IT1102 Computer Hardware

Week 2

Organizing and managing files and folders

Desktop

- The **desktop** is the main screen area that user see after turn on computer and log on to Windows

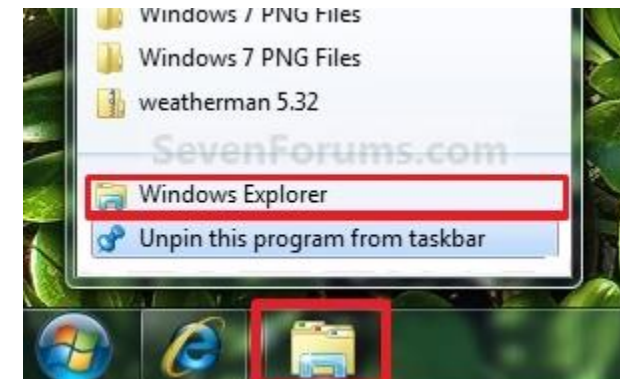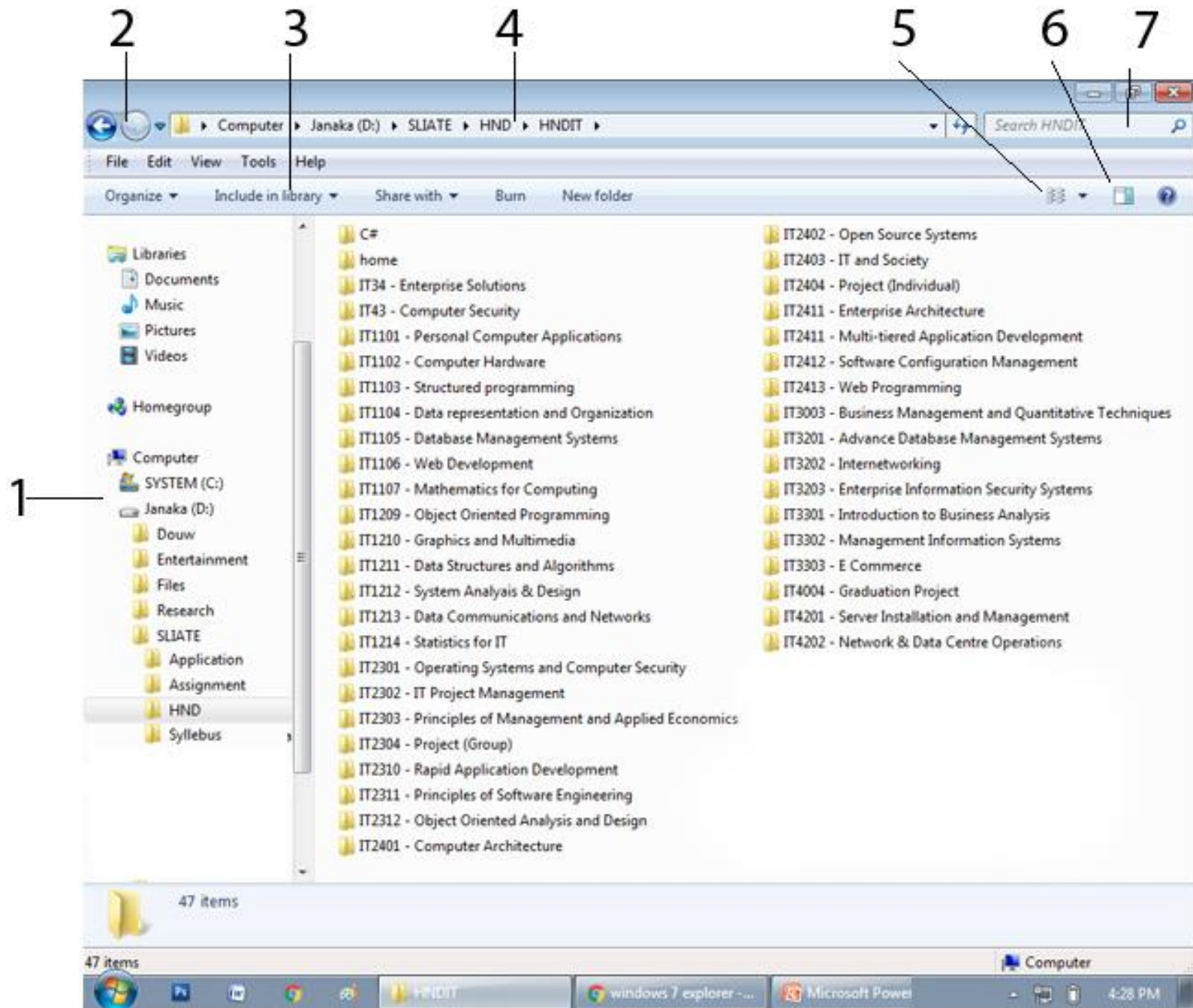- user can store files and folders or short cuts in it , and arrange them as user want

