

## Lesson 3-20: Counting Files in a Folder

**Figure 3-45**

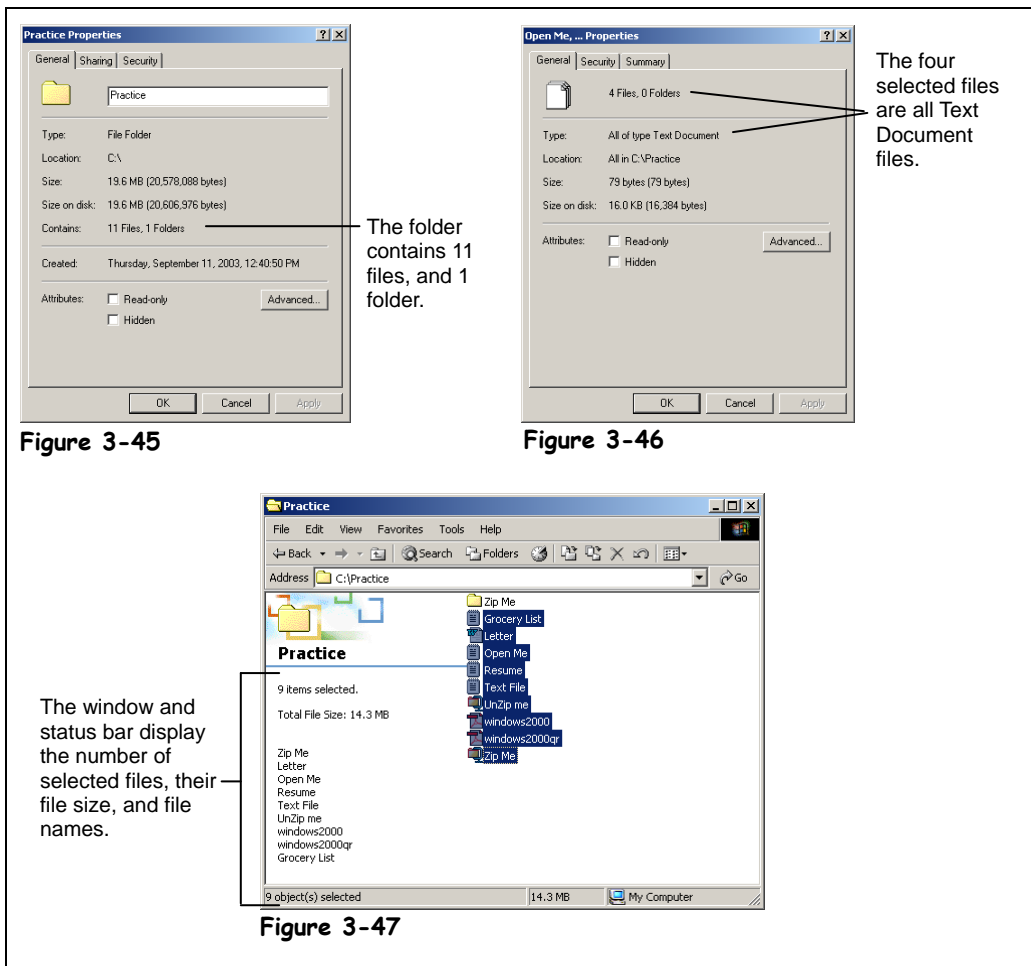
The Practice Properties dialog box.

**Figure 3-46**

The Properties dialog box for selected files.

**Figure 3-47**

Using the window to count selected files.



**IC3**

Objective: 1.3.2.6

Req. File: Practice folder

Since a folder is meant to organize your files and documents, it might be useful to be able to see how many files are in a folder with the click of a few buttons. Though you may not need to use this feature very often, here's how to do it if the situation arises:

1. **Open My Computer. Right-click your Practice folder and select Properties from the shortcut menu.**

If you don't know where your Practice folder is located, ask your instructor for help. The Practice Properties dialog box appears.

2. **Notice the Contains section of the dialog box, as shown in Figure 3-45.**

The dialog box indicates that the Practice folder contains eleven files and one folder. This number is somewhat deceptive, however. The number of files in the folder, eleven, includes the number of files in the subfolder, two. So, when you open the Practice folder you will see nine files and one folder, which contains two files.

**Other Ways to Count Selected Files:**

- Refer to the left column of the My Computer window to count selected files and their file names.
- Refer to the status bar to count selected files.

**3. Click **Cancel** to close the dialog box.**

For more selective counting, it is possible to count the number of files in a selected group.

**4. Double-click the **Practice** folder to open it. Select the **first file** in the folder, press and hold down the **<Shift>** key, and select the **last file** in the folder. Release the **<Shift>** key.**

Now count the number of files that are selected.

**5. Right-click the selected files and select **Properties** from the shortcut menu.**

Notice the top of the dialog box counts the items selected: 9 files, 0 folders.

What if you wanted to count a number of files of the same type? Here's how...

**6. Click the **Views** button on the toolbar and select **Details** from the list. Click the **Type** column heading.**

The files are sorted by file type in the window. To count the number of files of a specific type, you must first select them. Try counting all the text files in the folder.

**7. Select the **first text document**, press and hold down the **<Shift>** key, and select the **last text document**. Release the **<Shift>** key.**

The computer will be able to tell how many files are selected, and since they are all the same file type, it can tell you what type of file they are.

**8. Right-click the selected files and select **Properties** from the shortcut menu.**

The Properties dialog box appears, as shown in Figure 3-46. Notice that the dialog box counts four selected files, but it is also able to identify the file type. The Type section of the dialog box says, "All of type Text Document."

**9. Click **Cancel** to close the dialog box.**

Now you know the foolproof way to count files in a folder.

**Other Ways to Select Multiple Files:**

- Press and hold down the **<Ctrl>** key to select non-adjacent files.

**Quick Reference****To Count Files in a Folder (including files in subfolders):**

1. Right-click the folder and select **Properties** from the shortcut menu.
2. Find the number of files (including files in subfolders) and the number of subfolders in the **Contains** section of the Properties dialog box.

**To Count Files of the Same File Type:**

1. Select the files of the same file type you want to count.
2. Right-click the selected files and select **Properties** from the shortcut menu.
3. Find the *number* of files selected at the top of the Properties dialog box and the *type* of selected files in the **Type** section of the Properties dialog box.