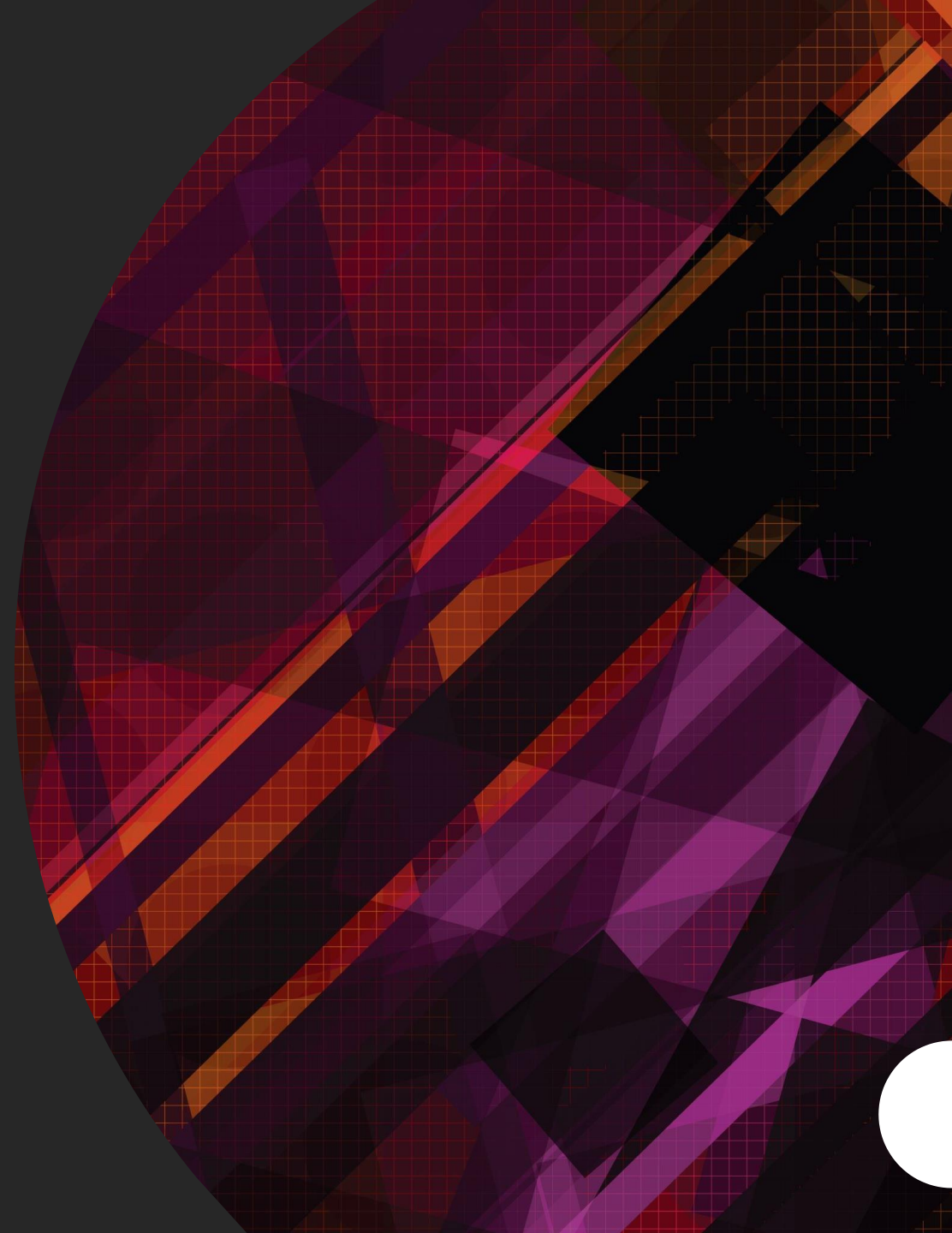


LITTERA PUBLIC SCHOOL

CLASS- 4

CHAPTER- 1



WINDOWS 10
WORKING WITH FILE
AND FOLDER





WHAT IS A FILE?

A FILE STORES OUR WORK IN THE COMPUTER.

