## Computer Literacy
Objectives:

- File and Folder Management.

- Creating Folders/Directories

- Creating Files

- Moving a File (or Folder), Copy, Cut, Paste

- Deleting a File (or Folder)

- Renaming a File (or Folder)

- Selecting Multiple Files (or Folders)

- Zipping (Compressing) a Folder

- Downloading Files Online

What is a file?

There are many different **types of files** you can use. For example, Microsoft Word documents, digital photos, digital music, and digital videos are all types of files. You might even think of a file as a **digital version** of a real-world thing you can interact with on your computer. When you use different applications, you'll often be **viewing**, **creating**, or **editing files**.
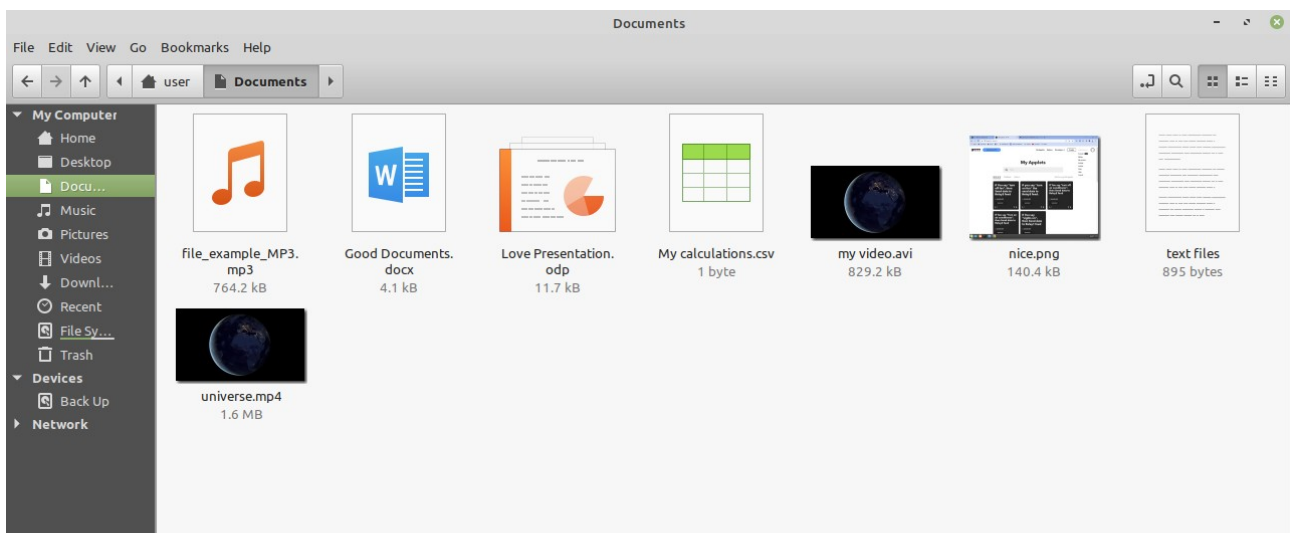
Above screen shot we can see Files with different extensions I.e avi, mp4, docx, odp, csv etc

What is a folder?

