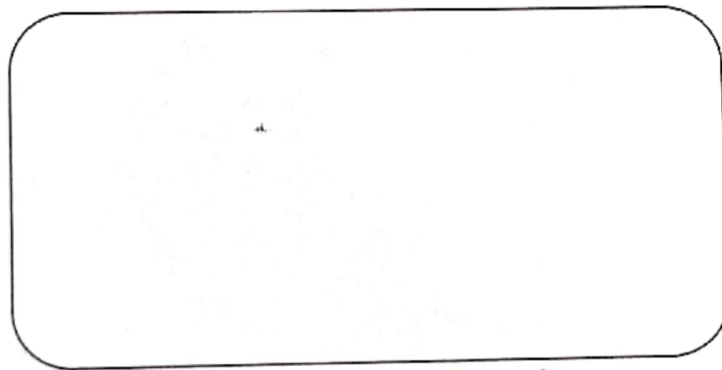
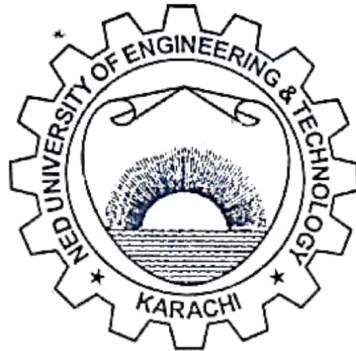


Practical Workbook

Fundamentals of Information Technology



Name : Nashra Ghaffar

Year : 2020-2021 (1st sem)

Batch : 4

Roll No : CI-032

Department: BCIT

EXERCISE

1. Write command to display all files having extension 'docx'.

C:\> dir *.docx

2. Write command to display all files of all types starting with letter 's'.

C:\> dir s*

3. Write a command to copy the file *assignment* of type *docx* from the directory 'ITC' of drive D to drive F.

C:\> copy D:\ITC\assignment.docx F:

4. Write a command to delete the directory as well as the files of the directory 'world' on drive E.

C:\> rd E:\world /S

5. Write command to copy all the files beginning with 'm' and whose file names has a 'txt' extension from drive A to the 'document' directory on drive C.

C:\> copy A:\m*.txt C:\document

6. Write set of commands to create a directory 'practical' on drive F, and then move into it. Now list all files present in it, then go back to root drive F.

C:\> F:

F:\> mkdir practical

F:\> cd practical

F:\practical> dir

F:\practical> cd\

F:\>

EXERCISE

1. Write a command to change the command prompt to 'Good Morning:>'. Write another command using '\$' to switch back to the standard C prompt (C:>).

First Command: prompt Good Morning

Second Command: prompt \$N : \ \$G

2. Write a command to set the system date to Jan 16th, 2018

C : \> date 01/16/2018

3. Make a batch file called first.bat, which includes commands to display directory listings of drive F, then remove a directory called "new" from the same drive. Do not switch into the drive.

@ echo off

dir F:

rd F:\new /S.

These days a scheduled task of Disk fragmentation is already present. So you will not find your disk defragmented.

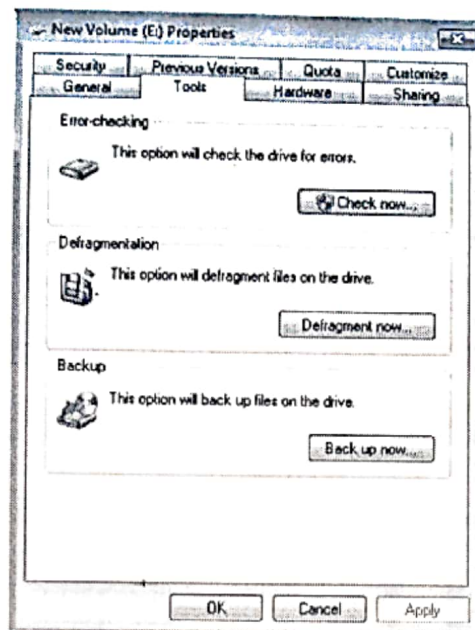


Fig 3.7 Disk Defragmentation

EXERCISE

1. Use Task Scheduler utility to daily prompt a Good Morning message on your screen at 9 a.m. List steps of accomplishing the above task.

Click on "Start" button and search for "Task Scheduler" on the right hand side. click on "Create Basic Task". Now name your task & click "Next at bottom". On the next tab (Trigger) and select Daily or One Time. Now set the time at "9:00 am". In "action" tab select (start a program). Type message in 'program' box & in Argument box type ("Good Morning").

2. Your computer is giving warning for low disk space that means your containing the operating system software does not have enough space to ensure reliable system operations. List various ways by which you can increase your disk space.

1) Open my Computer and select the drive which you want to clear. Right click at the drive & click on properties. A

dialogue box will appear. Click on clean up, it will clean all the junk.

- 2) Open "Computer Management System" and click on Disk Manager. Add unallocated space to that drive which you want to increase storage but it has limitations. It needs unallocated space at right side of the disk and adjacent to partition.