THERE ARE DIFFERENT TYPES OF FILES: -

1. IMAGE FILE
2. AUDIO FILE
3. VIDEO FILE

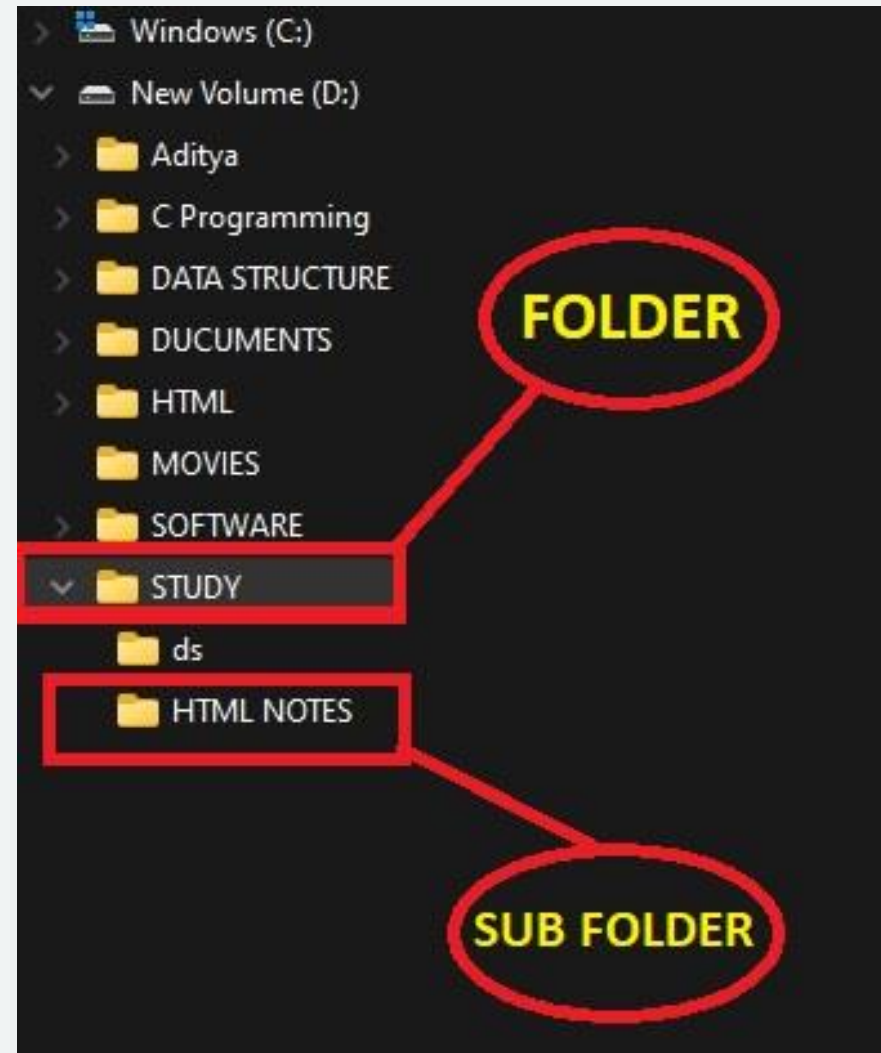
EXTENSIONS OF FILES

SECONDARY NAME	FILE TYPE
TXT	TEXT FILE
DOC,DOCX	MS WORD FILE
EXE	EXECUTABLE PROGRAM FILE
MP3, WAV	AUDIO FILES
MP4, AVI	AUDIO-VIDEO FILE
JPG, PNG, GIF	IMAGE OR PICTURE FILE

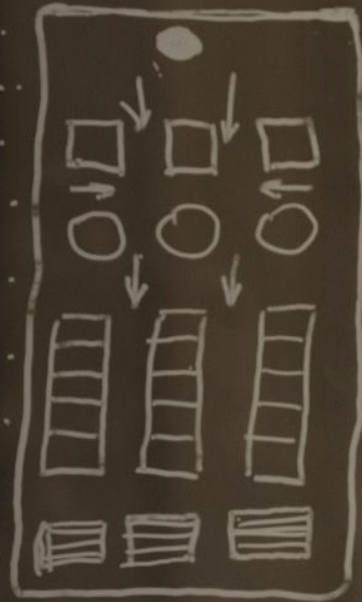
FOLDER

FOLDER AND DIRECTORIES SAVE FILES AND OTHER FOLDERS.

A FOLDER WITHIN A FOLDER IS CALLED A SUB-FOLDER.

