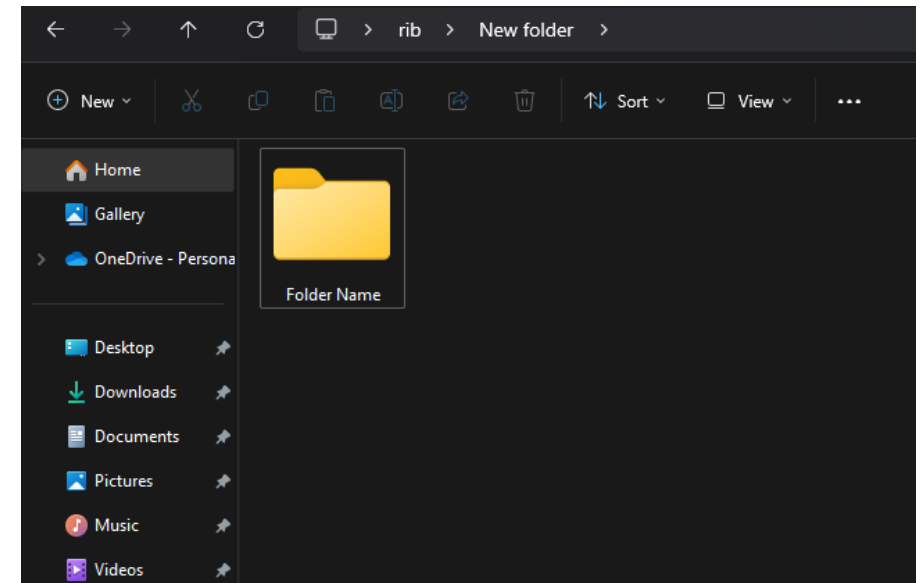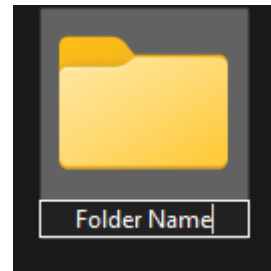# Understanding System Properties, Familiarization with Windows Operating System
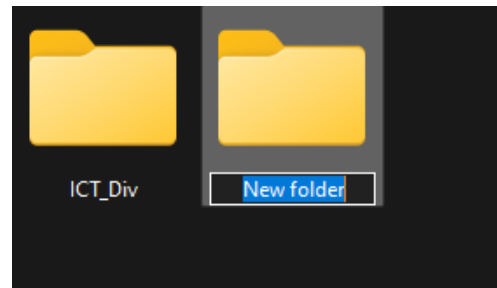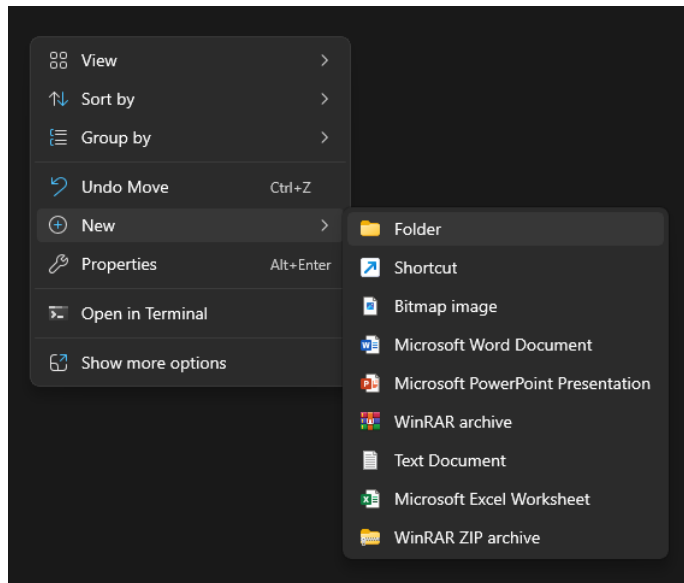
COMPUTER FUNDAMENTALS AND OFFICE APPLICATIONS