Taskbar

- **Taskbar** sits at the bottom of your screen

- It shows user which programs are running

- It allows user to switch between running programs

- User can also use Alt + Tab to switch between running programs

Taskbar buttons

Windows Explorer

- **Windows Explorer** in early Windows versions
- File Explorer in Windows 8
- File Explorer is a file manager application allows you to open, access, and rearrange your files and folders.
- It provides a graphical user interface for accessing the file systems.
- Windows key + E

Windows 7 PNG Files

Windows 7 PNG Files

weatherman 5.32

SevenForums.com

Windows Explorer

Unpin this program from taskbar

2   3   4   5   6   7

SLIATE moodle

Computer ▸ Janaka (D:) ▸ SLIATE ▸ HND ▸ HNDIT ▸   Search HNDI

File   Edit   View   Tools   Help

Organize ▼   Include in library ▼   Share with ▼   Burn   New folder

Libraries
  Documents
  Music
  Pictures
  Videos

Homegroup

Computer
  SYSTEM (C:)
  Janaka (D:)
    Douw
    Entertainment
    Files
    Research
    SLIATE
      Application
      Assignment
      HND
      Syllebus

1

C#
home
IT34 - Enterprise Solutions
IT43 - Computer Security
IT1101 - Personal Computer Applications
IT1102 - Computer Hardware
IT1103 - Structured programming
IT1104 - Data representation and Organization
IT1105 - Database Management Systems
IT1106 - Web Development
IT1107 - Mathematics for Computing
IT1209 - Object Oriented Programming
IT1210 - Graphics and Multimedia
IT1211 - Data Structures and Algorithms
IT1212 - System Analyais & Design
IT1213 - Data Communications and Networks
IT1214 - Statistics for IT
IT2301 - Operating Systems and Computer Security
IT2302 - IT Project Management
IT2303 - Principles of Management and Applied Economics
IT2304 - Project (Group)
IT2310 - Rapid Application Development
IT2311 - Principles of Software Engineering
IT2312 - Object Oriented Analysis and Design
IT2401 - Computer Architecture

IT2402 - Open Source Systems
IT2403 - IT and Society
IT2404 - Project (Individual)
IT2411 - Enterprise Architecture
IT2411 - Multi-tiered Application Development
IT2412 - Software Configuration Management
IT2413 - Web Programming
IT3003 - Business Management and Quantitative Techniques
IT3201 - Advance Database Management Systems
IT3202 - Internetworking
IT3203 - Enterprise Information Security Systems
IT3301 - Introduction to Business Analysis
IT3302 - Management Information Systems
IT3303 - E Commerce
IT4004 - Graduation Project
IT4201 - Server Installation and Management
IT4202 - Network & Data Centre Operations

47 items

47 items   Computer

HNDIT   windows 7 explorer - ...   Microsoft Power   4:28 PM

1. Navigation pane
   - Hierarchically expand the computer to browse folders and subfolders.

2. Back and Forward buttons
   - Navigate to other folders or libraries user have already visited

3. Toolbar
   - command icons to perform common tasks, such as changing the appearance of your files and folders, burning files to a CD, or starting a digital picture slide show. The toolbar's buttons change to show only the tasks that are relevant.

4. Address bar
   – Show the current folder path
   – To navigate to a different folder or library
5. View button
   – Use to change how the files in the file list are organized. (order or group)
6. Preview button
   – show or hide the selected item (e-mail message, text file, or picture.)
7. Search box
   – To search for an item by typing the name

File

- A **file** is an item that contains information
- Text, images, video or music
- Graphically represented by an icon

Penguins   Text document

File Extension

- Two, three or four characters followed by period
- Helps identify the type of file
- Common file type in Windows
  - .AVI   Multimedia Audio/Video
  - .BAT   PC batch file
  - .BMP   Windows BitMap
  - .DOC   Microsoft Word for Windows/Word97
  - .EXE   PC Application
  - .GIF   Graphics Interchange Format
  - .JAVA   Java files

