# Command Line

Time required: 60 minutes

**How to Create Screenshots:** Please use the Windows Snip and Sketch Tool or the Snipping Tool. Paste a screenshot of just the program you are working on. If you are snipping a virtual machine, make sure your focus is outside the virtual machine before you snip.

1. Press and hold down the **Windows key** & **Shift**, then type **S.** This brings up the on-screen snipping tool.
2. Click and Drag your mouse around whatever you want to snip.
3. Release the mouse button. This places the snip into the Windows Clipboard.
4. Go into Word or wherever you want to paste the snip. Hold down **CTRL**, then type **V** to paste the snip.

## Lab Description

Experienced technicians use the command line for tasks that just can’t be done in a graphical interface, especially when troubleshooting a system. For most tasks, however, you’ll rely on a graphical interface, such as File Explorer. In this lab, you use File Explorer in Windows to create a new folder and a new file. Then you use the command line to delete that file. In this lab, it’s assumed that Windows is installed on the C: drive.

To create a new folder and text file using File Explorer, follow these steps:

1. Open **File Explorer**, go to **This PC** and double-click drive C in the left pane. The contents of the drive C: root appear in the right pane.
2. Right-click anywhere in the blank area of the right pane, point to New in the shortcut menu, and then click Folder. A new folder icon appears with “New folder” highlighted as the default name, ready for you to rename it.
3. To rename the folder, type **Tools**, and press Enter.
4. To create a file in the Tools folder, double-click the Tools folder icon, and then right- click anywhere in the blank area of the Tools pane. Point to New, and then click Text Document. A new file icon appears in the Tools pane with “New Text Document” highlighted, indicating it’s ready for renaming.
5. Double-click the New Text Document.txt icon to open the file in Notepad.
6. On the Notepad menu, click File, and then click Save As.
7. In the Save As dialog box, name the file **Deleteme**. Make sure the selection in the Save as type drop-down list is Text Documents. Click the **Save** button.
8. Close Notepad.
9. Close all open windows.

# Use the Command-Line Environment

1. Click **Start** 🡪 type **command** 🡪 Right Click **Command Prompt** 🡪 Click **Run as administrator**.

The title bar of the command prompt window varies with different versions of Windows and depends on the user name of the person currently logged in, for example: C:\Users\James Clark> The command prompt indicates the working drive (drive C:) and the working directory (for example, the C:\Windows\System32 directory). Commands issued from this prompt apply to this folder unless you indicate otherwise.

1. Type **dir** and press Enter.

**dir** is the command used to list a directory’s contents. If the list of files and directories that dir displays is too large to fit on one screen, you see only the last few entries. Entries with the <DIR> label indicate that they are directories (folders), which can contain files or other directories. Also listed for each directory and file are the time and date it was created, and the number of bytes a file contains. (This information is displayed differently depending on which version of Windows you’re using.) The last two lines in the list summarize the number of files and directories in the current directory, the space they consume, and the free space available on the drive.

1. **Insert a screenshot:**

Click or tap here to enter text.

As you’ll see in the next set of steps, there are two ways to view any files that aren’t displayed because of the length of the list and the window size. To learn more about displaying lists of files in the command-line environment, perform the following steps:

1. Type **dir /?** and press Enter to display Help information for the directory command.

You can view Help information for any command by entering the command followed by the /? parameter (also called a “switch”).

1. Type **dir /w** and press Enter. **What happened?**

Click or tap here to enter text.

1. Type **dir /p** and press Enter. **What happened?**

Click or tap here to enter text.

1. Type **dir** and press Enter. **Did you see what you were expecting?**

Click or tap here to enter text.

1. **Insert a screenshot:**

Click or tap here to enter text.

1. Change back to the C: drive by typing **c:** and then pressing Enter.
2. Type **dir c:\tools** and press Enter. This command tells the computer to list the contents of a specific directory without changing to that directory. In the resulting file list, you should see the file you created earlier, **Deleteme.txt**
3. **Insert a screenshot:**

Click or tap here to enter text.

# Delete a File from the Command Prompt

1. Use **cd c:\** to change to the root of your main hard drive.
2. Type **del Deleteme.txt** and press Enter to instruct the computer to delete that file.

You’ll see a message stating that the file couldn’t be found because the system assumes that commands refer to the working directory unless a specific path is given.

1. **What command could you use to delete the file without changing to that directory? (Use the full path.)**

Click or tap here to enter text.

1. The current prompt should be C:\>. The \ in the command you typed indicates the root directory.
2. Type **cd tools** and press Enter. The prompt now ends with “Tools>” (indicating that Tools is the current working directory).
3. Now type **del Deleteme.txt /p** and press Enter.  
   You’re prompted to type Y for Yes or N for No to confirm the deletion.

**NOTE:** If you don’t enter the /p switch (which means “prompt for verification”), the file is deleted automatically without a confirmation message. It’s a good practice to use this /p switch, especially when deleting multiple files with wildcard characters. Also, when you delete a file from the command line, the file doesn’t go to the Recycle Bin, as it would if you deleted it in File Explorer. Because deletion from the command line bypasses the Recycle Bin, recovering accidentally deleted files is more difficult.

1. Type **Y** and press Enter to delete the Deleteme.txt file. You’re returned to the Tools directory.
2. **Insert a screenshot:**

Click or tap here to enter text.

To display certain files in a directory, you can use an asterisk (\*) or a question mark (?) as wildcard characters. Wildcard characters are placeholders that represent other unspecified characters. The asterisk can represent one or more characters, and the question mark represents any single character. The asterisk is the most useful wildcard, so it’s the one you’ll encounter most often. \*.\* means to show all files.

To learn more, follow these steps:

1. Go to the **\Windows\system32** directory. **What command did you use?**

Click or tap here to enter text.

1. Type **dir \*.\*** and press Enter. **How many files are displayed? How many directories are displayed?**

Click or tap here to enter text.

1. Type **dir w\*.\*** and press Enter. How many files are displayed? How many directories are displayed?

Click or tap here to enter text.

1. **Insert a screenshot:**

Click or tap here to enter text.

1. **Explain why the results differed in the previous two commands.**

Click or tap here to enter text.

1. Copy the program file Notepad.exe from the \Windows to the \Tools directory. The copy command needs two parameters, source and destination  
   **copy c:\Windows\System32\notepad.exe C:\tools**
2. **Insert a screenshot:**

Click or tap here to enter text.

1. Change directories to c:\tools. Type **dir** and press Enter. **Is NotePad.exe displayed?**
2. **Insert a screenshot:**

Click or tap here to enter text.

1. Type in the command that lists all files in the \Windows directory that have an .exe file extension. **What command did you use?**

Click or tap here to enter text.

1. **Insert a screenshot:**

Click or tap here to enter text.

1. Delete notepad.exe from c:\tools.
2. Change to the c:\ directory. Use the **rmdir** command to delete the \tools directory.

Click or tap here to enter text.

1. **What command /switch do you use to view Help information for the DIR or any other command?**

Click or tap here to enter text.

1. **What do you add to the DIR command to list the contents of a directory that’s not the current working directory?**

Click or tap here to enter text.

1. **What command do you use to change directories?**

Click or tap here to enter text.

1. **What command do you use to delete a file?**

Click or tap here to enter text.

1. **What command would you use to switch from drive A: to Drive C:?**

Click or tap here to enter text.

## Assignment Submission

Attach this completed document to the assignment in Blackboard.