LECTURE - 02

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Assistant Professor
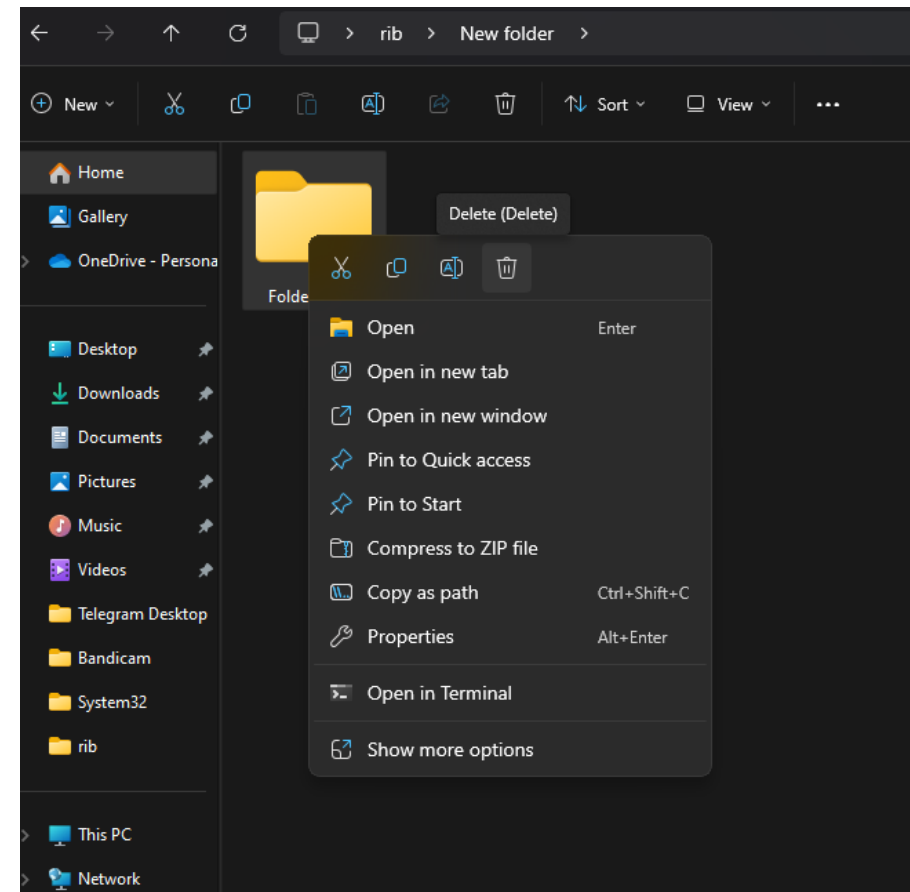CSE, University Of Barisal

Creating New Folder (Windows 11)

- Choose the location where you want to create the folder.

- Right-click, then select **New>Folder** (Short Cut: **Ctrl + Shift + N**).
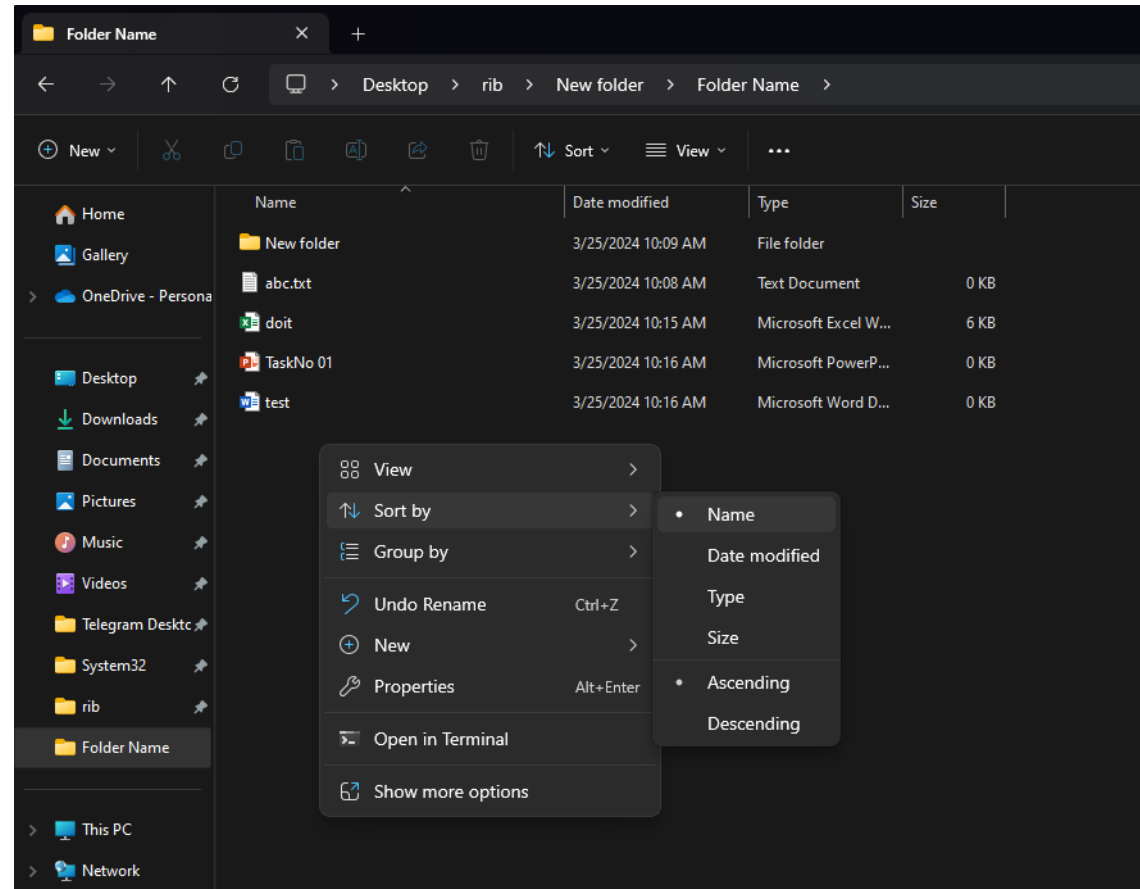
- Give a name for the folder.

