Computer Sciences

First Stage

LECTURE
Working with files

BY

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TO RENAME A FILE OR FOLDER:

- You can change the name of any file or folder. A unique name will make it easier to remember what type of information is saved in the file or folder.

1. Click the file or folder, **wait about one second**, and click again. An editable text field will appear.

2. Type the desired name on your keyboard and press **Enter**. The name will be changed.

You can also **right-click** the folder and select **Rename** from the menu that appears.
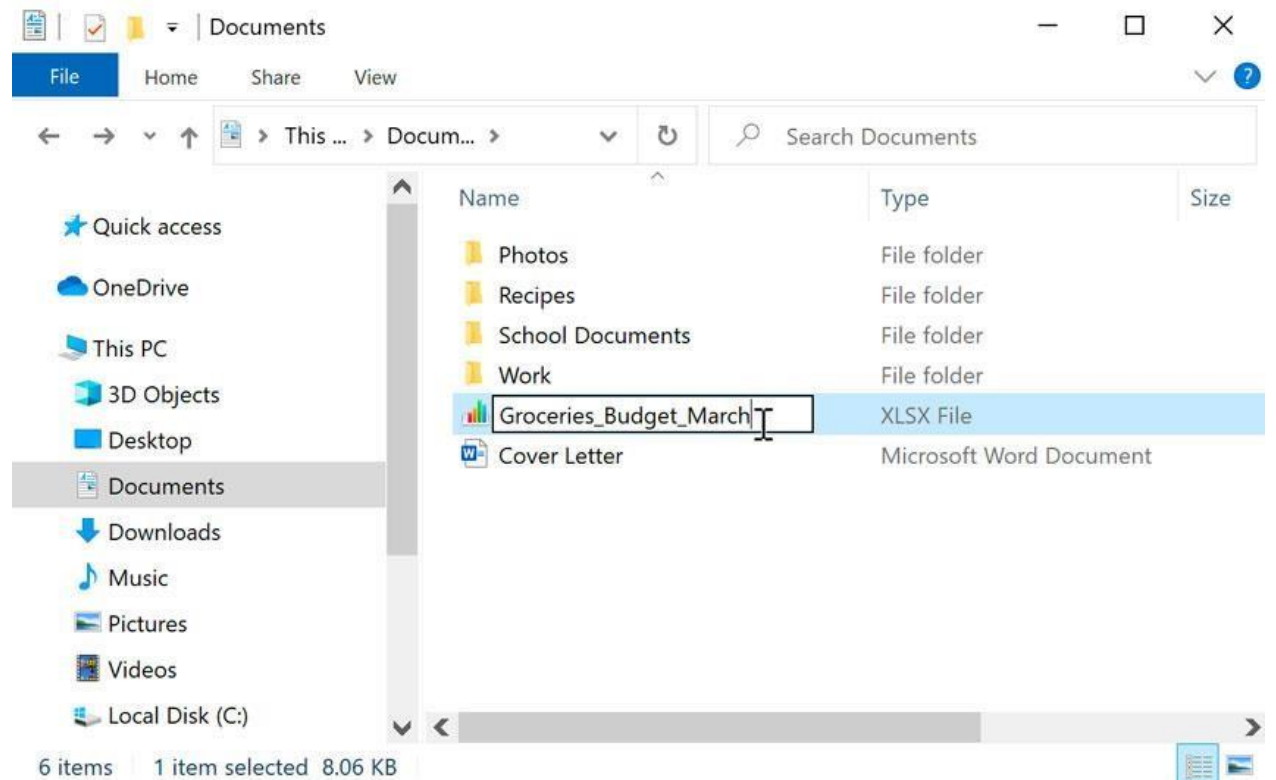
TO RENAME A FILE OR FOLDER:

