



Lecture 3

Working with file and folder

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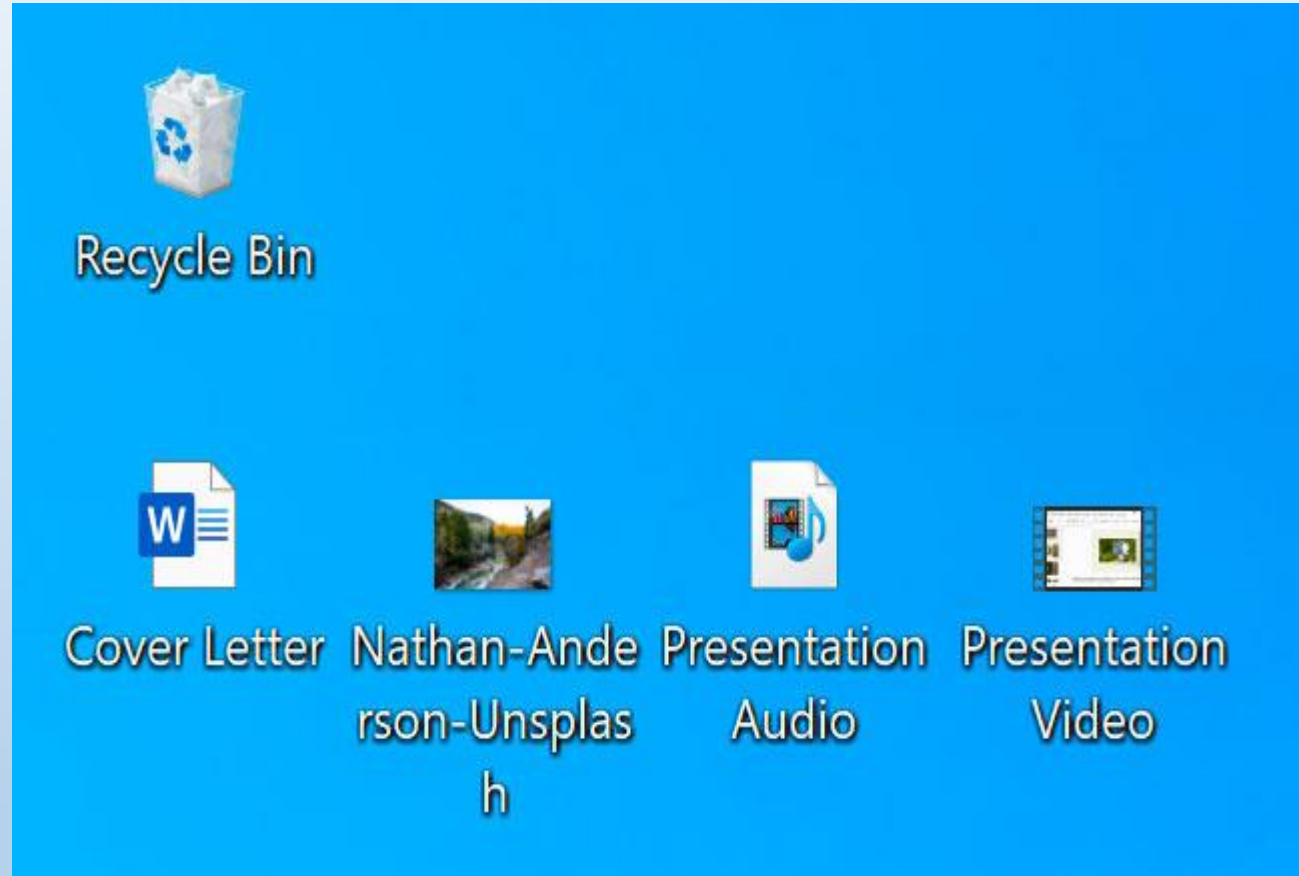
Working with files and folders

Understanding how to work with files and folders is an important part of using your computer. Once you understand how files and folder work, you'll use them all the time. In this lesson, we'll show you the absolute basics of working with files, including how to **open files, move your files into folders,** and **delete files.**

What is a file?

There are many different types of files you can use. For example, Microsoft Word documents, digital photos, digital music, and digital videos are all types of files. You might even think of a file as a digital version of a real-world thing you can interact with on your computer. When you use different applications, you'll often be viewing, creating, or editing files.

Files are usually represented by an icon. In the image below, you can see a few different types of files below the Recycle Bin on the desktop.



What is a folder?

Windows uses folders to help you organize files. You can put files inside a folder, just like you would put documents inside a real folder. In the image below, you can see some folders on the desktop.

