Name: _____   **Date: _____**

4.2 Locating Files and Folders

Essential Question
- How does your ability to locate files impact your productivity?

Section 4.2 Learning Goals

After completing this section, you will be able to:
- Locate files and folders on a computer system.
- Sort the list of files in a folder.
- Discuss sharing files online.
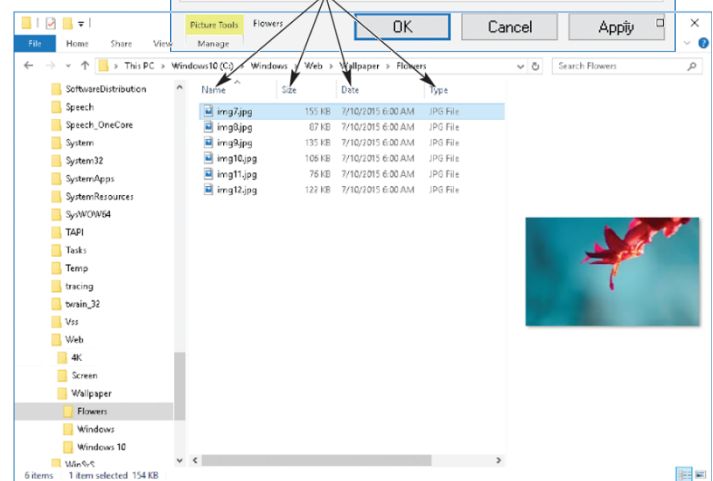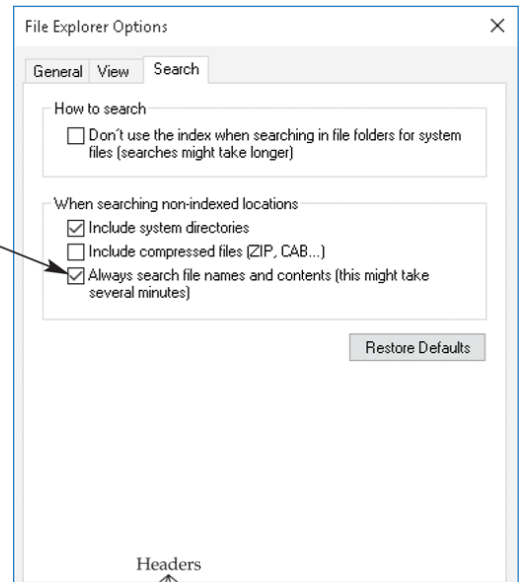
Competencies
- 6670.52 Manage various file types.

Terms
- file management
- root
- sorting
- wildcards

Locating Files and Folders
- **File management** is _____ with files on the hard drive or other storage medium
- Saving and locating files is a thoughtful process
- _____ files that belong together
- Save similar files together in meaningful folder

- **Root** is the _____ folder of the drive in a hierarchy
- Searching for Files
  - File Explorer has _____ box
  - Enter file name into search box
  - All files with name are displayed
  - _____ can be used in the search box to represent unknown characters
    - * represents any set of characters
    - ? represents a single character
- Searching Inside Files
  - Windows File Explorer _____ inside certain file types
  - DOC and DOCx are by default set to have the content searched
  - Windows can be set to search the content of _underline_all_ file types

Sorting Files
- **Sorting** is _____ a list by a certain criterion
  - Alphabetically
  - By date
  - By size
  - By file type
- Use File Explorer
  - View details
  - Click on a header to sort

Sharing Files Online
- New technologies allow _____ files online
  - Dropbox and Google Cloud are free
  - Subscription extends capacity
- Account must be created to upload and download files
- Use caution with shared files
  - _____ files can be seen by anyone
  - Private files can be seen only by those with whom the file is shared

Check to search the content of all file types

Headers

Section 4.2- Locating Files and Folders (145-150)

    A.

        a.

        b.

    B.

