



جامعة المستقبل
كلية العلوم



Computer Sciences I

First Stage

LECTURE 2

Working with files

BY

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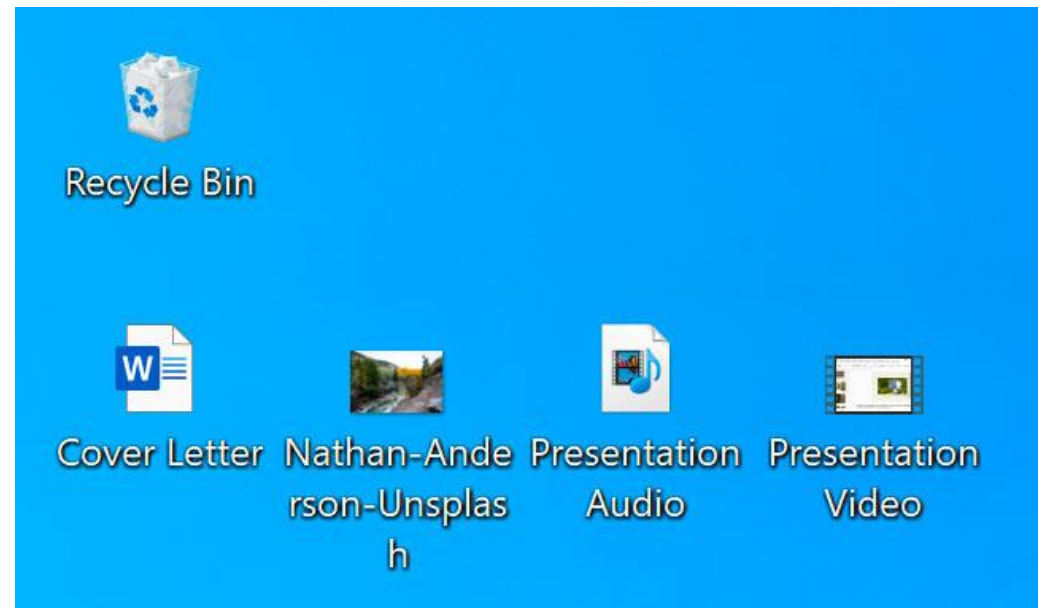
WORKING WITH FILES

- 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?

Files:

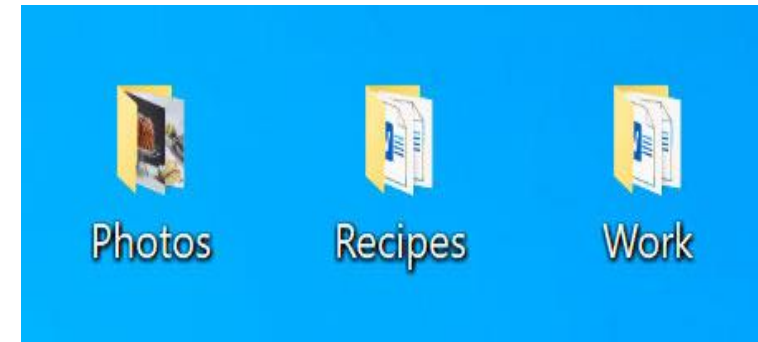
- • A file is a document that contains information stored on your computer. It could be a text file, image, video, or program.
- • Each file has an extension that determines its type, such as:
 - .txt (Text file)
 - .jpg (Image)
 - .mp4 (Video)
 - .docx (Word document)
- Files are usually represented 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?