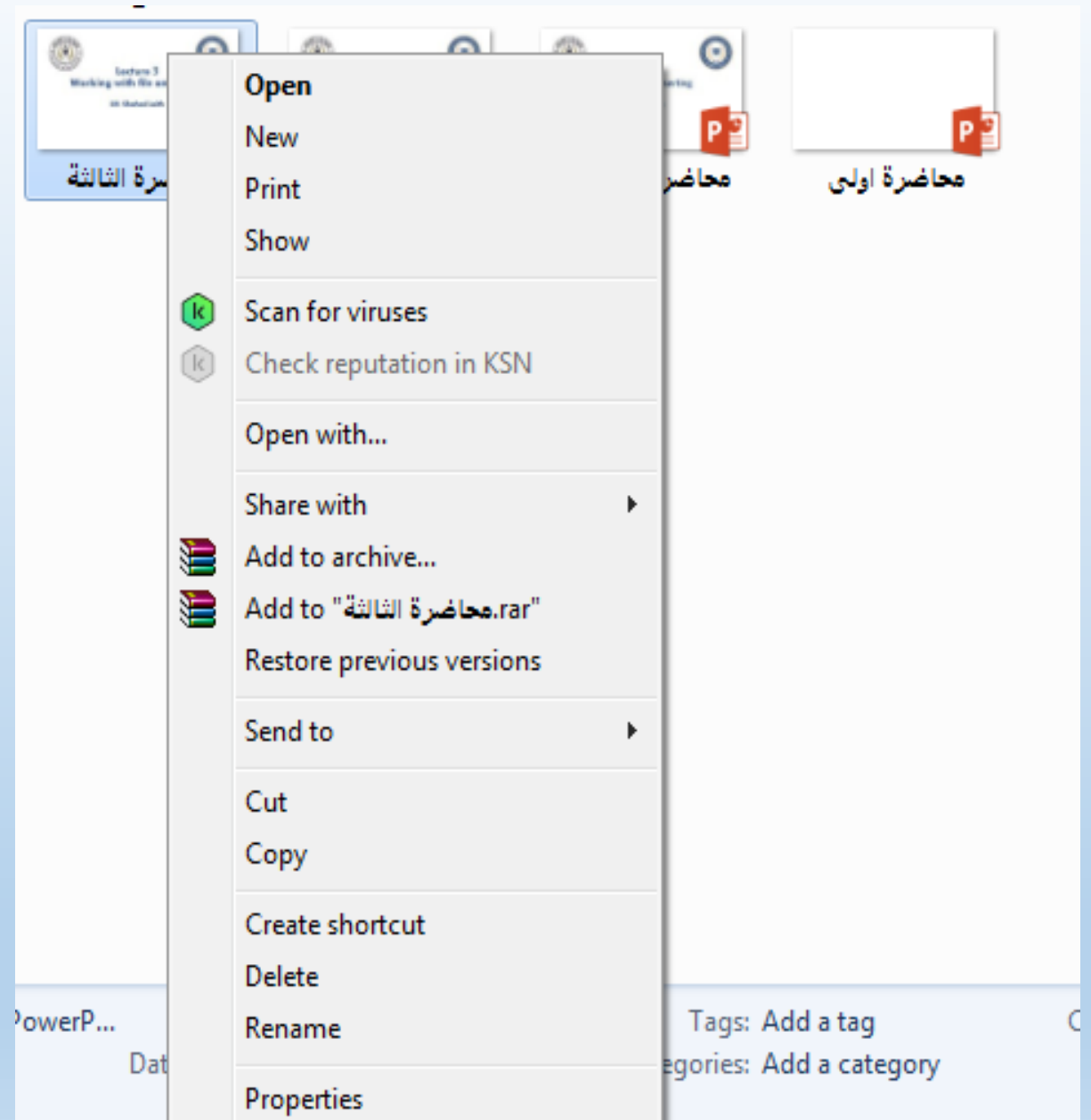


To open a file:

The process of opening the file takes place in **two basic ways**: double-clicking the left mouse button on the file

The second method is by pressing the right mouse button once. A menu will appear from which we can choose Open, then the file will open.

