INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

Class IX , Ch-3 Information and Communication Technology Skills: I (IT #402)

Session 6: Performing Basic File Operations

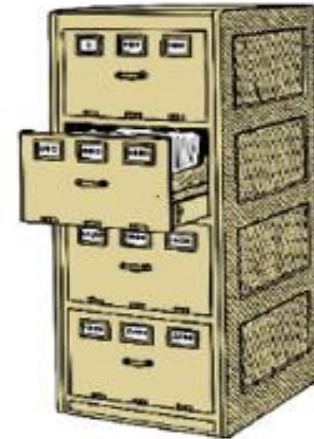By: GITASHREE NAYAK

Mob No.:9439656911

After completing this session, you will be able to

- demonstrate the knowledge of the computer files and folders.

- open a new file in a text editor, type in the details and save the file.

Basic File Operations

❑ In any school or an office, a separate cabinet is kept where the files are kept in separate shelves.

❑ Information on a computer is stored in electronic files, which can be put into separate folders. It is easier to manage the electronic files as they can be simply copied, moved, renamed or even deleted.

File Cabinet

Files and Folders

❑ All information stored in a computer is kept in **files**. A **folder** is a location where a group of files can be stored.

❑ Each file is given a file name and has a **file name extension** that identifies the file type. The file name and file name extension are separated by a period or a 'dot'. For example, a document (e.g., with the name Neha) created using Notepad (a type of computer application to create simple text files) will have the extension **.txt.**

❑ There are other types of file extensions, like .**doc, .xls**, etc.

❑ An image file usually has an extension **.jpg, .png, .tiff**, or **.gif**, while a sound file usually has an extension .mp3.
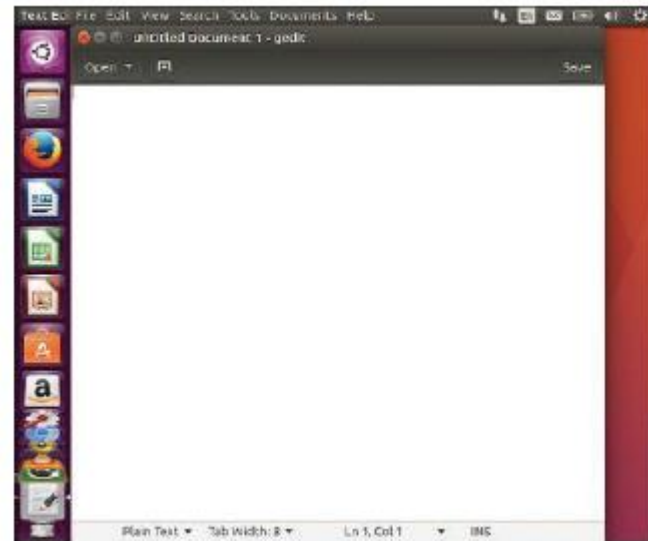
Creating and Saving a File

❑ Let us create a new file using a text editor in Ubuntu.

❑ To open a text editor, type 'editor' in the search dialog box. Then double-click the text editor option. This will open a blank document. In Windows, you can open Notepad and type in the text.

❑ To save the file click Save. In the Save As dialog box, browse to the Desktop folder, type the name as 'Neha' and click Save.

Opening Text Editor

Text Editor

A Quick Recap Of This Session

In this session, you have learnt about the computer files and folders. You have also learnt about the file extensions and the procedure for opening a new file in a text editor and saving the file.

A. Multiple choice questions

1. Which one of the following shortcut key is used to paste a file? Tick mark the correct answer.

    a) Ctrl + C

    b) Ctrl + P

    c) Ctrl + V

    d) Ctrl + X

2. Which of the following is a valid file extension for Notepad file? Tick mark the correct answer.

    a) .jpg

    b) .doc

    c) .text

    d) .txt

A. Multiple choice questions

3. Which key do you use to copy something? Tick mark the correct answer.

    a) Ctrl+X

    b) Ctrl+C

    c) Ctrl+Z

    d) Ctrl+T