

SESSION : 2

CLASS : IV

SUBJECT : COMPUTER

CHAPTER NUMBER:2

CHAPTER NAME :MANAGING FILS AND FOLDERS

SUBTOPIC : THIS PC FOLDER, FILE EXPLORER, CREATE AND SAVE A FILE, CREATE A FOLDER.

CHANGING YOUR TOMORROW

LEARNING OBJECTIVE :

To enable the students to know how to use this pc folder, file explorer, create and save a file, create a folder.

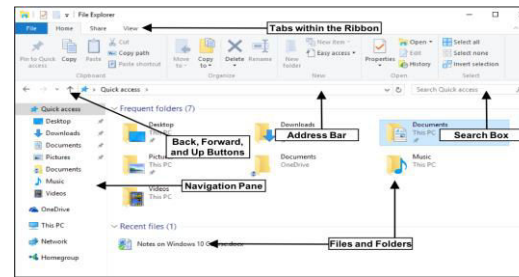
This PC Icon On The Desktop:

- 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.

LEARNING OUTCOME:

Students will learn about how to use this pc folder, file explorer, create and save a file, create a folder.

Game:

<https://wordwall.net/resource/15572940>

- <https://www.youtube.com/watch?v=2rNuoQAUDa8>

THANKING YOU
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