



Windows 7: Working with Files and Folders



Dear **Teacher!**
What is a file and folder? Where can we save a file in our computer? We want to learn about them.

Ok **Students!**
Now, we will learn about the files and folders in a computer and working with them.



When we open a program in computer, it is loaded in computer's memory. All the work we do with the program remains in the memory. If the computer is shutdown, all our work in the memory will be lost. Therefore, it is important to save our work in the computer permanently. Our work is saved in the computer in the form of a computer file. In this chapter, you shall learn about the concept of creating and saving the files.

What is a File?

A **file** stores our work in the computer. Generally, the files are saved on the computer hard disk. They can be saved on other storage devices also such as a pen drive, a CD or a DVD.

Files are of different types. Some examples are:

- ◆ If you click a picture of your friend then it is saved as an image or graphics file.
- ◆ If you record your voice in the computer then you save it as an audio file.
- ◆ If you shoot a video of your birthday party then it is saved as a video file.

Each file is given a filename, which is useful to identify it. Every file name has **1. Primary name** which is the first name of a file given by the user and **2. Secondary name** which is the extension of the file like '.docx', '.jpg', etc. It is given by the program (where it is created). Primary and secondary names are separated by a dot (.).



Some Common File Types

Secondary name	File Type
TXT	Text File
DOC, DOCX	MS Word files
EXE	Executable program file
Mp3, WAV	Audio files
MP4, AVI	Audio-Video files
JPG, PNG, GIF	Image or picture files

Do it Yourself

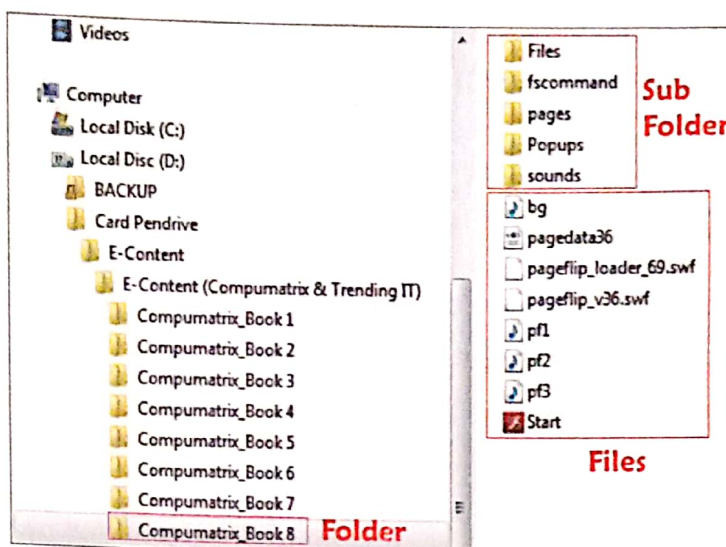
Right click on various files in a computer. Select **Properties** option to know more about them.

Folder

Folder or directory stores files and other folders.

A folder within a folder is called a **sub-folder**. Folders provide following 2 major benefits:

- ◆ They help us keep similar types of files together. For example, you can keep all files of your school science project in a folder named **SCIENCE_PROJECT**.
- ◆ You can give away the entire folder to give all the files in it to others.