You can also **right-click** the folder and select **Rename** from the menu that appears.
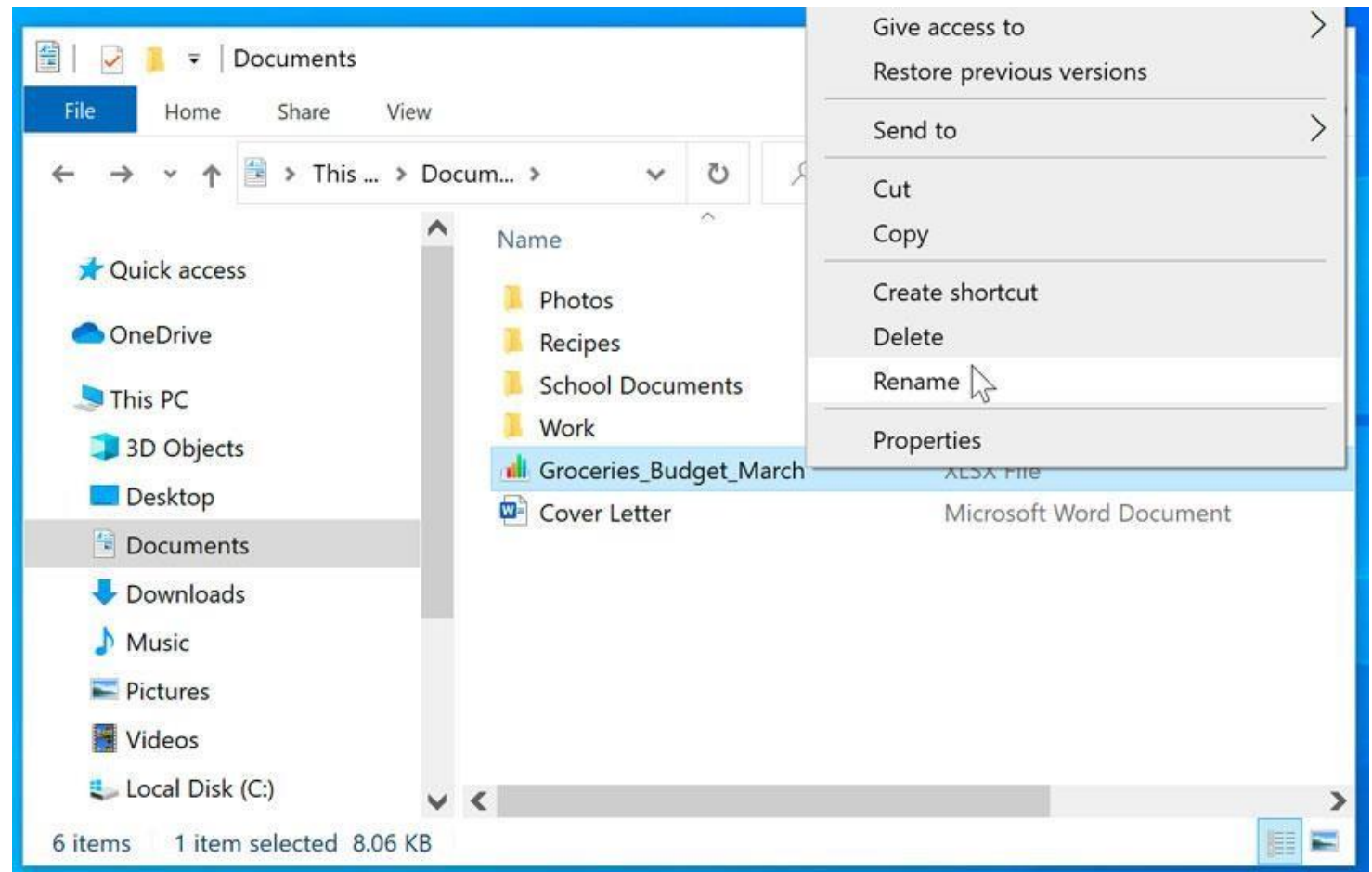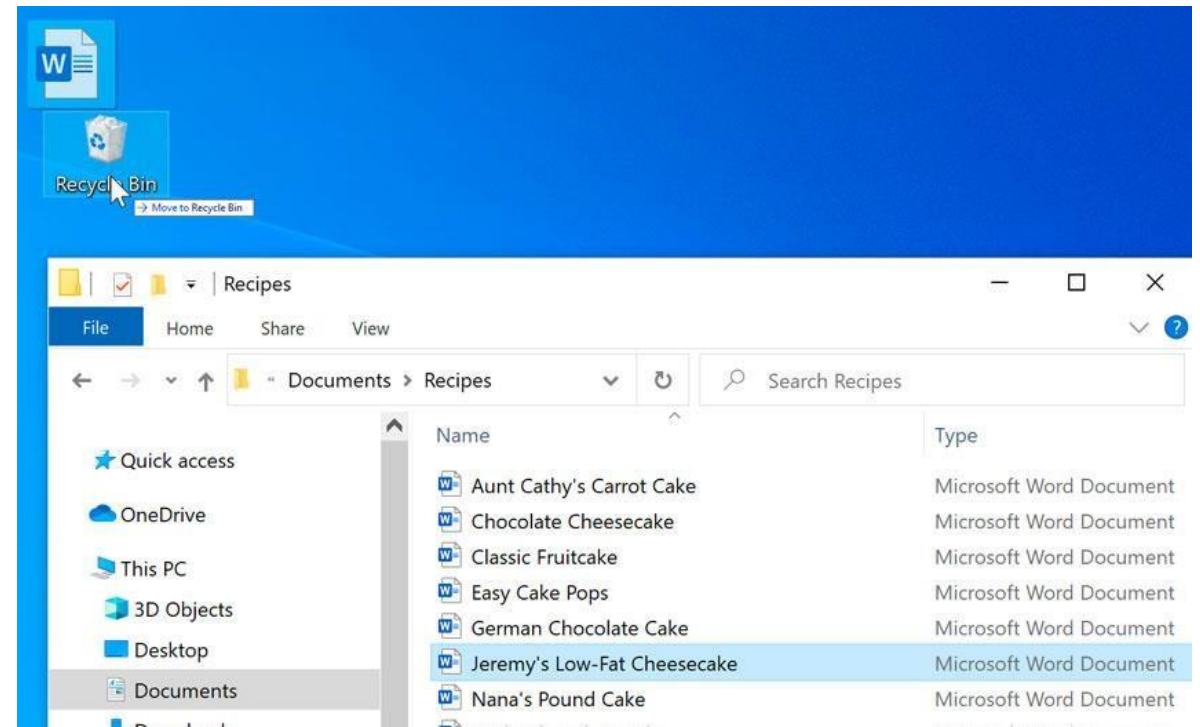
TO DELETE A FILE OR FOLDER:

