1. Is –> list all the files
2. Is -R-> list all the files with the subdirectories.
3. Is -a-> to view all the hidden files.
4. To create a new file, use the command

* cat > filename
* Add content
* Press 'ctrl + d' to return to command prompt.

1. Syntax to combine two files-

Cat file1 file2>new file

1. Removing the files –

Rm –filename

1. Move the file from one location

Mv –filename <location> [Move command needs superuser permission]

1. Create the new directory

Mkdir <dir name>

1. Delete the dir – rmdir
2. Renaming file and directory

mv directoryname newdirectoryname

1. Copying the cmd – ctrl+c
2. Pasting the cmd – ctrl+shift+P
3. Printing the page – pr <options> and printing the file lpr <filename>
4. Sending emails – need to install package mailutils

sudo apt-get install packagename <apt –get> to install the packages

send the mails-> mail -s 'subject' -c 'cc-address' -b 'bcc-address' 'to-address'

e.g - mail –s “News today” [abc@gmail.com](mailto:abc@gmail.com)

ctrl+d , once done with the mail.

1. mail -s "Subject" to-address < Filename [mail with attachment]

16 – Awk Command – This cmd is used for data manipulation and generating the reports.

**awk options 'selection \_criteria {action }' input-file > output-file**

**1. AWK Operations:**  
(a) Scans a file line by line  
(b) Splits each input line into fields  
(c) Compares input line/fields to pattern  
(d) Performs action(s) on matched lines

e.g – employee.txt

ajay manager account 45000

sunil clerk account 25000

varun manager sales 50000

amit manager account 47000

tarun peon sales 15000

deepak clerk sales 23000

sunil peon sales 13000

satvik director purchase 80000

Command -$ **awk ‘{print}’ employee.txt**

O/p –

ajay manager account 45000

sunil clerk account 25000

varun manager sales 50000

amit manager account 47000

tarun peon sales 15000

deepak clerk sales 23000

sunil peon sales 13000

satvik director purchase 80000

Command – **awk ‘/manager/ {print}’ employee.txt**

**o/p –**

ajay manager account 45000

varun manager sales 50000

amit manager account 47000

**Splitting the lines into field –**

Cmd – awk ‘{ print $1, $4}’ employee.txt

O/P – ajay 4500

Varun 50000

Amit 47000