The same applies to opening any folder

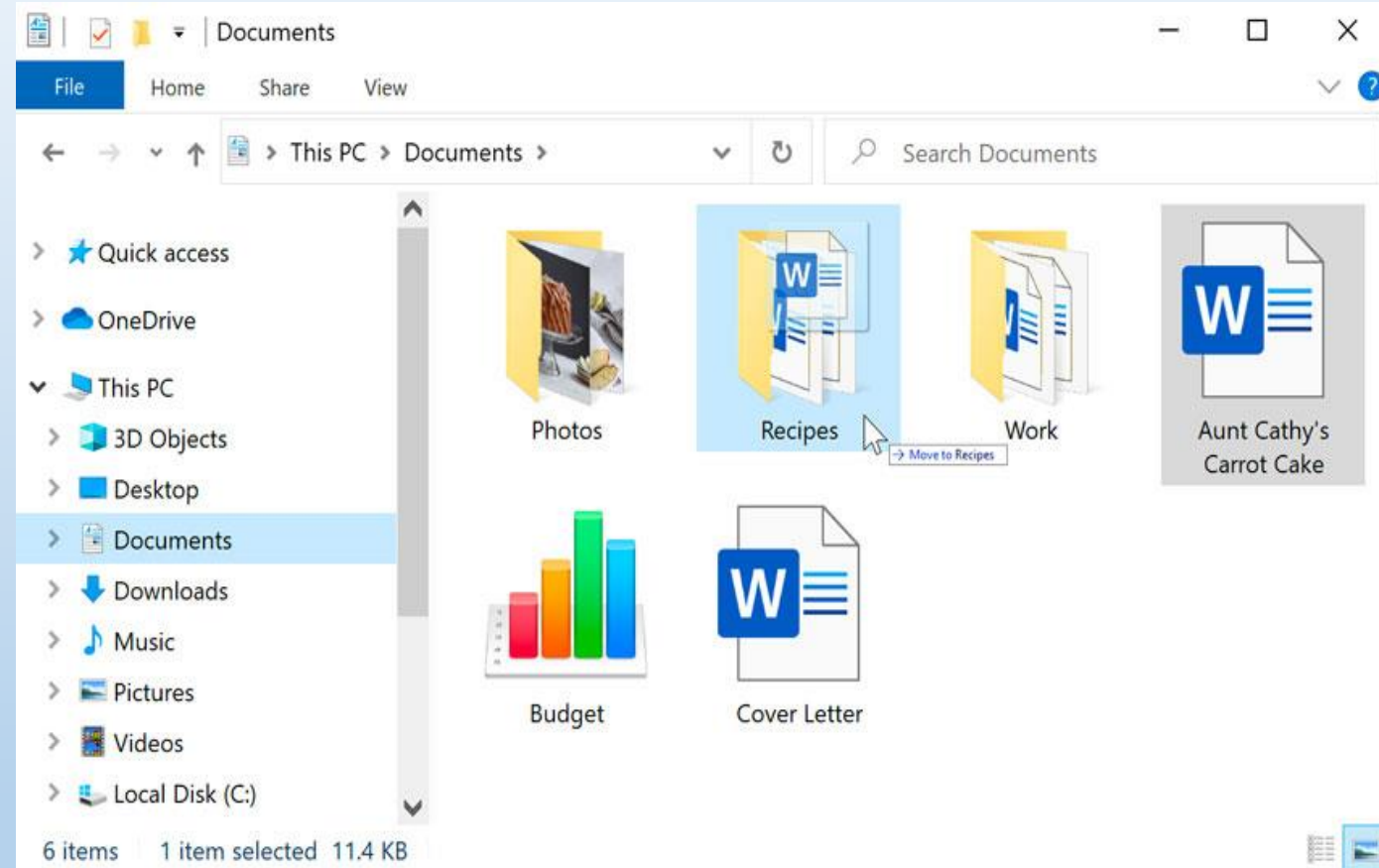


Moving and deleting files

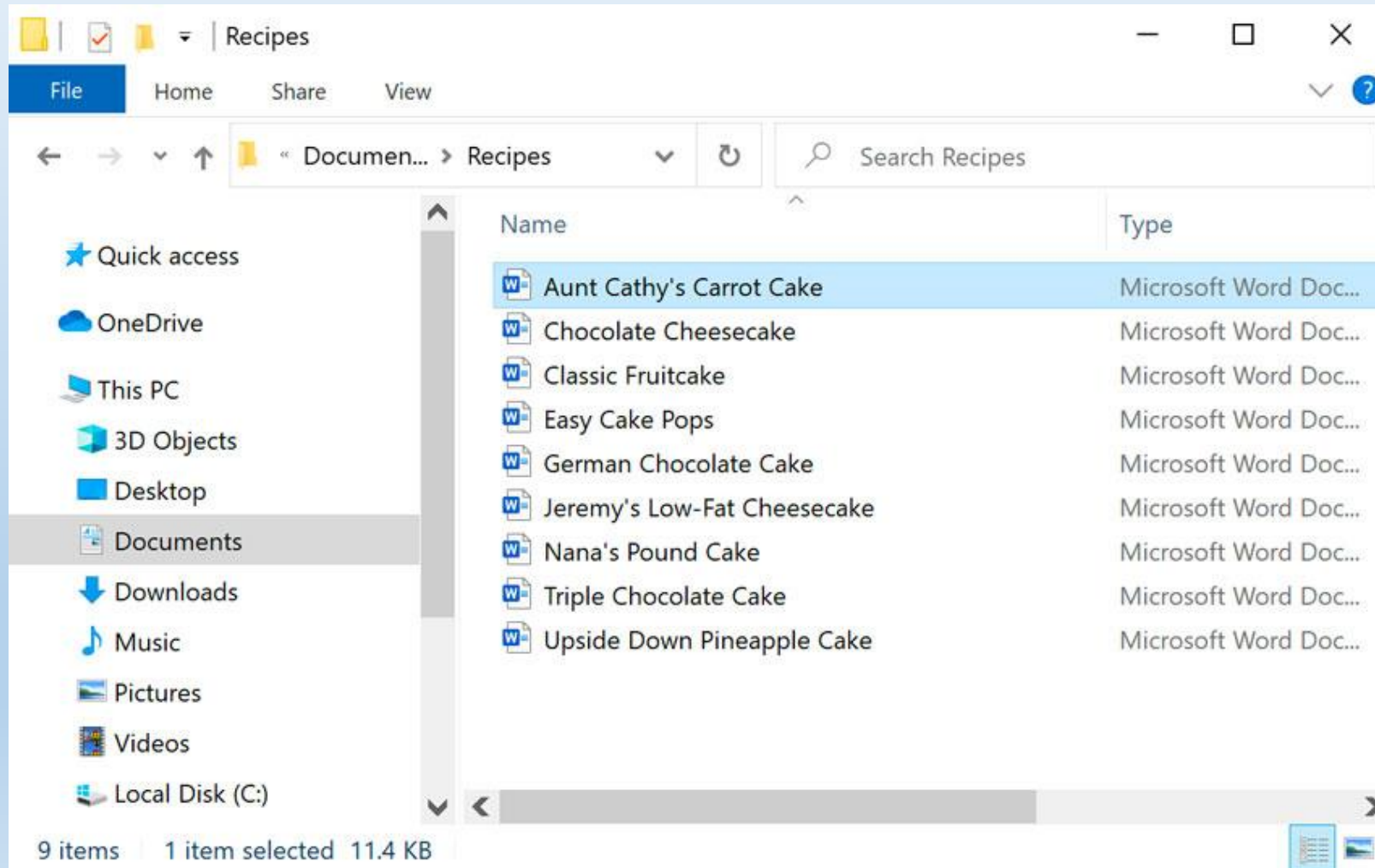
To move a file:

