Lab 8 Windows Console Command-Line

Using the Windows Command Line Console to create and manipulate files and folders

In this lab, you will be using the Windows command line console to implement a files and folders structure in your user directory. Creating files and folders along with moving through them are very common operations.

The Windows command line console makes these operations easy and quick to perform as you are able to move directly to specific locations and perform specific operations. As you will also see later in this module and in future modules, there is no guarantee that a graphical interface will exist for you to create files / folders. When this happens you are required to use the Windows command line console to move through files and folders.

The commands that you need to know about to perform this part of the lab are the following:

help
dir
cd
cd ..
mkdir
rmdir
move
copy
ren
del
cls

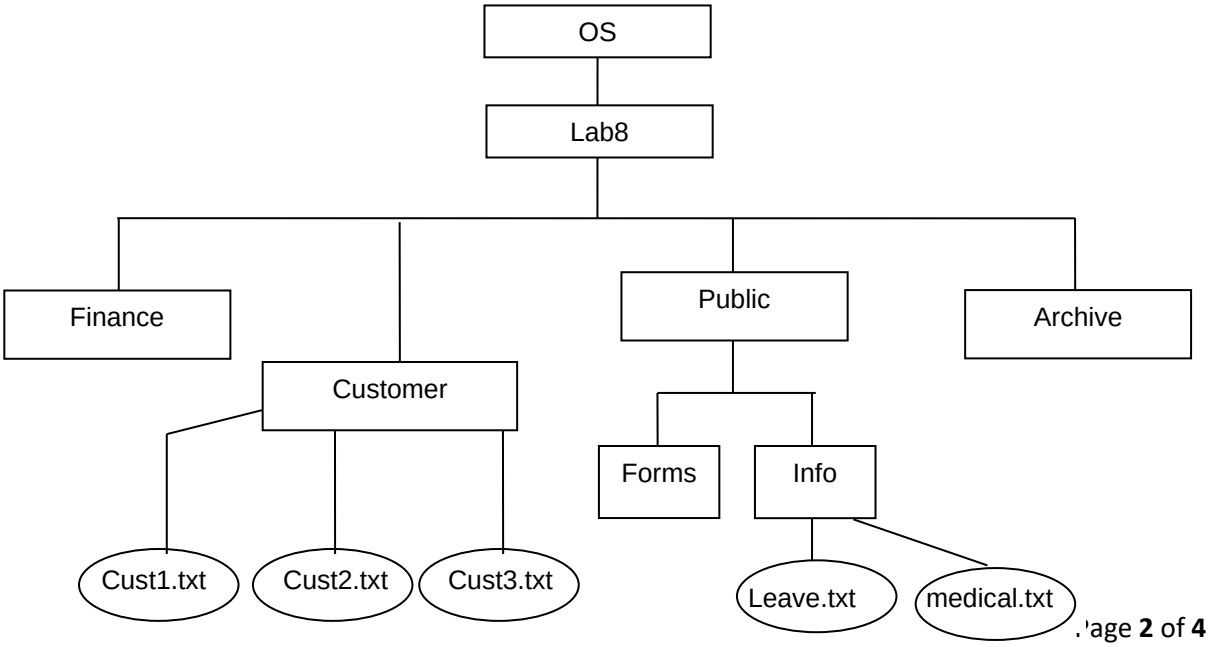
echo > myfile.txt

1. **Record what operations the above commands perform**. Use the command prompt (e.g. **mkdir /?** or **help mkdir)** or other means to find out what they do

2. **Using the commands listed above, create the following structure in your user directory.** The Square boxes are folders, while the lines represent folders contained inside each one. As can be seen in the diagram below, the structure looks like a hierarchy and this is what the use of folders provides for – a hierarchy of where data should be saved and stored.

   Before you start, using any application you like (e.g. Notepad), create three text files: **cust1.txt; cust2.txt and cust3.txt** and an additional two text files **leave.txt and medical.txt.** These should be created and saved in your home folder (c:\users\<your username>)

   Now, using the windows command prompt only, implement the following folder structure. **Write down the sequence of commands that allow you to create the structure below**:



Now that you have created the directory structure, write the Windows console commands that control it in the following ways (3 – 13).

3. **Move** the **three customer files** to the **customer directory**.

4. **Copy** the **three customer files** to the **archive directory** using a single command

5. **Move** the file **leave.txt** to the **archive directory** and rename it **leave_old.txt**

6. Place **leave_old.txt** in the forms directory.

7. **Change** to the **customer directory** and check that it contains the three customer files.

8. **Change** to the **archive directory** and check it contains the **three customer** files that you copied.

9. **Change** back to the **customer directory** and delete the **three customer** files.

10. **Display** the **contents** of the **text files** in the command prompt window one at a time. (You may need to use help to find the command do this).

11. Clear the screen

12. Exit the command prompt window

Utility programs

A number of useful utility programs are installed as part of the command prompt. These additional programs allow you to access specific information that will be of use to you when writing Windows batch files and Unix scripts.

Using the help operation or other means, record the answers to the following questions (13-22).

13. Which command shows or updates the time?
14. Which command shows or changes the date?
15. Which **time** command switch would you use just to see the time?
16. Which **date** command switch would you use to just see the date?
17. Explain what the **cd .** operation means.
18. Explain what the **cd ..** operation means.
19. What happens when you type **DIR**?
20. What does the command **DIR /W** do?
21. What switch do you use with **DIR** to sort the output by name?
22. How do you display files and directories including subdirectories?