



جامعة المستقبل  
AL MUSTAQBAL UNIVERSITY  
كلية الصيدلة

## Computer Sciences II

## First Stage

### LECTURE 3 Working with files Part I

BY

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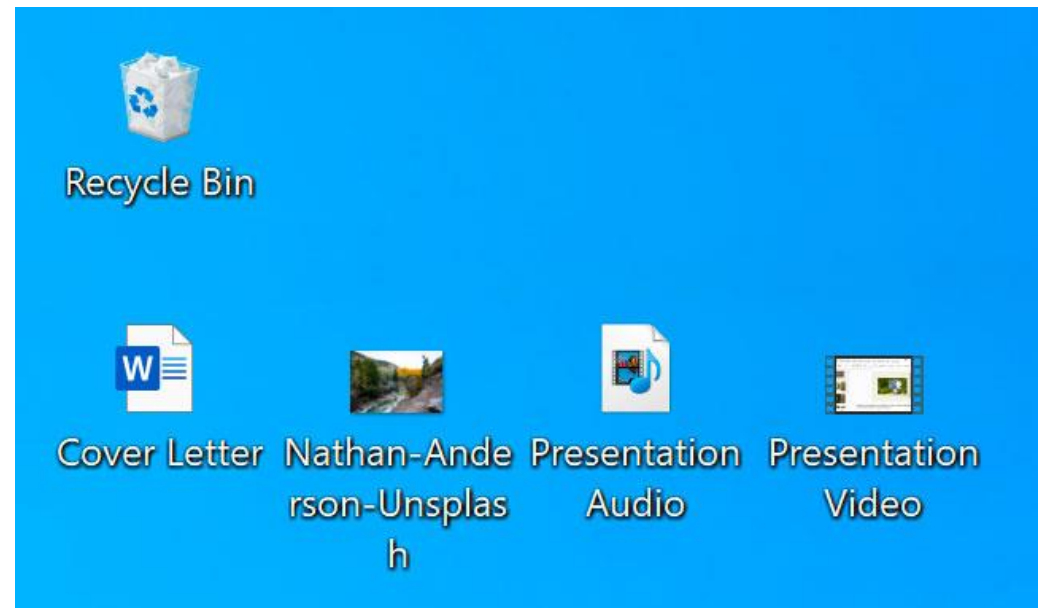
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# WORKING WITH FILES

- In this lecture, we'll show you the absolute basics of working with files, including how to open files, move your files into folders, and delete files.

# WHAT IS A FILE?

- There are many different **types of files** you can use. For example, Microsoft Word documents, digital photos, digital music, and digital videos are all types of files. You might even think of a file as a **digital version** of a real-world thing you can interact with on your computer. When you use different applications, you'll often be **viewing, creating, or editing files**.
- Files are usually represented by an **icon**. In the image below, you can see a few different types of files below the Recycle Bin on the desktop.



