

# NIELIT GORAKHPUR

**Course Name:** O Level (2nd Sem)  
**Topic:** File and Folder Management

**Subject:** Introduction to ICT Resources  
**Date:** 30-03-2020

## File and Folder Management

### Introduction:

Files and folders are two of the most fundamental concepts of the operating system. You create and organize files and folders as soon as you save your work in a PC.

### File

A file is any collection of data, information, settings, or commands used with a computer program that is given a name and stored on a disk so that it can be read and worked on whenever required. A file can contain any kind of information: A program or application or a document; a part of a document, such as a table or a graphic; a sound or a piece of music, etc.

In a GUI (graphical user interface), such as Microsoft Windows, files display as icons that relate to the program that opens the file. For example, the picture is an icon associated with Adobe Acrobat PDF files. If this file was on your computer, double-clicking the icon opens it in Adobe Acrobat or the PDF reader installed on the computer.

### Folder

A folder is a special group of files that contains a list of other files or subfolders: The files on the list are said to be in the folder. A folder, also called a directory, is a special space used to store files, other folders, and shortcuts on a computer. A good analogy is the manila folders seen in an office that are used to store papers or reports. When browsing the files on your computer using a file manager, such as Windows Explorer, the icon for a folder should look similar to the image.

As you work in Windows, you will see that a hard disk contains hundreds of files even before you start creating your own files. It would be impossible to keep track of all these files if they are not arranged well. In Windows, the fundamental device for managing files is a folder.

A folder can be either open or closed. When it is closed, all you see is its name and the folder icon. When it is open, it has its own window, and the files contained therein are shown in the window.

### ✓ **Selecting Files and Folders**

Windows works on the rule of select and do. It means, you first have to select the file or folder you want to use. Files and folders are represented by icons, with the name printed underneath its icon.

### ✓ **To select all the items in a folder, do this:**

1. Open a Folder.
2. Click the Edit menu and choose Select All  
(or)  
press (ctrl+A) keys together on the keyboard.

### ✓ **To create a new File/Folder, do this:**

1. In the Folder window click the File menu and choose New. Alternatively, right-click an empty area of the Desktop and choose New.

2. In both the cases, a submenu lists the new objects you can create: Folders, shortcuts, and a variety of file types.

✓ **To rename a file or folder, do this:**

1. Select the file/folder you want to rename. Click the File menu and choose Rename. Alternatively, right-click the file/folder and choose Rename from the context menu or press the (F2) key. Or, in the left task pane, click Rename this file/folder.
2. A box appears around the current name, and the entire name is selected. Type the new name in the box and press (Enter). To edit the old name instead of typing a new one, click inside the name box once, at the place where you want to begin typing or deleting.

✓ **Opening Files and Folders**

1. Open Windows Explorer or Folder window
2. Select object in Windows Explorer or Folder window
3. It can be opened by single-clicking (in Web style) or double-clicking its icon (in Classic style).

✓ **Moving or Copying Files and Folders**

1. Select the file or folder in Folder window
2. click 'Move to' form 'organize' column of Home Ribbon
3. Then in the Move Items dialog box, click the new location for the file or folder,
4. And then Moved.

✓ **To delete file(s) and folder(s), do this:**

1. Select the file or folder to be deleted.
2. Press DELETE Button or right click this file or folder and then select delete option.
3. And press Yes in the dialog box to delete.

**Notes:** Objects deleted from your computer go to the Recycle Bin folder. You can recover them by double-clicking the Recycle Bin folder, if desired.

**Exercise:**

**1: What is the difference between File and Folder?**

**2: How to rename file or folder?**

**2: How to move file or folder?**

**4: How to create folder?**