



Lecture 5

Folders and Directories, Opening and Closing Windows, Creating Shortcuts

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Folders and Directories



Folder

A container used in graphical user interfaces to store files and other folders.

Directory

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The technical term for a folder, commonly used in command-line environments. Both terms are often interchangeable.



Importance

- Organizes files logically ullet
- \bullet
- \bullet

Prevents clutter and confusion Makes retrieval and backup easier

Folder Structure and Operations

Folder Hierarchy

- Root directory: The base of the file system (e.g., C:\ on Windows).
- Subdirectories: Folders within other folders.
- Path: The location of a file or folder in the directory structure (e.g., C:\Users\Student\Documents).

Basic Folder Operations

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- Create a Folder: Right-click > New > Folder.
- Rename a Folder: Right-click > Rename.
- Move a Folder: Drag and drop, or Cut (Ctrl+X) and Paste (Ctrl+V).
- Delete a Folder: Right-click > Delete (moves to Recycle Bin).

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Activity 1: Folder Practice

Create a main folder

Create a main folder on the desktop called MySchoolFiles.

Create subfolders

Inside it, create three subfolders named Assignments, Notes, and Projects.

Add files

Place at least one file inside each subfolder (real or dummy files).







Opening and Closing Windows

What is a Window?

A window is a visual frame or box through which users interact with an application or folder.

Most modern operating systems use windows to display programs, file locations, and settings.

Common Controls in a Window (Windows OS)

- Minimize: Hides the window to the taskbar without closing it. ullet
- Maximize: Enlarges the window to fill the screen. ullet
- Restore Down: Returns a maximized window to its previous size. \bullet
- Close: Closes the window and terminates the program (if applicable). \bullet

Window Navigation Tips



Drag a window by its title bar to reposition it.



Use the corners or sides to resize.



for efficiency:

window.

Activity 2: Window Management Drill

Instructions:

- Open three applications (e.g., Notepad, File Explorer, and Calculator). \bullet
- Practice minimizing, maximizing, restoring, and closing each window. \bullet
- Use Alt + Tab to cycle through open windows. ullet

Use keyboard shortcuts

Alt + Tab: Switch between

- open windows.
- Alt + F4: Close the active

Creating Shortcuts

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What is a Shortcut?

A shortcut is a link that directs you to a file, folder, or application. Instead of duplicating the actual item, it acts as a pointer that saves space and reduces clutter on your desktop or in your folders.

Quick Access

It allows you to access the item quickly without navigating to its original location. This convenience speeds up your workflow, especially for frequently used programs and documents, by putting them just a click away.

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Visual Indicator

Shortcuts typically have a small arrow icon overlaid on them. This visual cue helps users distinguish shortcuts from the actual files or folders, preventing accidental deletion of the original items.

Creating a Shortcut (Windows)

Method 1: Right-Click

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- 1. Right-click on a file or folder.
- 2. Select "Create Shortcut."
- 3. Drag the shortcut to the desktop or any desired location.

Method 2: Drag and Drop

- 1. Drag the item with the right mouse button.
- 2. Release and choose "Create shortcut here."

Method 3: Pinning to Taskbar or Start Menu

- 1. Right-click on a program icon.
- 2. Choose "Pin to Taskbar" or "Pin to Start."

Notes on Shortcuts

Safety

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Flexibility

Deleting a shortcut does not delete the original file. This means you can safely remove shortcuts without worrying about losing important data or programs.

It acts only as a pointer, so the original content remains intact on your computer or device, ensuring your files stay protected. You can rename or move shortcuts like any other file. This allows you to organize your desktop and folders in a way that best suits your workflow and preferences.

Shortcuts are not restricted to their initial locations and can be transferred or edited, providing convenient access wherever you need it.

Activity 3: Shortcut Workshop



Create application shortcut Create a shortcut to a commonly used application (e.g., Microsoft Word

Pin one application to the taskbar.

Summary

Торіс	Key Action	Purpose
Folders	Create, rename, move	Organize files in a structu
Windows	Open, minimize, maximize, close	Manage active tasks
Shortcuts	Create links to files and programs	Quick access and improve

ured way

ed productivity

Think you.. Any Questions ??