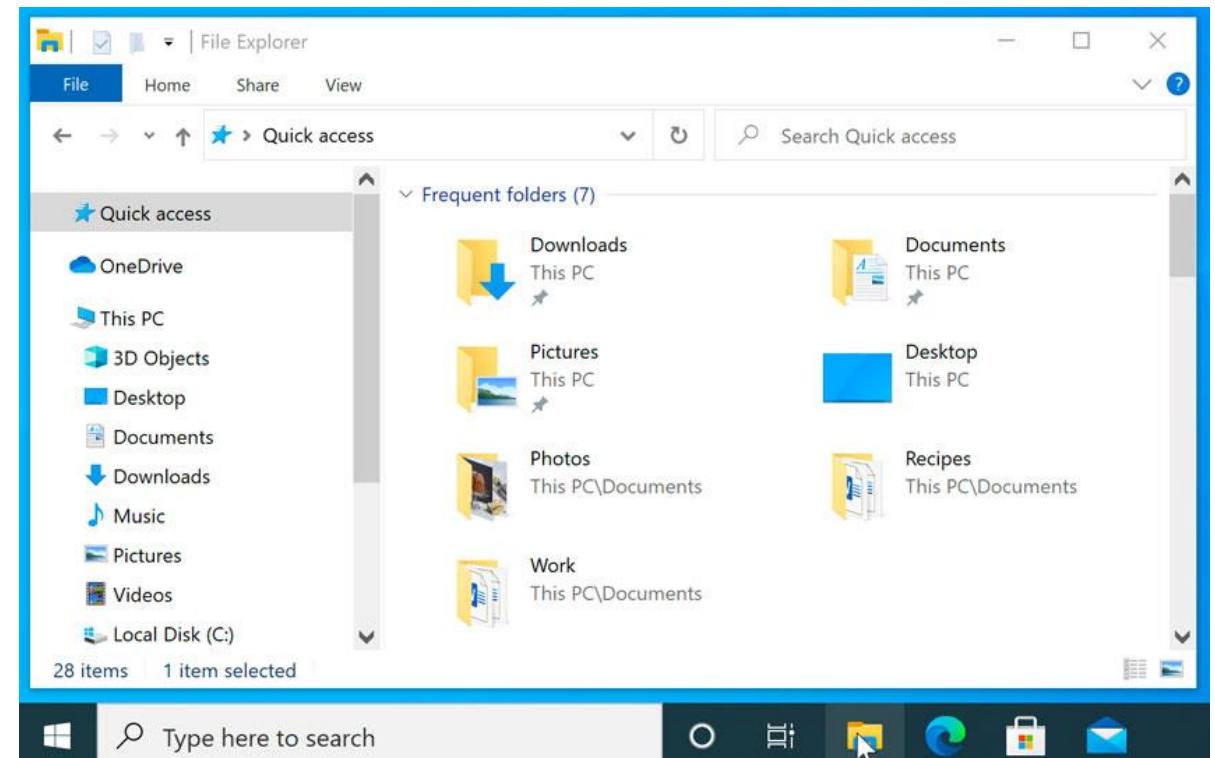
# WHAT IS A FOLDER?

- Windows uses folders to help you organize files. You can put files inside a folder, just like you would put documents inside a real folder. In the image below, you can see some folders on the desktop.