Deleting the Folder (Windows 11)

- Choose the Folder you want to delete.

- Click **Right** on mouse.

- Choose **Delete** Option and click on it.

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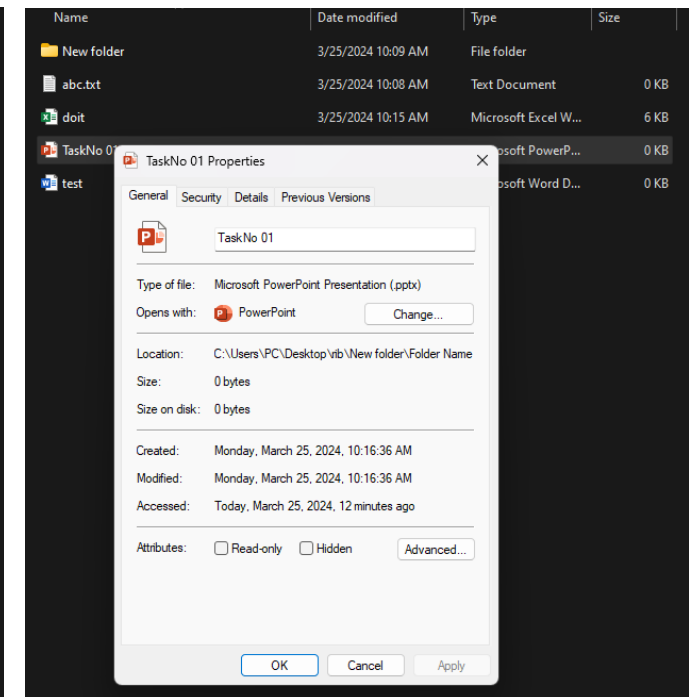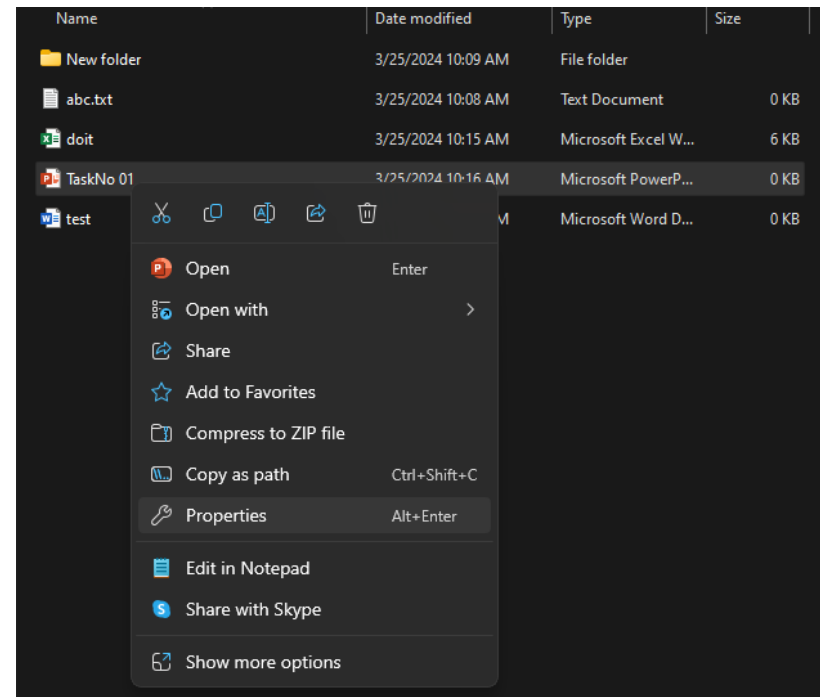Assistant Professor
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Sort Files in a Directory (Windows 11)

- Choose the Directory.

