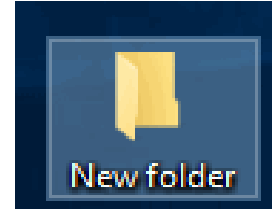


Computer Fundamentals Lab

Hussein Shawki



A Folder :are containers used to organize and store files and other folders (subfolders). They help users categorize their files logically, making it easier to access and manage them. Each icon provides a thumbnail image that indicates of the program or file



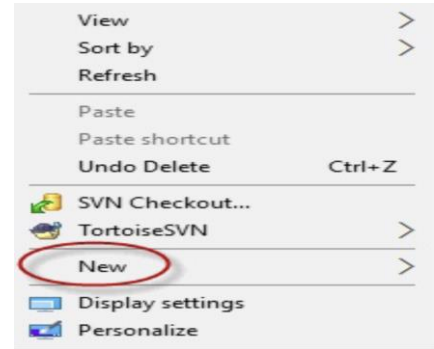
A File :is a digital container that stores data, such as text, images, videos, or programs. It is identified by a name and often has an extension (e.g, exe, .pdf, .docx, .txt, .jpg, etc) to indicate its type. Files are saved on storage devices and organized in folders for easy access and management.



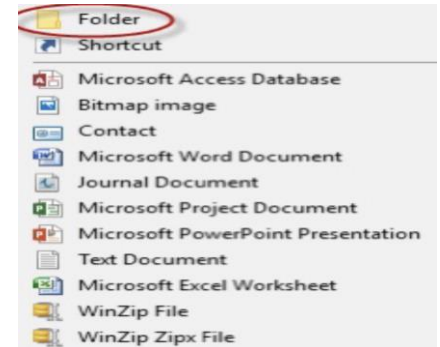
Creating a Folder

1-Navigate to the location where you want to place the new folder.

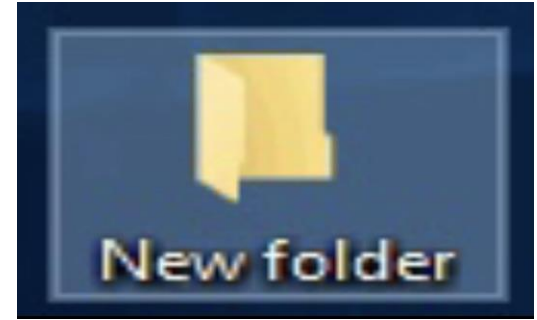
2-Right-click and select New.



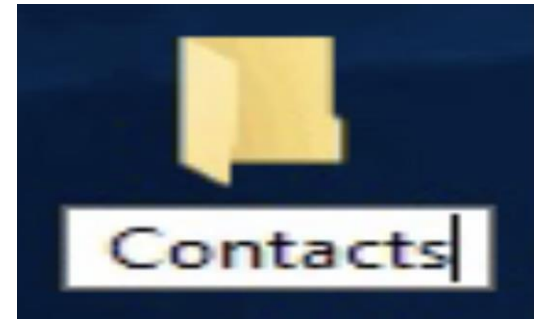
3-Select Folder.



4-The folder will be displayed, with the default name "New folder."

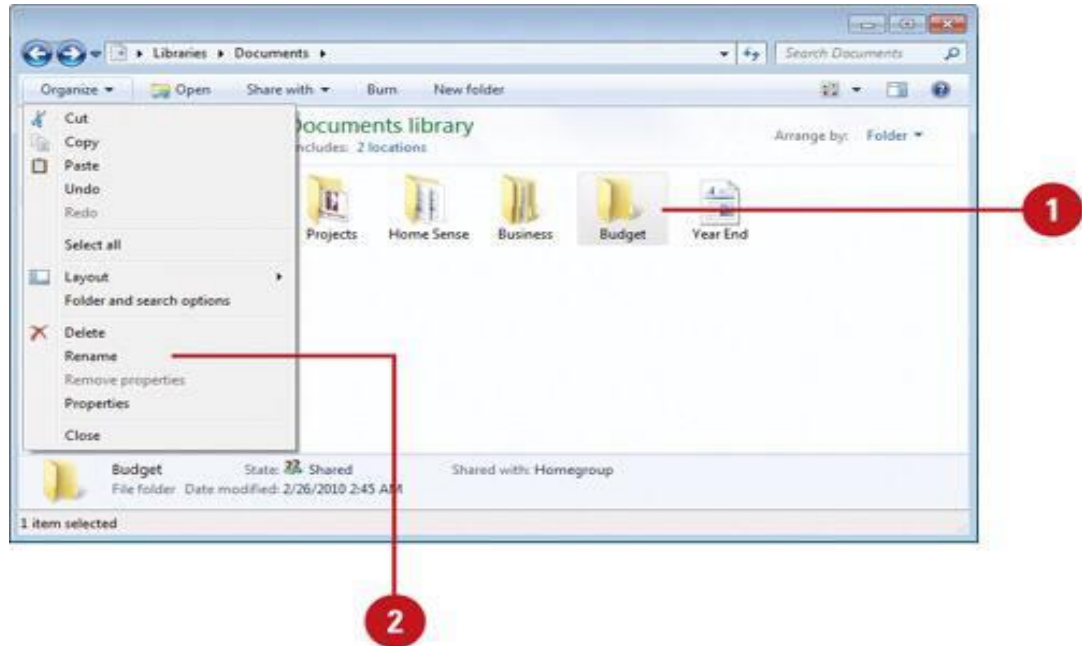


5-To change the name, type the new name for the folder and then press Enter.



