Chapter- 2

MANAGING FILS AND FOLDERS

STUDY NOTES

Operating system is a medium through which we can interact with the hardware using software. Operating system controls all the activities of a computer. Example: Windows, Linux, UNIX. Windows is a Graphical User Interface (GUI).

Features of Windows operating system:

- **Attractive and easy to use.**
  Windows 10 has a very attractive transparent look with blue highlighting features. It has a complete set of new pictures, themes, tiles, and icons.
- **Improved start menu:**
  The new start menu of Windows 10 gives you quick access to apps and services. In the left pane you can find file explorer, settings, and list of the most used apps, power option etc. In the right pane live tiles are displaed which consist of various apps.
- **Search tool-Cortana:**
  Windows 10 has a refined and powerful search tool 'Cortana' which allows you to search information on the system or on web.
- **Support multiple desktops:**
  Windows 10 has a new 'Task View' button on the taskbar which provides the ability to open multiple desktops at the same time.
- **Windows snapping:**
  It assists you to work with multiple applications on the same screen. You can drag and drop a Windows to an corner of the screen.
- **The new browser-EDGE:**
  Microsoft Edge is the default browser of Windows 10.It allows ou write and highlight the text directly on web pages.
- **Windows store:**
  It provides you with all kinds of paid and free apps, games, music, movies, with Microsoft store. Windows 10 opens apps in multiple small windows on the desktop.

Parts of Windows 10 Desktop:

Starting Windows:

The first screen that appears on the monitor is known as Desktop.

The graphical images or symbols representing files or programs are called as icons.

The start button:

The menu which appears when we click on Start button is called as start menu. It provides access to the installed programs on a computer.

This PC Icon On The Desktop:

This PC folder displays the contents of the computer's hard disk, CD/DVD or any other external storage media. You can access and manage all the folders and files stored in a computer.

File Explorer:

❖ File explorer is an application used by the Windows OS to locate or browse folders

  and files.

❖ It enables you to access, edit, manage and organize files and folders.

❖ It is also used to view, create, delete, copy,move, rename and search files and folders.

File:

❖ Collection of Related information stored together on some storage device is called a File. Each File or Folder has a unique name.

Folder:

Folder is used to organize files. A folder within a folder is called a sub folder.

Creating and saving a File:

Open a blank document. Start typing. Click on File tab choose Save option. Type the file name in the file name text box. Then click Save button.

Creating a folder:

- To create folder rights click on the desktop. Choose **New** option. A list of sub options appears which is called **cascading menu.**
- Click Folder option. Type a folder name for the folder and press Enter.

Open a file/folder:

- You can open a file/folder by double clicking on it to see the content.

Renaming a file/folder:

- Rename means to change the existing name of a file or folder.
- Right click on the file/folder. Choose the rename option from the shortcut menu.
- Type the new name .

Using Context menu:

The menu which appears when you right click on the desktop away from the icons called Context menu or Pop-up menu or shortcut menu.

Creating shortcut:

- Shortcut is an icon that provides an easy way to open a file or folder.
- We create shortcuts for the files or folders which are used frequently.

Brain Developer

Section A

A. Fill in the Blanks

1. When we switch on a PC, the first screen that appears on a monitor is known as the **Desktop.**
2. The search tool **Cortana** can also be used to play music and videos.
3. The **All apps** option at the bottom of the left pane of the start menu displays all the apps and programs.
4. The **Shortcut** icon provides an easy and quick method to open any application or software.
5. **File Explorer** provides detailed information about files, folders, and drives.

B. State True or False.

1. In Windows 10, only one desktop can be opened at a time.(**False**)

2. An operating system controls all the activities of a computer.(**True**)

3. Right clicking on any icon will display 'personalize' option at the bottom of the displayed list.(**False**)

4. cortana Is an in-built feature of Microsoft edge. (**True**)

5 The shortcut menu Is also called the Context menu. (**True**)

Application based questions.

1. Mehak has created a number of files on her school project and stored them on the desktop . She wants to keep all the relevant project files In folder, but she has forgotten the way to create new folder. Help her to create a folder.
   Ans: To create folder rights click on the desktop. Choose **New** option.Click Folder option. Type a folder name for the folder.
2. Saurabh has created a folder for his Science project and saved it on his computer. But now he wants to rename it. Help him to do so.
   Ans: To rename right click on the file/folder. Choose the rename option from the shortcut menu. Type the new name.

SECTION B

A. Muitiple choice questions.

1. Windows is a ……………………..user interface software.

a. Graphical(√)

b. Character

c.word

2. A …………………………….Is a collection of relevant files stored together On some storage device.

a. Icon

b. Folder(√)

c. Desktop

3. ………………………………is the default browser of Windows 10.

a. Internet Explorer

b. Microsoft Edge (√)

c. Google Chrome

4. …………………………….displays the number of selected items and their total size.

a. Status Bar

b. Toolbar

c. Menu bar

B. Answer in one word or one sentence

1. Name the application that provides all kinds of paid and free apps.
   Ans: Windows Store
2. Which option of context menu is used to change the desktop background?
   Ans: Personalize
3. Which option displays the basic information about an icon?
   Ans: Properties
4. Name the area of File Explorer that displays the most common properties associated with the selected file.
   Ans: Details pane

C. Answer the following questions.

1. Explain any two features of Windows 10.
   Ans: Search tool-Cortana:

Windows 10 has a refined and powerful search tool 'Cortana' which allows you to search information on the system or on web.

Support multiple desktops:

Windows 10 has a new 'Task View' button on the taskbar which provides the ability to open multiple desktops at the same time.

2. **Differentiate between a file and folder.**

Ans: Collection of Related information stored together on some storage device is called a File. Folder is

used to organize files.

3. **What is the use of This PC icon?**

Ans: This PC Icon displays the contents of the computer's hard disk, CD/DVD or any other external storage media. You can access and manage all the folders and files stored in a computer.

4. **What do you know about Cortana?**

Ans: Windows 10 has a refined and powerful search tool 'Cortana' which allows you to search information on the system or on web.

5. **What the use of the Start menu?**

Ans: Start menu provides access to the installed programs on a computer.