

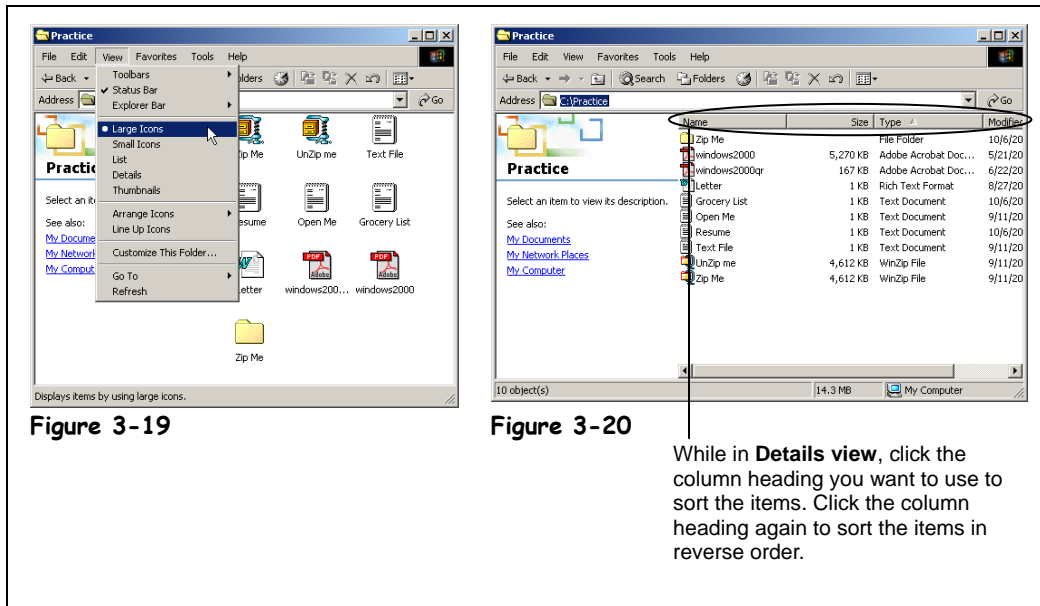
## Lesson 3-8: Sorting Files

**Figure 3-19**

A bullet (●) appears next to the current view. Here the window is displayed in Large Icons view.

**Figure 3-20**

The window displayed in Details view

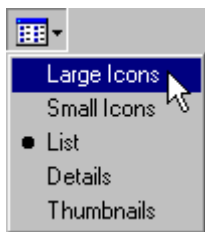


**ECDL**

Skill Set: 2.3.3.4

Req. File: Practice folder

When you work with files and folders on your computer, you may find that you need to change how you view information on the screen. This lesson will show you how to change the appearance of items using one of four view modes: Large Icons, Small Icons, List, or Details. Experiment to find the view that works best for you. You'll also learn how to sort files and folders: by name, date (when they were created), size, and type.



Other Ways to Change Views:

- Select a view from the **View button** list arrow on the toolbar.

- 1. Navigate to and open your Practice folder.**  
Windows normally displays items as large icons by default, as shown in Figure 3-19.
- 2. Verify that you are viewing your computer's contents as large icons by selecting View → Large Icons from the window.**  
You can display more items in a window at a time by using List view. Try switching to List view now.
- 3. Select View → List from the menu.**  
The items are displayed as small icons in a list.  
Details view displays information about each item, including the name, size, type of item, and when it was created or last modified.
- 4. Select View → Details from the menu.**  
You can sort items in a variety of ways: alphabetically by name, by size, or even by the date they were last modified or saved. If you're in Details view all you have to do is click the heading for the column you want to use to sort the items.
- 5. Click the Name heading to sort the items by name.**  
The list is sorted alphabetically by name. Clicking the heading again sorts the items in reverse order (Z-A).  
You can have Windows arrange and organize items so they appear in neat columns and rows, instead of a cluttered mess.


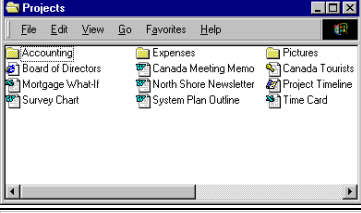
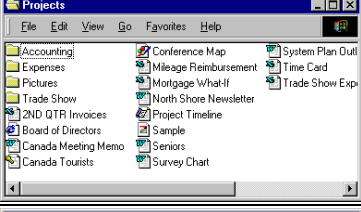
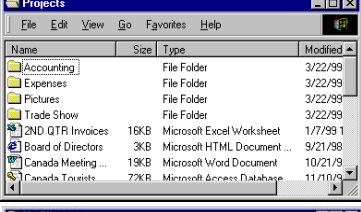
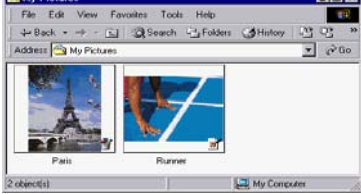
6. Select **View** → **Arrange Icons** → **Auto Arrange** from the menu.

A check mark (✓) appears by Auto Arrange when this feature is on. Now, whenever you change the size of a window, or add, move, or delete a file, Windows will automatically rearrange the items.

7. Select **View** → **Arrange Icons** → **by Name** from the menu.

The list is sorted alphabetically by name.

Table 3-4: Different Methods of Viewing Items

View	Description
 <p>Large Icons</p>	Files and folders are displayed as large icons. This is a good view for when you're learning how to use Windows or have trouble clicking a file with the mouse.
 <p>Small Icons</p>	Files and folders are displayed as small icons.
 <p>List</p>	Files and folders are displayed as small icons in a list. This is a great default view, because it allows you to see as many files as possible.
 <p>Details</p>	Displays information about every file and folder, such as its name, size, type, and when it was last modified is displayed. You can change the order the list is sorted by clicking the column headings.
 <p>Thumbnails</p>	New in Windows 2000, Thumbnails view is very useful if you are working with pictures and graphics because it previews every graphic file instead of only displaying an unhelpful file name.

### Quick Reference

To Change How Items are Displayed:

- Select **View** from the menu and select from one of the four view modes (Large Icons, Small Icons, List, or Details).

Or...

- Select a view from the **View button** list arrow on the toolbar.

To Change How Items are Sorted:

1. Follow the above step to display the window in **Details View**.
2. Click the **column heading** you want to use to sort the window. Click the column heading again to sort in reverse order.

To Automatically Arrange Icons:

- Select **View** → **Arrange Icons** → **Auto Arrange** from the menu.