



# OPERATING SYSTEM AND FILE MANAGEMENT

## LESSON 03

An operating system is essential to run a computer.

Similarly, file management can be done through an operating system.

What do you mean by file management?

It means...

- saving a created File
- opening a File
- editing a File
- closing a File
- maximizing, minimizing and resizing a window, etc.

## Operating System

❑ An operating system (OS) is the main software that **manages the entire computer**. It acts as a link between the user and the hardware, controls how programs run, manages files, memory, and devices, and ensures the computer works smoothly.

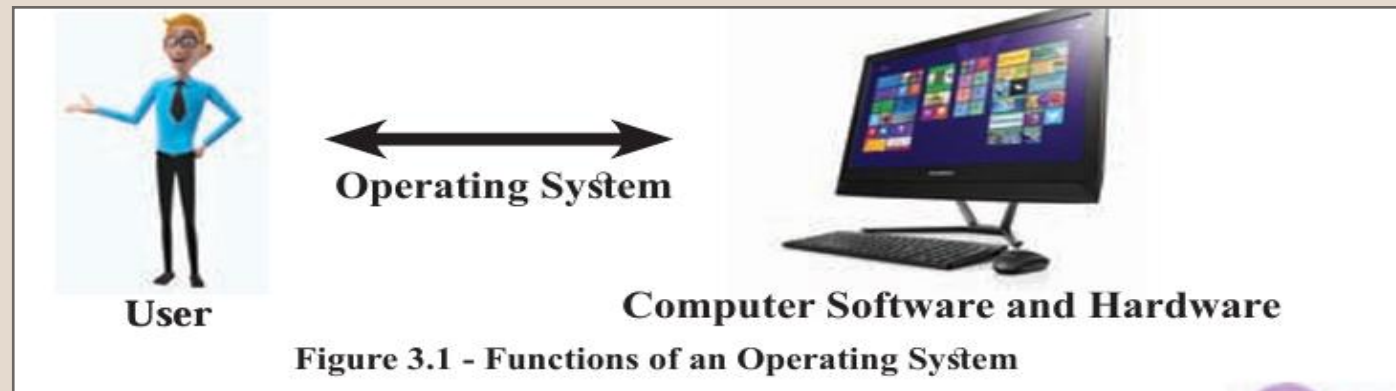
❑ Here are some common examples of operating systems:

- **Computer operating systems**

- Windows (e.g., Windows 10, windows 11)
- Linux (e.g., Ubuntu, fedora)
- MacOS (used in apple computers)

- **Mobile operating systems**

- Ios (used in iPhone and iPad)



# User Interface

## Types of user interface



Graphical user interface



Touch user interface



Mobile user interface



Voice user interface



Gesture based interface







- ❑ A user interface is given to a user by the operating system to do his tasks. This interface is displayed on the screen when the computer is turned on.

### Types of User Interfaces (Grade 6 Level)

#### 1. Graphical User Interface (GUI)

1. We use pictures, buttons, and icons to control the computer.
2. Example: Windows screen on a computer.

#### 2. Command Line Interface (CLI)

1. We type commands using the keyboard.
2. Example: Command Prompt in Windows.

#### 3. Menu-Driven Interface

1. We choose what we want from a list of menus.
2. Example: ATM machine menus.

#### 4. Touch Interface

1. We touch the screen to give commands.
2. Example: Mobile phones and tablets.

#### 5. Voice Interface

1. We speak to the device to give commands.
2. Example: Google Assistant, Siri.

# File

➤ A computer stores many different types of files. For example:

- A list of test marks
- A video of the school play
- The agenda of the sports meet
- The National Anthem (audio file)
- Photos of the sports meet

➤ Each type of file has its own **special symbol (icon)** so we can easily recognize it. Some simple examples are:

- **Text file** – used to save letters, notes, or documents
- **Image file** – used to save photos or pictures
- **Audio file** – used to save sounds or songs
- **Video file** – used to save moving pictures with sound



A file with text



A file with images



A file with voice



A file with video

## ➤ What is a file?

A file is a collection of data stored on a computer.  
It contains information such as text, pictures, videos, or audio.