It's easy to move a file from one location to another. **For example,** you might have a file on the desktop that you want to move to your Documents folder.

1. Click and drag the file to the desired location.



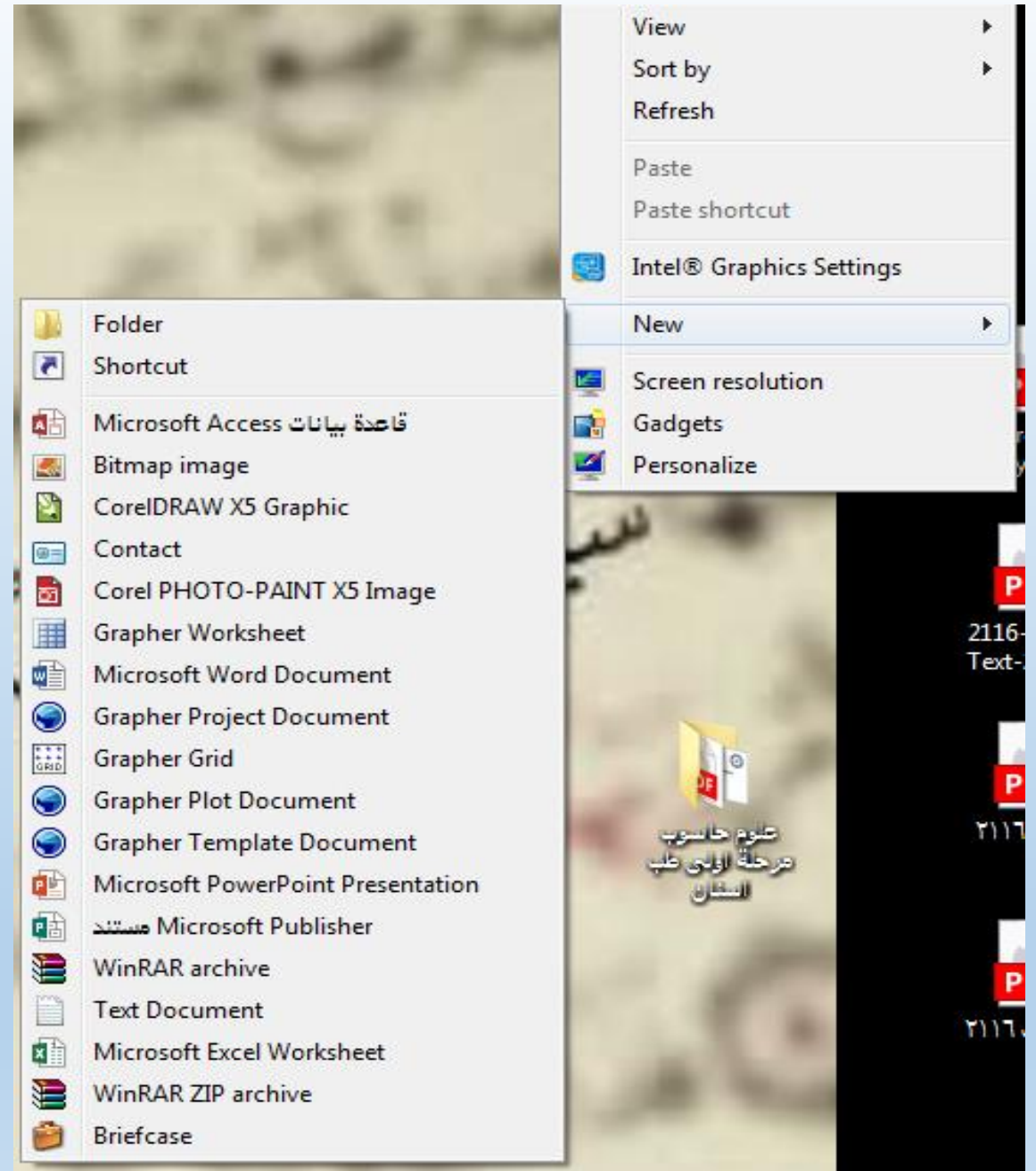
2. Release the mouse. The file will appear in the new location. In this example, we have opened the folder to see the file in its new location.