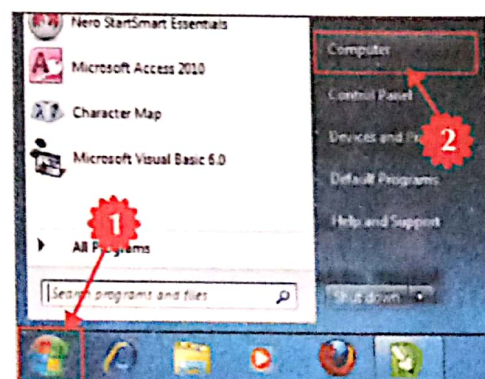


Computer Window



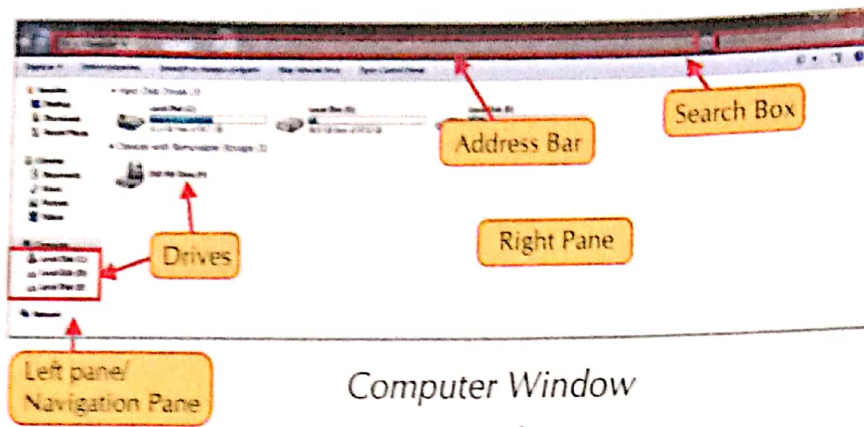
Whatever files or folders you store in your computer, they are accessible from the **Computer** window. It is also used to access and manage the files and folders stored in various external memory devices. For example, CD, DVD, Pen Drive, etc.

To open the **Computer** window, click on the **Start** button → **Computer** or double-click on the **Computer** icon on the **Desktop**.



Shortcut

To open the Computer window: **Windows + E**



Left/navigation Pane: It is located on the left side of the computer window. Here, storage drives and directory tree can be seen. It contains the list of storage drives (hard disk, DVD drive), folders and sub-folders that you have on the computer. It does not show/lists the files.

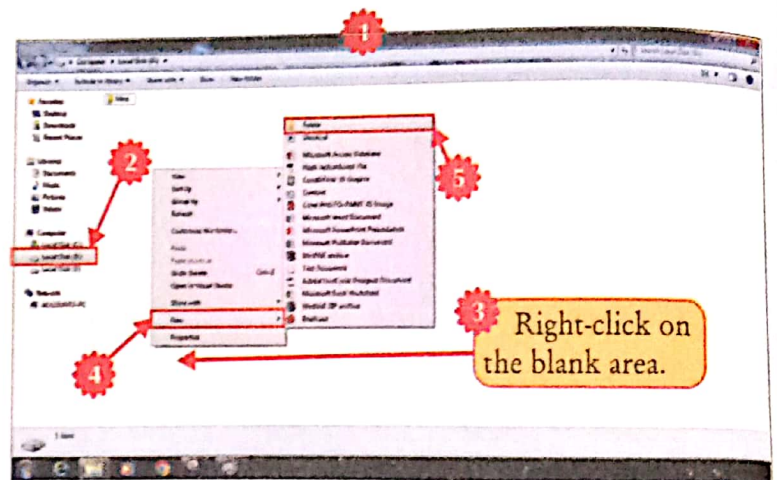
Right Pane: It is located on the right side of the window and it shows the content of the folder which is selected at the left side.

Creating a New Folder

A folder can be created in a drive, another folder or on the desktop. You can use the context menu (using right-click), toolbar or shortcut keys to create a new folder. Let us learn about these methods.

A. Context menu (using a right-click)

This method can be used to create a new folder using the right-click of the mouse.



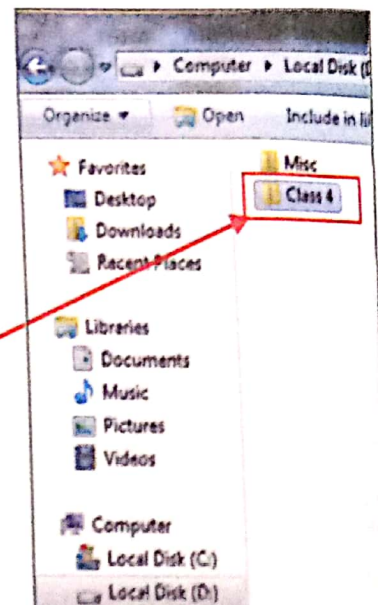
Creating a new folder using a right-click

The steps to create a new folder are:

1. Open the **Computer** (or go to **Desktop** if you want to create folder on desktop) window.
2. Open the location/drive (or folder) where you want to create a folder.
3. Right-click on the blank area, the context menu appears.
4. Select the **New** option. A submenu appears.
5. Click on the **Folder** option. A new folder is created and appears.
6. Type a name for the folder and press the **Enter** key.
7. A new folder is created.



A new folder is created.