## ➤ Parts of a file

**File name** – the name given by the user (example: *song, notes, marks*).

**File extension** – shows the file type (example: .Docx, .Jpg, .Mp3, .Mp4).

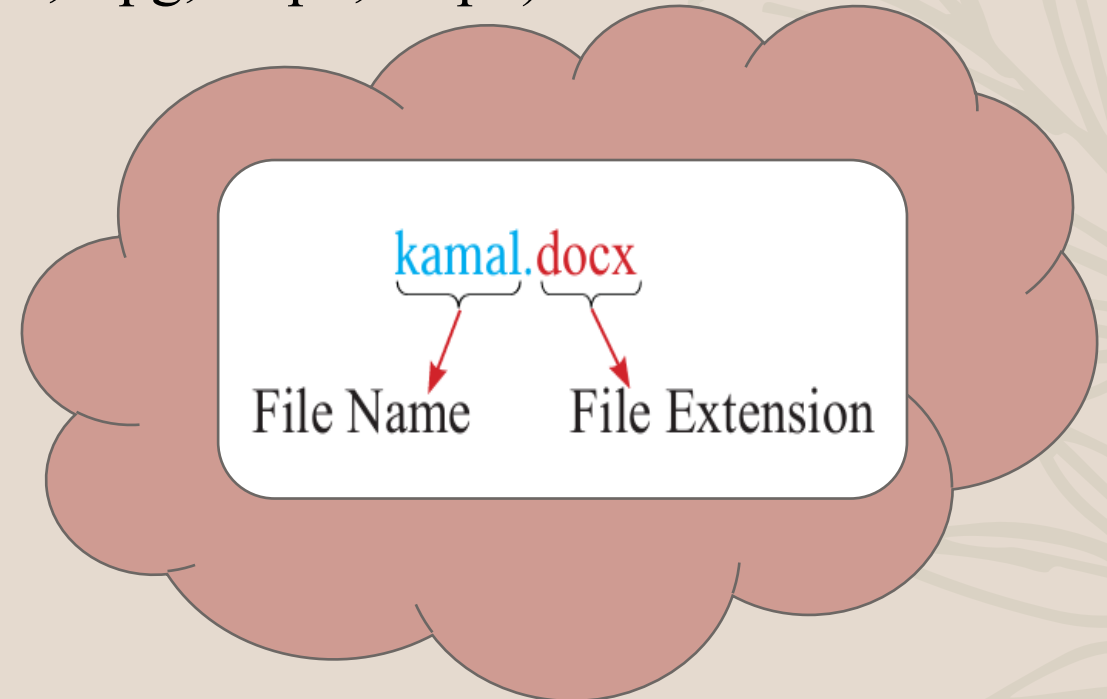
## ➤ Common extensions

**Text documents** – .Txt, .Docx

**Images** – .Jpg, .png

**Videos** – .Mp4, .Avi

**Audio** – .Mp3, .Wav



# Let's Identify the Working Window

## Definition

- The main screen area that appears when you open software.

## Parts of the Working Window

- **Title Bar** – Shows the file or program name.
- **Menu Bar / Ribbon** – Contains commands and tools.
- **Working Area** – Where you type, draw or work.
- **Scroll Bars** – Move up, down, or sideways in the document.
- **Status Bar** – Shows information like page number, zoom level.

## Window Control Buttons

- ❖ Located in the top-right corner
- **Minimize ( \_ )**  
Hides the window into the taskbar.
- **Maximize ( □ ) / Restore ( □ )**  
Expands the window to full screen or returns it to previous size.
- **Close ( X )**  
Closes the window.