To create a new folder:

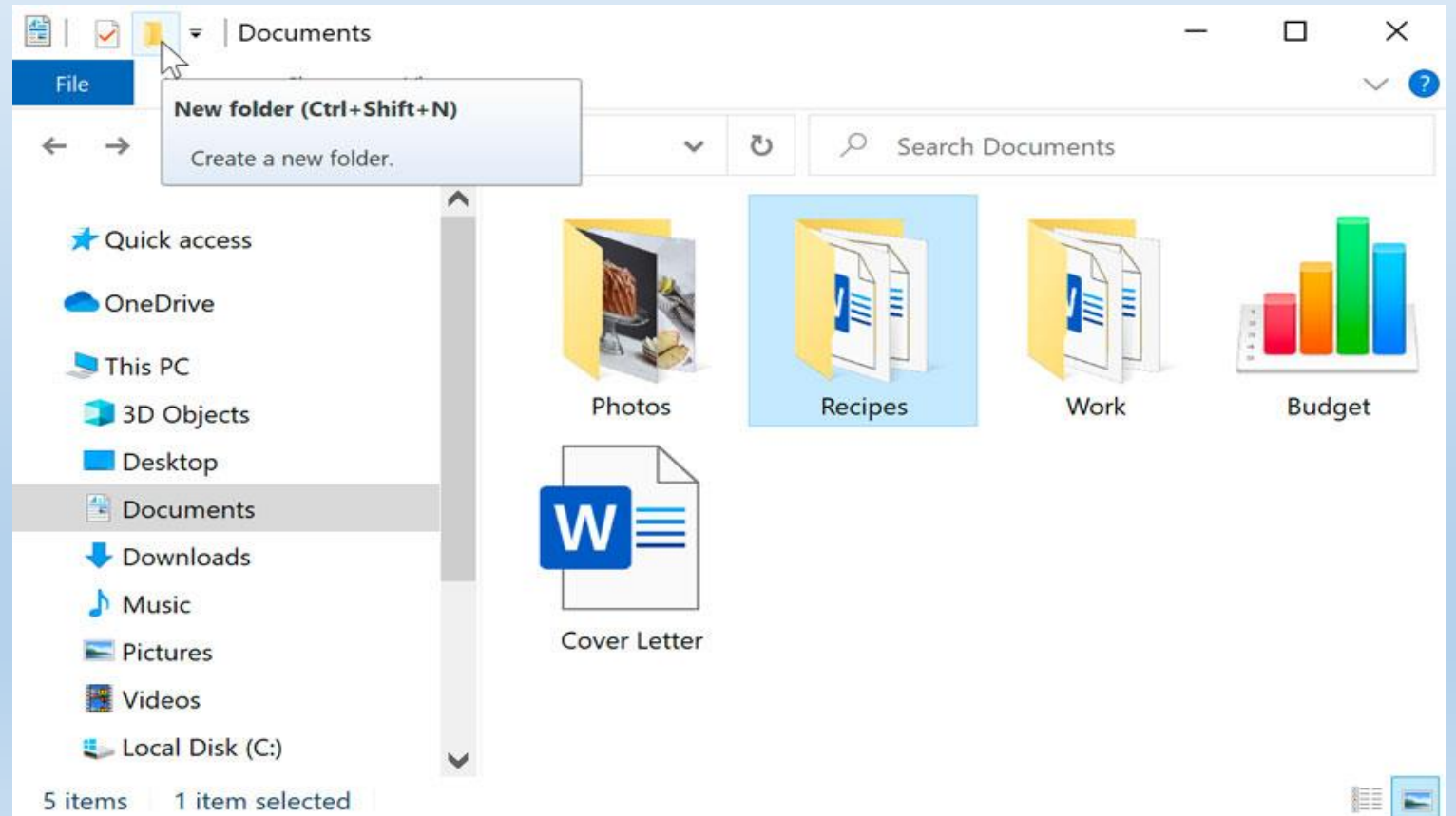
To create a new folder, there are two ways

1- Either by right-clicking on any empty place on the desktop if we need to create a new folder on the desktop, then we choose New, then we choose Folder.