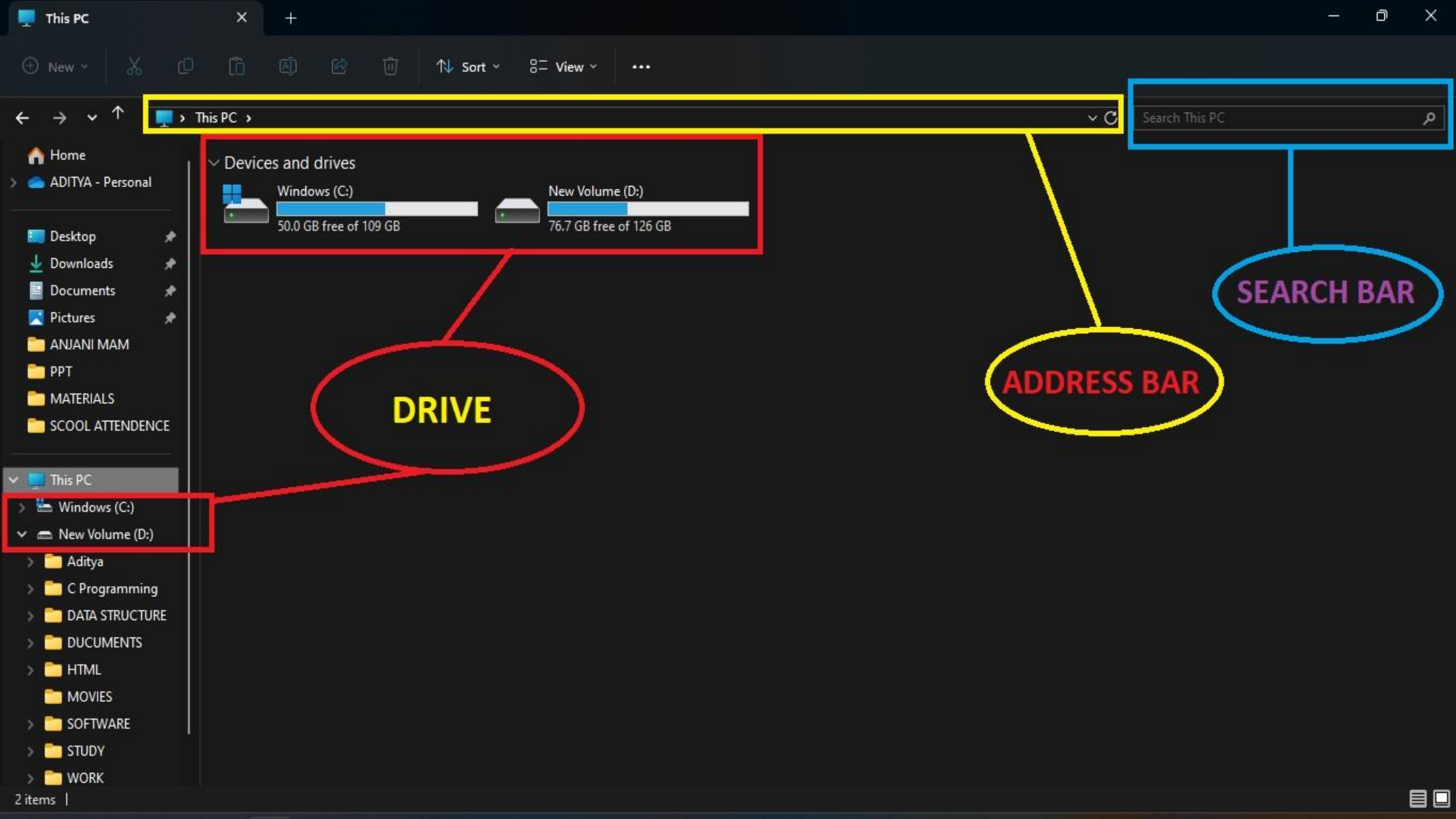


*LET'S FIND OUT
WHAT IS THIS
PC WINDOW*





WHATEVER FILES OR FOLDERS YOU STORE IN YOUR COMPUTER, THEY ARE ACCESSIBLE FROM THE THIS PC WINDOW. IT IS ALSO USED TO ACCESS AND MANAGE THE FILES AND MANAGE THE FILES AND FOLDERS STORED IN VARIOUS EXTERNAL MEMORY DEVICES.