Shortcut

To create a new folder: **Ctrl + Shift + N**

Opening a File or Folder

The steps to open a file or folder are:

1. Open the location in the **Computer** window (where the file or folder is located).
2. Place the mouse pointer on the required file/folder and **double-click** on it. It will be opened and you can view its contents.

Do it Yourself

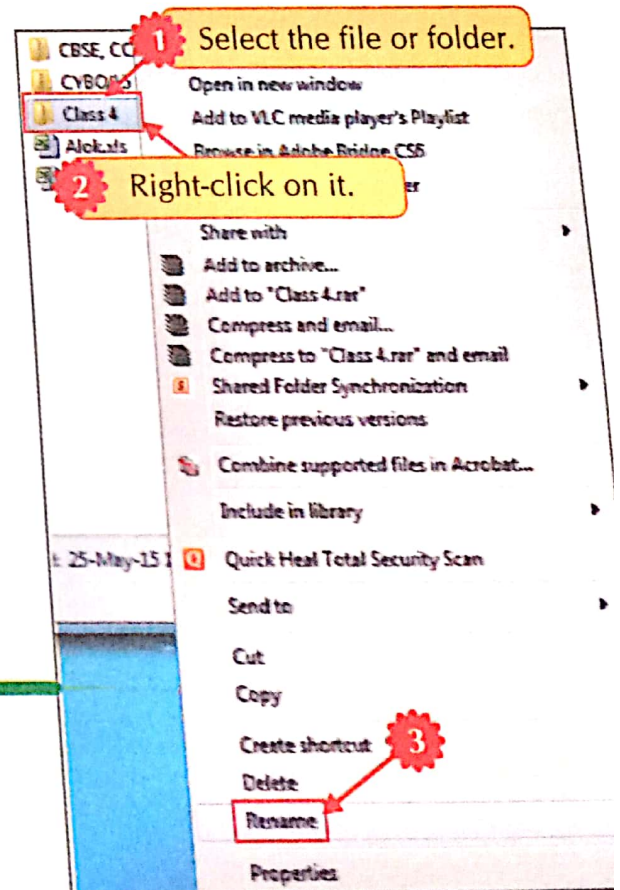
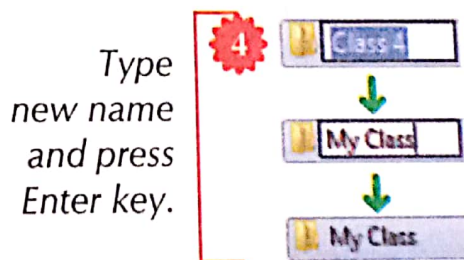
1. Create a folder in the **D:** drive in your computer and name it 'My Stuff'.
2. Open the **MS Word** and type few sentences about yourself. Save it with the name 'My Self' in the folder 'My Stuff' that you have created in the **D: drive**.
3. Close **MS Word**.
4. Open the folder 'My Stuff'.
5. Open the file 'My Self'.

Renaming a File or Folder

To rename means to change the name of an existing file or folder. The steps to rename a file or folder are:

1. Select the file or folder that has to be renamed.
2. Right-click on it, a context menu appears.
3. Select the **Rename** option.
4. Type the new name and press **Enter**.

OR



Renaming a Folder

Select the desired file or folder and press **F2** function key.

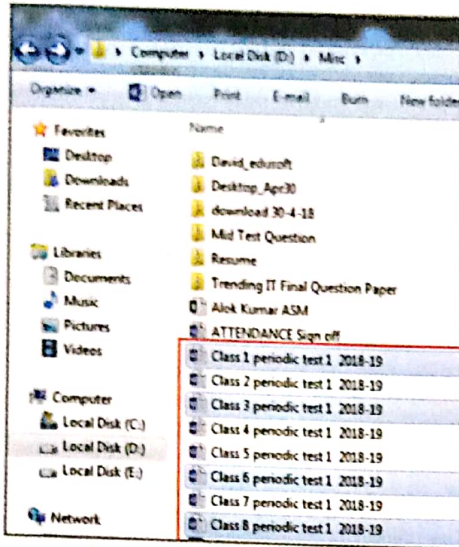
Then type the new name and press **Enter**.