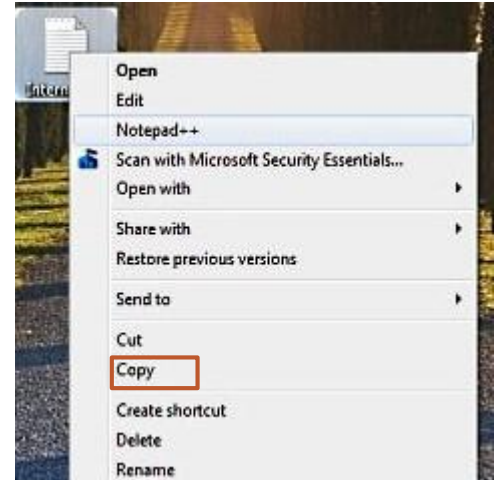
To Rename a file or folder:

- 1-Right-click on the item and select Rename, or select the file and press F2.
- 2-Type the new name and press Enter or click Rename.



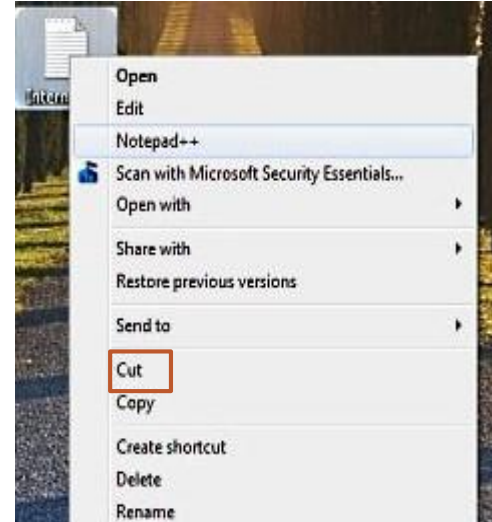
Copy a file or folder

1. Find the file you want to copy (e.g., a folder, document, image, or video).
2. Click on the file to select it.
3. Right-click the file and select Copy from the context menu.
 - Alternatively, you can press **Ctrl + C**
4. Open the folder where you want to paste the copy of the file.
5. Right-click in the destination folder and select Paste from the context menu.
 - Alternatively, press **Ctrl + V**



Cut a file or folder

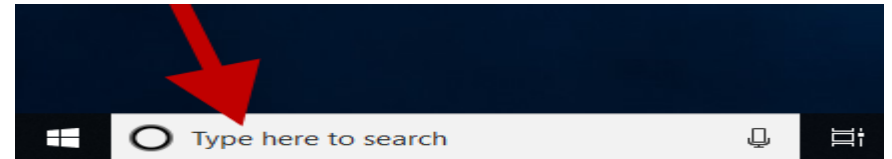
1. Find the file you want to move and click on it to select it.
2. Right-click the file and select Cut from the context menu.
 - Alternatively, you can press **Ctrl + X**
3. Open the folder where you want to move the file.
4. Right-click in the destination folder and select Paste from the context menu.
 - Alternatively, press **Ctrl + V**



Find : Sometimes called seek, a search is a function or process of finding letters, words, files, web pages, or other data. Many operating systems, programs, and websites contain a search or find feature to locate data.



- ❖ To search for text only in the web page or document you are viewing, the keyboard shortcut **Ctrl+F** can open the search box. You can then type the text you want to find in the search box.
- ❖ To search for files, folders, applications, or specific information within the system, go to the search box located on the side of the taskbar and then type the name of the file you want

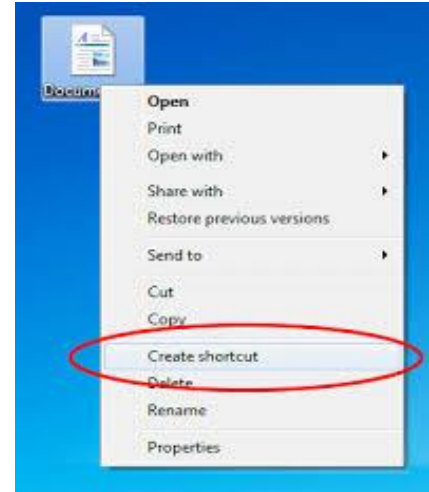


What is the difference between search and find?

In general, when trying to find a specific text in a document, file or web page, this is called (find). While searching for files, folders, applications or specific information within the system or search engines on the Internet is called (search).

