



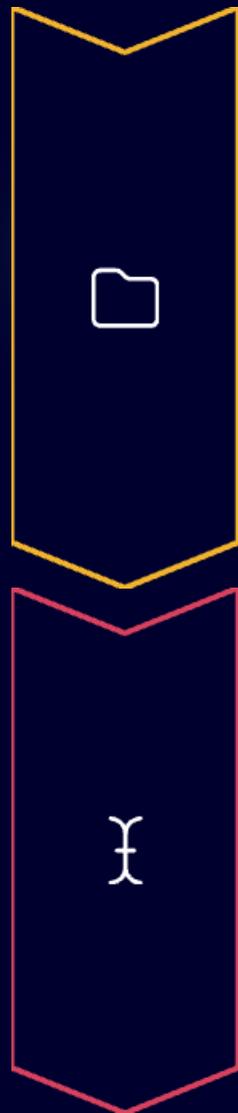
## Lecture 5

Folders and Directories, Opening and Closing Windows, Creating Shortcuts

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# 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

- 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).



# 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).

♡  
MySchool 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.
- Maximize: Enlarges the window to fill the screen.
- Restore Down: Returns a maximized window to its previous size.
- Close: Closes the window and terminates the program (if applicable).

# Window Navigation Tips



Drag a window by its title bar to reposition it.



Use the corners or sides to resize.



Use keyboard shortcuts for efficiency:

Alt + Tab: Switch between open windows.

Alt + F4: Close the active window.

## Activity 2: Window Management Drill

### Instructions:

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

# Creating Shortcuts



## 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.



## 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

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

## 1

### Safety

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.

## 2

### Flexibility

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 folder shortcut

Create a shortcut to the MySchoolFiles folder and place it on the desktop.

## Test deletion

Delete one of the shortcuts and verify that the original file still exists.



## Create application shortcut

Create a shortcut to a commonly used application (e.g., Microsoft Word or your browser).

## Pin to taskbar

Pin one application to the taskbar.

# Summary

Topic	Key Action	Purpose
Folders	Create, rename, move	Organize files in a structured way
Windows	Open, minimize, maximize, close	Manage active tasks
Shortcuts	Create links to files and programs	Quick access and improved productivity

*Think you..*  
*Any Questions ??*