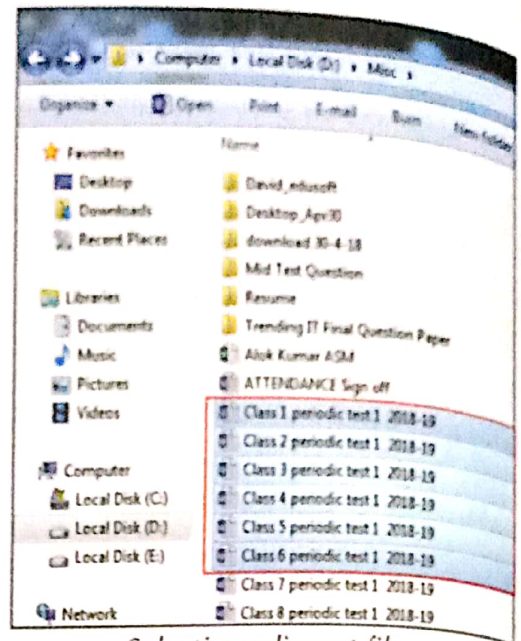
Selecting Files and Folders

Files or folders can be selected in different ways. Let us see these methods.

- ◆ To select a file or folder, click on it.
- ◆ To select adjacent/continuous files or folders, click on the first file or folder to be selected. Then, hold down the **Shift** key and click on the last file or folder to be selected.



Selecting non-adjacent files



Selecting adjacent files

- ◆ To select non-adjacent/randomly located file or folders, click on the first file or folder to be selected. Then, hold down the **Ctrl** key and click on the files or folders to be selected.

Deleting a File or Folder

The steps to delete a file or folder are:


1. Select the file or folder that has to be deleted.
2. Right-click on the required file/folder and select the **Delete** option.

Note

Deleted file or folder move to the **Recycle Bin**.

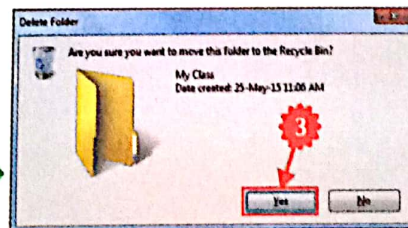
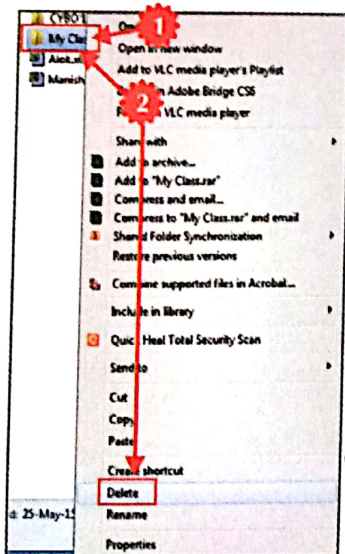


OR

Press the **Delete** key  on the keyboard.

The Operating system (Windows) confirms before deleting the file or folder by displaying a dialog box.

3. The **Delete Folder** dialog box appears. Click on the **Yes** button to delete or **No** to cancel deleting.



Deleting a Folder

Shortcut

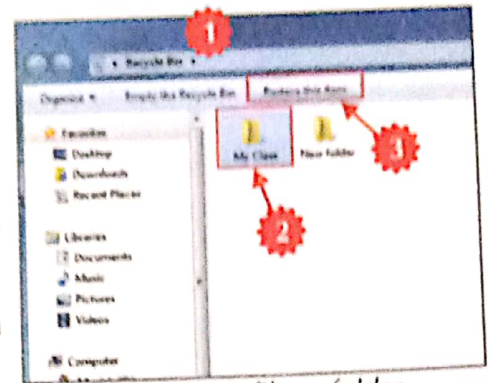
To delete a file/folder permanently: **Shift + Delete**

Restoring the Deleted File or Folder

Files or folders that have been deleted by mistake, can be restored from the **Recycle Bin**. The steps to restore the files or folders are:

1. Open the **Recycle Bin** window (by double-clicking on the **Recycle Bin** icon on the **Desktop**). It displays the list of deleted files and folders.
2. Select the file or folder that has to be restored.
3. Click on the **Restore this item** button on the toolbar.

The selected file or folder moves back to the place from where it was deleted.



