Solution.xlsx

My Marks.xlsx CellSale.xlsx

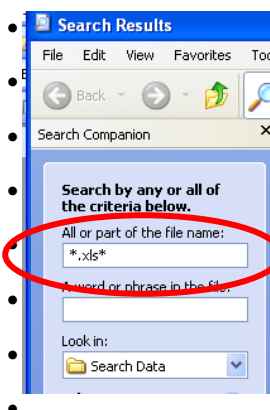
Company wages.xlsx

Evaluation of word project.xlsx

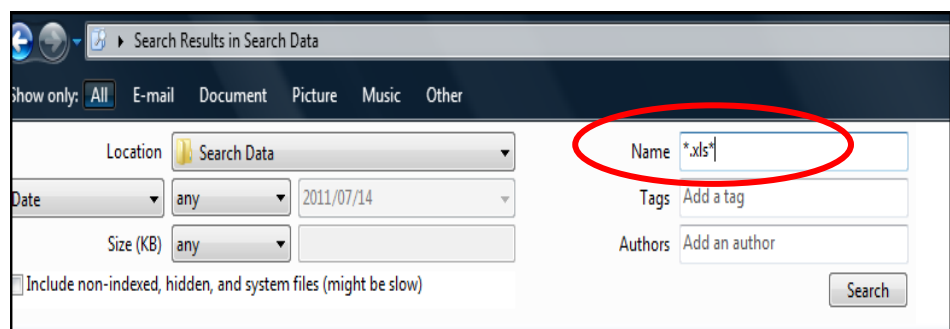
Import Sales.xlsx

Indigo Imports.xlsx

*XP*



*Vista/Windows 7*



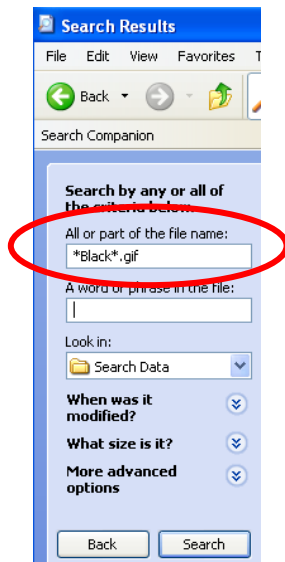
Note the search string `*xls*` was used to detect any office 2003 Excel files (`*.xls`) and those from Office 2007/10 (`*.xlsx`)

- Find all GIF files containing the word Black in their file name.