DRIVE

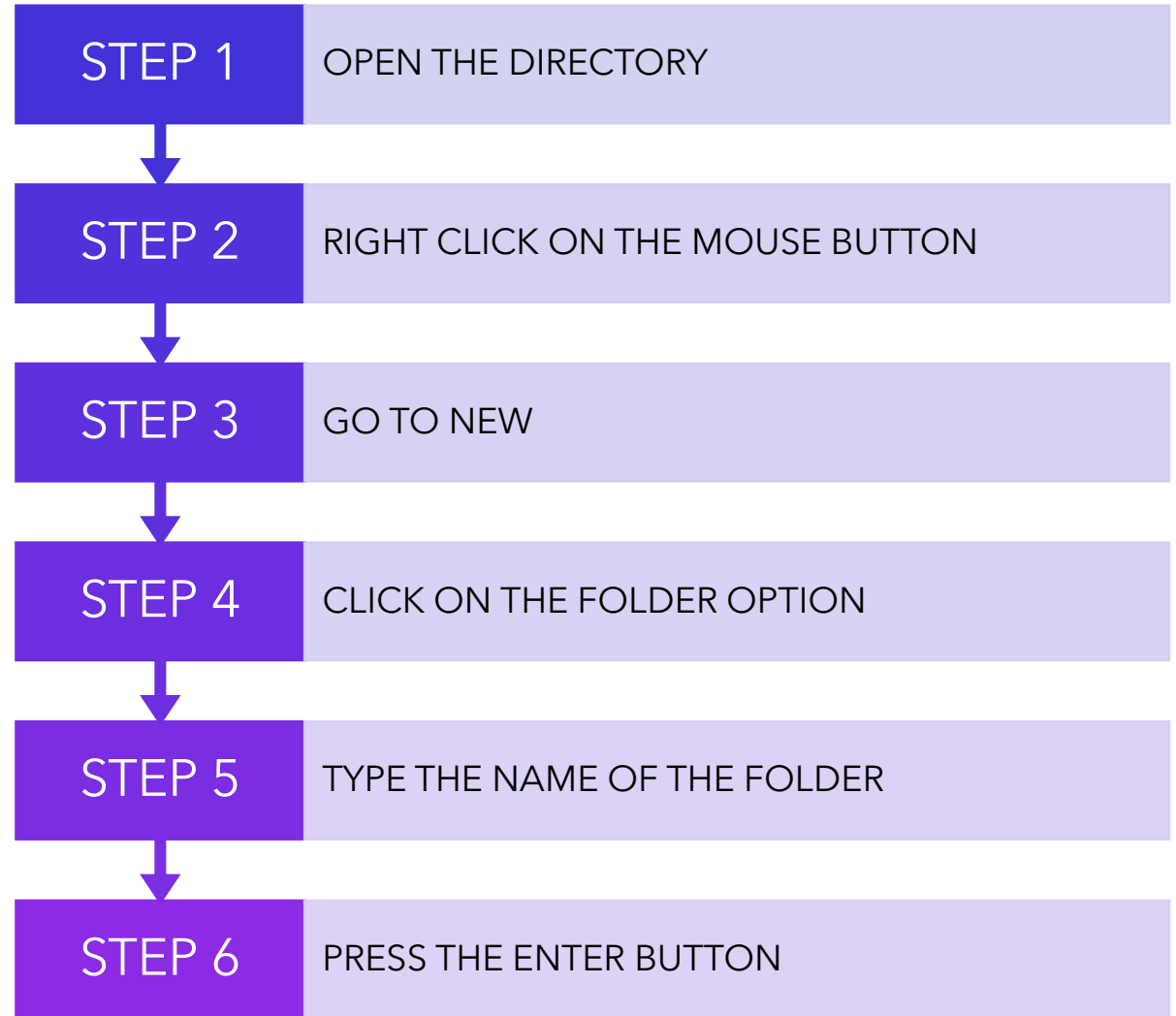
ADDRESS BAR

SEARCH BAR

*LET'S SEE HOW
TO CREATE A
NEW FOLDER
IN A
DIRECTORY*



BY USING MOUSE



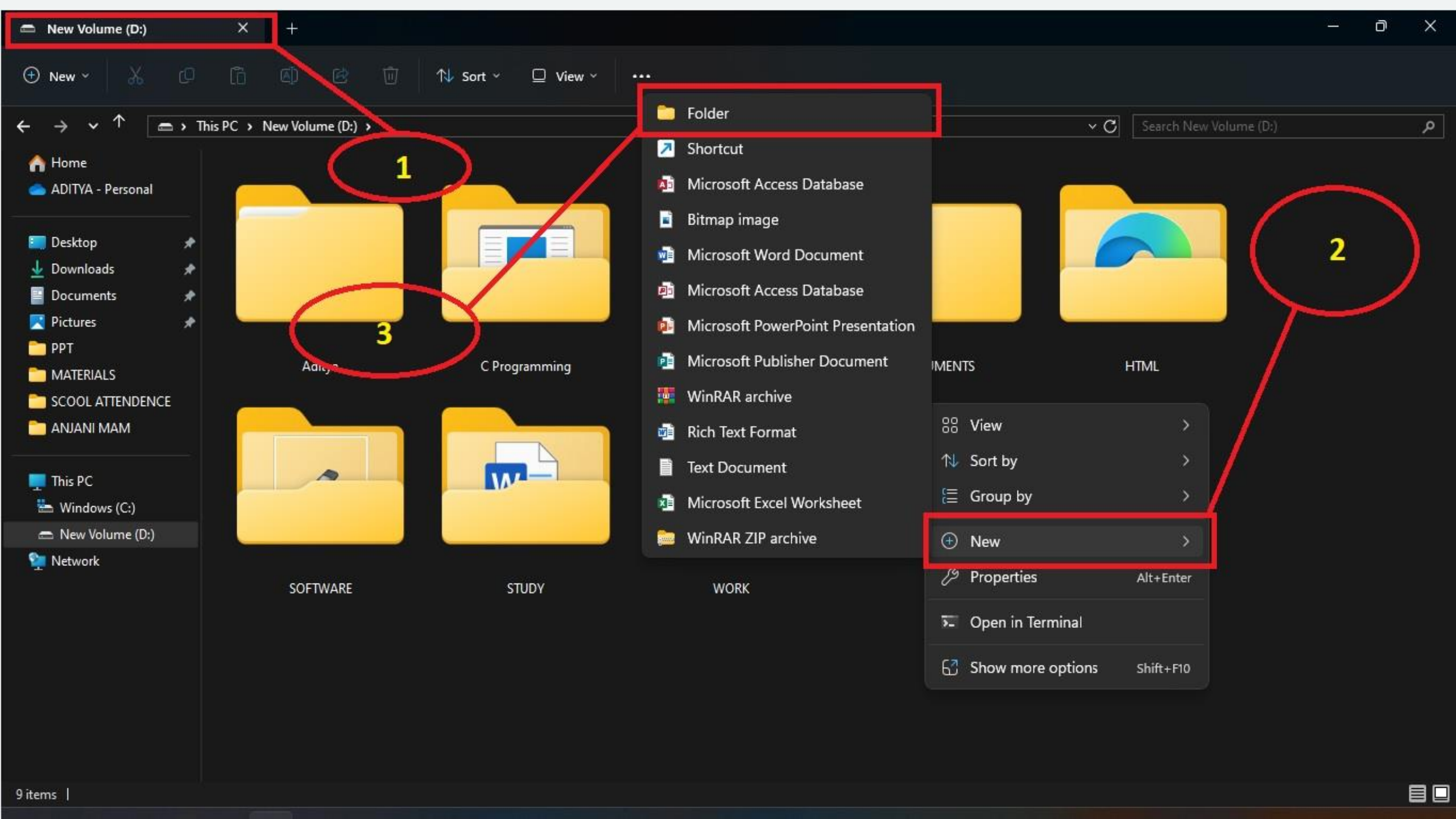


*SHORTCUT
METHOD TO
CREATE A FOLDER*

PRESS: -

Ctrl + Shift + N





New Volume (D:)

New Sort View

This PC > New Volume (D:)

- Home
- ADITYA - Personal
- Desktop
- Downloads
- Documents
- Pictures
- PPT
- MATERIALS
- SCOOOL ATTENDENCE
- ANJANI MAM
- This PC
- Windows (C:)
- New Volume (D:)
- Network



- Folder
- Shortcut
- Microsoft Access Database
- Bitmap image
- Microsoft Word Document
- Microsoft Access Database
- Microsoft PowerPoint Presentation
- Microsoft Publisher Document
- WinRAR archive
- Rich Text Format
- Text Document
- Microsoft Excel Worksheet
- WinRAR ZIP archive

- View >
- Sort by >
- Group by >
- New >
- Properties Alt+Enter
- Open in Terminal
- Show more options Shift+F10