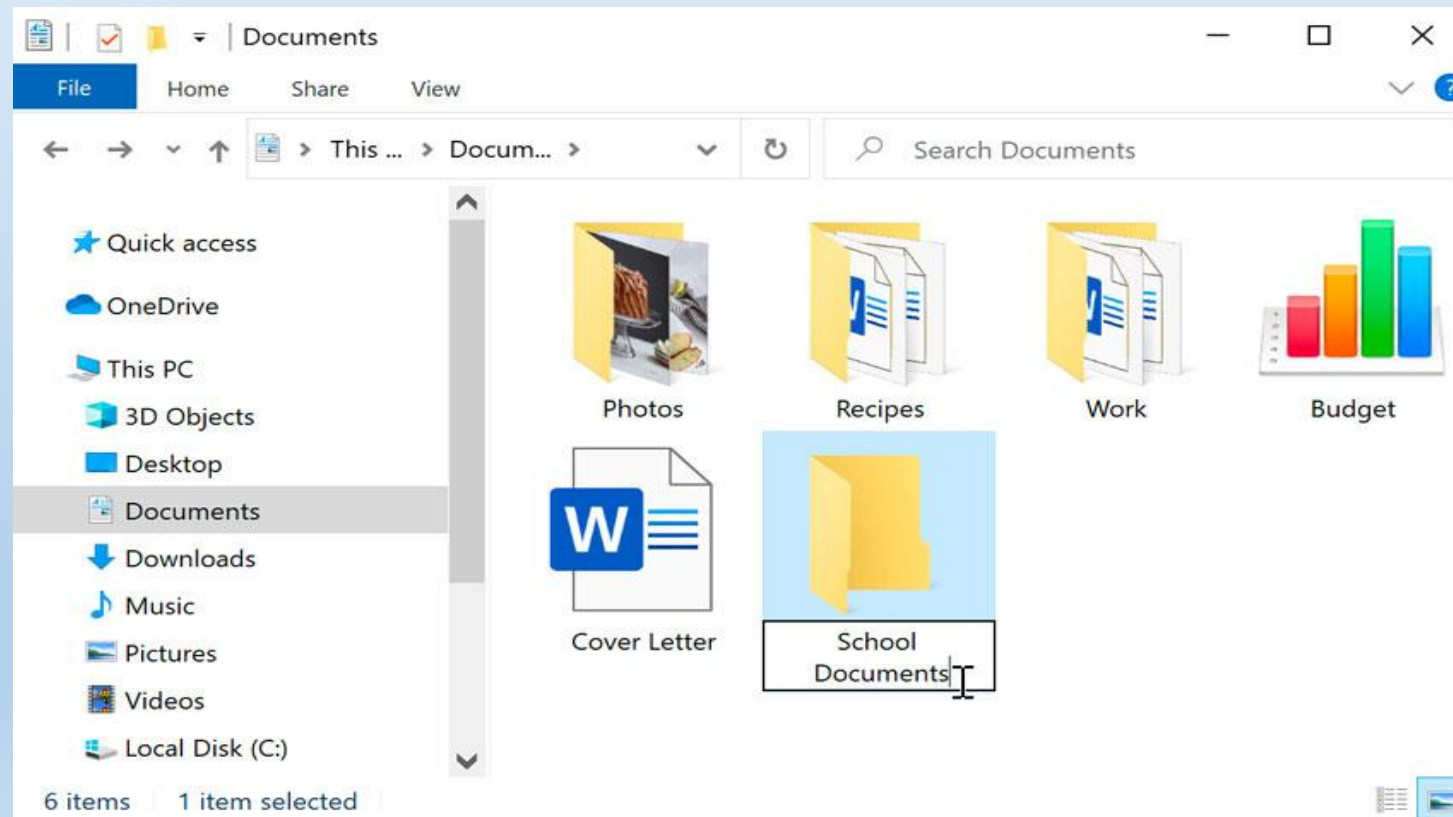
To create a new folder:

2. Within File Explorer, locate and select the **New folder** button. You can also **right-click** where you want the folder to appear, then select **New > Folder**.



2. The new folder will appear. Type the desired name for the folder and press Enter. In our example, we'll call it School Documents.

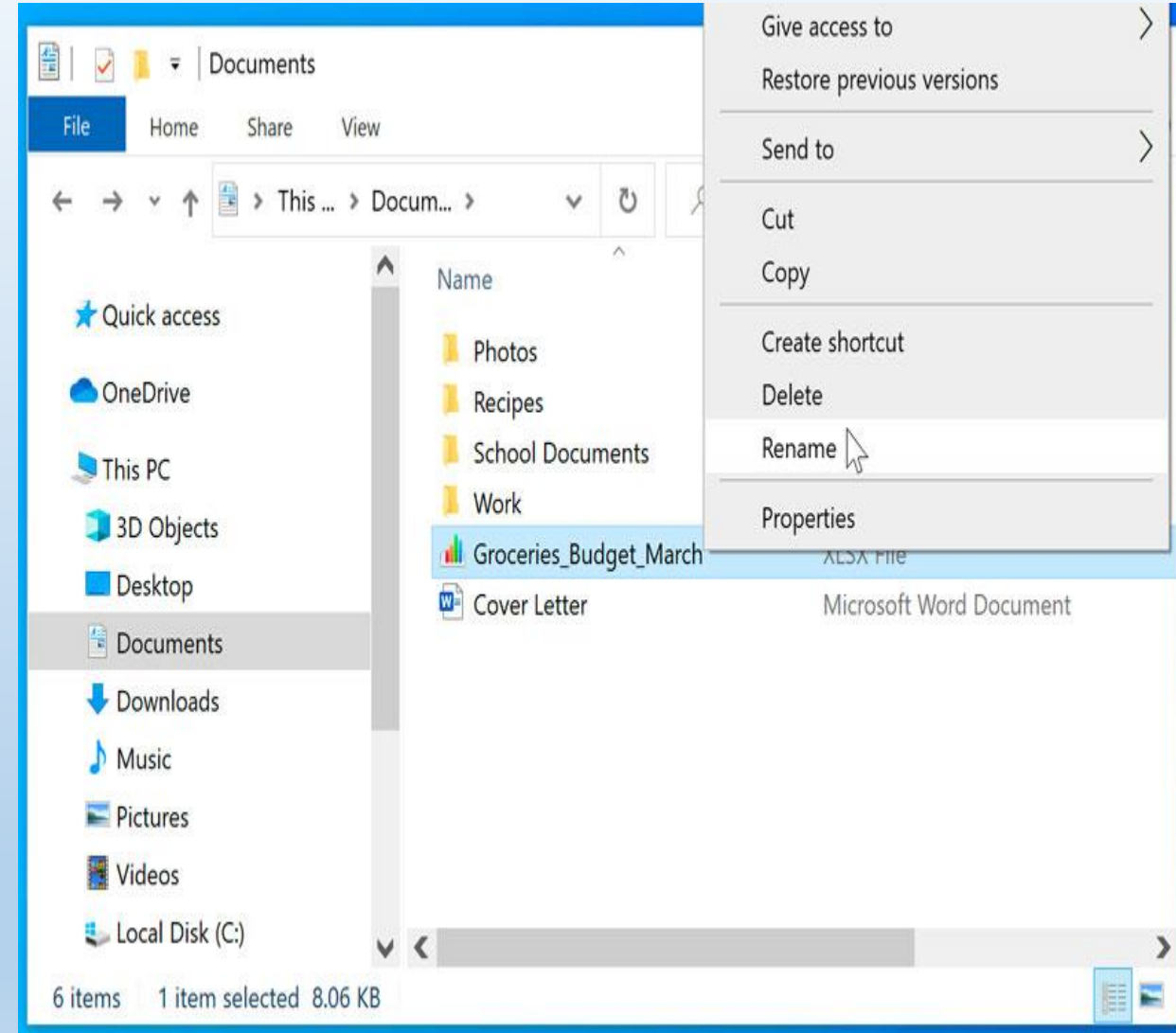
3. The new folder will be created. You can now move files into this folder.