Restoring a file or folder

Copying and Moving a File or Folder

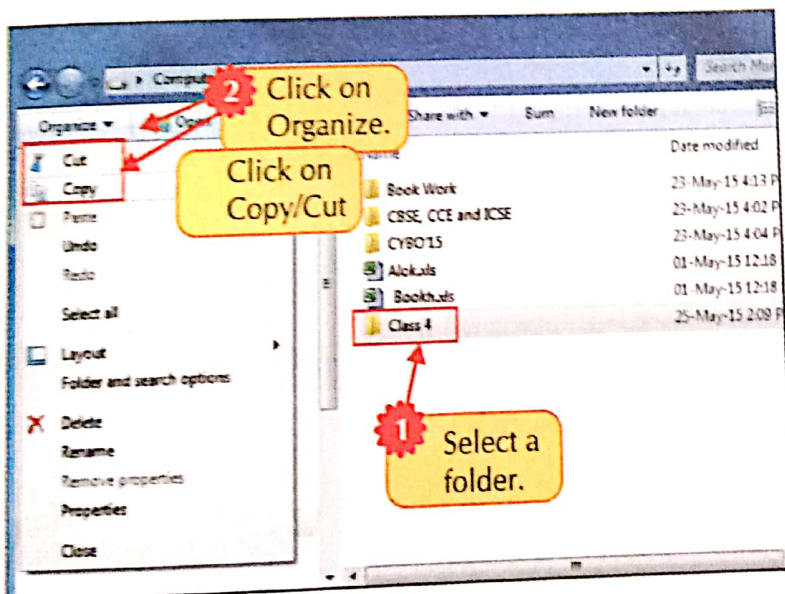
Copying a file or folder means making a copy of the original file, at another location (folder/drive), without removing it from its original location. Moving a file means physically changing the location of a file or folder.

The steps to copy or move a file or folder are:

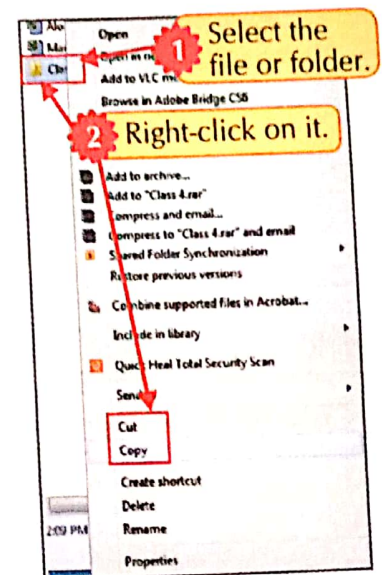
1. Open the **Computer** window and select the file/folder that has to be copied.
2. Click **Organize** list box on the toolbar and select **Copy/ Cut (to move)** option.

OR

Right-click on the file or folder and select the **Copy or Cut (to move)** option.



Or

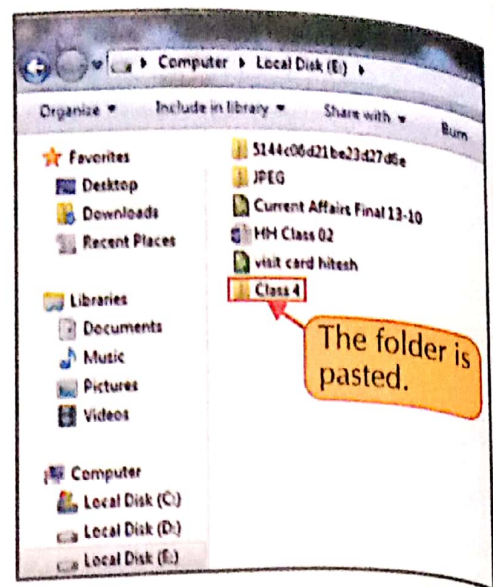
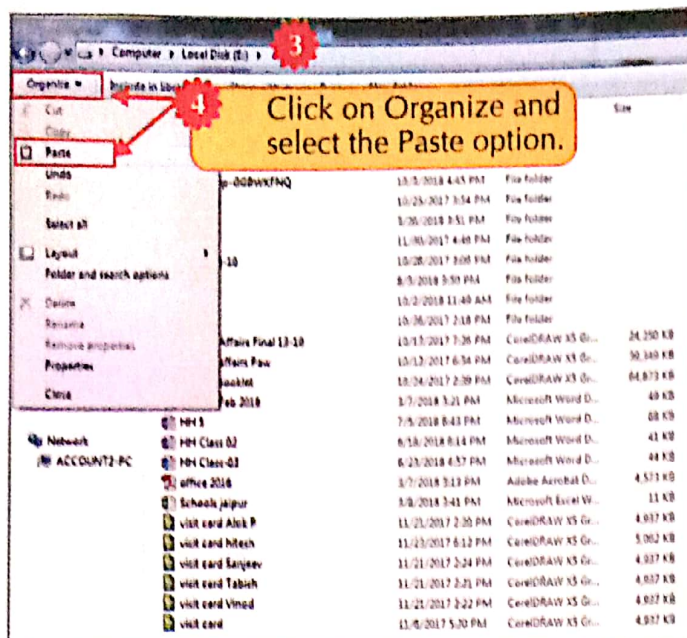


