



# PRACTICAL – FOLDERS AND FILES

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# CONTENT

- What is folder and file
- File and Folder Properties
- Control Panel
- Steps to speed up computers

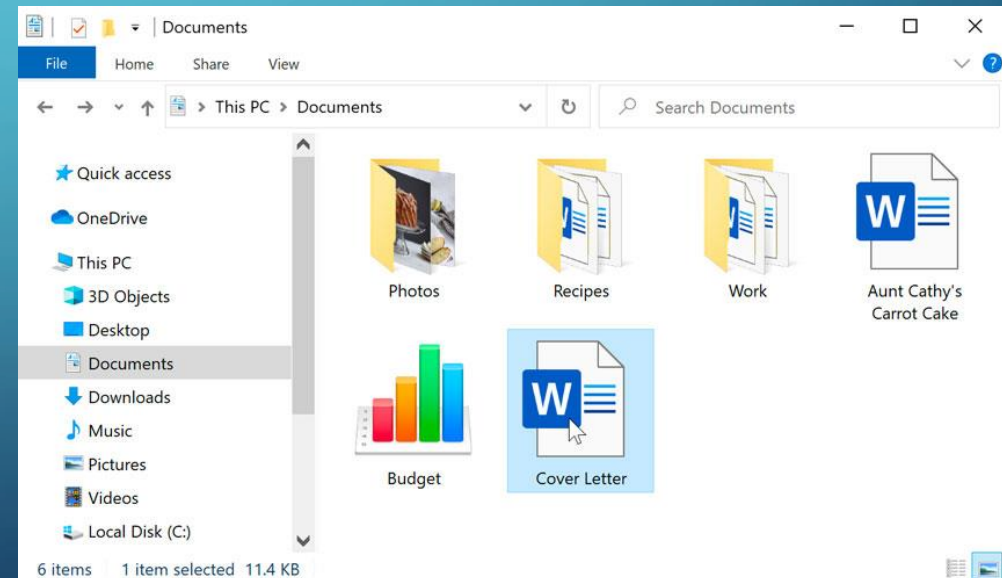
# WHAT IS FILE

- A computer system's file system serves as a storage device for data. Computer files have many characteristics with paper documents found in office and library files. A variety of file types exist, including binary, graphic, text, data, directory, and binary files. These file types are used to store various kinds of data.



# WHAT IS FOLDER

- A folder on a computer is a virtual space for sub-folders, documents, apps, and data. On a computer, folders are useful for storing and arranging data and files. Operating systems having graphical user interfaces are most frequently associated with the phrase.



# FILE AND FOLDER OPERATIONS

- Creating file and folders
- Hiding and showing file extensions
- File and folder properties
- File and folder directory
- Creating shortcuts
- Understanding file and folder operations

# CONTROL PANEL

- A control panel is a component of a computer operating system that provides a centralized and user-friendly interface for configuring and managing various system settings and features.
- It allows users to customize the behavior of their computer, adjust hardware settings, install or uninstall software, and perform other administrative tasks.
- The control panel is typically organized into categories, with each category containing specific options related to a particular aspect of system configuration.

# CONTROL PANEL OPERATIONS

- Program Features
- Fonts and Languages
- Firewall and Security
- Date and Time
- Taskbar and Navigation
- User accounts