

BASIC COMPUTER USAGE

FILES AND FOLDERS

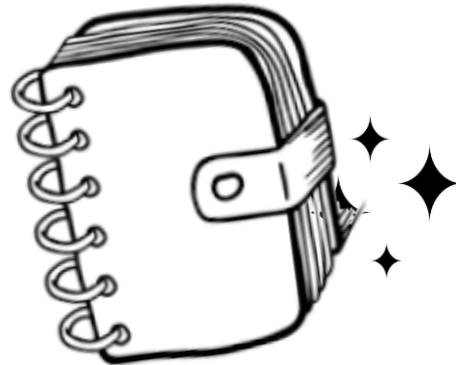


NOTES REVIEW



05 MIN

- ✓ To review the quality of your notes in teams
- ✓ Are the notes clear? Understandable ?





OBJECTIVES FOR TODAY



- ✓ What is a **file**, a **folder**
- ✓ File **attributes**
- ✓ **Manipulate** files and folders
- ✓ Understand the **window drives** (C: D:)



05 MIN



What is the **purpose** of each element here ?

A FILE

A FOLDER

THE ENTER KEY

HARD DRIVE

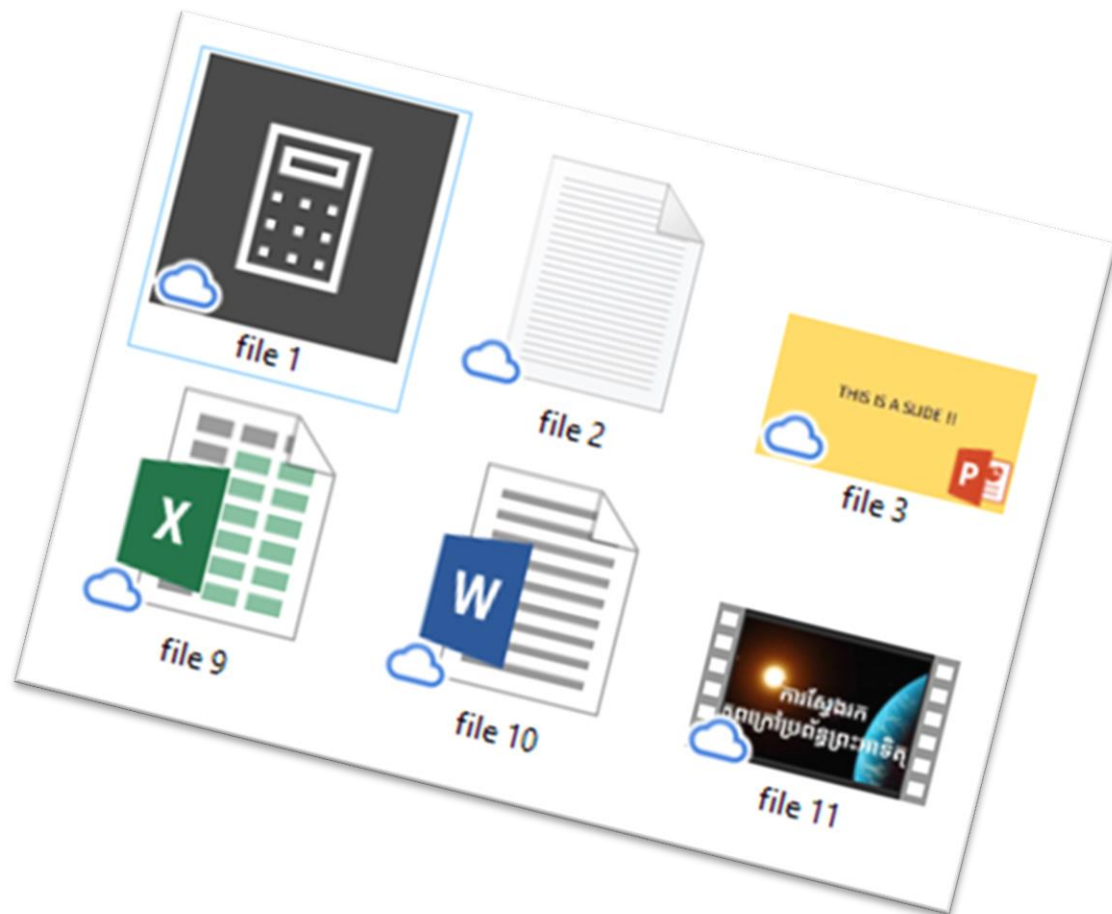
THE CTRL KEY



10 MIN

Activity 1

- ✓ Get the **files** from your trainer
- ✓ Follow instructions on paper



FILE	WHAT IS THE TYPE OF THE FILE IMAGE / SOUND / DOCUMENT / APPLICATION	NAME OF APPLICATION TO OPEN
File 1		
File 2		
File 3		
File 4		



05 MIN



What is a **file** ?

A file is a **set of data** representing a specific type of information