If you no longer need to use a file, you can delete it. When you delete a file, it is moved to the **Recycle Bin.**
If you change your mind, you can move the file from the Recycle Bin back to its original location.
If you're sure you want to permanently delete the file, you will need to **empty the Recycle Bin.**

1) Click and drag the file to the **Recycle Bin** icon on the **desktop.** You can also click the file to select it and press the **Delete** key on your keyboard.

TO DELETE A FILE OR FOLDER:

2) To permanently delete the file, right-click the **Recycle Bin** icon and select **Empty Recycle Bin**. All files in the Recycle Bin will be permanently deleted.
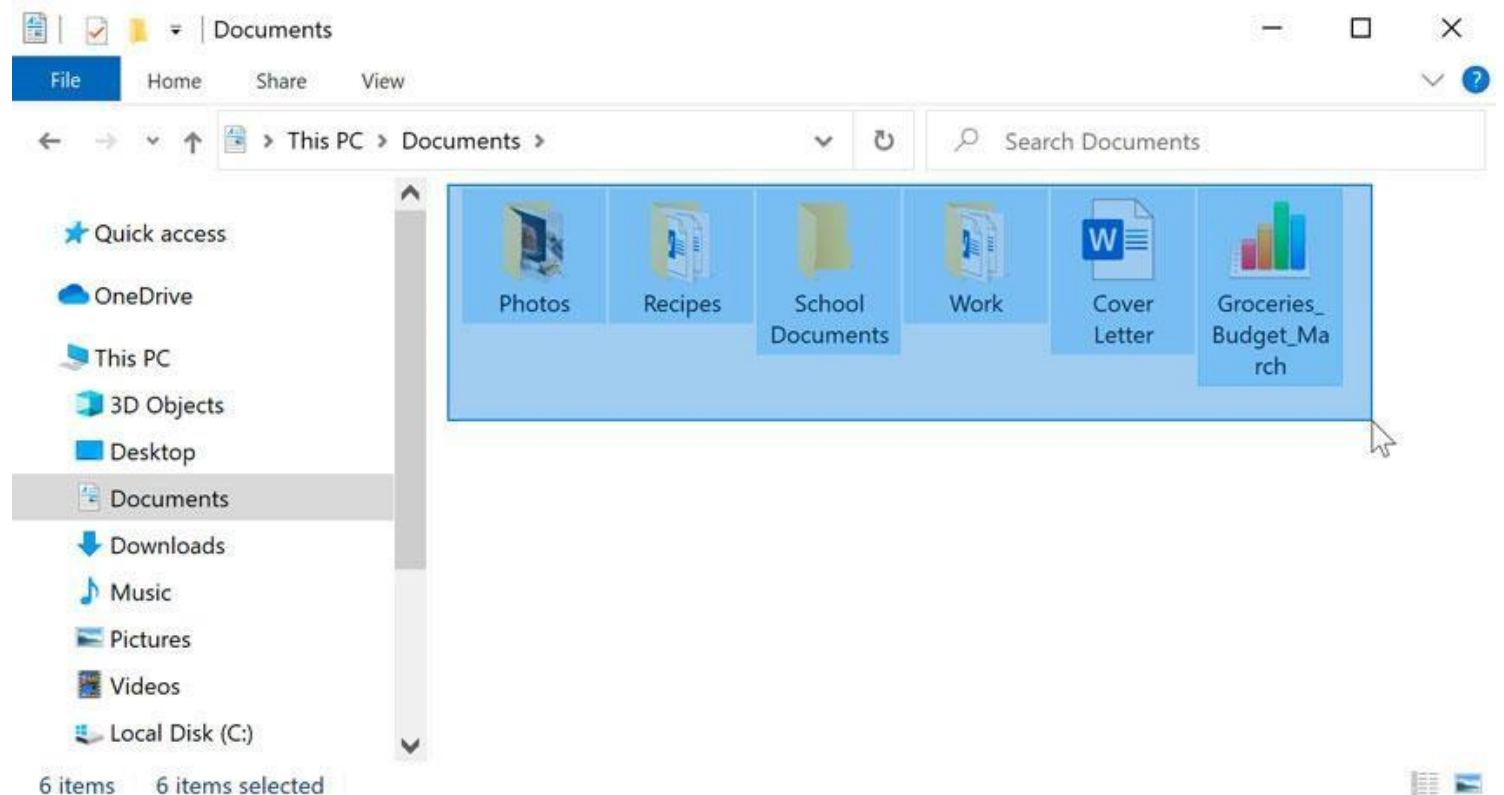
SELECTING MULTIPLE FILES

Selecting more than one file

There are a few ways to select **more than one file at a time**:

•If you're viewing your files as icons, you can **click and drag the mouse to draw a box** around the files you want to select. When you're done, release the mouse; the files will be selected. You can now move, copy, or delete all of these files at the same time.
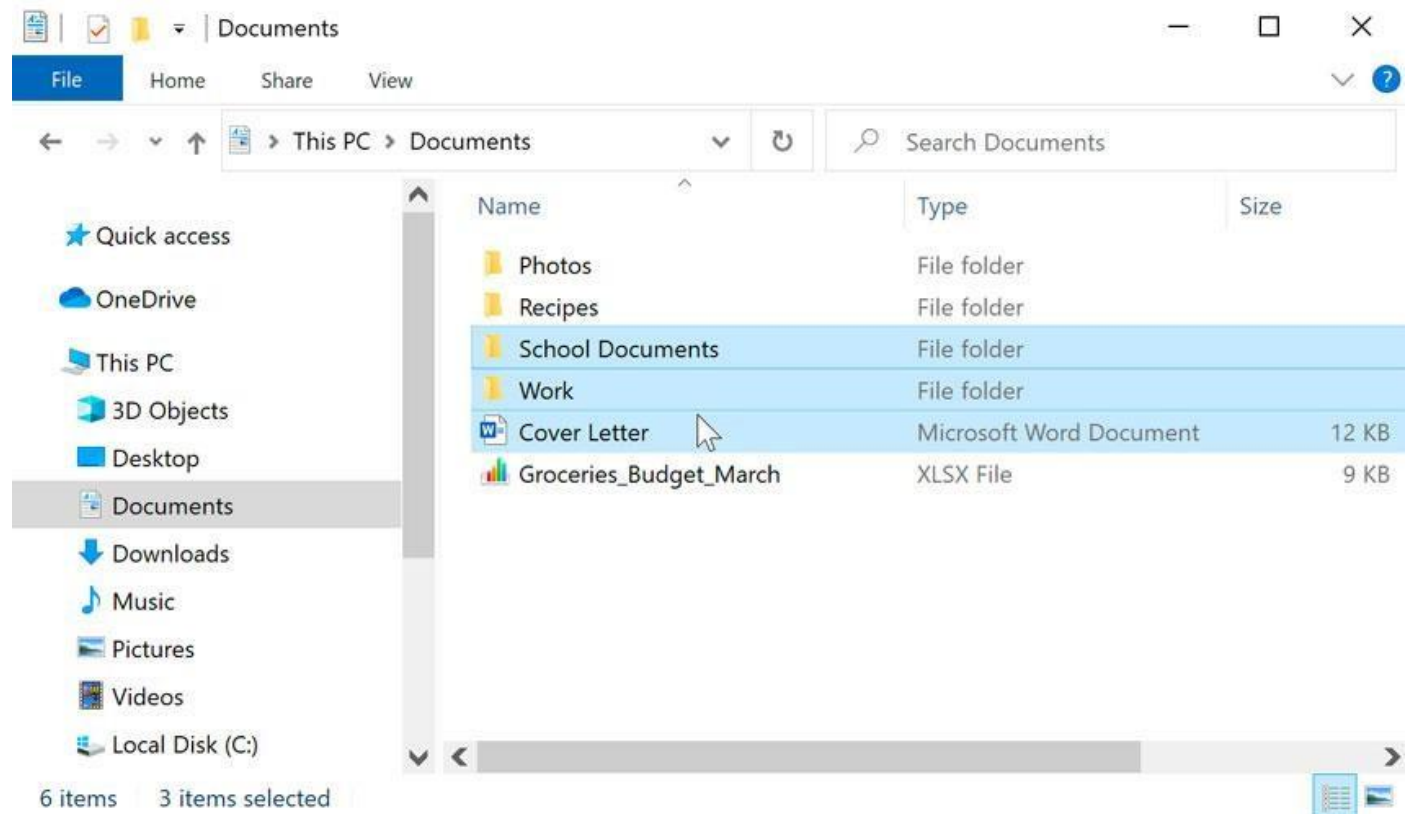
SELECTING MULTIPLE FILES

