SESSION : 4
CLASS : IV
SUBJECT : COMPUTER
CHAPTER NUMBER:2
CHAPTER NAME :MANAGING FILS AND FOLDERS
SUBTOPIC :OPEN A FILE/FOLDER, RENAME A FILE/FOLDER, USE CONTEXT MENU,WHAT IS A SHORTCUT?

LEARNING OBJECTIVE :

To enable the students to know how to open a file/folder, rename a file/folder, use context menu, what is a shortcut.

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.

LEARNING OUTCOME:

Students will learn about how to Open a file/folder, rename a file/folder, use context menu,what is a shortcut?.

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Game link:

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