To rename a file or folder:

You can change the name of any file or folder. A unique name will make it easier to remember what type of information is saved in the file or folder.

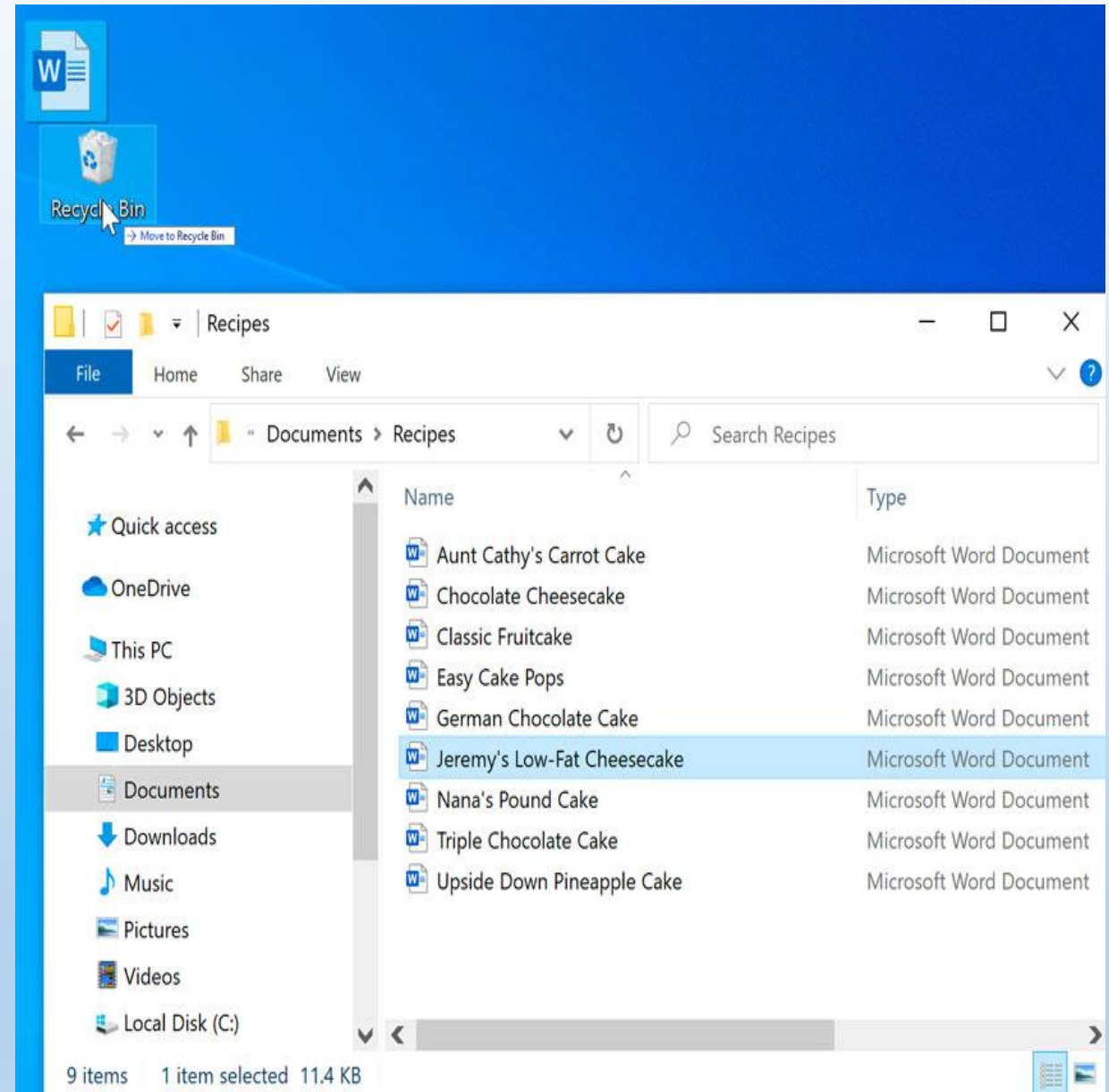
right-click the folder and select Rename from the menu that appears.