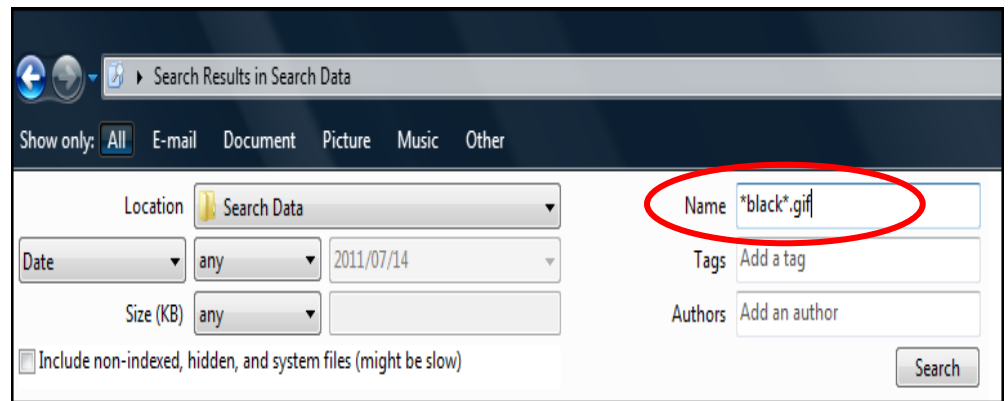
Animated Black Wave.gif

Black Dash.gif

*XP*



*Vista/Windows 7*



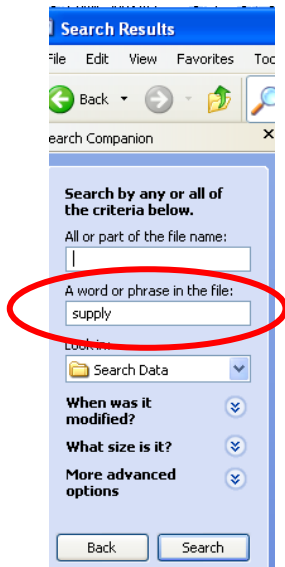
Note that the search string \*black\*.gif was used to detect any files with the word black anywhere in the file name.

- Find all files containing the word supply.

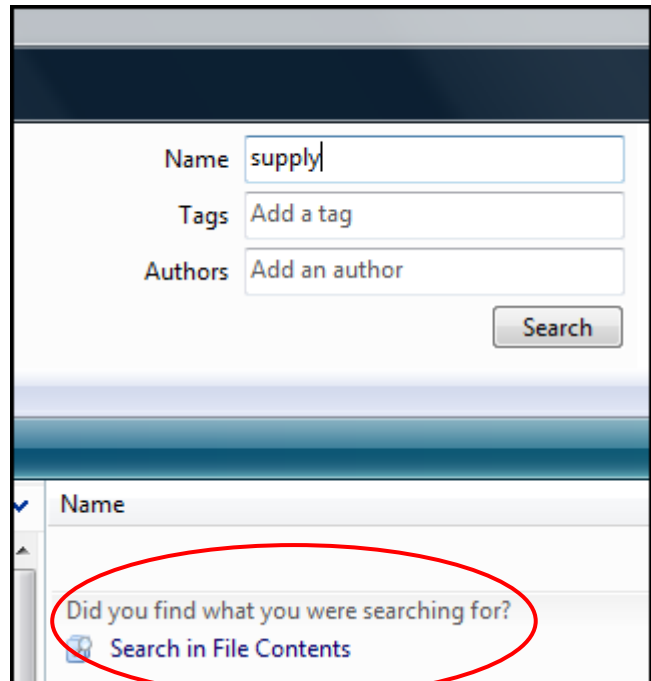
Demand.pdf

*XP*

*Vista/Windows 7*



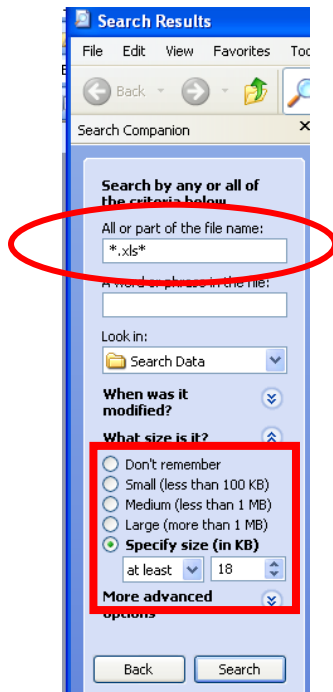
- Note that Vista and Windows 7 will by default only search in the file name (as it can take a long time to search the contents of the file). You can either set the option to search both file names and file contents or simply click on the Search in File contents options as shown above.