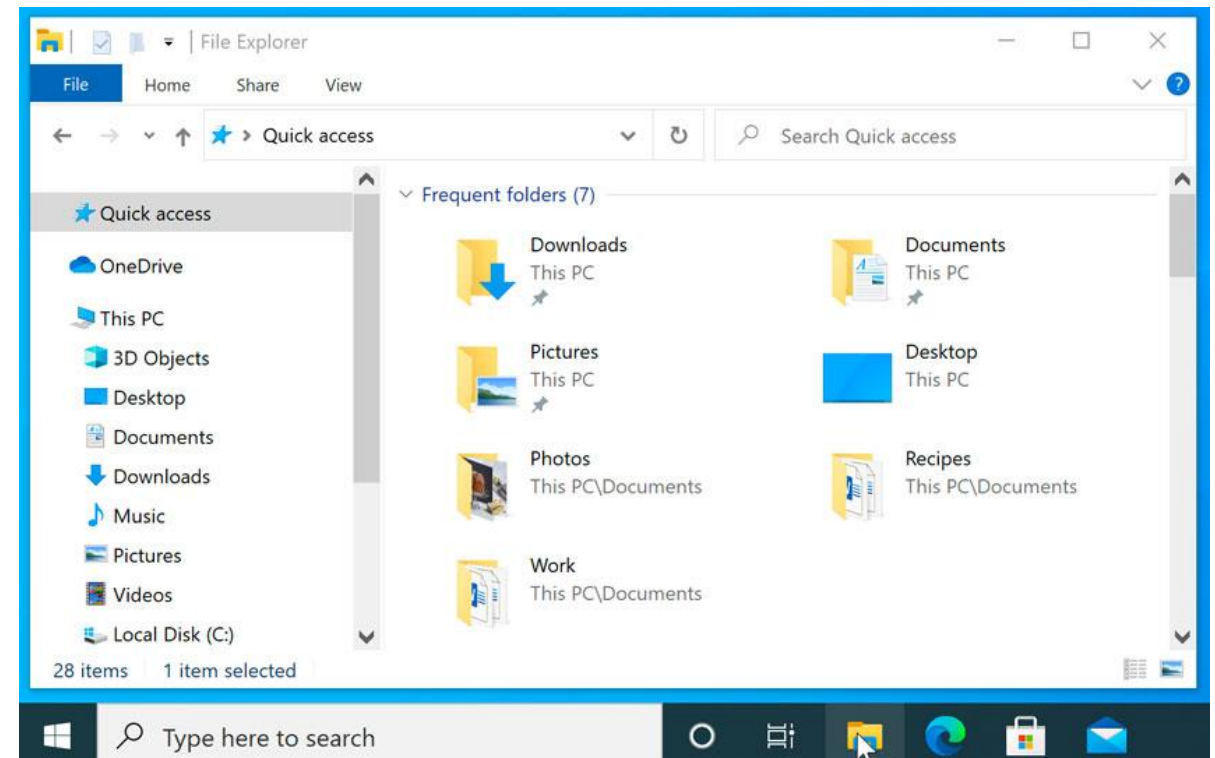
- • A folder is a place used to organize files. It is like a cabinet where you keep your files organized.
- You can create subfolders inside main folders to organize your files better.
- Example: A folder called “Pictures” might contain subfolders like “Travel Photos” and “Family Photos.”

In simple terms, files are the items that contain data, and folders are the places where these files are stored and organized.