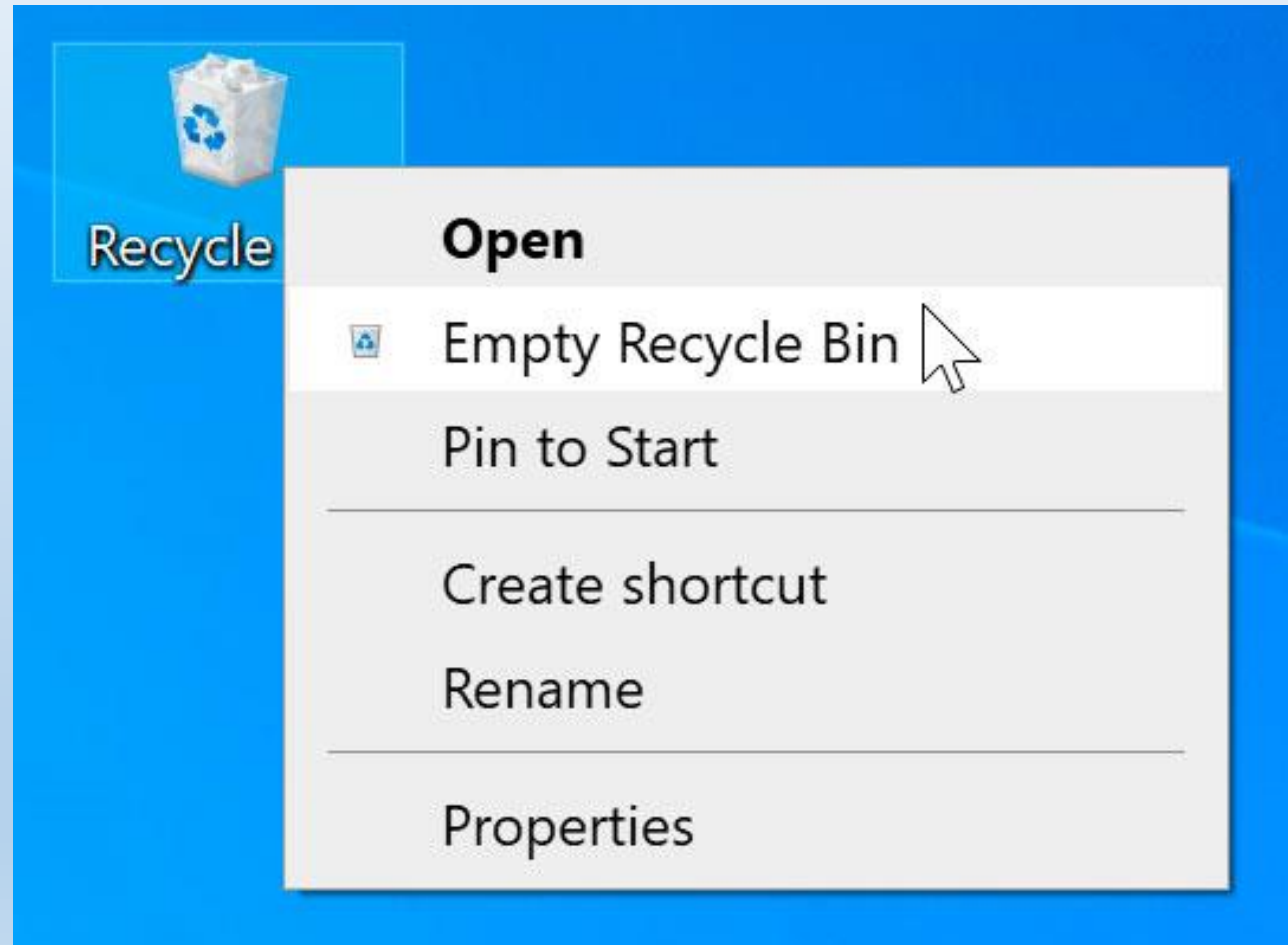
To delete a file or folder:

If you no longer need to use a file, you can delete it. When you delete a file, it is moved to the Recycle Bin. If you change your mind, you can move the file from the Recycle Bin back to its original location. If you're sure you want to permanently delete the file, you will need to empty the Recycle Bin.

1. Click and drag the file to the Recycle Bin icon on the desktop. You can also click the file to select it and press the Delete key on your keyboard.



To permanently delete the file, right-click the **Recycle Bin** icon and select **Empty Recycle Bin**. All files in the Recycle Bin will be permanently deleted.



Selecting more than one file

Here are a few ways to select more than one file at a time:

If you're viewing your files as icons, you can click and drag the mouse to draw a box around the files you want to select. When you're done, release the mouse; the files will be selected. You can now move, copy, or delete all of these files at the same time.