AN EXCEL
DOCUMENT



A PDF FILE



A WORD
DOCUMENT



AN APPLICATION



AN IMAGE



05 MIN



A file has a name

A name

An extension

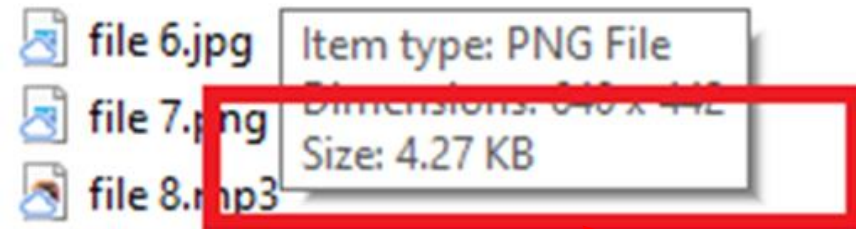
A size



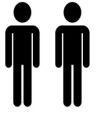
HELLO.XLS

File name

File extension



Move the mouse to the file
You will see its size



10 MIN

Activity 2

✓ Follow instructions on paper





05 MIN



The file **extension** can tell you what is the file **type**

IMAGES



JPEG



GIF

SOUND



MP3



WAV



WMA

VIDEO



MP4

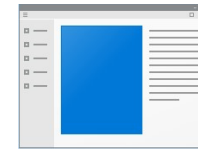


AVI



MOV

APPLICATION



EXE



BAT

DOCUMENT



DOCX



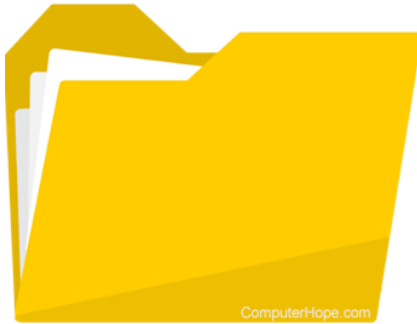
PDF



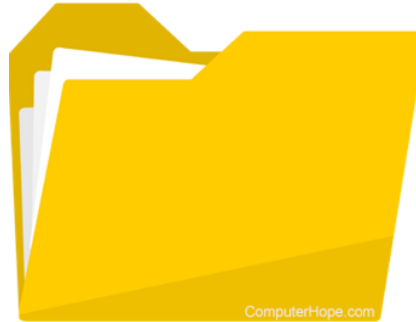
10 MIN

Activity 3

✓ Follow instructions on paper



MEDIA



IMAGES



VIDEO



05 MIN



What is a **folder** ?