- Click **Right** on mouse.
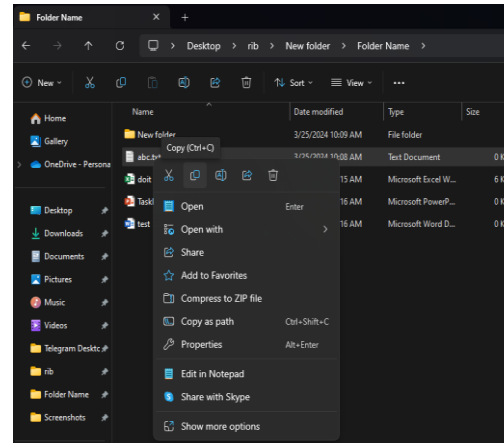
- Choose **Sort by**.

File Properties (Windows 11)

- Choose the File.

- Click **Right** on mouse.

- Choose **Properties**.

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Copy-Paste a File (Windows 11)

For Copy (Ctrl + C):

- Choose a File.
- Click **Right** on mouse.
- Choose **Copy**.

For Paste (Ctrl + V):

- Choose a Directory.
- Click **Right** on mouse.
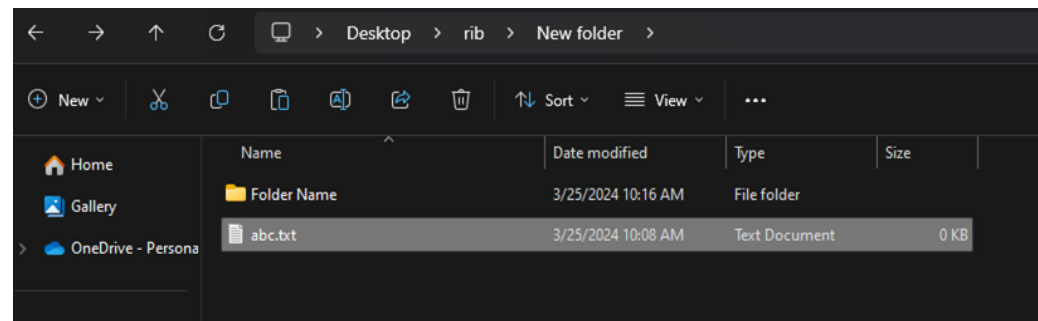- Choose **Paste**.
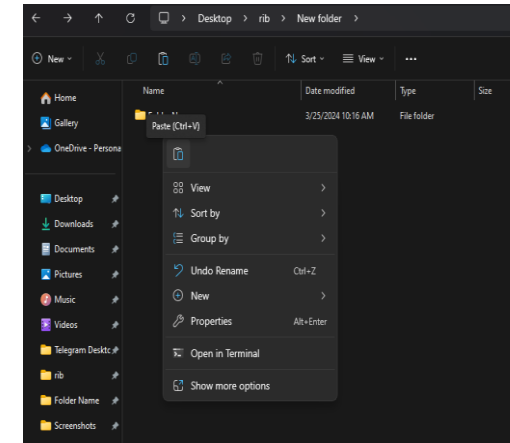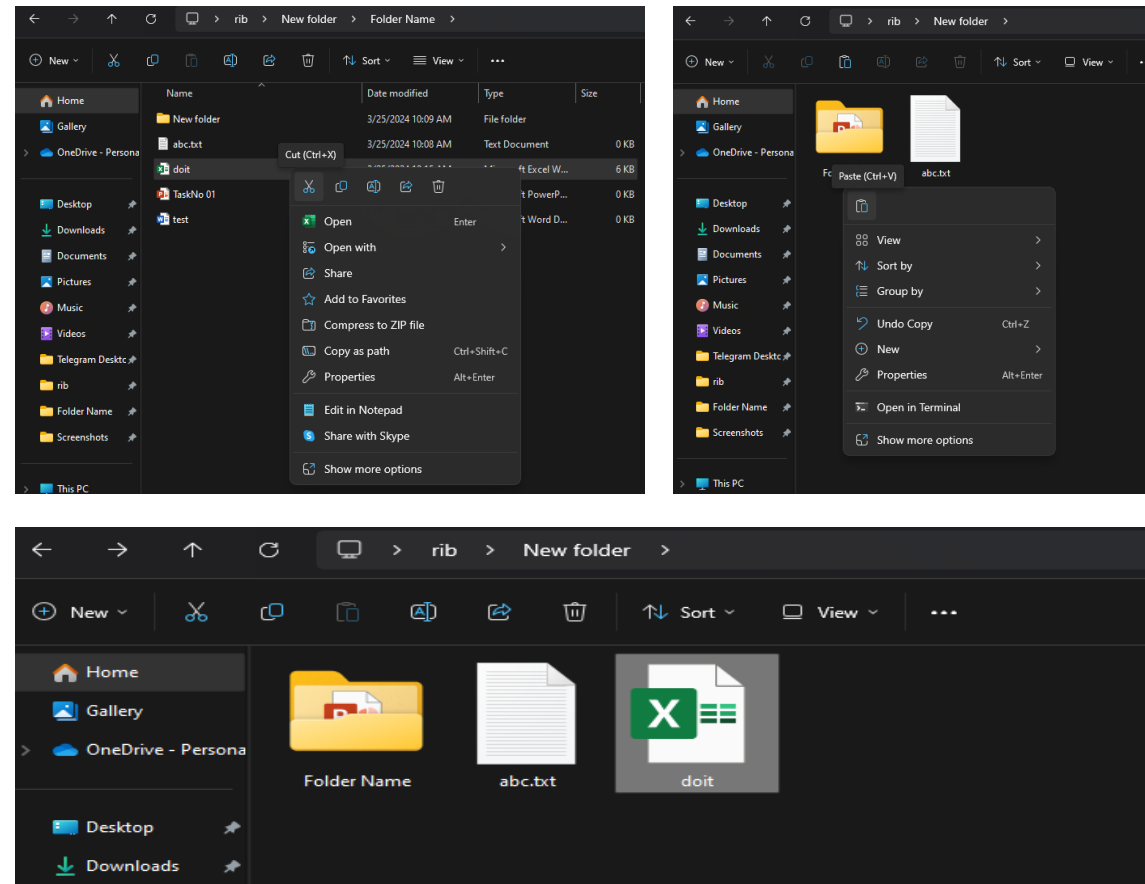
Cut-Move a File (Windows 11)