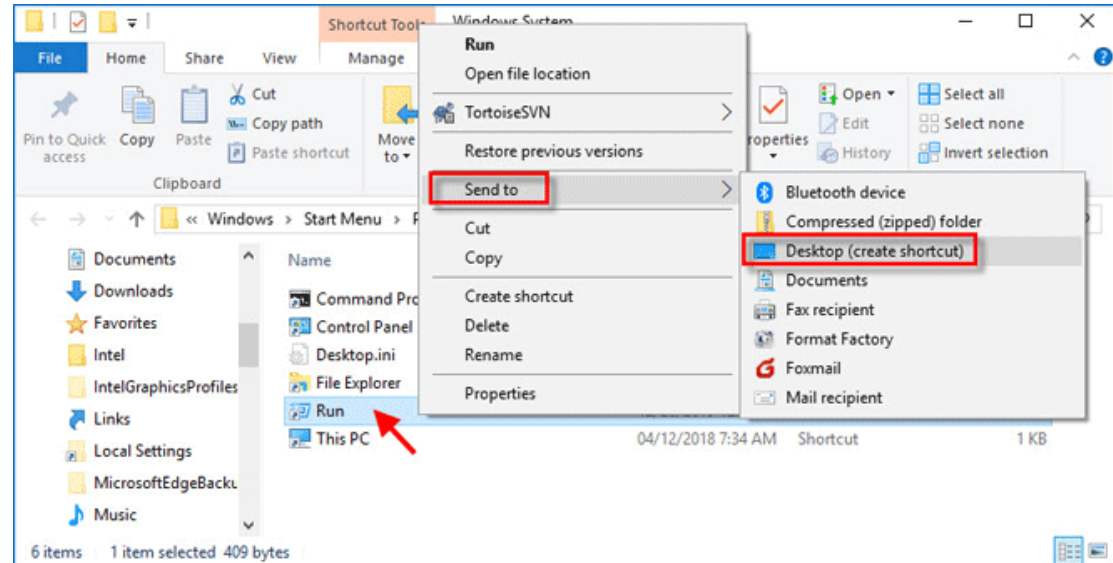
Create a Shortcut for a File or Folder:

1. Open File Explorer and locate the file or folder you want to create a shortcut for.
2. Right-click on the file or folder.
3. From the context menu, select Create shortcut.
 - ❖ A shortcut will be created in the same location as the original file or folder. You can drag this shortcut to the desktop or another folder for easy access.
4. (Optional) Move the Shortcut:
 - ❖ Drag the newly created shortcut to your Desktop or any other location where you'd like it.



Create a Shortcut for a Program (Application):

1. Click on the Start button (Windows icon) or press the Windows key on your keyboard.
2. Type the name of the program (e.g., Notepad, Microsoft Word, Google Chrome).
3. Once the program appears in the search results, right-click on it.
4. Select "Open file location":
5. In the folder that opens, right-click on the program's executable file (e.g., notepad.exe) and select Send to > Desktop (create shortcut).



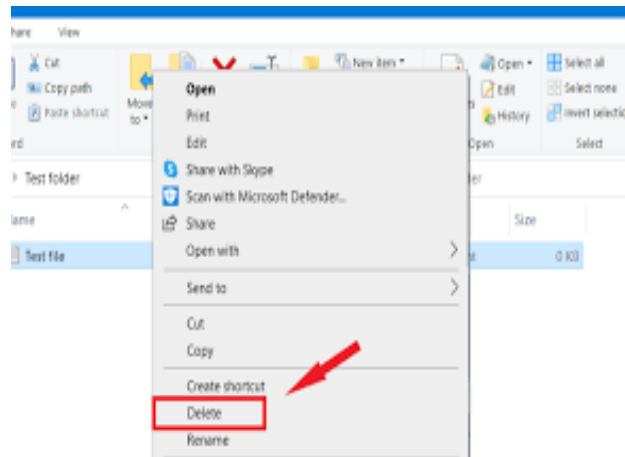
Delete files

1. Open File Explorer and navigate to the file or folder you want to delete.
2. Click once on the file to select it.
3. Right-click on the file and select Delete from the context menu.
 - Alternatively, you can press the **Delete** key on your keyboard.

❖ The file will move to the Recycle Bin and can be restored if needed.

➤ Delete Without Sending to Recycle Bin:

To bypass the Recycle Bin and permanently delete a file right away, press Shift + Delete while selecting the file. You will be asked to confirm the deletion.



Recycle Bin : When you delete a file or folder, it is moved to the Recycle Bin instead of being immediately removed from your computer. This allows you to restore it if needed.

Restore Option:

You can easily restore deleted items from the Recycle Bin by right-clicking on the item and selecting Restore. The file will return to its original location.

Permanent Deletion:

If you want to permanently delete files, you can either right-click and choose Delete from the Recycle Bin or empty the Recycle Bin completely.

Emptying the Recycle Bin:

Right-click on the Recycle Bin icon and select Empty Recycle Bin, which will permanently delete the items inside.



Thank You