Operating System - continued

Lecture's topics:

1. How to create and open files and folders.

2. Move your files into folders.

3. Delete, Rename files.

4. Copy, Paste.

5. Rename several files.

6. Several ways to select multiple files or folders.

A *file* is an item that contains information, for example, text or images, or music. On your computer, the files are represented with icons, this makes it easy to recognize a type of file by looking at its icon. The icon is a small graphical representation of a program or file.

Fig. Shows some common file icons

Folder: Windows uses folders to help you organize files. You can put files inside a folders, just like you would put documents inside a real folder. Basically, folders exist to help keep your files organized. A folder within a folder is usually called a subfolder. You can create any number of subfolders, and each can hold any number of files and additional subfolders.


Fig. Shows some common folder icons

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File Explorer, previously known as Windows Explorer or Explorer in Windows 7 & earlier versions. File Explorer is the file management application used by Windows operating systems to browse folders and files. It provides a graphical interface for the user to navigate and access the files stored in the computer. The main way to access the File Explorer is by clicking the folder icon in the Taskbar. After clicking the icon, the File Explorer window will open.

❖ *To open File Explorer:*

1. Click the File Explorer icon in the taskbar, or
2. Double click on any folder on your Desktop.

❖ *To create a new folder:*

1. Within File Explorer, locate and select the *New folder* button, or by right-click where you want the folder to appear, then select a *New Folder*.
2. Write the desired *Name* for the folder and press *Enter*.
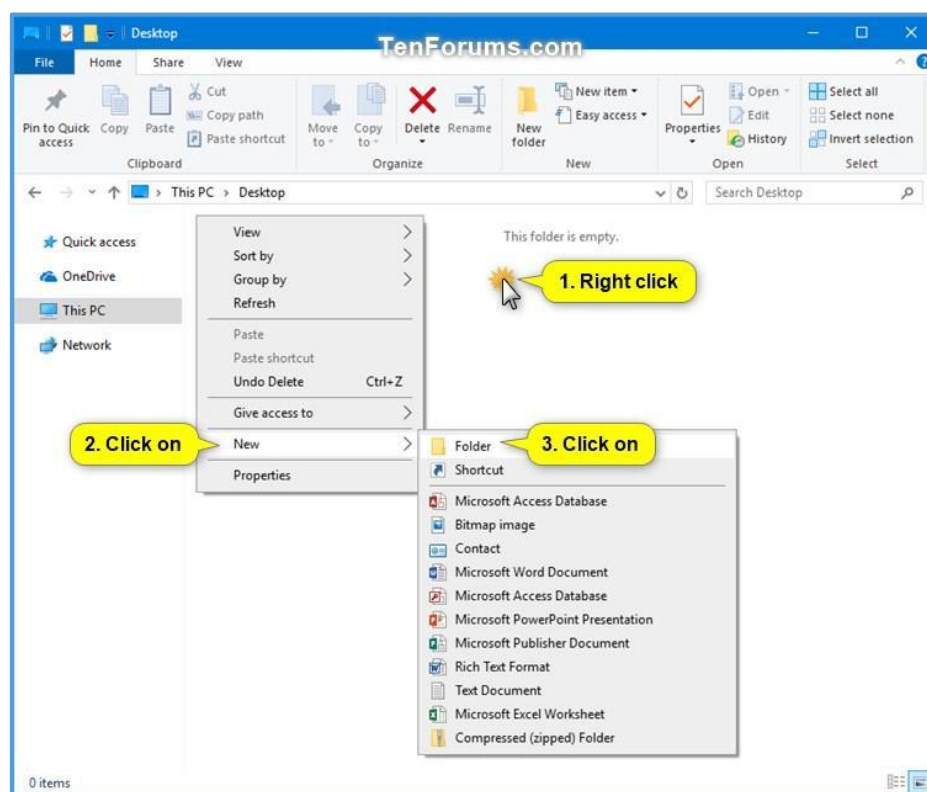
❖ *Creating File:*

The most common way to create new files is by using a program. For example, you can create a text document in a word processing program, Notepad, WordPad. To