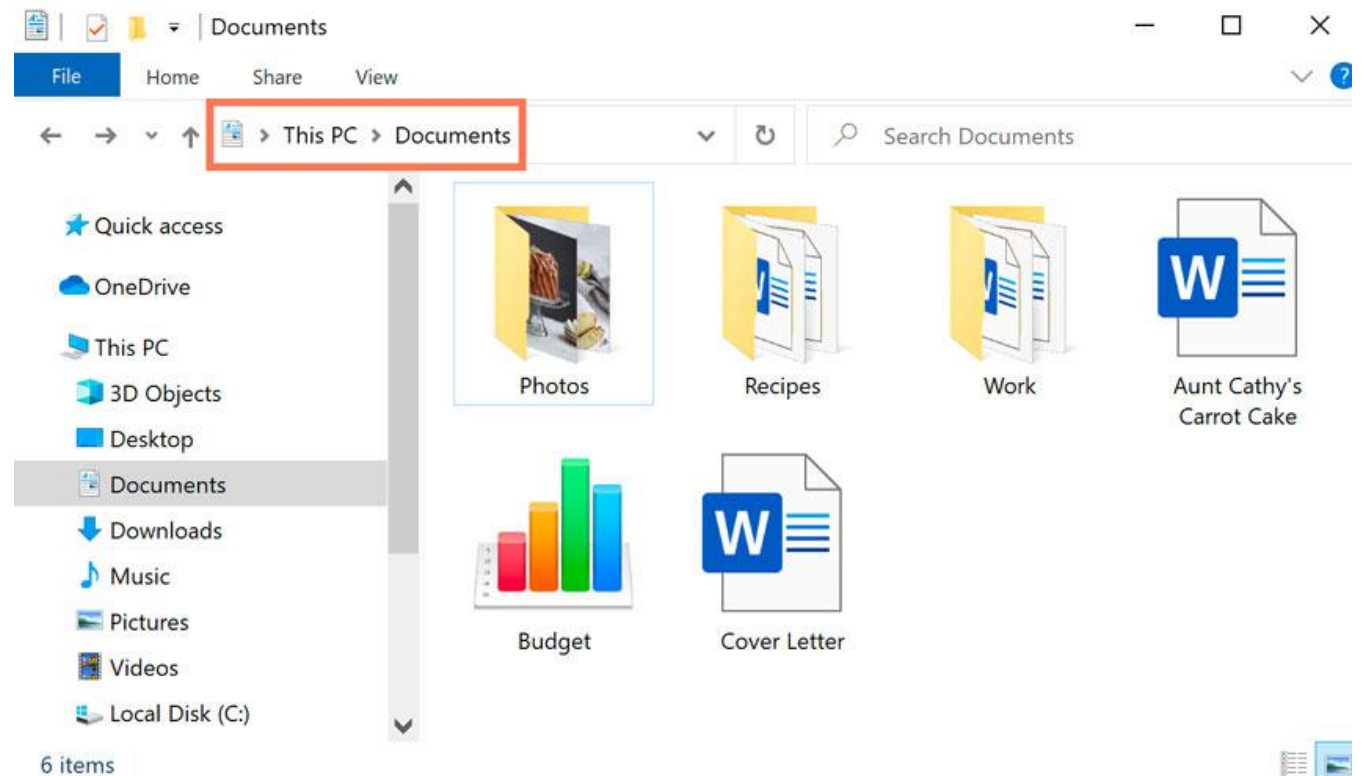
# FILE EXPLORER

- You can view and organize files and folders using a built-in application known as **File Explorer** (called **Windows Explorer** in Windows 7 and earlier versions).
- To open File Explorer, click the **File Explorer** icon on the taskbar, or double-click any folder on your desktop.
- A new File Explorer window will appear. Now you're ready to start working with your files and folders.
- From File Explorer, **double-click a folder to open it**. You can then see all of the files stored in that folder.



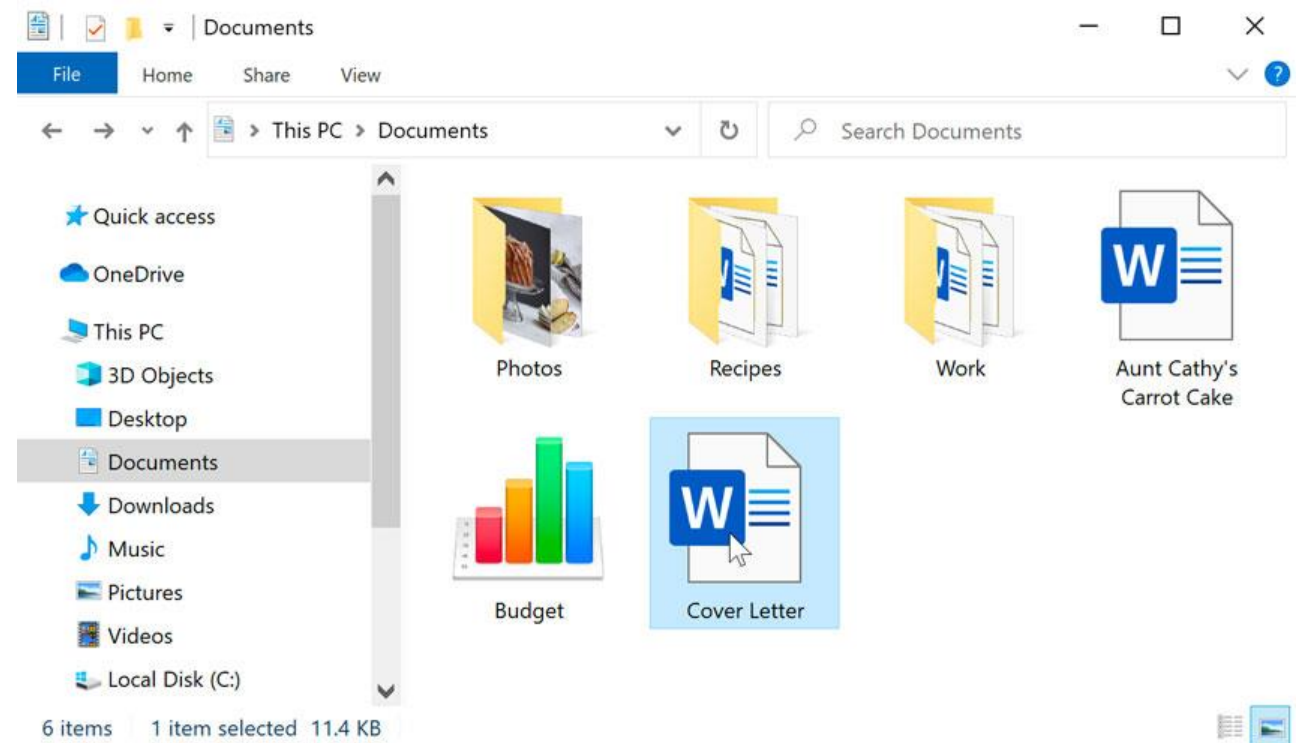
# FILE EXPLORER

- Notice that you can also see the location of a folder in the address bar near the top of the window.