3. Select the destination (drive/folder) from the left/navigation pane.
4. Click on the **Organize** list box on the toolbar and select the **Paste** option.

OR

Right-click on the blank space and select the **Paste** option in the context menu.





Pasting a File or Folder

Shortcut

- Copy : Ctrl + C
- Cut : Ctrl + X
- Paste : Ctrl + V

Quick Review



- ⇒ The Computer window allows you to access all the files and folders on the computer.
- ⇒ To select a folder, click on it.
- ⇒ To open a file or folder, simply double-click on it.
- ⇒ You can also use the F2 function key to rename a file or folder.
- ⇒ You can use the Delete key to delete a file or folder.
- ⇒ You can copy or move files or folders from one place to another.

Exercise

A. Choose the correct answer.

1. There are different types of files in a computer. For example,

a) Document	<input type="radio"/>	b) Image file	<input type="radio"/>
c) Music file	<input type="radio"/>	d) All of these	<input type="radio"/>
2. Every file name has two parts: _____ and _____.

a) Primary, secondary	<input type="radio"/>	b) Main, supplementary	<input type="radio"/>
c) First, second	<input type="radio"/>	d) All of these	<input type="radio"/>

3. _____ window is used to access and manage the files and folders stored in external memory devices.

a) External



b) Using toolbar



c) Computer



d) None of these



4. _____ pane of the Computer window shows the content of a folder.

a) Left



b) Right



c) Drives



d) Address bar



B. Fill in the blanks.

Ctrl + X, Recycle Bin, Ctrl + Shift + N, Delete, Secondary

1. The extension of a file name is called _____ name.

2. Shortcut key to create a new folder is _____.

3. A file, that has been deleted by mistake, can be restored from _____.

4. _____ shortcut key can be used to cut a file or folder.

5. When we delete a file, the _____ File dialog box appears to confirm the deletion.

C. Answer the following questions.

1. What is a file?

2. What is a folder?

3. Write the shortcut key for opening the Computer window.

4. What is the use of the F2 function key?

D. Tick (✓) the correct statement and cross (✗) out the wrong one.

1. A collection of related files cannot be stored in a common folder.



2. A folder within a folder is called a subfolder.



3. We cannot use the delete key to delete a subfolder.



4. We can move a folder from one location to another.



5. Using 'Ctrl' key we can select non-adjacent files.



E. Match the following.

Column-I

1. Pen Drive
2. Copy
3. '.docx'
4. To delete a file permanently
5. Paste

Column-II

- a. Ctrl + V
- b. External memory device
- c. Shift + Delete
- d. Secondary name
- e. Ctrl + C

 **Lab Activity**

Create a folder in the D: drive with the name 'India'.

1. Create four subfolders in the 'India' folder and name them- 'North', 'East', 'West' and 'South' respectively.
2. Open the 'North' subfolder and rename them- 'Punjab' and 'Delhi'.
3. Create two files in MS Word and name them- 'Assam' and 'Manipur'. Save them in the 'East' subfolder.
4. Rename the file 'Assam' to 'Mizoram'.

Teacher's Signature : _____

Teacher's Remark : ☆☆☆☆☆



<http://windows.microsoft.com/en-in/windows/working-with-files-folders#1TC=windows-7>

<http://windows.microsoft.com/en-in/windows7/move-and-copy-files-using-drag-and-drop>

Teacher's Corner...

Dear teacher, some more assignments can be given to the students to rename the files/folders and copy/move them from one location to another.