Go to START button in your windows > click on RUN > type COMMAND in the open
window & then press OK.
You can try the following command. Try to understand the result.

1. copy con   to create a new file
syntax
c:\>copy con file1 [enter]
[then you can type something in the file ,to save the contentes press f12]

2. mkdir   to create a new directory
syntax
c:\>mkdir dir1
[dir1 is your directory name]
    md   is another command through which we can also create directory.
syntax
c:\>md dir1

3. dir   to see the contents or file or subdirectory in the directory we
use this command
syntax

c:\>dir directoryname

to see page by page type command 'dir /p'

4. cls   to clear the screen
syntax

c:\>cls

5. cd   to change the working directory
syntax

c:\>cd directoryname

6. copy   to copy files from one destination to another destination
syntax

c:\>copy sourcepath destinationpath
example
c:\>copy c:\Doccuments and settings\tarun\abc.txt d:\tarun
by this command the file abc.txt will copy from tarun's doccument to d:\tarun
directory
copy use for copy past purpose

7. move   to file from one destination to another destination
syntax
c:\>move sourcepath destinationpath
example
c:\>move c:\Doccuments and settings\tarun\abc.txt d:\tarun
move is used for cut past purpose

8. print   to see the contents of a text file
syntax
c:\>d:
d:\>cd tarun
d:\tarun>print abc.txt
d:\tarun>type abc.txt   [type is another command through which we can
also see the contents of a text file]

9. ren   to rename a directory or file
syntax
c:\>ren abc.txt tarun.txt

10. rd or rmdir   to remove a directory
syntax
c:\>rmdir tarun

11. del   to delete one or more files
syntax
c:\>del abc.txt

12. xcopy   to copy file as well as directory under that directory
syntax
c:\>xcopy sourcepath destinationpath

13. attirb   to change the directory mode
syntax
C:\>attrib -/+switch drivepathname   [swiches are R=read only,A=archive,S=system file,H=hidden]
[- is used for unassigned the attributes + for assigning attributes]
example
c:\>attrib +r d:\tarun\abc.txt

14. exit   for exiting from command prompt
syntax
c:\>exit