Organizing files

- Why?
  - Easy to store
  - Easy to find

Folder

- Folder is a container used to store files

New folder   Invoices
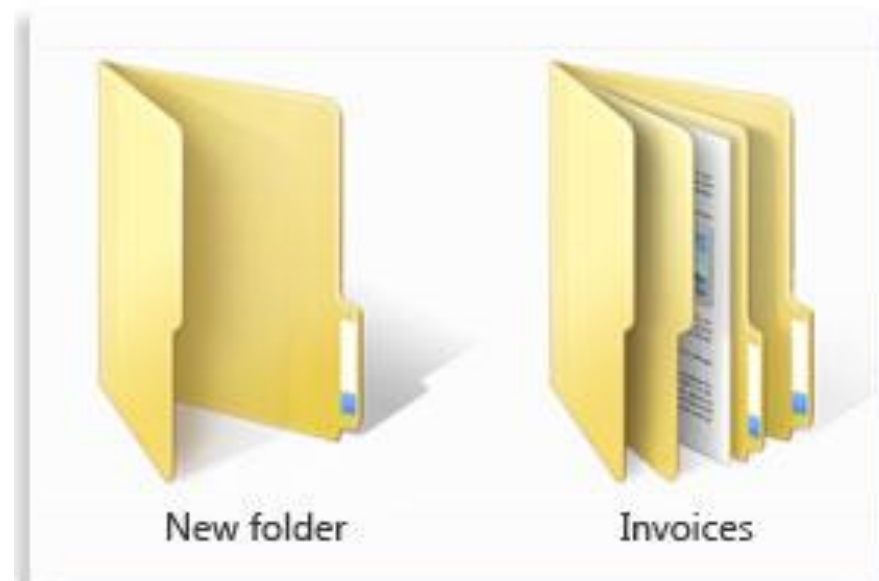
Folder

- Folders can also store other folders
- folder within a folder is called a **subfolder**
- Folders are arranged in hierarchal structure
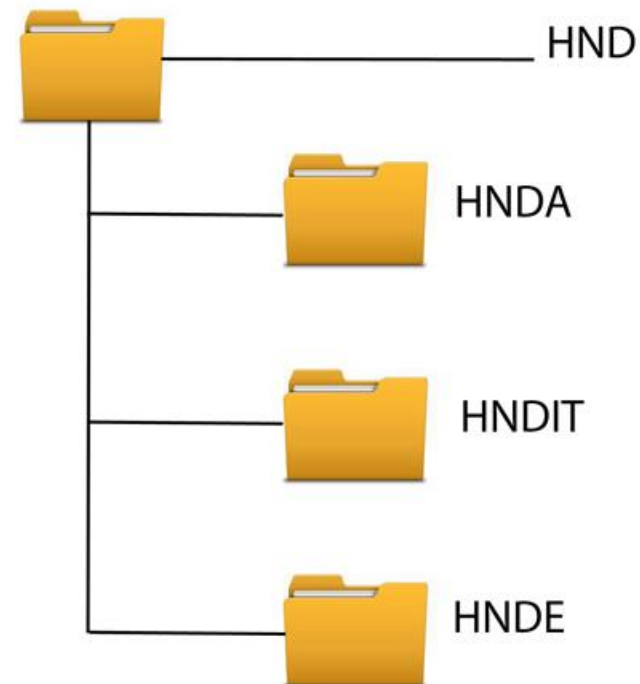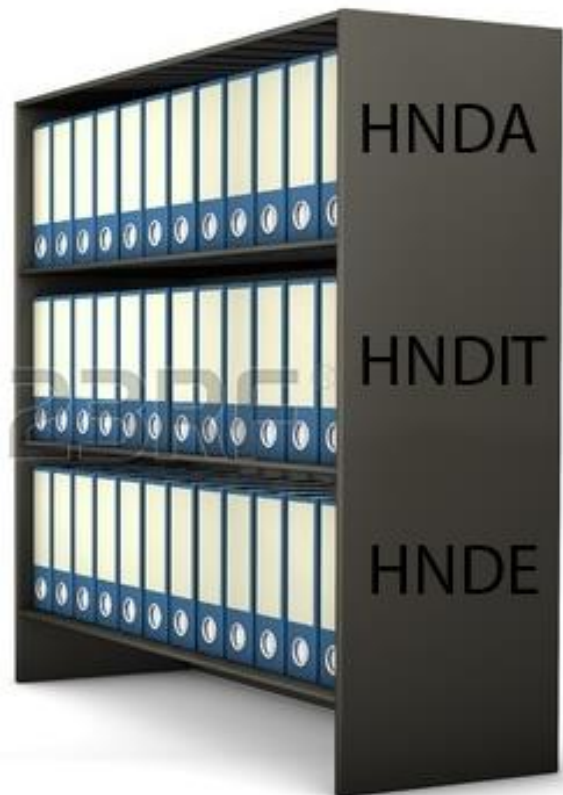
File or folder path

- Specifies a unique location in a file system.