# TO OPEN A FILE:

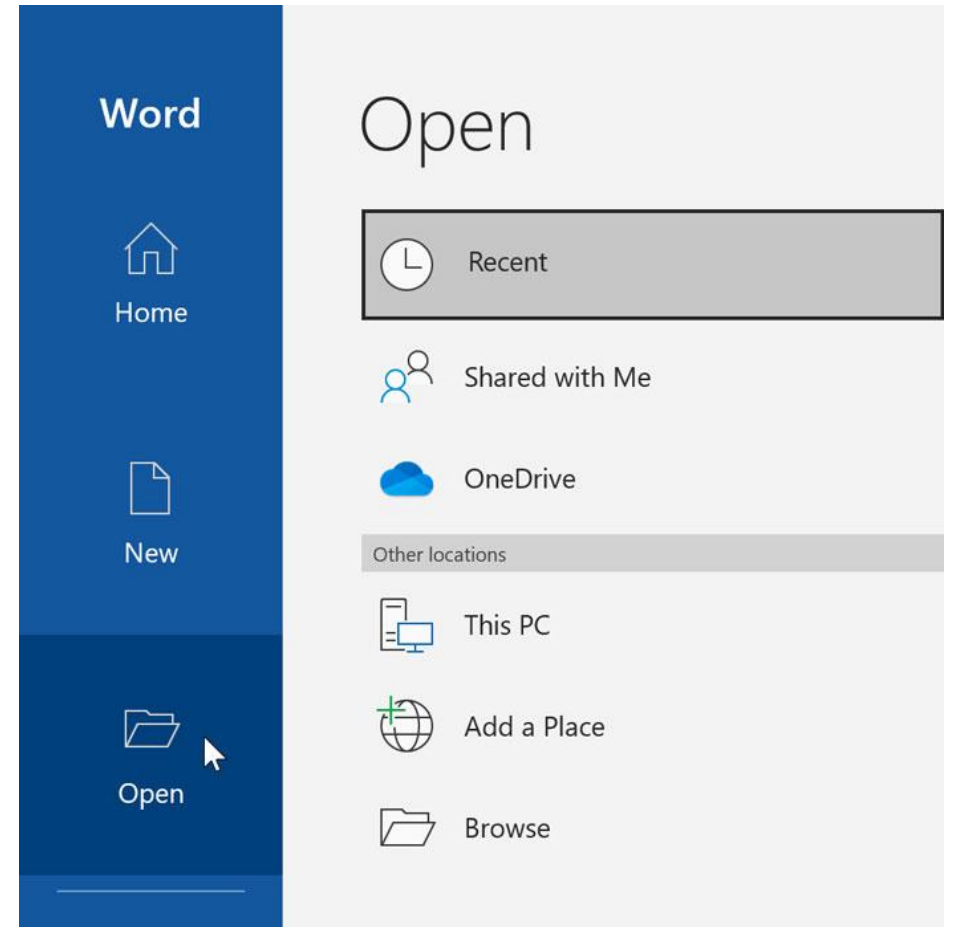
- There are two main ways to open a file:
- Find the file on your computer and double-click it. This will open the file in its default application. In our example, we'll open a Microsoft Word document (Cover Letter.docx), which will open in Microsoft Word.



# TO OPEN A FILE:

- **Open the application, then use the application to open the file.**

Once the application is open, you can go to the **File** menu at the top of the window and select **Open**.