BY USING TOOLBAR

STEP 1

CLICK ON
THE NEW
FOLDER
OPTION IN
THE UPPER
SIDE OF
THE
TOOLBAR

STEP 2

TYPE THE
NAME OF
THE
FOLDER

STEP 3

PRESS THE
ENTER
BUTTON

*LET'S SEE HOW TO
RENAME FOLDER*





STEPS

STEP 1- SELECT THE FOLDER

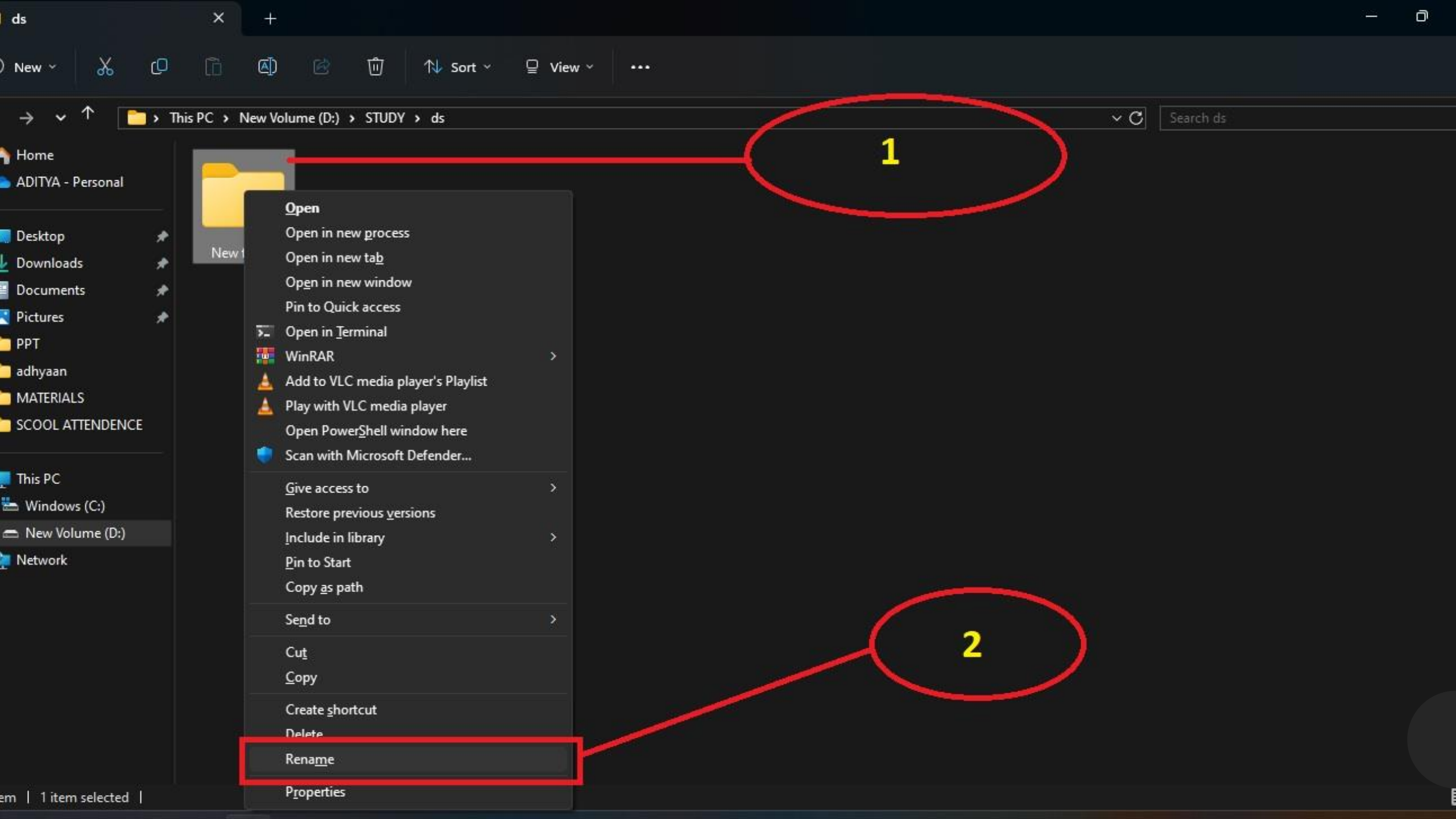
STEP 2- CLICK ON THE RIGHT BUTTON OF THE
MOUSE

STEP 3- CLICK ON THE RENAME OPTION

STEP 4- WRITE THE NEW NAME OF THE FOLDER

STEP 5- PRESS THE ENTER BUTTON





1

2

- Open
 - Open in new process
 - Open in new tab
 - Open in new window
 - Pin to Quick access
 - Open in Terminal
 - WinRAR
 - Add to VLC media player's Playlist
 - Play with VLC media player
 - Open PowerShell window here
 - Scan with Microsoft Defender...
- Give access to
- Restore previous versions
- Include in library
- Pin to Start
- Copy as path
- Send to
- Cut
- Copy
- Create shortcut
- Delete
- Rename**
- Properties

A stack of brown paper folders with green tabs is shown on a wooden surface. The folders are slightly offset, creating a sense of depth. The text is overlaid on the left side of the image.