Section 4.2 Summary:

Section 4.2 Review

1. What is the top folder of the file tree called?

2. In which utility is the file search option found in Windows?

3. Which wildcard represents a single unknown character?

4. What should be entered to search for all image files with the .jpg file name extension?

5. Select the best choice for the statement. A computer icon is a(n):
   a. file containing the full image of the small one displayed
   b. folder
   c. small image on a Windows screen that represents a file or folder
   d. embedded computer

6. What are used in the search box to represent unknown characters?
    A. digits
    B. characters
    C. blanks
    D. wildcards

7. The asterisk (*) and question mark (?) are _____ to use in names when searching for files or folders.

Hands on:
Complete Hands-On Example 4.2.2 (page 149) send teacher a screen shot showing you have completed task.

<u>Team Work: You may work in teams of two (both must turn in packet completed to receive credit)</u>

Go Wild! Try a Wildcard

Abstract
Everybody's favorite card in UNO® is the wildcard—why? Because it can stand for any card you want! Your computer uses the same idea. A *wildcard* on your computer can stand for anything you want when you search. Do this science project to find out if using wildcards to conduct a search can help you find more of what you're looking for.
Objective
Find out whether wildcards help you get more results from a computer search.
Credits
UNO® is a registered trademark of Mattel, Inc.
Sara Agee, Ph.D., Science Buddies
Sandra Slutz, Ph.D., Science Buddies
Cite This Page - MLA Style
Science Buddies Staff. "Go Wild! Try a Wildcard" *Science Buddies*. Science Buddies, 28 July 2017. Web. 30 Dec. 2017 <https://www.sciencebuddies.org/science-fair-projects/project-ideas/CompSci_p016/computer-science/search-wildcards>

Introduction

When you search on a computer, you type in special words called **search terms.** Search terms are orders for the computer to find matches for what you want from a **database**. A computer database contains information, such as things that people can buy or books that students can check out. Search terms help find what you want in a database.

Sometimes search terms can have different spellings and ways they can be changed, such as adding a suffix. Instead of typing all of these possibilities, you can use **wildcards** as symbols to

get the computer to look for all the spellings and changes to the search term. An (*), which is called an asterisk, is the most common wildcard symbol.

A search term can have a wildcard in any position that is normally a letter. The (*) acts as a substitute for any number of letters. It can appear in any position of a word, either at the beginning, middle, or end of a word. See Table 1 for examples. Databases often have different rules about using wildcards. Almost all databases allow wildcards in the middle of a search term (as in La*ra) or the end of a word (as in run*). However, not all databases allow wildcards at the beginning of a search term (as in *ball) or in between words (as in three * mice). You will have to experiment with the database you choose to see what is allowed and what is not.

Search Term	Some Matches
humo*r	humor, humour
La*ra	Laura, Lara
run*	run, runner, runners, running
doll*	doll, dolls, dollhouse, dolly
rocket*	rocket, rockets, rocketry, rocketman, rocketeer
*ball	baseball, basketball, football
three * mice	three blind mice, three clever mice, three kind mice

Table 1. This table shows that you can put a wildcard in many different places in a word. You can put it in front of letters, between letters, or at the end of a group of letters. Or you can even put it between other whole words.

You can use wildcards as a way to retrieve more information when searching for something in a database. An example of a database is an online library catalog. For example, if you wanted to search for a book about females in history you could run two **keyword** searches, one for "women history" and the other for "woman history." However, it would be easier and faster to do a single search using a wildcard: "wom*n history." Similarly, a wildcard is useful if the search term can be spelled in different ways like color (American spelling) and colour (British spelling). In this case, you could search using "colo*r" to find entries with both spellings. Wildcards should collect more results faster.

In this science project, you will search for a topic using an online library catalog. By using wildcards in different places, you can test whether using a wildcard will get better results from your search.

Terms and Concepts
To do this science project, you should know what the following terms mean. You look them up in a dictionary, search the Internet, or take you to your local library to find out more!
- Search term
- Database
- Wildcard
- Keyword
- Conclusions

Questions

- What symbols are used as wildcards?

- Where can you place wildcards in a search term?

- What happens if you use a wildcard as the only search term in a database? (*Hint:* if you can't find the answer, try it yourself.)

- How can using wildcards get you better results for a search term?