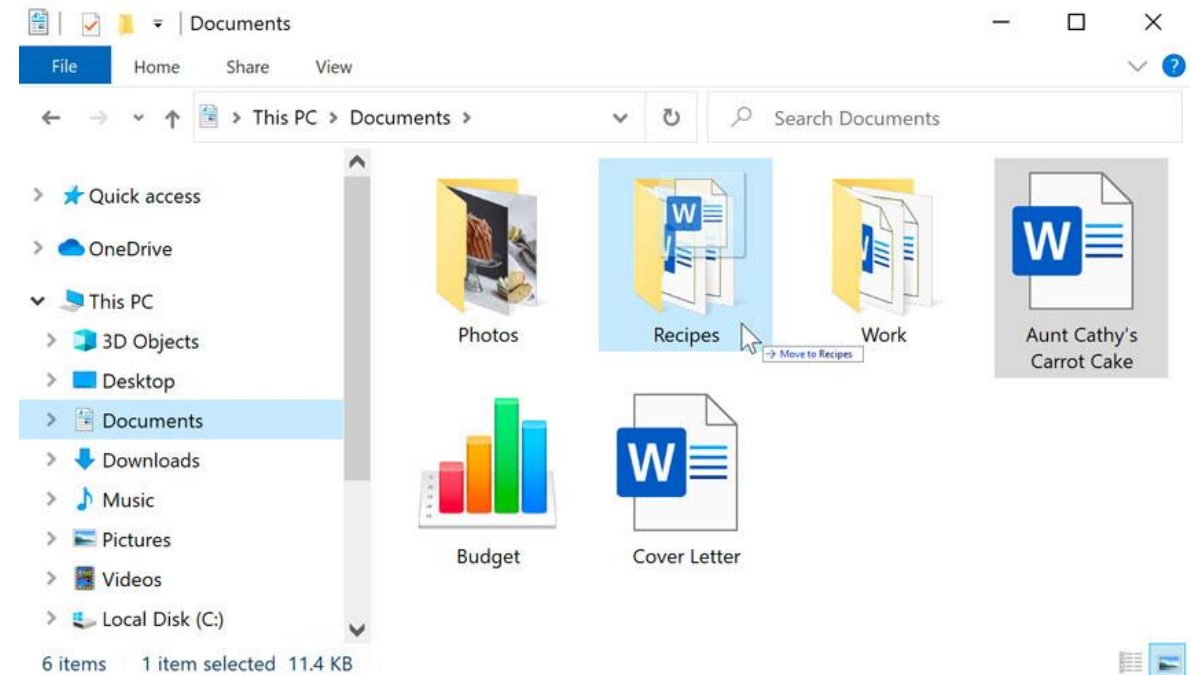
# MOVING AND DELETING FILES

- To move a file:

It's easy to move a file from one location to another. For example, you might have a file on the **desktop** that you want to move to your **Documents** folder.

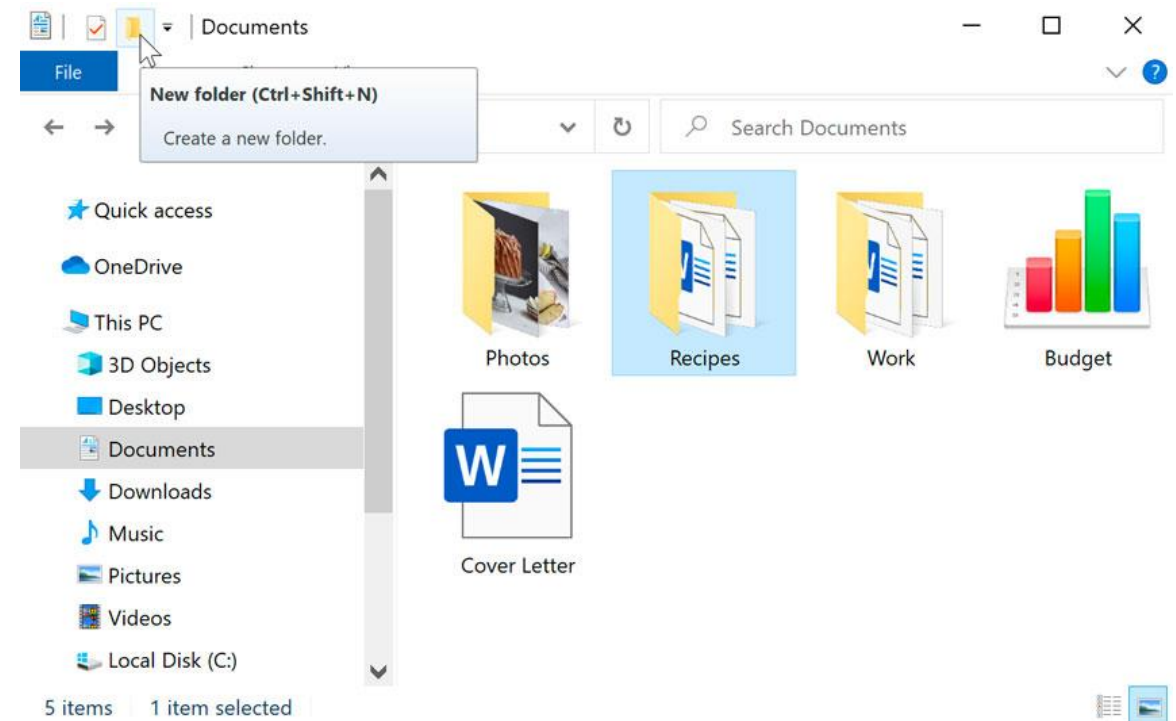
1) Click and drag the file to the desired location.