*NOW WE WILL
LEARN HOW TO
DELETE A FILE
/FOLDER*

A decorative graphic on the left side of the page featuring a stack of folders in light blue, grey, and tan colors, partially overlapping a large, solid blue circle.

STEPS

STEP 1- SELECT THE FILE/FOLDER YOU WANT TO DELETE.

STEP 2- RIGHT CLICK ON THE SELECTED FILE/FOLDER.

STEP 3- CLICK ON THE DELETE OPTION.

OR

SELECT THE FOLDER YOU WANT TO DELETE AND PRESS THE DELETE BUTTON ON THE KEYBOARD.

A solid black circle located in the bottom right corner of the page.



*HOW TO
RESTORE
DELETED
FILE/FOLDER*

STEPS



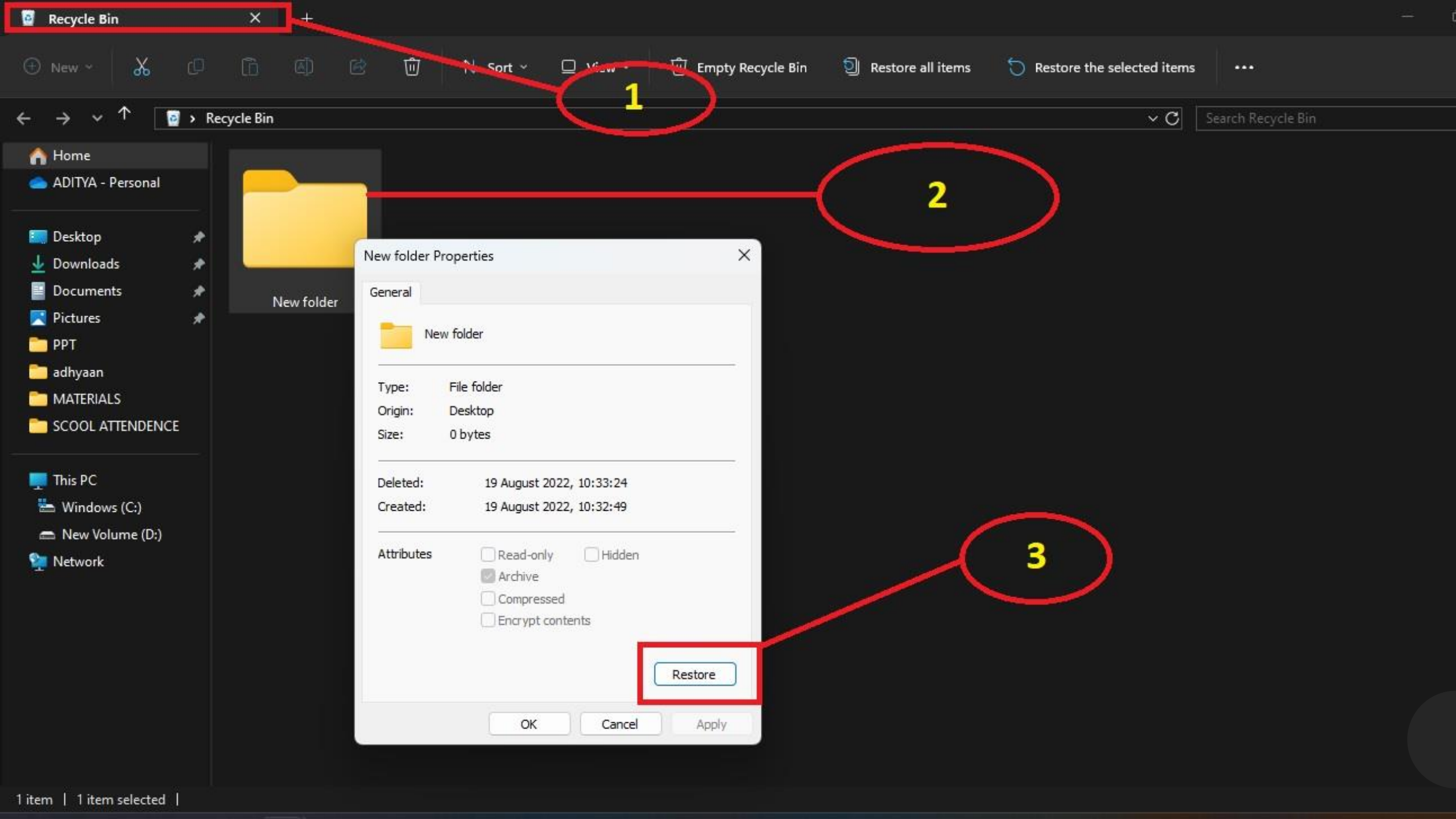
STEP 1- GO TO RECYCLE BIN.



