

What is a File

- A group of organized data (records) which are assembled for one particular purpose and considered as one unit
- Stored in permanent storage like hard disk, diskettes, etc.

Types of Files

- Files can broadly be categorized into two types:
 - Executable Files
 - Non-Executable Files (Data Files)

What are EXE Files

- Exe Files:
 - Program files that run or execute themselves
 - Have either **COM** or **EXE** or **BAT** as extension

What are Data Files

- Non- executable files that contain only the data that we produce
- Cannot execute themselves
- Need application program to run

What is a Command

- A command is a set of instructions used to perform a specific work
- Interpreted by the OS interpreter to a machine language
 - E.g. <md Ram>,<cd Ram>,etc.

Windows

- In windows it is very easy to do any action like creating a file or copying, moving, deleting, etc.....
- Because the instructions are executed by clicking on icons and windows unlike Dos operating system.
- Now create a folder and practice all instruction mentioned before ?

DOS Commands

- **Types of DOS Commands**
 - **Internal**
 - **External**
- **Directory**
 - **Root Directory**
 - **Parent Directory**

Types of Command

- Internal Command
 - Those commands which are already loaded in the Command.COM file while switching to the MS DOS
 - E.g. **CLS**, **VER**, **DEL**, etc.
- External Command
 - Those commands which are not loaded when loading the Program but are available in the Disk and can be invoked whenever necessary
 - E.g. **FORMAT**, **TREE**, **XCOPY**, etc.

What is a Directory

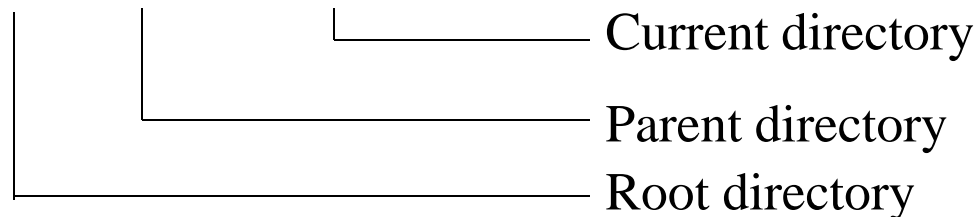
- A directory is a list of file which is itself a file stored in the computer's memory so that users can reference it as it is required
- Also called a catalog of files

Root Directory

- The Root directory is that directory that is automatically created when the disk is formatted
- It is the current drive that we have been working
 - E.g. A:\, B:\ (for Floppy Disk Drive)
 - C:\, D:\ etc. (for Hard Disk Drive)

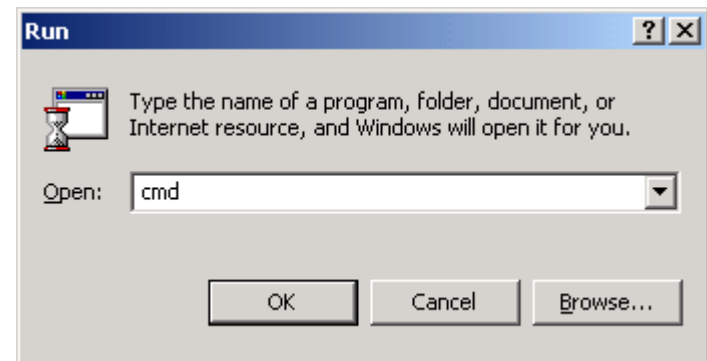
Current / Parent Directory

- Current directory is that directory in which you are currently working
- Parent directory is that directory which is one level up of the current directory
 - E.g. C:\Ram\Hari>




Getting into MS DOS

- To start MS DOS, click on the Start button and choose **Run**
- In the Run dialog box, type **CMD** or **COMMAND** which is the EXE file for MS DOS
- Click on the **OK** button



Listing the Directories and Files in MS DOS

- For listing the Sub-directories and Files within a directory, we use the **DIR** command
- Syntax :
 - **DIR/** [Directory_name]
 - E.g. C:\>DIR/ NCIT
 - Displays all the directories/files within the directory NCIT

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1. **Dir/ah :-Display all hidden files and directories.**
 2. **Dir/a-d : - Display only files.**
 3. **Dir/ad :- Display only Directories.**
 4. **Dir/a/s:-Display all directory and file with subdirectory.**
 5. **Dir/a :- Display All Hidden And Non hidden file and directories.**
 6. **Dir n*.* :Display all file and directory starting with ' n ' alphabet.**

Creating a Directory in MS DOS

- For creating the Directory in MS DOS, we use the **MD** (Make Directory) command
- Syntax:
 - C:\> **MD** NCIT

Changing a Directory in MS DOS

- For changing the directory in MS DOS, we use the **CD** (Change Directory) command
- Syntax:
 - C:\>**CD** NCIT
- Now it appears as:
 - C:\NCIT>

Switching between Directories

- For switching between the directories we use the **CD..** Or **CD** commands
- **CD..** Command switches from the current directory to the Parent directory
- **CD** command switches from the current directory to the Root directory

Creating Files in MS DOS

- For creating the files in DOS, the command **COPY CON** is used
- Syntax:
 - **COPY CON** filename

Note: File name should not exceed eight characters excluding three characters for extension

- E.g. College I.txt
- To save the file press Ctrl+z then Enter

Reading Files in MS DOS

- For reading the Pre-created files in MS DOS, we use the **TYPE** command. It displays all the contents that are in the file.
- Syntax :
 - **TYPE** Filename

Renaming Files

- For renaming the files in MS DOS we use the **REN** Command
- Syntax:
 - **REN** oldfilename newfilename

Deleting Files in MS DOS

- For deleting files in MS DOS we use the **DEL** command
- Syntax :
 - **DEL** Filename

Deleting directories in MSDOS

- For deleting the directories in MS DOS we use the **RD** command
- Syntax :
 - **RD** Directoryname

Note : For removing the directory first the directory should be empty

Checking the Date/Time

- For checking the date from the system in MS DOS, we use the **DATE** command. It returns the current system date.
- Similarly, the **TIME** command returns the current time from the system.
- Syntax :
 - C:\>**DATE**
- E.g. C:\>**DATE**



External Commands

Those commands which are not loaded when loading the Program but are available in the Disk and can be invoked whenever necessary

E.g. **FORMAT**, **TREE**, **XCOPY**, etc.

The FORMAT Command

- The **FORMAT** command prepares a new disk for use by organizing the disk into magnetic tracks and sectors
- Syntax :
 - A:\>**FORMAT** [Drive_name]
- E.g.
 - C:\>**FORMAT** A:

The TREE Command

- The TREE command is used to display all directory pathnames on the specified disk
- Syntax :
 - C:\>**TREE** [disk_name]
- E.g.
 - C:\>**TREE** A:

The EDIT Command

- The **EDIT** command in MS DOS is used to edit the files. It provides a different full screen Editor window with a few menu options.
- Syntax :
 - C:\>**EDIT** [filename]
- E.g.
 - C:\>**EDIT** file1

The PRINT Command

- The **PRINT** Command in MS DOS is used to print the text files
- Syntax :
 - **PRINT** Filename
- E.g.
 - **PRINT** File1.txt