

Aim

To do the following operations on windows

- a. Restoring files and folders from Recycle bin
- b. Creating short cuts for folder/file
- c. Finding a file or folder by name
- d. Selecting and moving two or more files/folders using mouse
- e. Sorting folders/files.

Procedure

a. Restoring files and folders from Recycle bin

Step1: **Double click** on the **Recycle bin** icon, then Recycle bin Window will be opened.

Step2: **Select** the files and folders to be recovered.

Step3: **Right click File _ Restore**. The files and folders will be restored.

b. Creating short cuts for folder/file

Step1: **Right Click** on the empty area of the **desktop**.

Step2: Click **New_ Shortcut**, shortcut dialog box appear.

Step3: Click **Browse** button.

Step4: Select the location and folder.

Step5: Click **Next** button.

Step6: Click **Finish** button, shortcut will be created on the selected location.

c. Finding a file or folder by name

Step1: Click **Start _ Search**. Search dialog box gets opened.

Step2: Click **All files and folders link**. Enter the file name and choose the location in which the file has to be searched for.

Step3: Click **Search** button. The searched results will be displayed.

d. Selecting and moving two or more files/folders using mouse

Step1: **Select any one** of the file by clicking on the file. To select other files randomly, press **Ctrl key** and precede selection.

e. Sorting folders/files.

Step1: Open the My Document window.

Step2: **Right click** on the empty area of the Document window.

Step3: Select **Arrange Icons by** (Name, Size, Type, Modified).

Result

Thus the above windows XP operations are completed successfully.