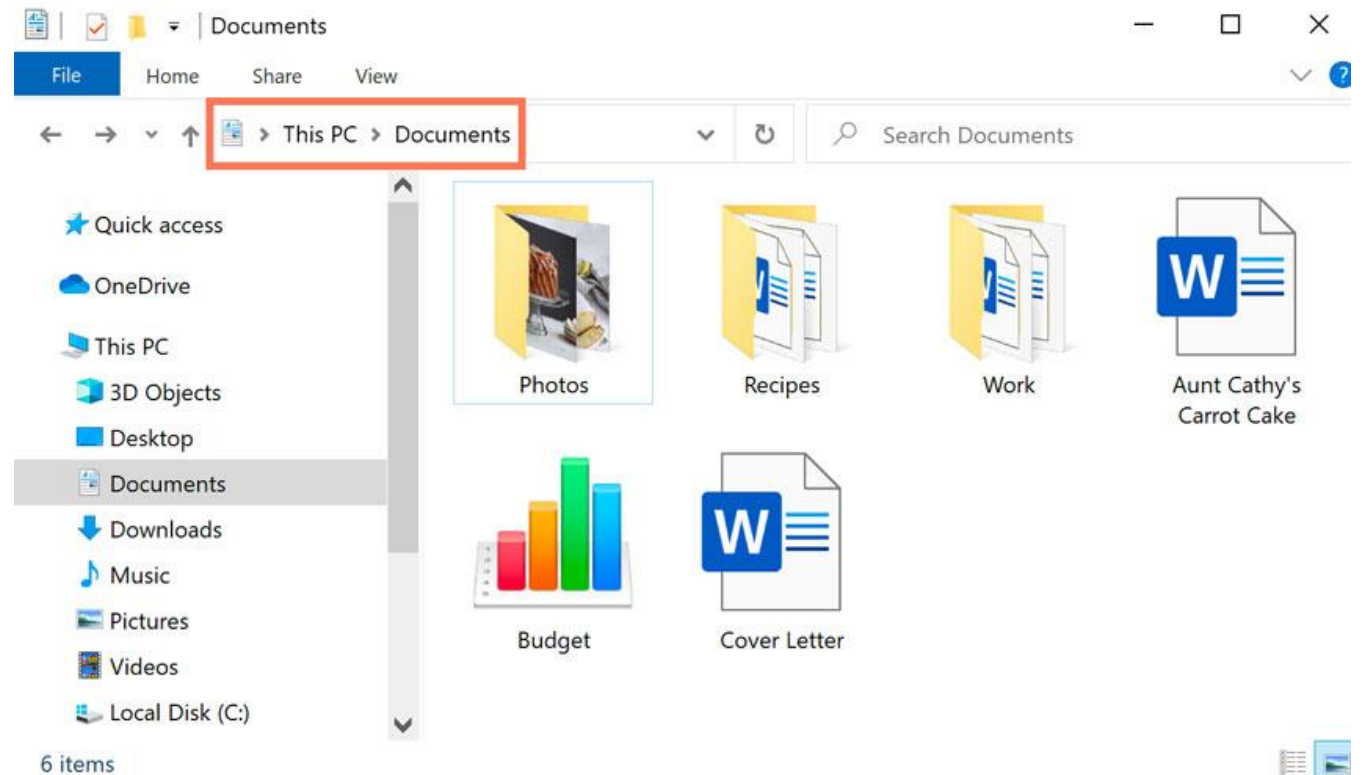
FILE EXPLORER

- 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.