Computer ▸ (D:) ▸ SLIATE ▸ HND ▸ HNDIT ▸
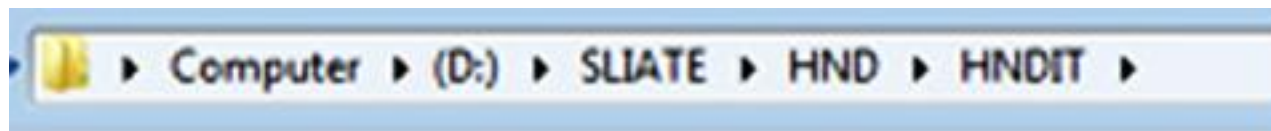
Creating new file or folder

- Right-click a blank area on the desktop or in the folder window, point to New, and then click Folder of require file type .

- Type a name for the new folder of file, and then press Enter.
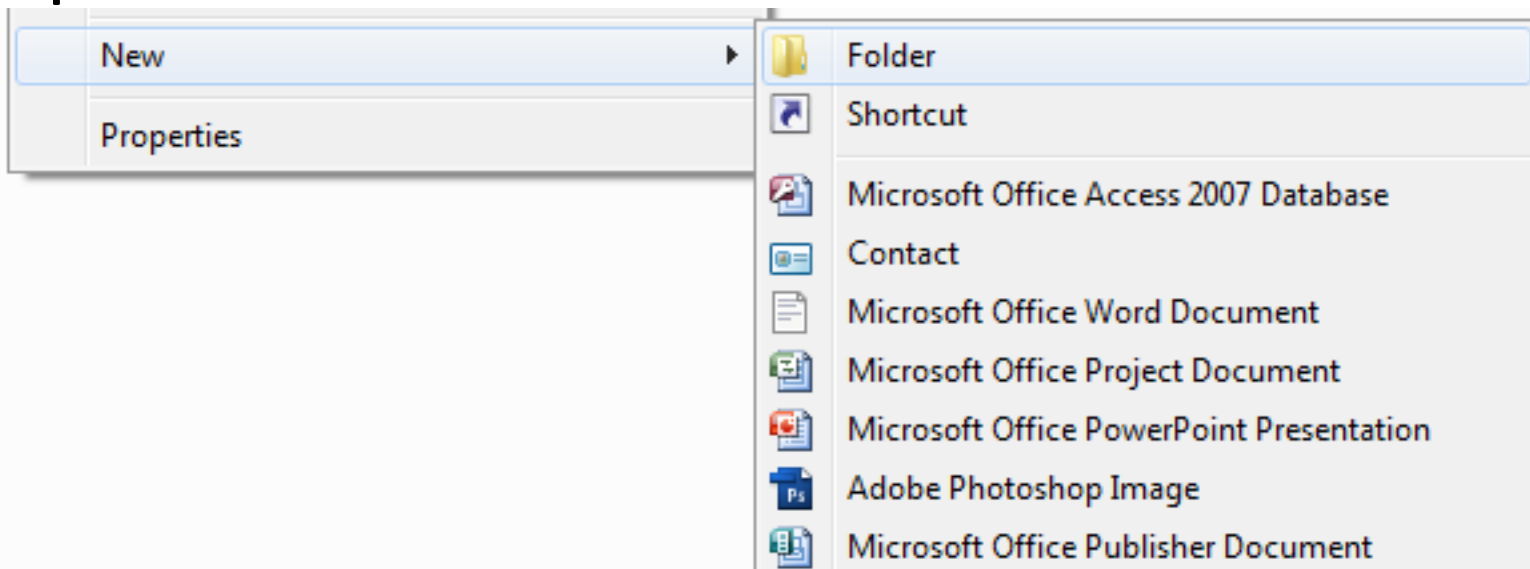
File and folder operations