For Cut (Ctrl + X):

- Choose a File.
- Click **Right** on mouse.
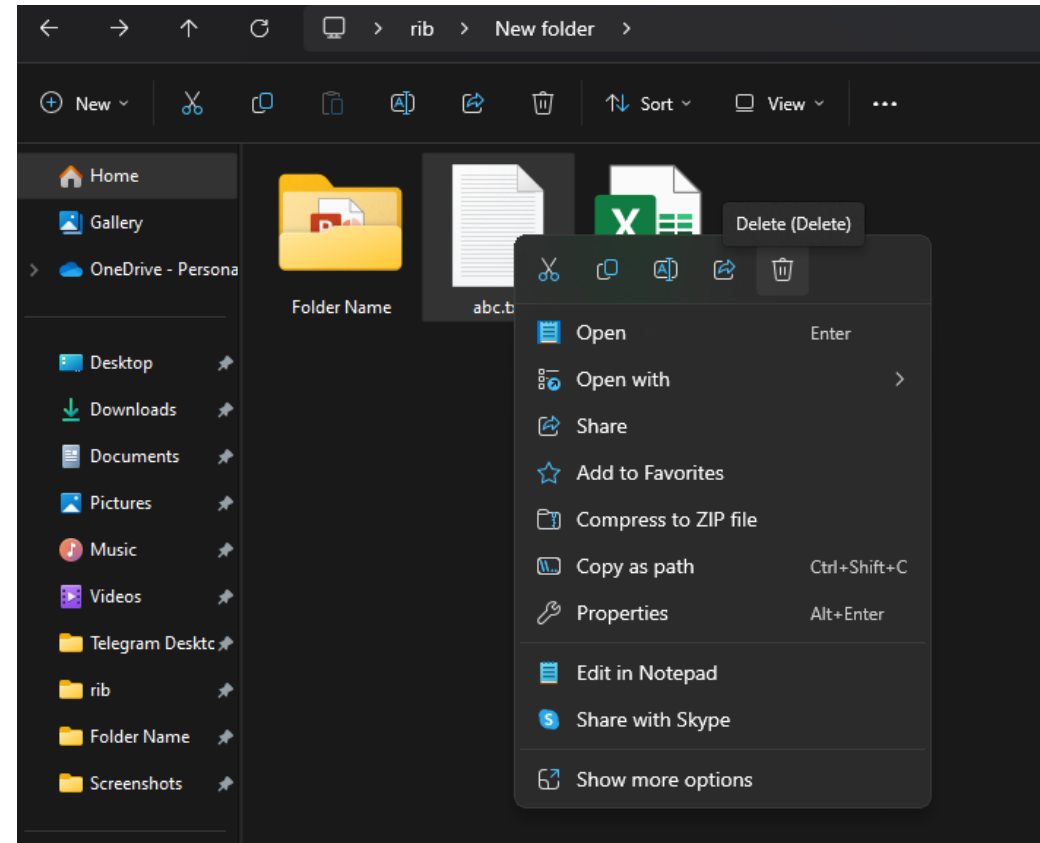- Choose **Cut**.