A folder is a container of files
A folder can also contain other folders



HELLO

Folder name



myDocument1



myDocument2



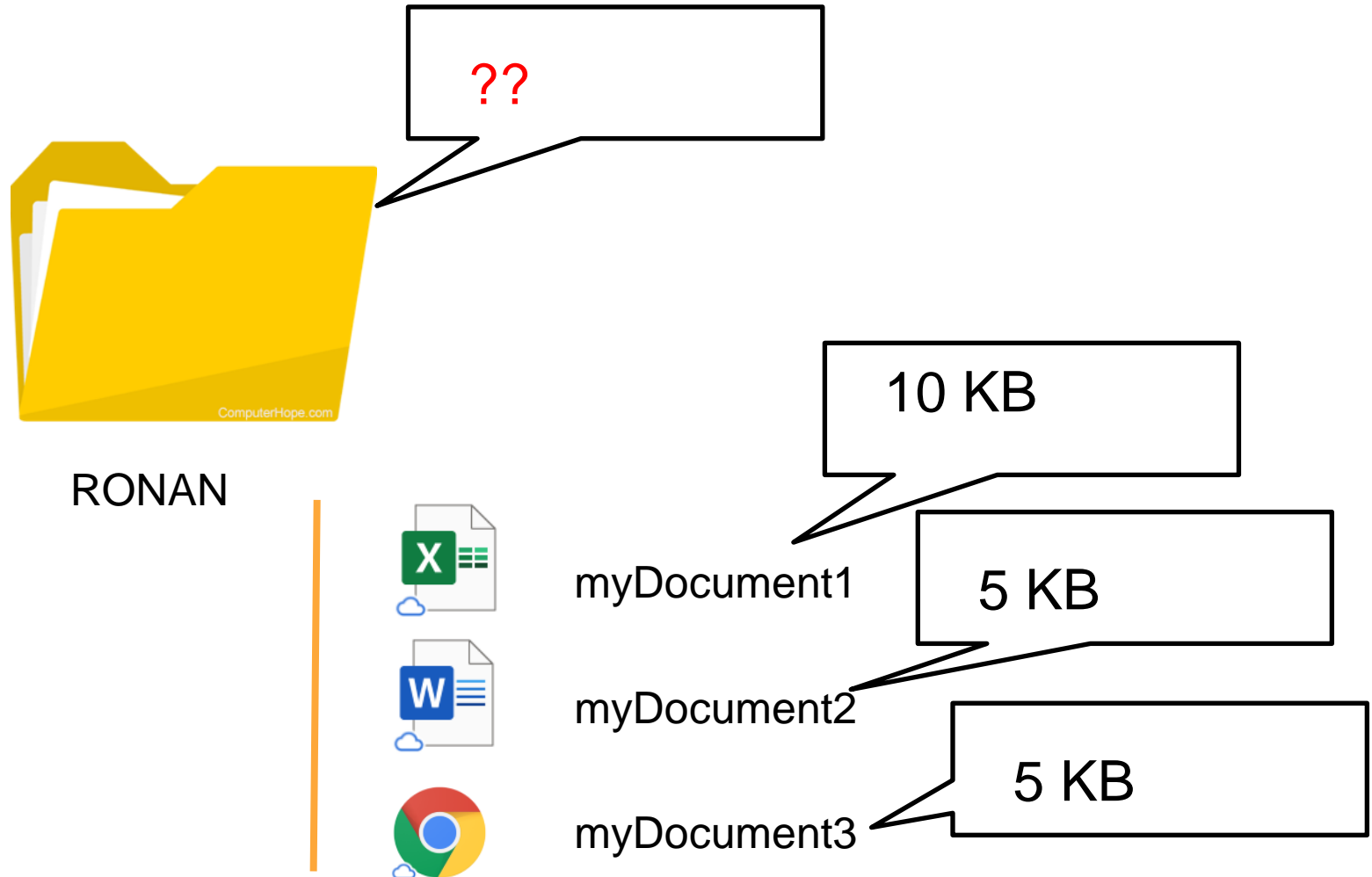
myDocument3



05 MIN



What is the size of this **folder** ?