STEP 2- CLICK ON THE
FILE/FOLDER WANT TO
RESTORE.



STEP 3- CLICK ON THE
RESTORE OPTION.



Recycle Bin

New, Cut, Copy, Paste, Sort, View, Empty Recycle Bin, Restore all items, Restore the selected items

Recycle Bin

- Home
- ADITYA - Personal
- Desktop
- Downloads
- Documents
- Pictures
- PPT
- adhyaan
- MATERIALS
- SCOOOL ATTENDENCE
- This PC
- Windows (C:)
- New Volume (D:)
- Network



New folder Properties

General

New folder

Type: File folder
Origin: Desktop
Size: 0 bytes

Deleted: 19 August 2022, 10:33:24
Created: 19 August 2022, 10:32:49

Attributes

- Read-only
- Hidden
- Archive
- Compressed
- Encrypt contents

Restore

OK Cancel Apply

1

2

3

*IN LAST WE WILL
LEARN HOW TO
CUT AND COPY
ANY FOLDER/FILE
FROM ONE
LOCATION TO
ANOTHER.*



STEPS TO COPY A FILE/FOLDER ER

STEP 1

SELECT THE FILE/FOLDER YOU WANT TO COPY.

STEP 2

CLICK THE RIGHT BUTTON OF THE MOUSE ON THE SELECTED FOLDER.

STEP 3

CLICK ON THE COPY OPTION.

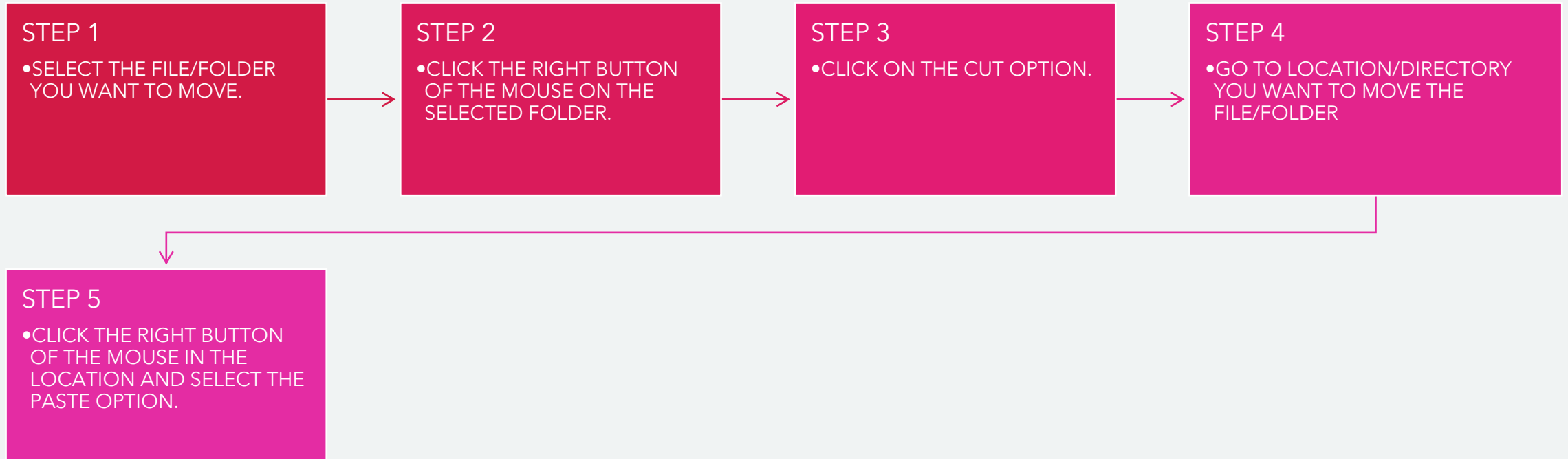
STEP 4

GO TO LOCATION/DIRECTORY YOU WANT TO COPY THE FILE/FOLDER

STEP 5

CLICK THE RIGHT BUTTON OF THE MOUSE IN THE LOCATION AND SELECT THE PASTE OPTION.

STEPS TO CUT A FILE/FOLDER



SOME SHORTCUT KEYS



COPY- CTRL + C



CUT- CTRL + X



PASTE- CTRL + V

END
