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 approached. 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

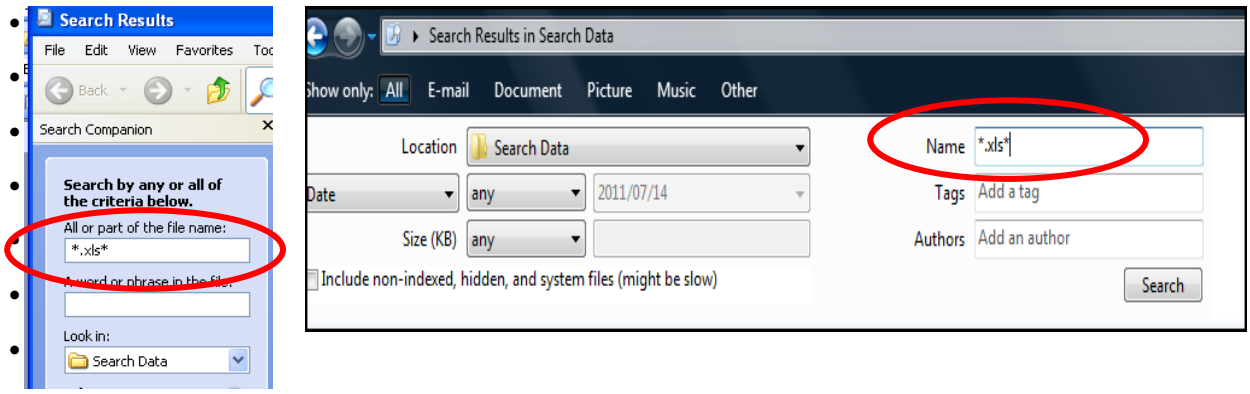
  Company wages.xlsx

  Evaluation of word project.xlsx

  Import Sales.xlsx

  Indigo Imports.xlsx

XP ***Vista/Windows 7***



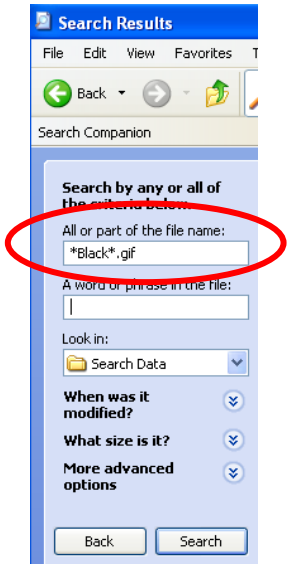
Note the search string *xls* was used to detect any office 2003 Excel files (*.xls) and those from Office 2007/10 (*.xlsx)

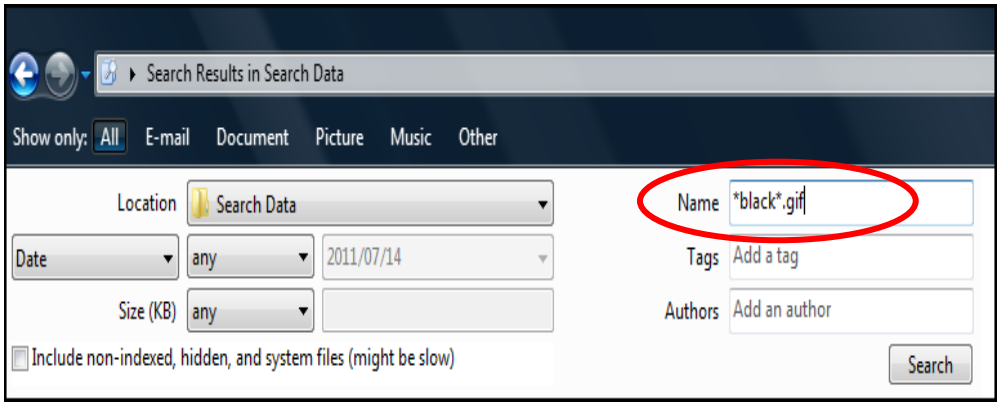
- Find all GIF files containing the word Black in their file name.