2) Release the mouse. The file will appear in the new location.



# TO CREATE A NEW FOLDER:

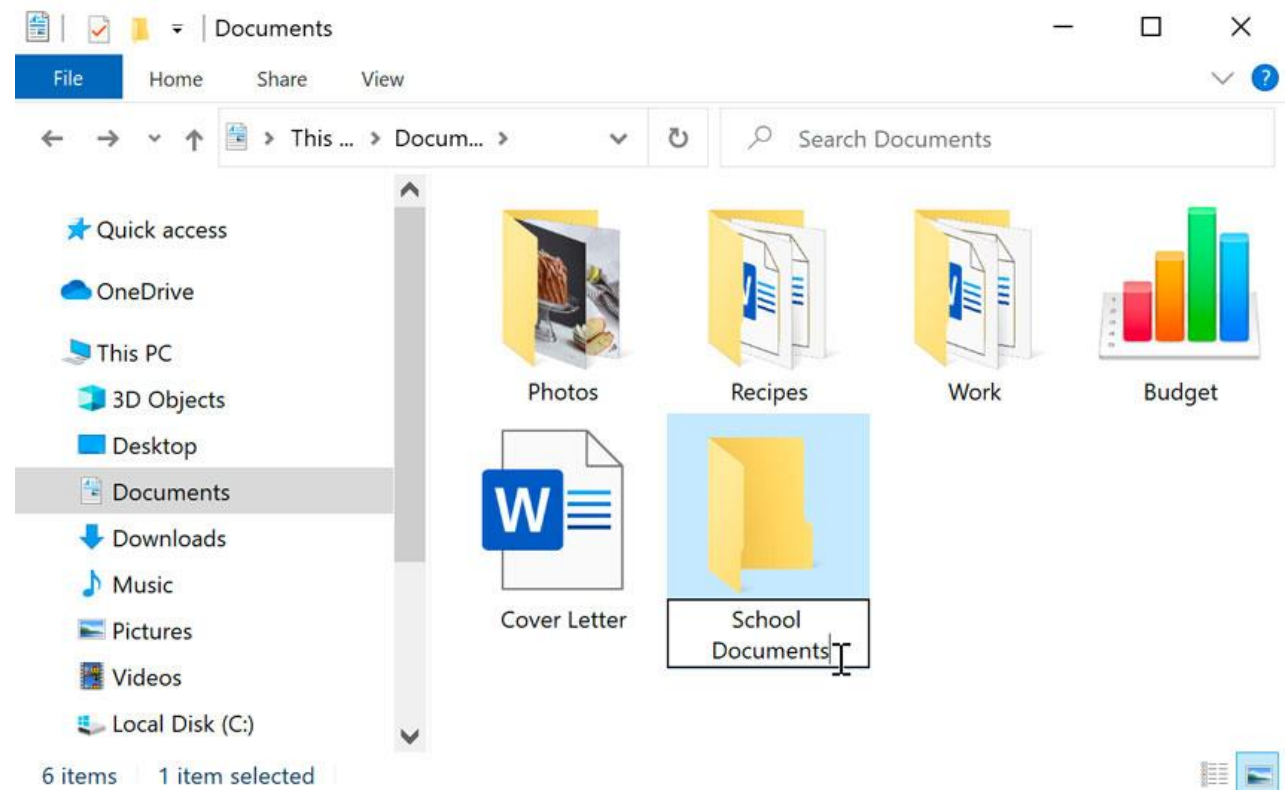
1) Within File Explorer, locate and select the **New folder** button. You can also **right-click** where you want the folder to appear, then select **New > Folder**.



# TO CREATE A NEW FOLDER:

2) The new folder will appear. Type the desired **name** for the folder and press **Enter**. In our example, we'll call it **School Documents**.

3) The new folder will be created. You can now move files into this folder.



## QUESTIONS??

- Thank you for lessening ..

Any questions?