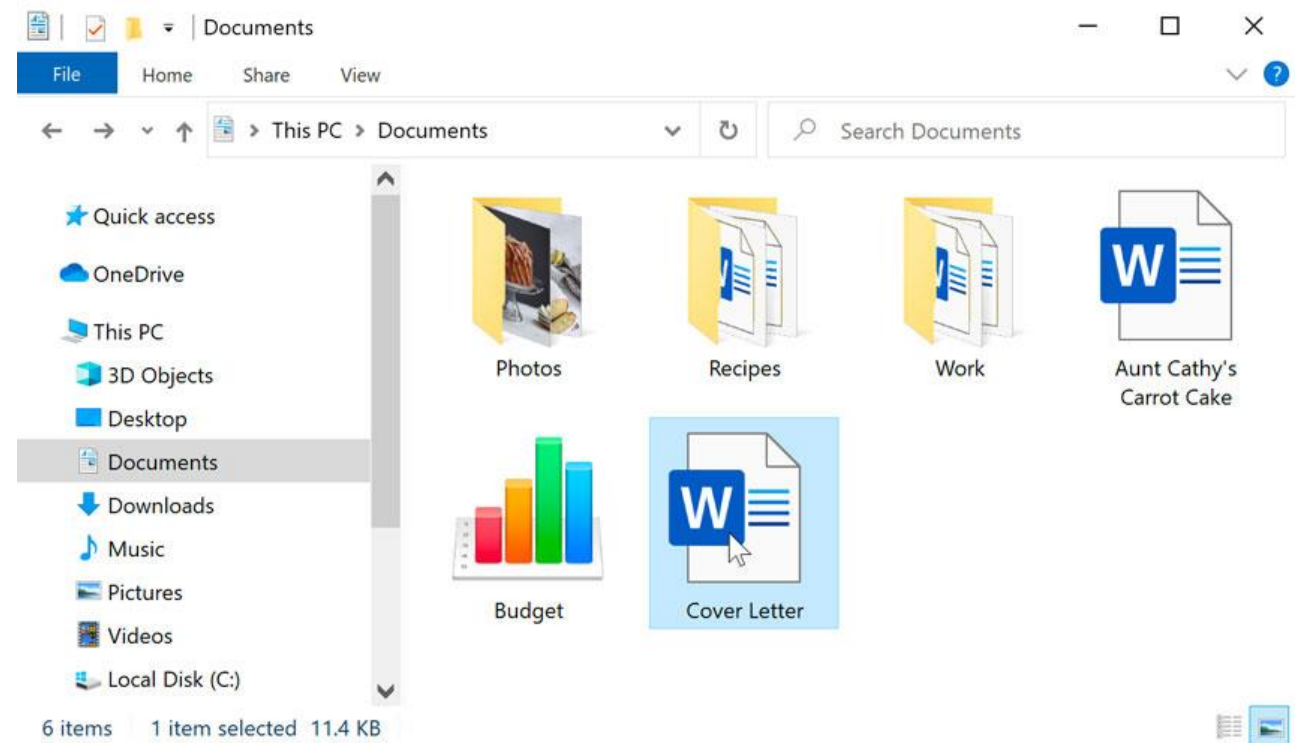
FILE EXPLORER

- 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:

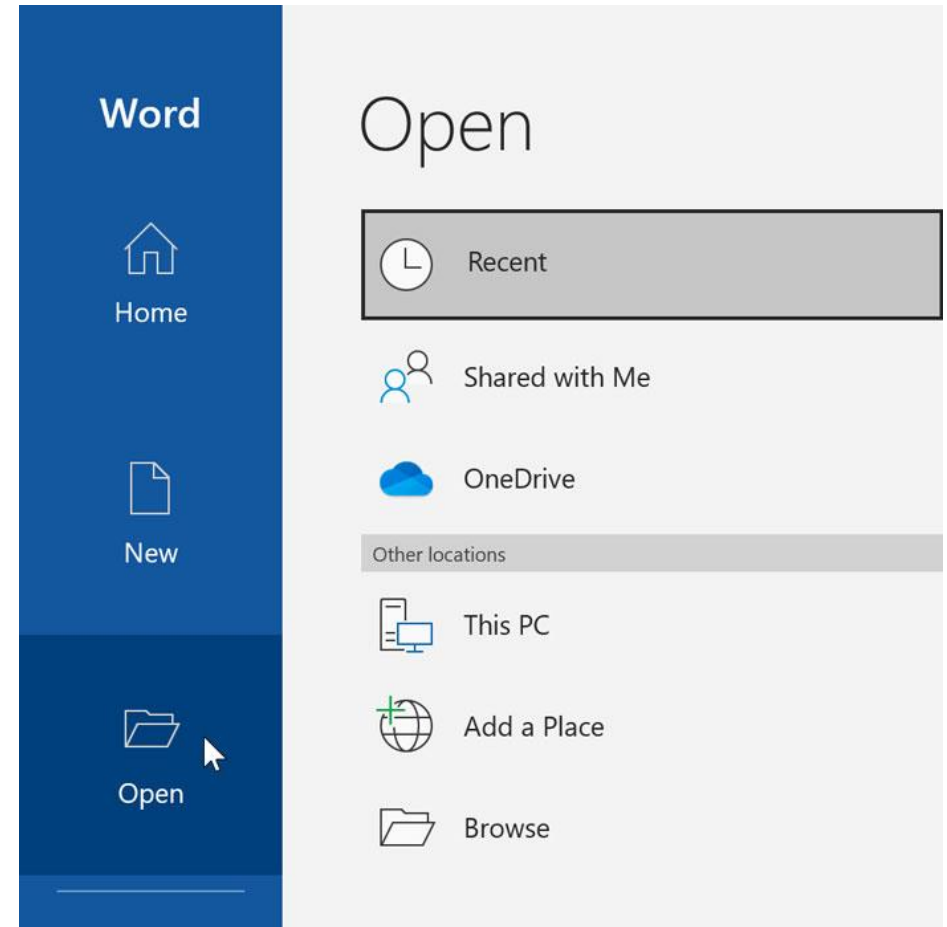
- There are two main ways to open a file:
- Find the file on your computer and double-click it. This will open the file in its default application. In our example, we'll open a Microsoft Word document (Cover Letter.docx), which will open in Microsoft Word.



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**.