For Paste (Ctrl + V):

- Choose a Directory.
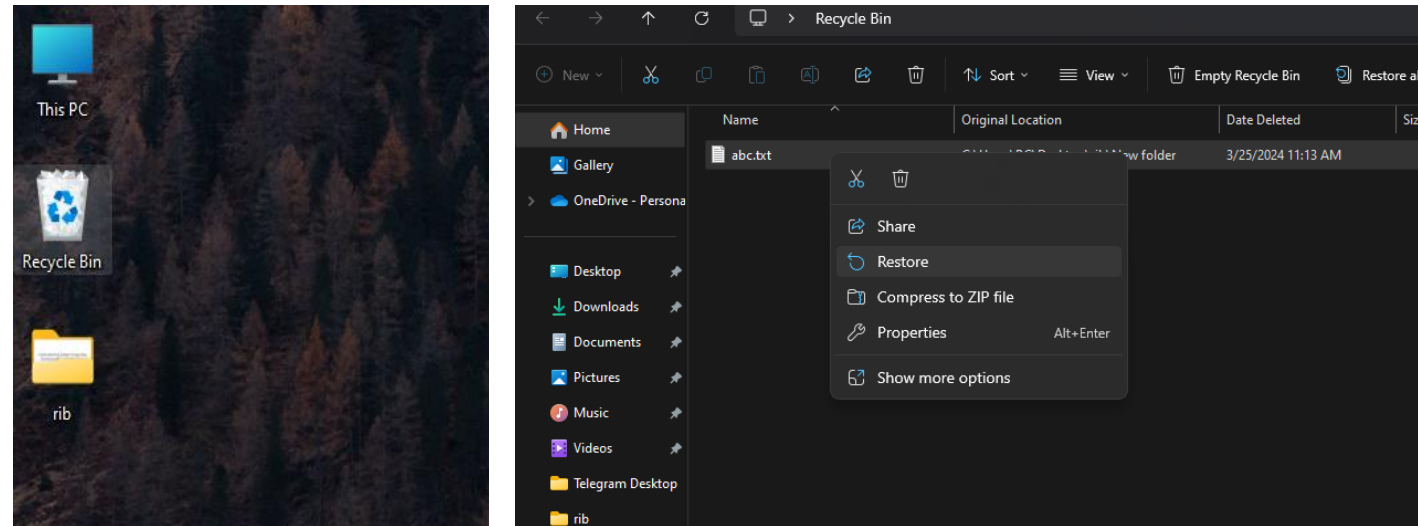- Click **Right** on mouse.
- Choose **Paste**.

Delete a File (Windows 11)

- Choose the File you want to delete.

- Click **Right** on mouse.

- Choose **Delete** Option and click on it.

