1. shutil.copy() function copies the source file to the destination file, while shutil.copytree() function recurssively go to the root of the directory and then copies everything to the destination folder, if destination folder is not there, it will create the destination folder as well.
2. We can use os.rename() to rename a file.
3. The function send2trash() removes the file while shutil.rmtree() removes all the content inside a directory.
4. Zipfile has open() method to open a zip file which is equivalent to File open() method.
5. import os

import shutil

SOURCE\_DIR = ''

DEST\_DIR = ''

for fname in os.listdir(SOURCE\_DIR):

if fname.lower().endswith('.pdf'):

shutil.move(os.path.join(SOURCE\_DIR, fname), DEST\_DIR)