# Closing a Window

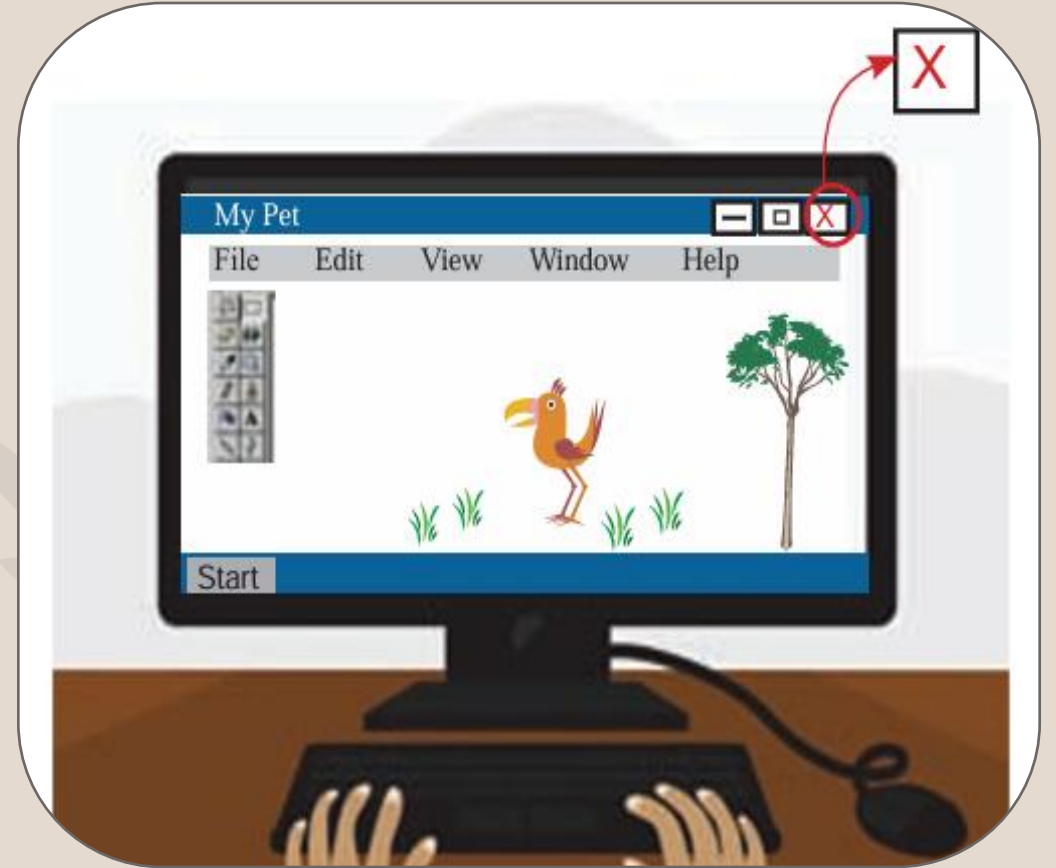
## Close Button (X)

Ends the program or closes the document window.

## Saving Reminder

If your document was changed, the system asks:

- **Save** (Keeps your changes)
- **Don't Save** (Closes without saving)
- **Cancel** (Back to the document)



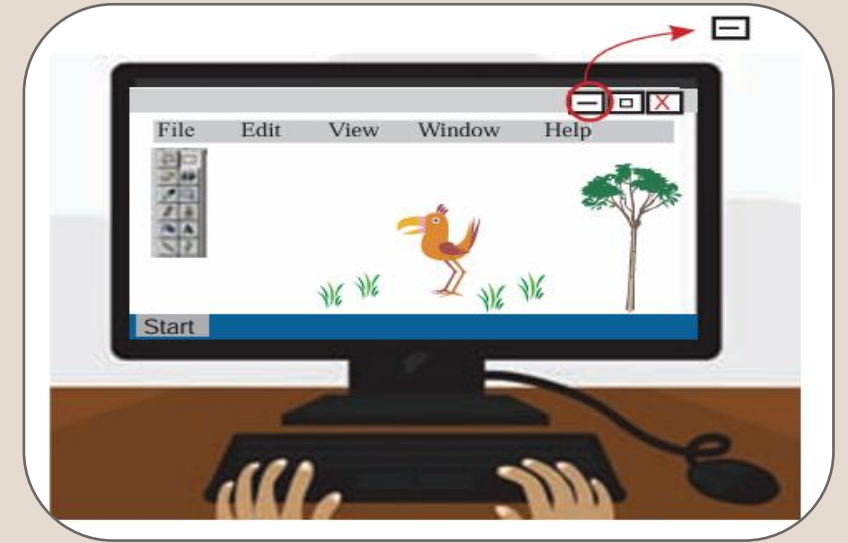


# Minimizing the Working Window

## Minimizing

Temporarily hides the window.

