1.

First, create an object of the BufferedReader or a Scanner class, passing the FileReader object as an argument to its constructor.

Then use the readLine() method of the BufferedReader object to read one line of text from the file at a time. This method returns the text it reads. When it reaches the end of the file, it returns null.

Then, keep calling the readLine() method in a loop until it returns null, which means it has read all the lines in the file.

Finally, close the BufferedReader object using the close() method.

2.

First, create an object of the FileWriter class. The path of the file should be passed as an argument to the constructor of this class.

Then, create an object of the BufferedWriter class, passing the FileWriter object as an argument to its constructor.

Then, use the write() method of the BufferedWriter object to write text to the file. This method takes the text to write as an argument.

Finally, close the BufferedWriter object using the close() method.