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open Notepad: Click the start button, in the search box, Write Notepad, and then Click Notepad. To save the file: Click File, Save as, write name of File.
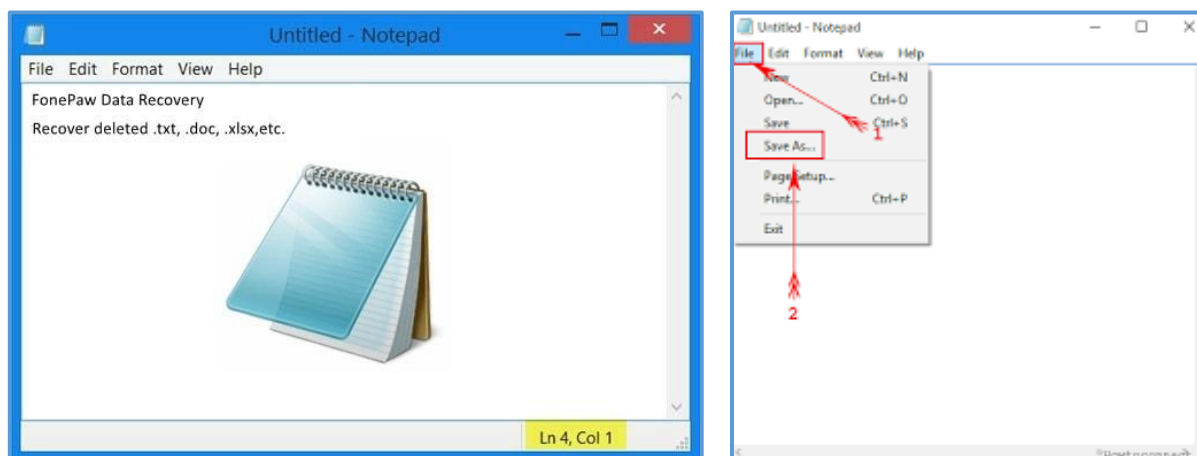

❖ *Opening an Existing file:*

> There are two main ways to open a file:

> ❖ By Double-Click it, this will open the file in its default application.

> ❖ Open the application, after the application is open you can go to the File menu at the top of the window and select Open.

❖ *Delete files or Folder:*

> *Right-Click* the file or folder that you want to delete and then choose *Delete* from the menu that appears earlier, or also you can press the *Delete* key on your keyboard. When you delete the file it is moved to recycle bin, if you change your mind you can move the file (from the recycle bin) back to its original location. By Click *Restore*. If you are sure you want to *__permanently__* delete the file (without moving to the Recycle Bin): *Select* file(s), press *SHIFT + Delete* on your keyboard. Or *Right-Click* the *Recycle Bin* icon and select *Empty the Recycle bin*

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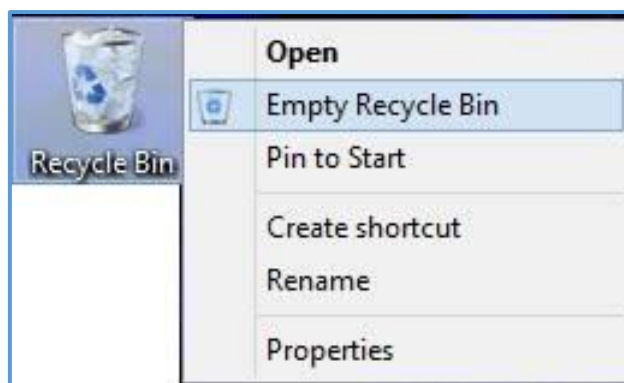
❖ ***To rename a file or folder:***

Right-click the File\Folder, then select ***Rename***. Write the new name and press ***Enter***. You can also rename a file from the preview screen.

❖ ***Rename multiple files at once:***

Select Files, ***Right-Click***, select ***Rename***, then type ***One name***, press ***Enter***, and then each of the files will be saved with the new name, but with a different sequential number at the end. Example: If you write a name (picture), becomes: (picture (1), picture (2), picture (3)...).

❖ ***Moving or Copying Files and Folders Using Cut and Paste:***

- ***Select*** the file or files you want to copy or move.
- Select ***Cut*** or ***Copy*** from the ***Edit menu*** or ***Right-Click*** menu. (Ctrl+X or Ctrl+C).
- ***Open*** the folder you want to receive the files.
- ***Select Paste*** from the Edit menu or from ***Right-Click*** menu, (Ctrl+V).

If your keyboard has a Paste key, you can use that.