  Animated Black Wave.gif

  Black Dash.gif

XP ***Vista/Windows 7***



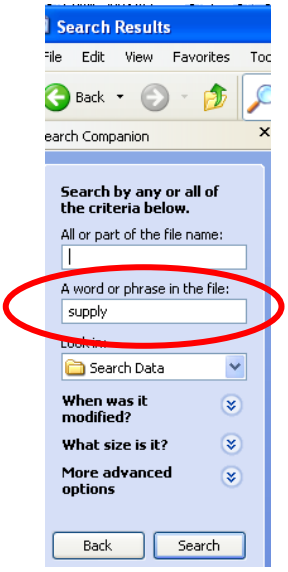


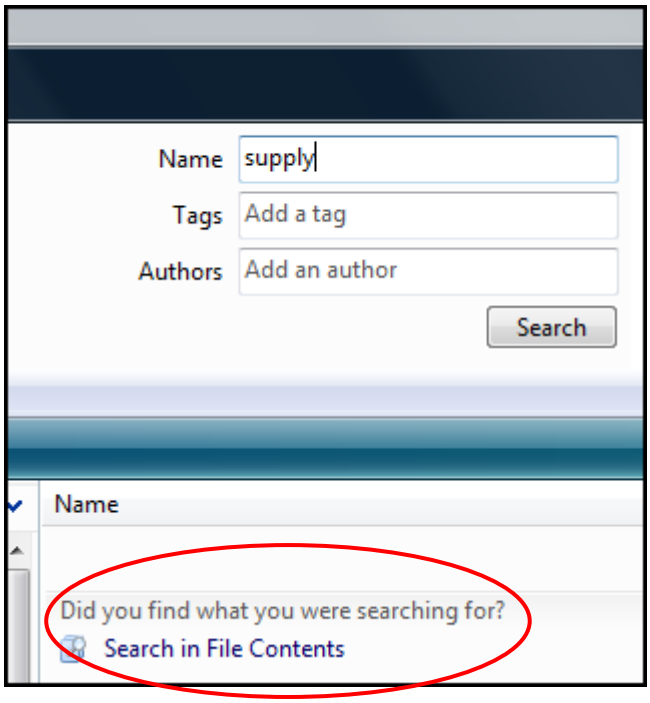
Note that the search string *black*.gif was used to detect any files with the word black anywhere in the file name.

- Find all files containing the word supply.

  Demand.pdf

  XP ***Vista/Windows 7***



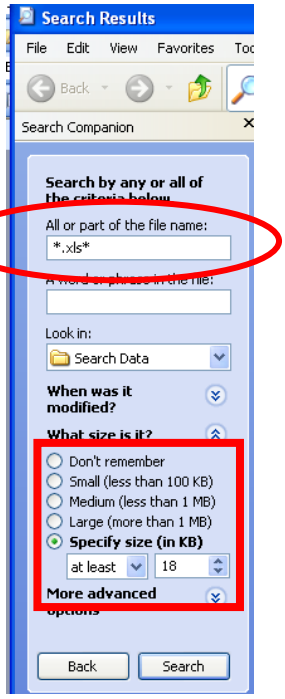


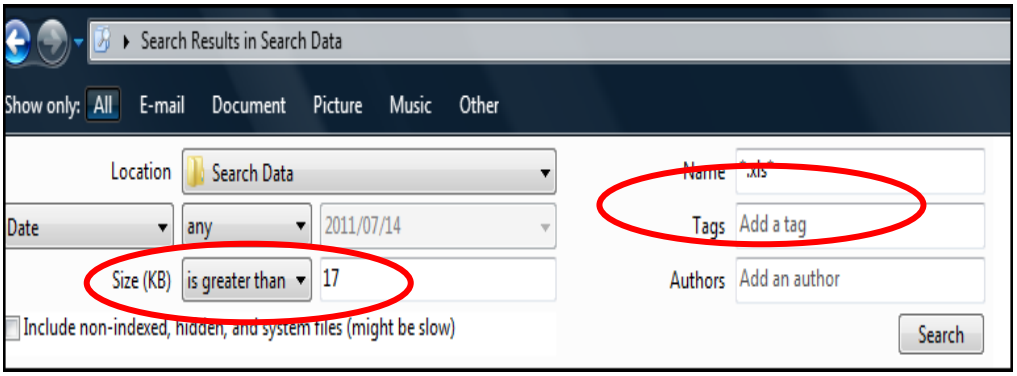
- Note that Vista and Windows 7 will by default only search in the file name (as it can take a long time to search the contents of the file). You can either set the option to search both file names and file contents or simply click on the Search in File contents options as shown above.