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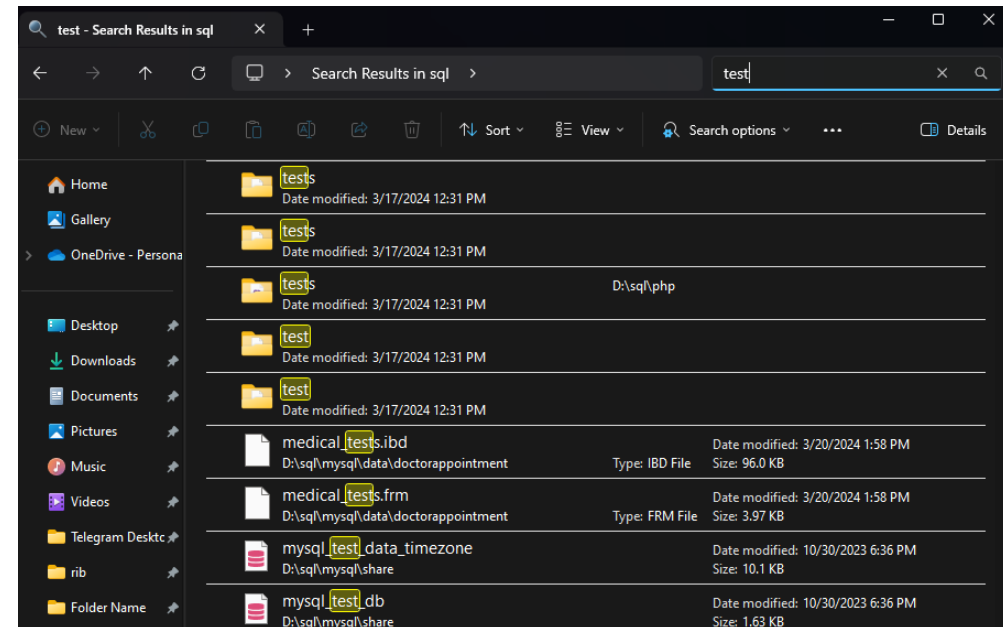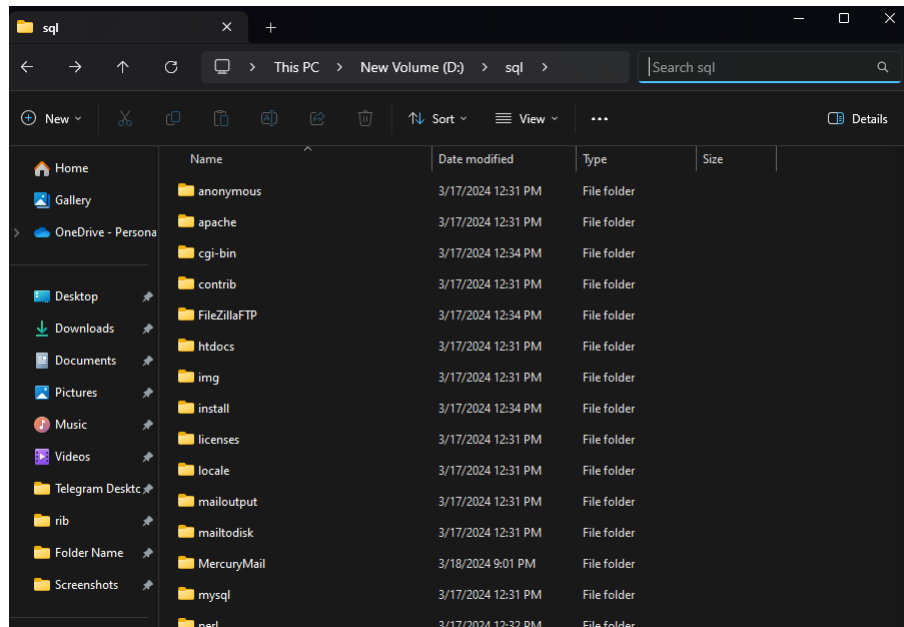Assistant Professor
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Restore File from Recycle Bin

- Go **Recycle Bin**.

- Choose the File.

- Click **Right** on mouse.

- Choose **Restore**.