❖ ***To select multiple files from a folder:***

To perform many common tasks, such as Copying, Renaming, Printing, Deleting We must use selecting files or folders before that. There are several ways to select multiple files or folders:
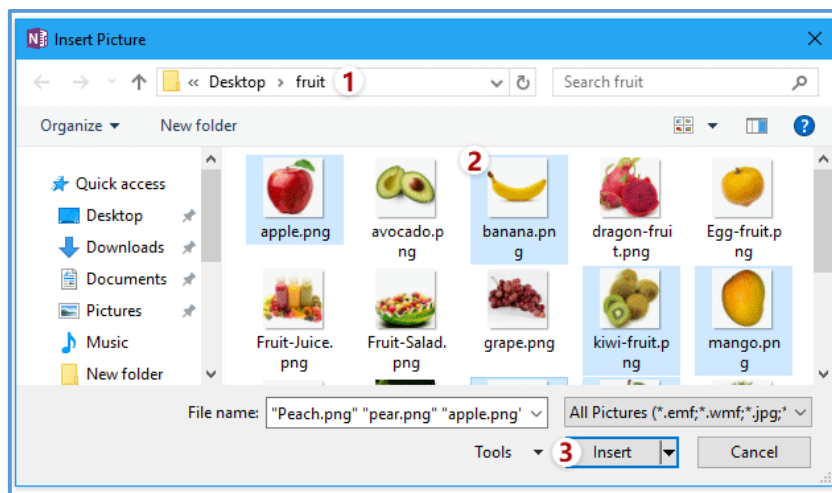
- ***To select group of files:***

  Use the ***Shift key*** and select the ***first*** and ***last*** file at the ends of the entire range you want to select. All of the files between the first and last ones will be selected.
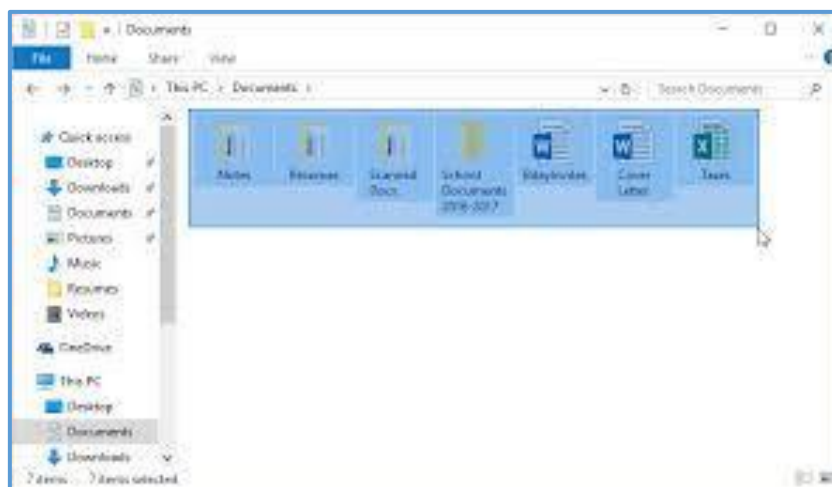
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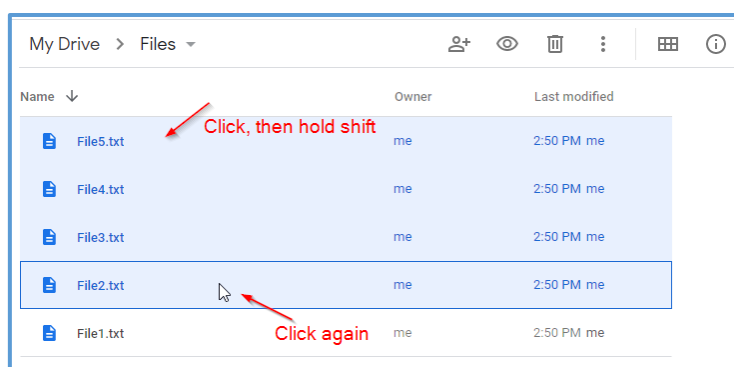
- ***To select Specific files:***

  Hold down the ***Ctrl key*** as you click on each file until all are selected. (Example: to select multiple files from your desktop).

- ***To Select Neighbor Icons :***

  If you are viewing your files as icons, you can Click and Drag the Mouse to draw a box around the files you want to select.

- ***To Select All files or folders:*** Click ***Ctrl + A*** from your keyboard.

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Exercise for Lab. 6:

1. **Create a new folder in drive D.**

2. **Change the name of the folder to the name as: IT \Software\First stage\ group A: example "ITSW1A".**

3. **Create 3 new folders in (ITSW1A) and named as following: Informatics, C++, and Logic.**

4. **In the folder Informatics, create 2 files by using (Notepad program), name the first file "Lec1". The name of second file is "Lec2" and write these statements:**

- **I am a student in IT College of Ninevah University.**

- **Learn how to write on a computer.**

5. **Rename the first file "Lec1" to "Math1".**

6. **Create a subfolder in the "Informatics" folder and name it by your teacher's name.**

7. **Copy the files in folder "Informatics" to subfolder in (step 6).**

8. **Rename all files in it, must be as: SW(1), SW(2), SW(3).**

9. **Delete the files in the "Informatics" folder.**

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