- Find all Excel files in size.

  Mark Book Solution.xlsx

  XP ***Vista/Windows 7***

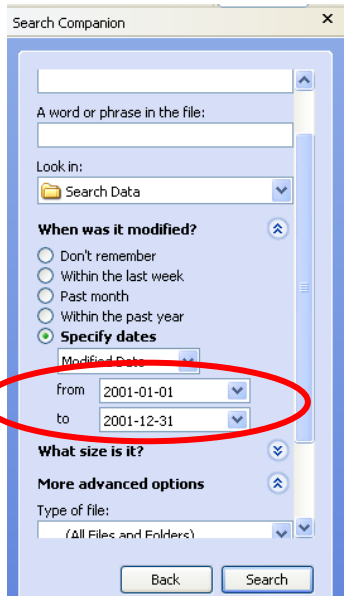


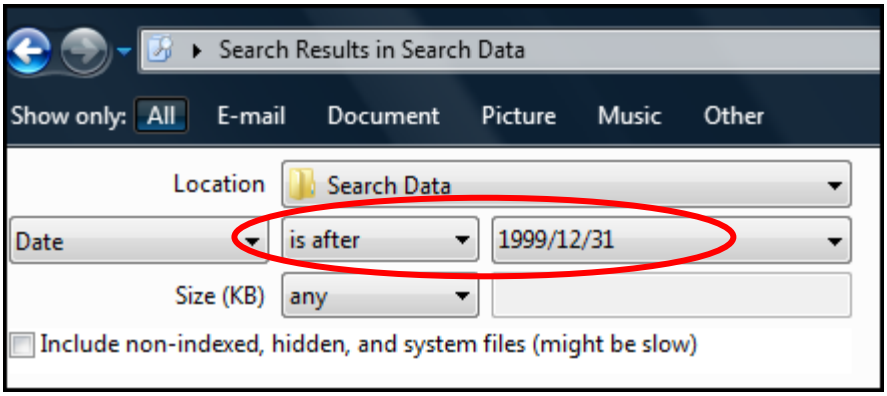


- Find all files modified in the year 2001.

  Methuselah.docx

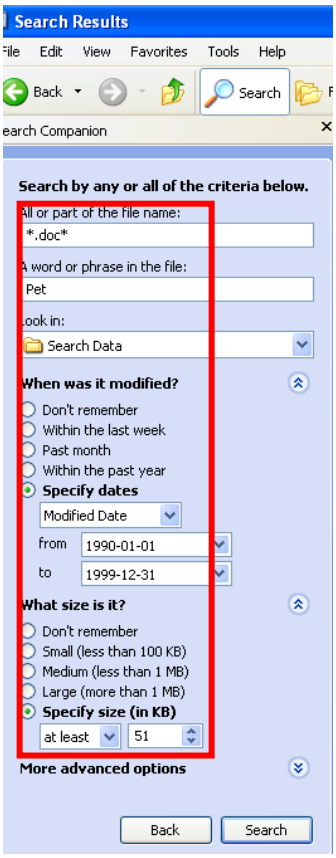
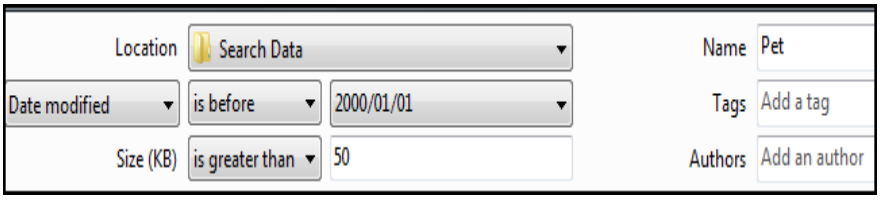
  XP ***Vista/Windows 7***





  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***