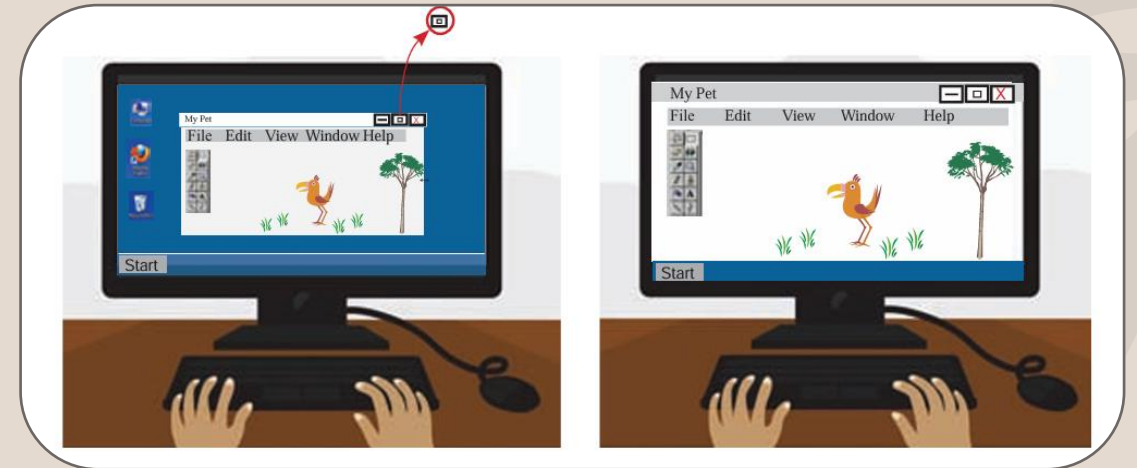
You can bring it back by clicking its icon on the taskbar.



# Maximizing the Working Window

## Maximizing

The working window can be enlarged by clicking on the maximize button so that the screen fits into the entire screen.



# Let's learn about File Folder

- **What is a folder?**

A container used to organize files.

- Helps keep the computer tidy and easy to search.

- **Why use folders?**

For grouping related files.

For easy searching and quicker access.

For avoiding clutter on the desktop.

- **Extra knowledge**

Folders can contain:

- Files
- Other folders (subfolders)

You can create unlimited levels of folders.

Folders are used to keep files in order.



**Folder**



**File and Folder**

# Let's learn about File Folder

## Folder window elements

- **Title bar** – folder name.
- **Menu / ribbon** – options for managing files (new folder, rename, copy, move).
- **Files + subfolders area** – shows folder contents.
- **Navigation pane** – shows the folder structure of the computer

## Extra knowledge

- Sorting options available: name, date modified, type, size.
- Different view styles: icons, list, details, tiles.

# Create a File

## Steps....

1. Open the application.
2. Type or create your content.
3. Click **file** → **save** or **save as**.
4. Choose the folder location.
5. Give a file name and save.

### Extra Knowledge

*"Save As" is used to:*

- ✓ Create a second copy.
- ✓ Change file type.
- ✓ Save in a new location.

# Saving a File

- **First time saving**

Choose the folder.

Type the file name.

Select file type (example: .Docx, .Png, etc.)

Click **save**.

- **Later saving**

Just click **save** (changes the existing file).

## Extra knowledge

### Keyboard shortcut:

- ✓ ctrl + S
- ✓ Files should have meaningful names to identify them easily.



# Opening a File

## ○ Steps

1. Go to the folder.
2. Find your file.
3. Double-click to open.

# Editing a File

## 1. Editing Means

Changing the text, adding pictures, formatting, updating content.

## 2. After Editing

Use Save to keep changes.



### Summary

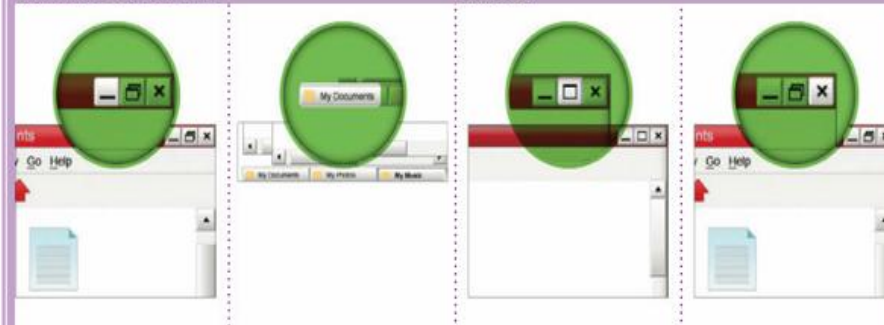
- ★ The operating system is a bridge that connects the user and the computer.
- ★ File manipulation is a major function of the operating system.
- ★ Creating a file, editing and closing a file can be done through an operating system. In addition, it is possible to maximize, minimize and resize a window.
- ★ A file is a collection of data and information whereas a folder is a collection of files.
- ★ A file name contains a name and an extension whereas a folder contains only a name.

To minimize the screen click the minimize button on the top right hand corner of the screen.

To restore the window, click the relevant button on the task bar.

Click the maximize button to enlarge the screen and to fit the window to the entire screen.

To close the window, click the close button.





Thank You !