Windows uses **folders** to help you organize files. You can put files **inside a folder**, just like you would put documents inside a real folder. In the image below, you can see some folders on the desktop.
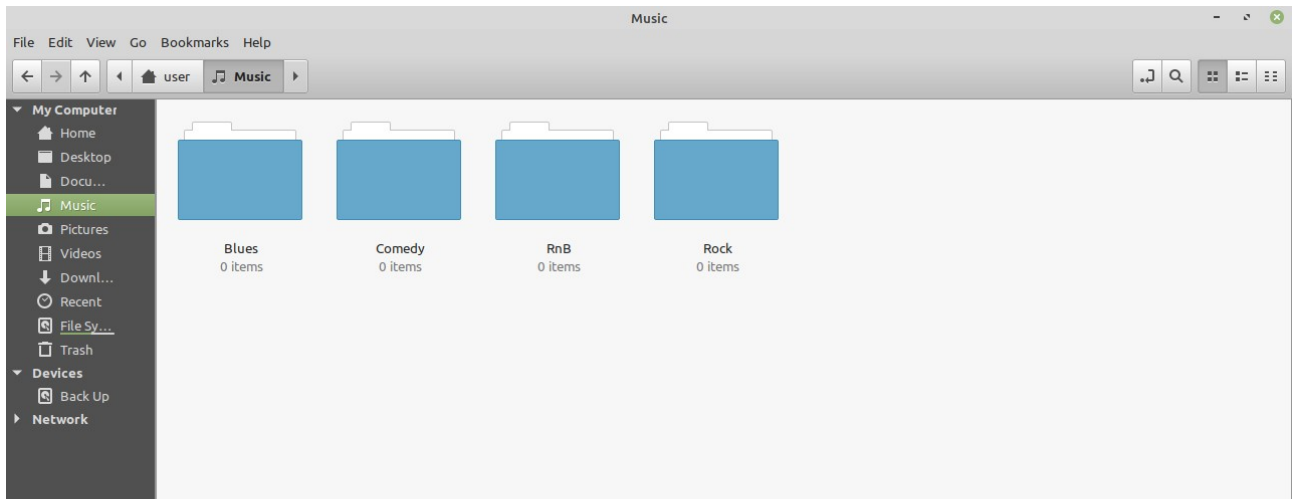
File Explorer

You can view and organize files and folders using a built-in application known as **File Explorer**, Sometimes known as My Computer.

To open File Explorer, **Press Windows key + E**
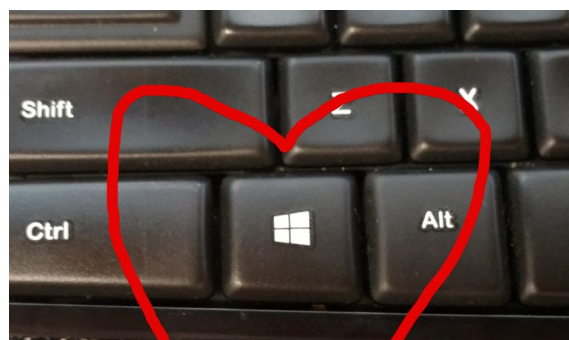
To Open A File/Folder:

There are two main ways to open a file:

> • Find the File/Folder on your computer and double-click it. This will open the file in its default application.

• Find the File/Folder on your computer and click on it, then press **Enter** Key

Class Practice.

1. Under your My documents, Create a New Folder/Directory – The Folder name is the name of your class.

2. Inside this Folder Create 5 Sub-folders namely.
- HR, Accounting, Technology, Business, Finance

3. Inside HR Folder – Using any text editor create a file save as **payments.txt** – inside this File type 5 employees names and save.

4. Inside Business Folder – Using any text editor create a file save as **projects.txt** – inside this File type 2 sample projects names and save.

5. Copy The File **payments.txt** And Paste It In **Accounting** Folder.
6. Cut The File **projects.txt** And Paste It In **Technology** Folder.
7. Dowload An Computer Image From The Internet And Save It In **Technology Folder**
8. Delete The Folder Business
9. Rename HR To Human Resource
10. Inside Human Resource Create A Two Folders Namely Full Time And Part Time

Assignment.

1. Under My Documents, Create a New Folder/Directory – The Folder name is Your Name.

2. Inside this Folder Create 5 Sub-folders namely.
   - Samsung, Techno, Infinix, Huawei, Nokia

3. Inside Samsung Folder – Using any text editor create a file save as **models.txt** – inside this File type any 5 samsung phone models names and save.

4. Copy **models.txt** to **Nokia** Folder, Update/Change the File contents to **Nokia Models.**

5. Cut The Folder **Techno** And Paste It In **Huawei** Folder.

6. Rename **Infinix** To **Oppo**

7. Download 2 Oppo Phone Images From The **Internet** And Save Them In **Oppo Folder.**