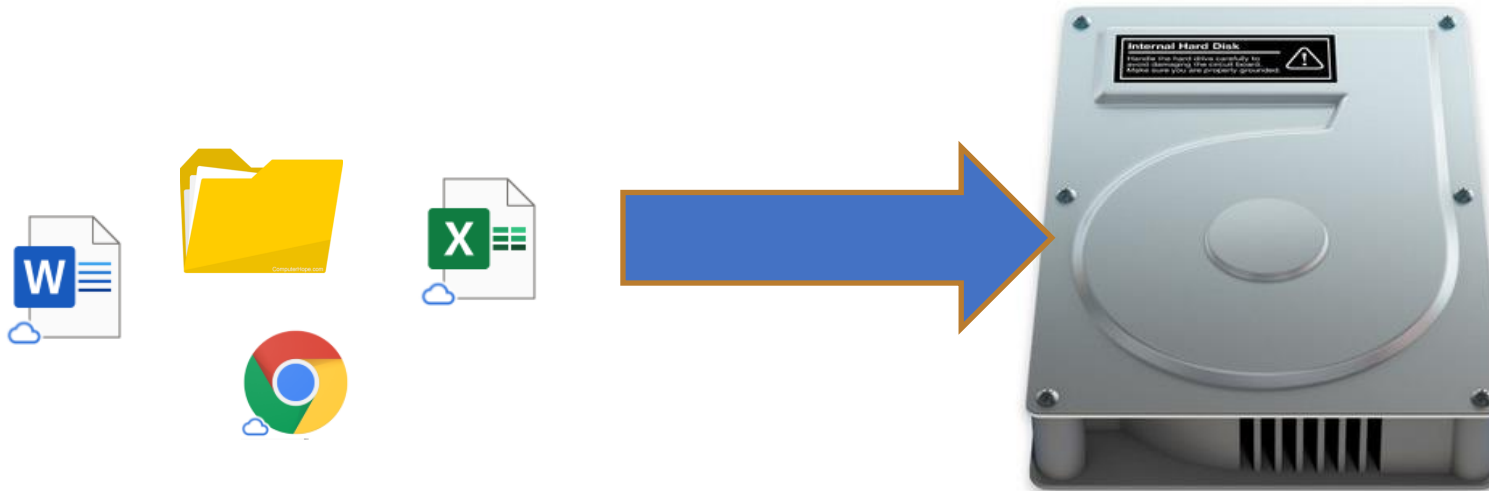


05 MIN



File location

File and folders are stored in the **hard drive** of your computer



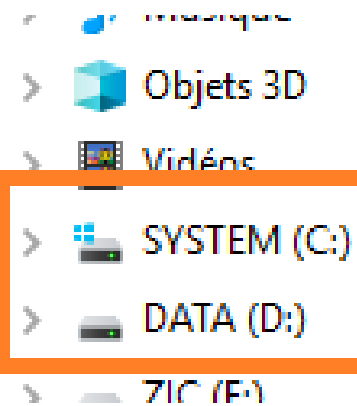


05 MIN



File location

Hard drives in Windows are represented with a letter (C: or D:)