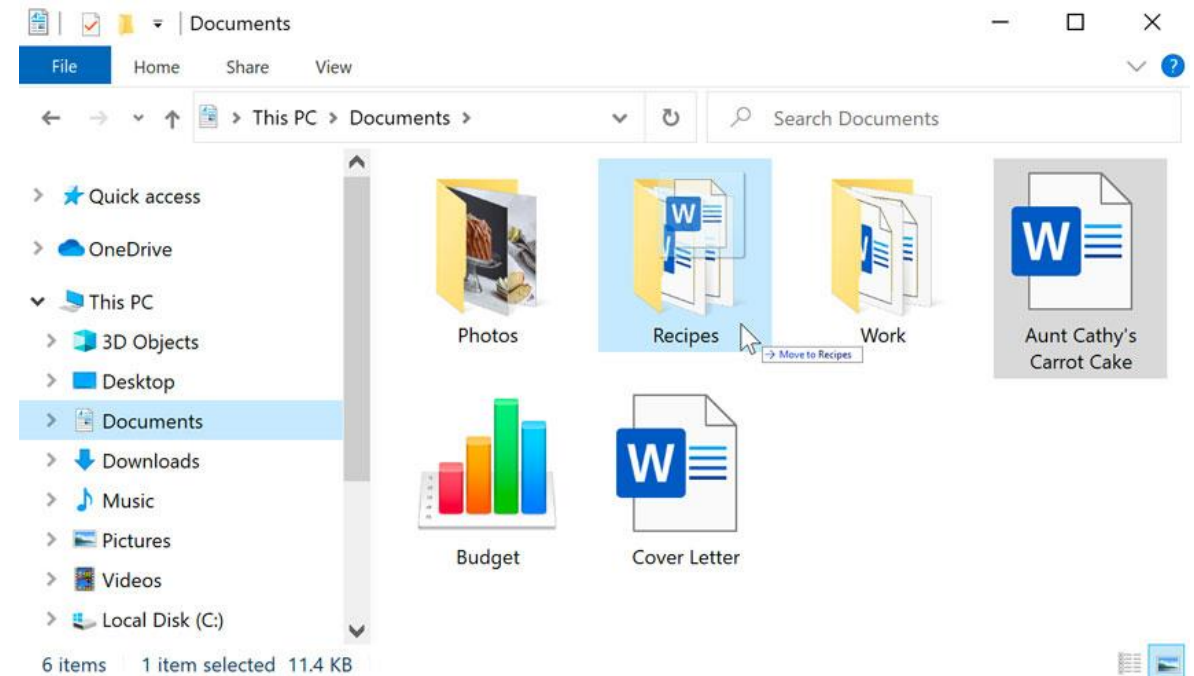
MOVING AND DELETING FILES

- 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.

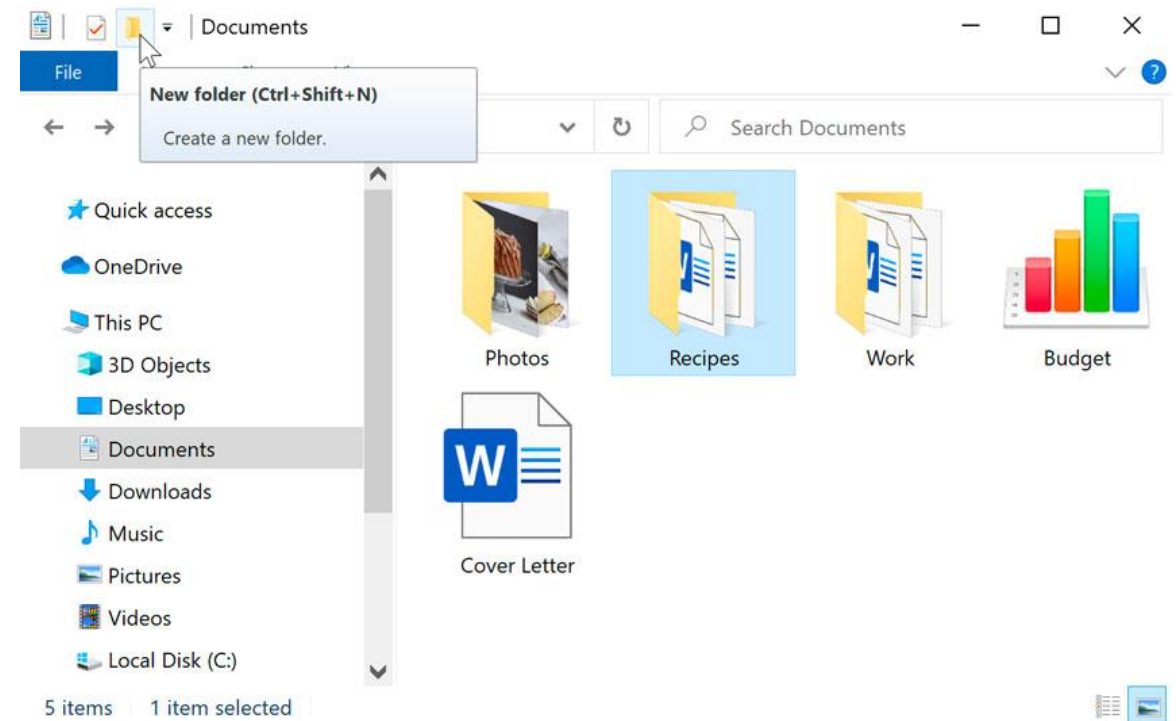
1) Click and drag the file to the desired location.