- Copy and past

- Cut and pats

- Delete

- Rename

- Drag and drop

Press and drag   Release
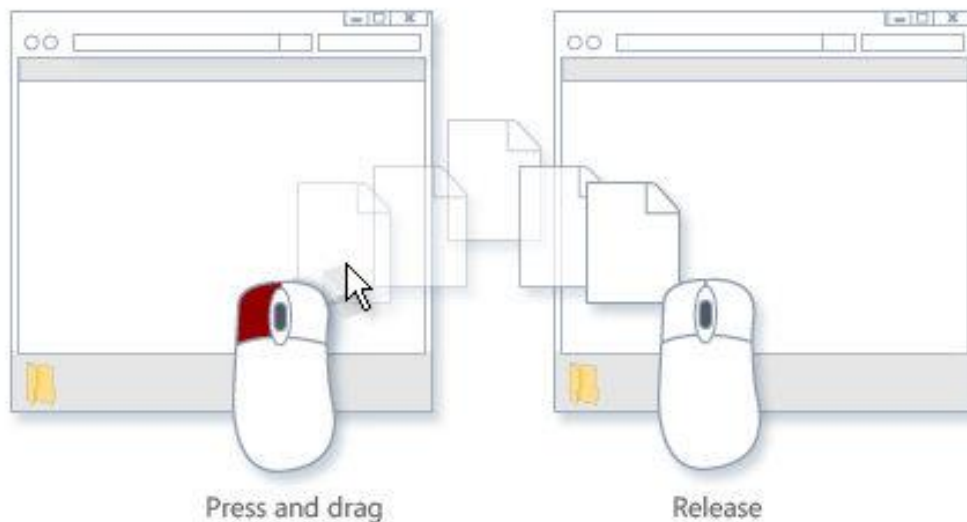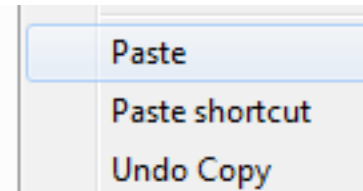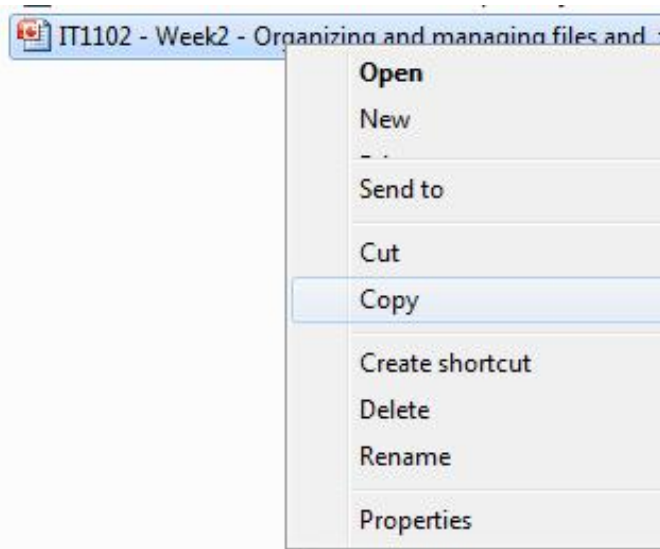
Short cuts

- A shortcut is a link to an item (such as a file, folder, or app) on your PC.
- user can easily access the item that the shortcut links to.
- Shortcuts can be distinguished from the original file by the arrow that appears over-layed on the icon
- Adding short cuts to desktop
  - Right-click the item
  - click Send to
  - then click Desktop (create shortcut).
  - The shortcut icon appears on your desktop.

Recycle Bin

- Temporary storage to store the deleting files from the file manager (Windows explorer)

- When user deleting files they are automatically moving to Recycle Bin, and do not delete permanently from the storage.

- Items in the Recycle Bin remain there until permanently deleted by user

- User can bypass Recycle Bin by using Shift + Del

Recycle Bin

- Windows allocates one Recycle Bin for each partition or hard disk

- By default Windows allocates 10% for each Recycle Bin in each partition

Default libraries

- Documents library.

  - To organize and arrange word-processing documents, spreadsheets, presentations, and other text-related files.

  - By default, files that you move, copy, or save to the Documents library are stored in the My Documents folder.

- Pictures library.

  - To organize and arrange your pictures, get them from camera, scanner, or in e-mail.

  - By default, files that you move, copy, or save to the Pictures library are stored in the My Pictures folder.

Default libraries

- Music library.
  - To organize and arrange your music.
  - By default, files that you move, copy, or save to the Music library are stored in the My Music folder.

- Videos library.
  - To organize and arrange videos, such as clips from digital camera or camcorder, or video files that download from the Internet.