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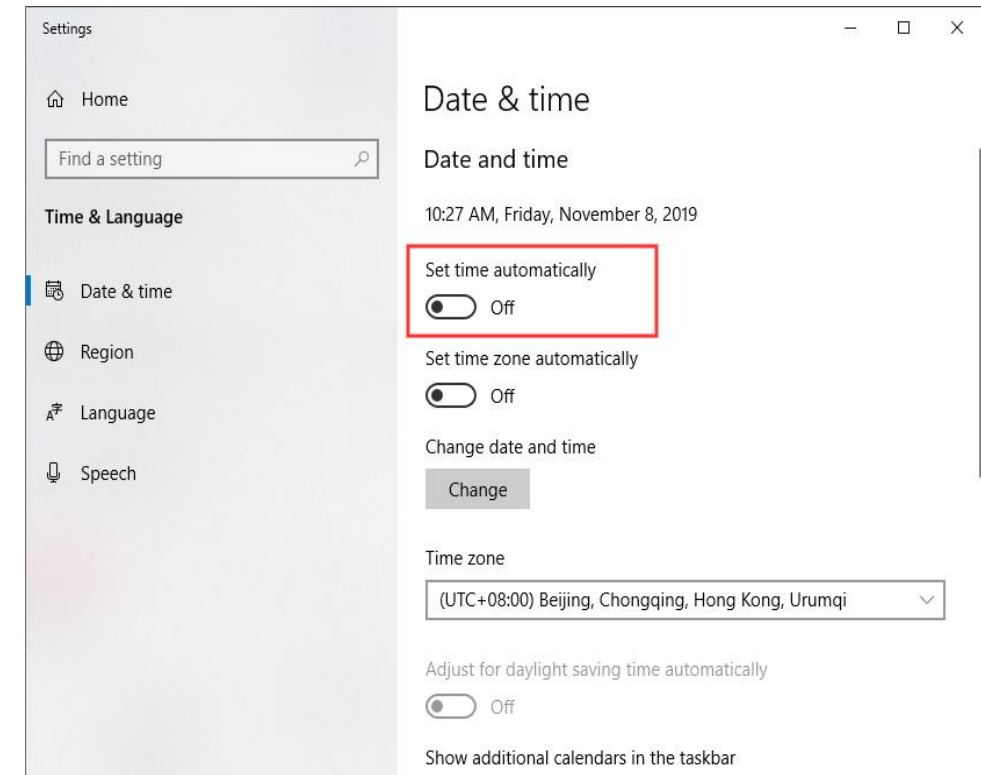
Search File and Folder (Windows 11)

- Choose a Directory.

- Click **Search** option on the upper right corner.
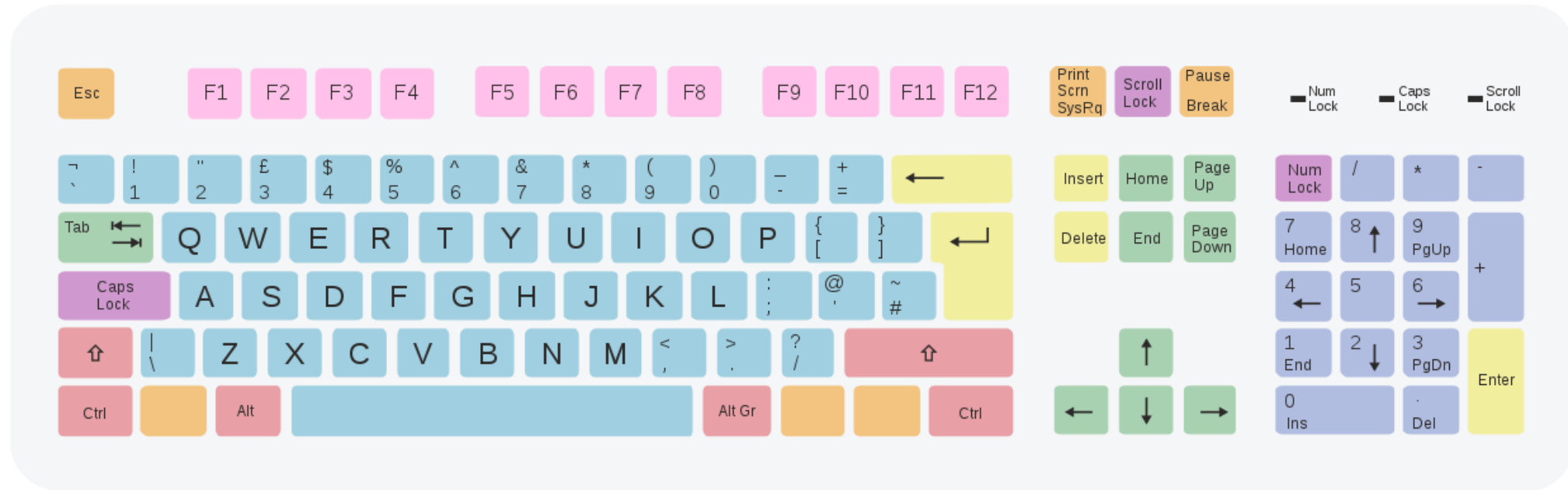
- Type **Keyword** to search.

Adjust Time & Date (Windows 11)

To set your time and time zone in Windows 11, go to –

Start > Settings > Time & language > Date & time.

Keyboard Layout

Character keys — Enter and editing keys — Navigation keys — Numeric keypad — Modifier keys — System and GUI keys — Function keys — Lock keys

Typing Software (Typing Master)

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THANK YOU

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