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



TO CREATE A NEW FOLDER:

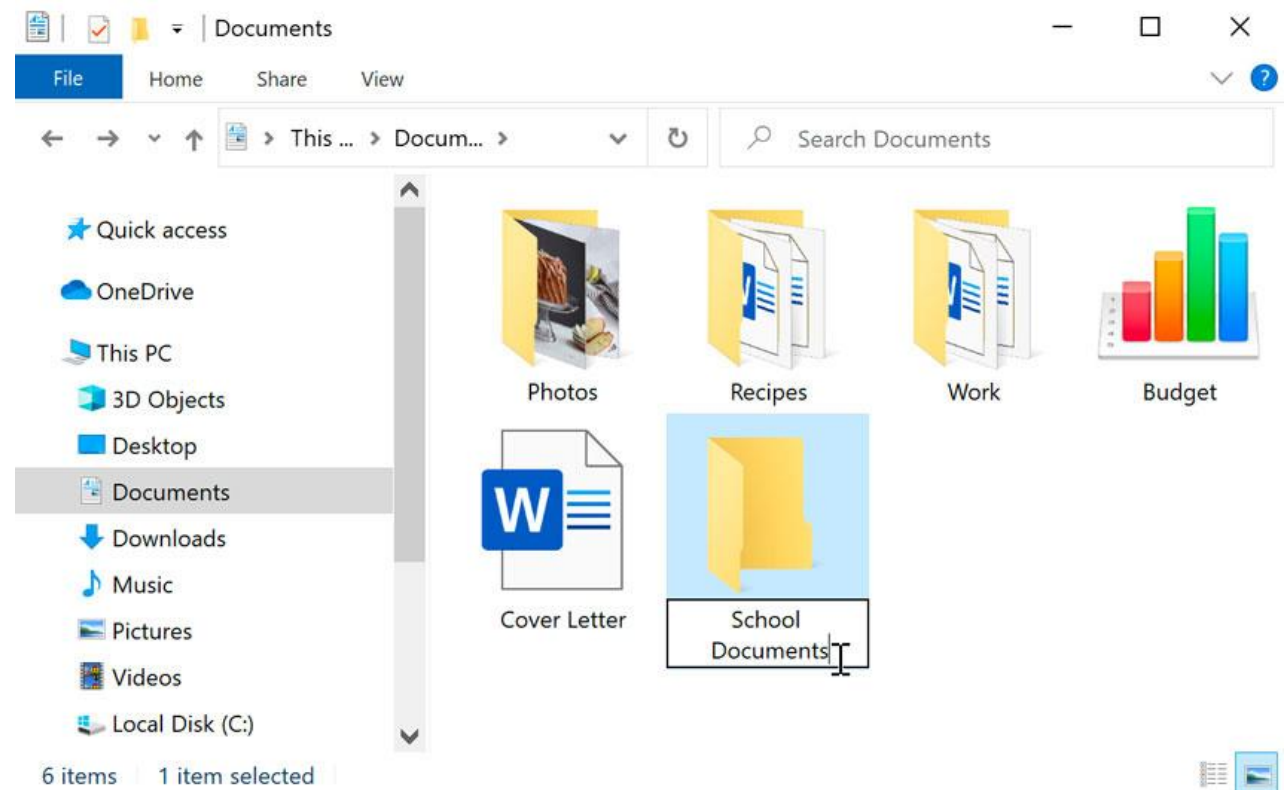
1) Within File Explorer, locate and select the **New folder** button. You can also **right-click** where you want the folder to appear, then select **New > Folder**.



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?