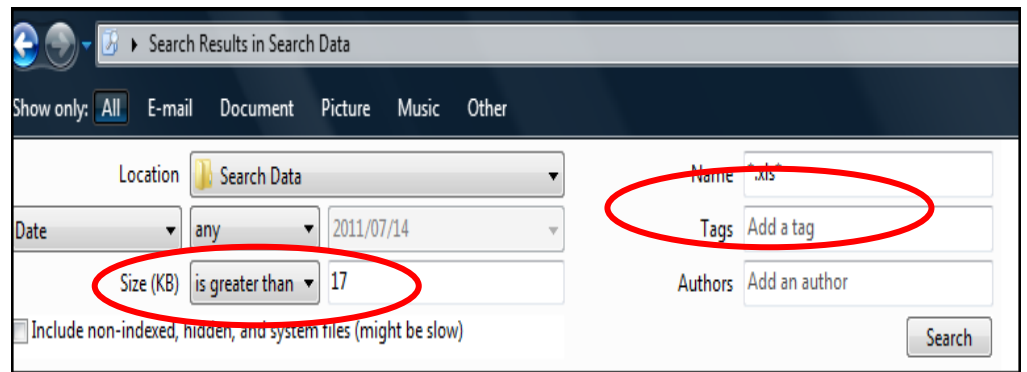
- Find all Excel files in size.

Mark Book Solution.xlsx

*XP*



*Vista/Windows 7*

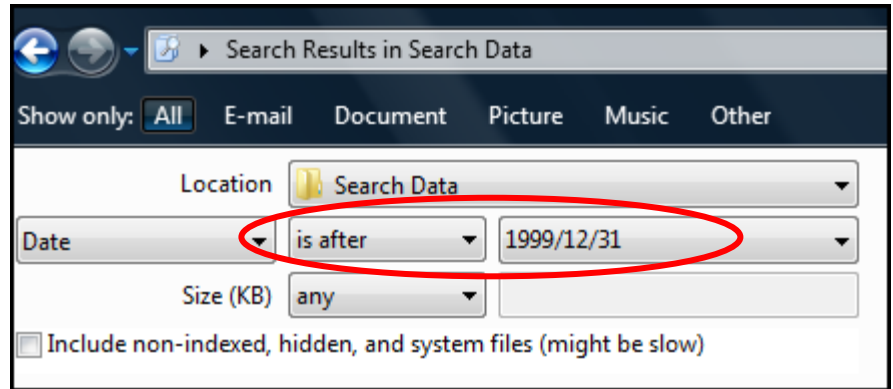
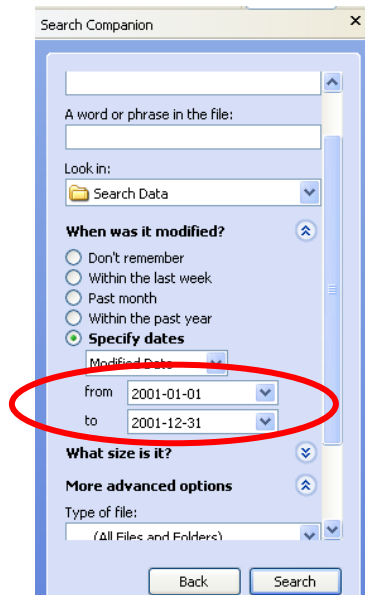


- Find all files modified in the year 2001.

Methuselah.docx

*XP*

*Vista/Windows 7*



Note that Vista does not provide a date range so the files created after 1999 could be sorted by date.

- Find all Word files modified in the 1990's that are more than 50 KB in size that have the word "pet" as part of the file name.

Pet Tips.docx

*XP*

*Vista/Windows 7*

**Search Results**

File Edit View Favorites Tools Help

Back Search

Search Companion

**Search by any or all of the criteria below.**

All or part of the file name:  
\*.doc\*

A word or phrase in the file:  
Pet

Look in:  
Search Data

**When was it modified?**

☐ Don't remember  
☐ Within the last week  
☐ Past month  
☐ Within the past year  
☒ **Specify dates**

Modified Date  
 from 1990-01-01  
 to 1999-12-31

**What size is it?**

☐ Don't remember  
☐ Small (less than 100 KB)  
☐ Medium (less than 1 MB)  
☐ Large (more than 1 MB)  
☒ **Specify size (in KB)**

at least 51

**More advanced options**

Back Search

Location	Search Data	Name	Pet
Date modified	is before	2000/01/01	Tags
Size (KB)	is greater than	50	Authors
			Add a tag
			Add an author