Bibliography
Consult these websites for more information about using wildcards during searches:
- University of Georgia, College of Agricultural and Environmental Sciences. (n.d.) *Using "Wildcards."* Retrieved May 4, 2011, from http://apps.caes.uga.edu/impact/searchhelp.cfm
- University of South Alabama Biomedical Library. (2005, December 7). *Database Search Tools & Strategies.* Retrieved May 4, 2011, from http://southmed.usouthal.edu/library/ref/tools.htm#wildcards

This website offers help with creating graphs:

- National Center for Education Statistics. (n.d.). *Create a Graph.* Retrieved May 4, 2011, from http://nces.ed.gov/nceskids/CreateAGraph/default.asp

Materials and Equipment

- Computerized library catalog, see Experimental Procedure for details
- Lab notebook
- Graph paper

Experimental Procedure - Doing Wildcard Searches

1. Use a computerized library catalog to conduct your search. The library catalog is a database of all the materials (such as books, magazines, movies, and CDs) in the library.
    a. Your local public library probably has a computerized library catalog (rather than an old-fashioned card catalog with paper cards in a drawer). Use Link on teachers' website
    b. If you do not have easy access to a local computerized library catalog, you can search the Peninsula Library System web catalog instead.
2. Test the wildcard rules of the library catalog you are using. Find out where you can use wildcards in a search term.
    a. Choose some search terms. Try putting a wildcard first at the beginning of the term, then in the middle, and then at the end. What results did you get? Record in the table.
    b. Try each of the wildcard search terms and see if it returns any results. If it does, then the wildcard works in that position in your library catalog. If the search doesn't give you any results, then the wildcard does not work in that position in your library catalog. Record your findings in your data table.

Wildcard Position in Search Term	Search Term Tried (Examples from Table 1)	Results Returned? (Yes/No)
beginning	*ball	
middle	La*ra	
end	rocket*	
in between words	Three * mice	

Table 2. Fill in a data table like this one to figure out which wildcard positions work with your library catalog.

3. Once you know where you can use wildcards in your library catalog, you are ready to start experimenting. **Decide on a topic to do your search**. Choose something that is specific and that has multiple spellings, run/runner/running, women/woman, or color/colour.
4. Choose your search terms. Choose terms with and without wildcards (for example, run, run*, runn*, runner, runner*, running, running*). You will do at least 12.
5. Record the data in table 3 (see last page). Write your search terms in the table.
6. Type each term into the keyword search box of the computerized library catalog, and click "search" to get your results. *Note:* some library catalogs may have a *subject* search option rather than a *keyword* search option; either one is fine for this science project.
7. For each search term, record in your data table:
    a. The total number of matches the search term returned.
    b. Notes on whether or not the search term returned all the types of matches you wanted. To figure this out, scan the list of titles that matched. If there are several hundred matches, look at multiple pages of matches. Were there any unexpected matches that you weren't thinking the search would find? If so, note that too.
8. Continue for each search term you can think of. Do as many different combinations of terms and wildcards that you can think of.
9. When you repeat your experiment with additional topics, you make sure that your **conclusions** are based on enough data. In the end you should have a total of three topics, each with many different searches.

Graphing the Data

1. Make a bar graph of your data for each of the three topics. On the horizontal X-axis create a bar for each search term, with and without wildcards, that you tried. The height (Y-axis) of a bar should represent the number of matches that search term returned.

      a. You can make the bar graph by hand or use a website like <u>Create a Graph</u> to make the graph on the computer and print it.

      b. In the end, you will have three bar graphs, one for each topic.

<u>Conclusion:</u>

2. Examine your bar graphs.
   a. What was the effect of the wildcard?

   b. Did it retrieve fewer matches or more matches than using the complete spelling of a specific word?

3. Look back at your notes.
   a. Did you get any irrelevant results (ones that didn't make sense to you) for any of your search terms?

   b. What can you conclude about wildcards? Are they useful in database searches or not?

Search Term Used	Wildcard Used? (Yes/No)	Number of Matches in Library Catalog	Did the Search Return What You Were Looking For?

Table 3. Record the results of your searches in this table.