

SELF-MANAGEMENT SKILLS

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

Session 2: Performing Basic File Operations

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Link for more material:

<https://csiplearninghub.com/unit-3-basic-ict-skills-class-10-notes-it-402/>

CHANGING YOUR TOMORROW

Learning Outcome Of This Session

After completing this session, you will be able to

- describe what computer files and folders are.
- open a new file in a text editor, type in your details and save the file.

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1. How is a computer file system similar to our physical file system in a school?

Answer:- In any school (or office), each teacher has a separate cabinet as where they keep the files of different students or classes on separate shelves. Similarly, information on a computer is stored in electronic files, which can be put into separate folders.

2. What are the steps you will perform to save a text file in Ubuntu?

Answer:- 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**.

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•SOME SHORTCUT KEYS:-

1. CTRL+Z — UNDO
2. CTRL+Y — REDO
3. CTRL+A — SELECT ALL
4. CTRL+X — CUT
5. CTRL+C — COPY
6. CTRL+V — PASTE
7. CTRL+P — PRINT
8. CTRL+S — SAVE

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3. Describe what computer files and folders are.

Ans: All information stored in a computer is kept in **files**. 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., Neha) created using **Notepad** (a type of computer application to create simple text files) will have the extension **.txt**. There are other types like .doc, .xls, etc. An image file usually has an extension **.jpg** while a sound file usually has **.mp3**.

A **folder** is a location where a group of files can be stored.

4. How to Create a File (Using a Text Editor in Ubuntu)?

Following are the methods to 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.
- Here we can add text, such as 'Neha Tiwari Shakti Nagar, New Delhi, 7856453451'
- 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**



Opening Text Editor

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5. How to Create a Folder (Using a Text Editor in Ubuntu)?

Following are the methods to create a new folder using a text editor in Ubuntu.

- To open **file explorer** in Ubuntu, click **Files** option on the left as shown in Figure given below.



Choose the File Option

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- File explorer opens up as shown in Figure .



- To create a folder

File Explorer

- (a) Choose a location where the folder has to be created for example 'Desktop'.
- (b) Right-click and then choose the 'New Folder'.
- (c) Type the name of the folder as 'Demo'.

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- To create a folder:

(a) Choose a location where the folder has to be created for example 'Desktop'.



Right-click on Desktop and click New Folder

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- (b) Right-click and then choose the 'New Folder'.
- (c) Type the name of the folder as 'Demo'.



*Type Demo as the name of
the new folder*

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6. Explain how to clean a computer on a daily basis.

- Answer :- Clean a computer on a daily basis are :-
 - i. Clean up your e-mail inbox
 - ii. Download e-mail attachments and save in proper folders

7. How can you increase the performance of a computer?

Answer:- If we have been using a computer for a long time we have a lot of unnecessary files and data, such as temporary files and images. When they use too much hard-disk space, the performance of the computer goes down. It is important that we keep cleaning by removing any extra files. We can use some disk cleaner software, which help us clean up the unnecessary files.

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A Quick Recap Of This Session

What do you mean by File?

All information stored in a computer is kept in files. Different types of files store different types of information. 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'.

What are the steps to create a Folder?

- Right Click on the desktop empty area
- Click on new option and then Folder Option.

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Home Assignment

A. Multiple choice questions

Read the questions carefully and circle the letter (a), (b), (c) or (d) that best answers the question.

1. Which one of the following shortcut keys is used to paste a file?

- (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?

- (a) .jpg
- (b) .doc
- (c) .text
- (d) .txt

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Home Assignment

3. What keys do you use to copy something?

(A) CTRL+X

(B) CTRL+C

(C) CTRL+Z

(D) CTRL+Y

B. Subjective questions

1. How is a computer file system similar to our physical file system in a school?

2. What are the steps you will perform to save a text file in Ubuntu?

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THANKING YOU

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