05 MIN

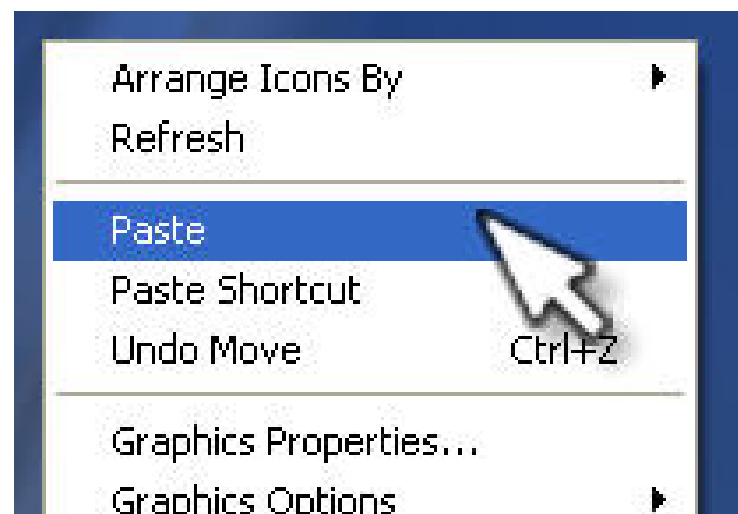


File manipulation

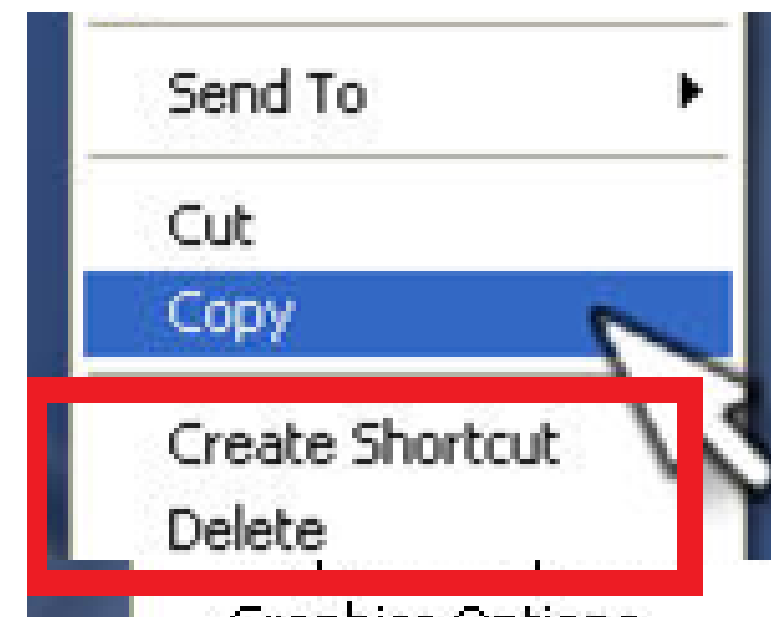
Copy file



Paste file



Delete file

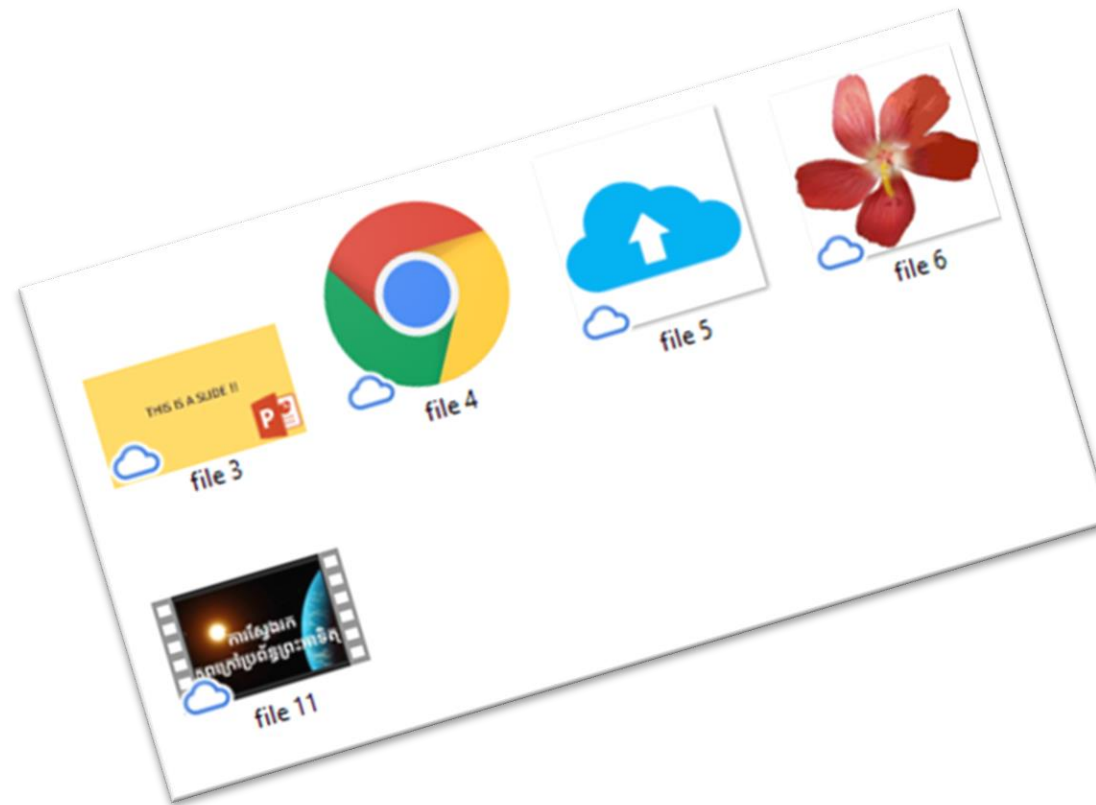


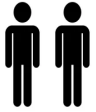


10 MIN

Activity 4

- ✓ Follow instructions on paper

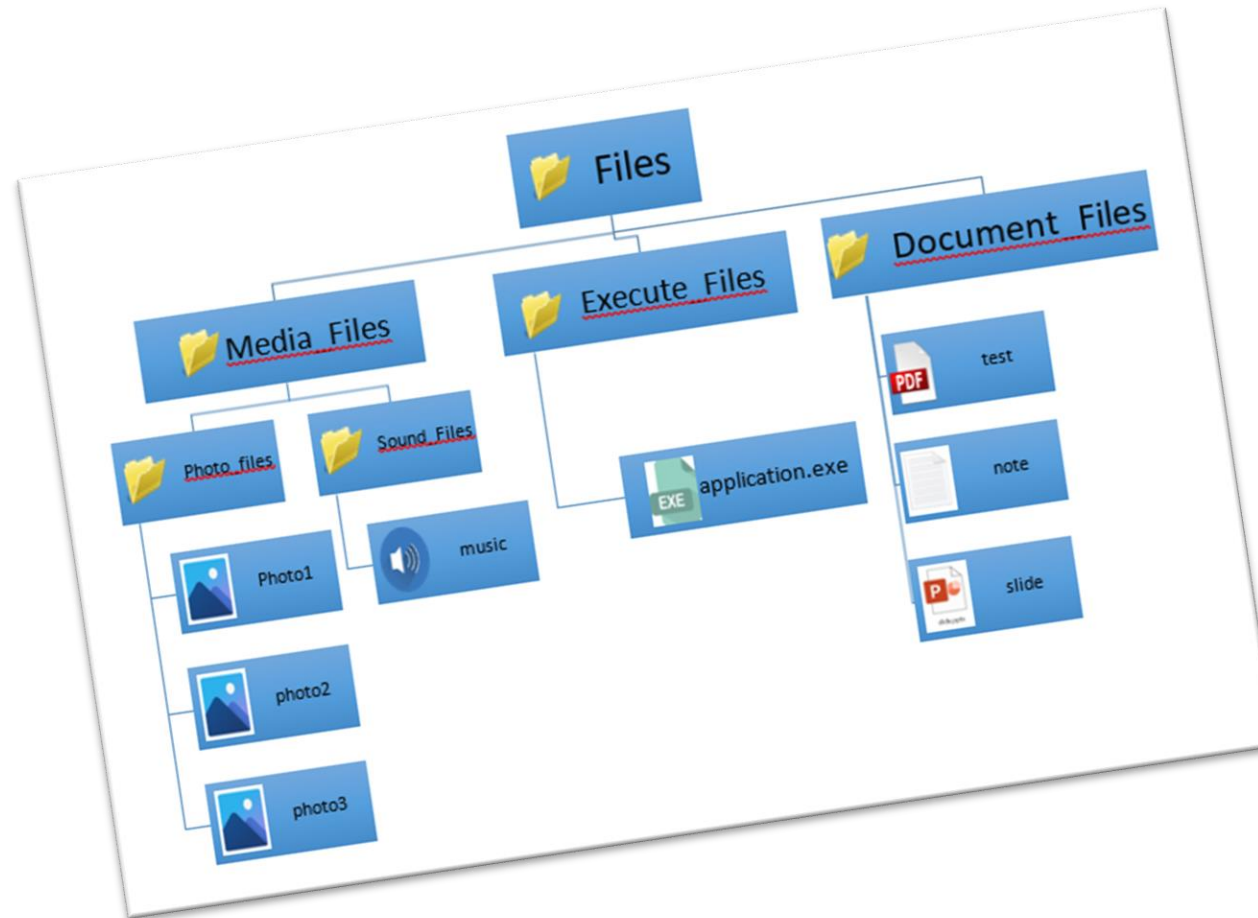




10 MIN

Activity 5

- ✓ Follow instructions on paper





Howemork

- Review the **slides** send by the teacher
- Review your **draft notes**
- Write **clean notes** on your **BCU workbook**



DRAFT NOTES



BCU NOTEBOOK

- **Read** the handout
- **Answer** the questions