- To select **specific files** from a folder, press and hold the **Control** key on your keyboard, then click the files you want to select.
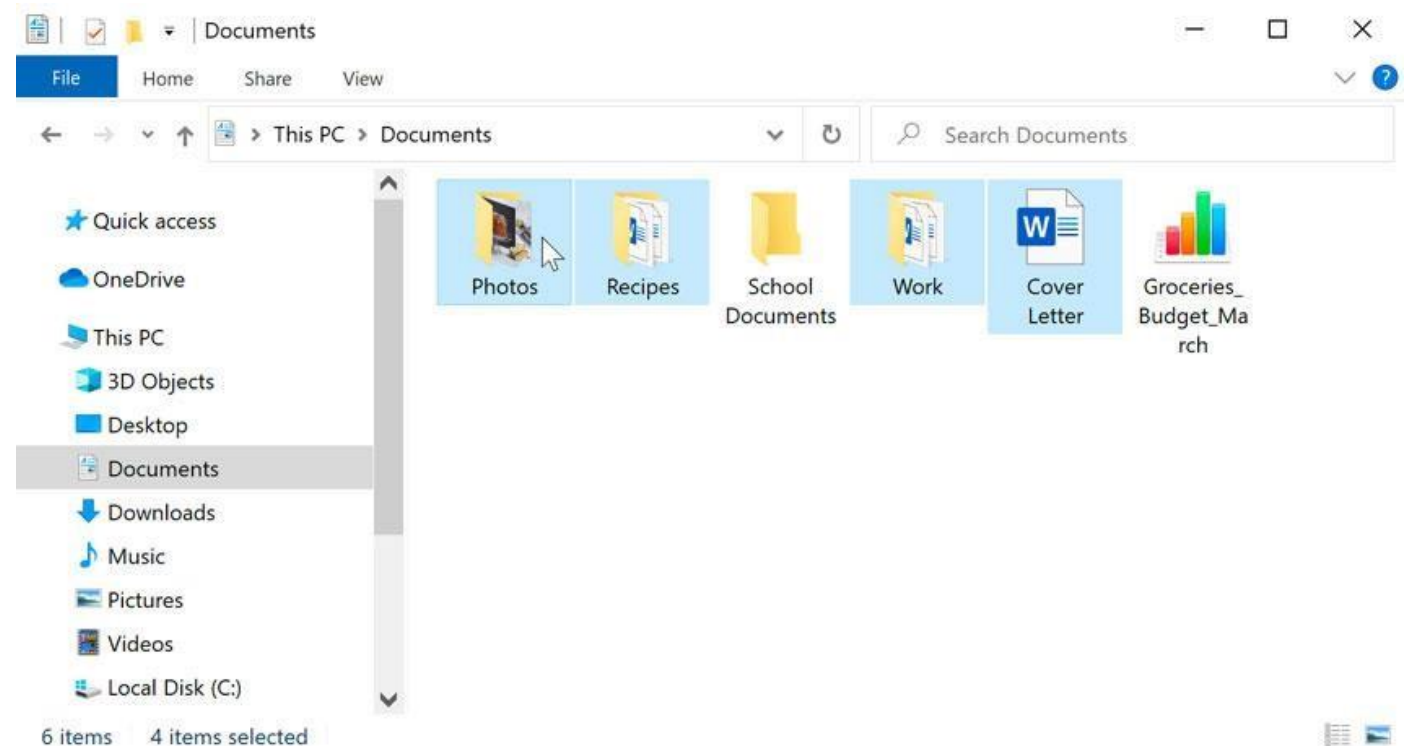
SELECTING MULTIPLE FILES

• To select a **group of files** from a folder, click the first file, press and hold the **Shift** key on your keyboard, then click the last file. All of the files between the first and last ones will be selected.

SELECTING MULTIPLE FILES

Selecting all files

If you want to select **all files in a folder** at the same time, open the folder in File Explorer and press **Ctrl+A** (press and hold the **Control** key on your keyboard, then press **A**). All of the files in the folder will be selected.
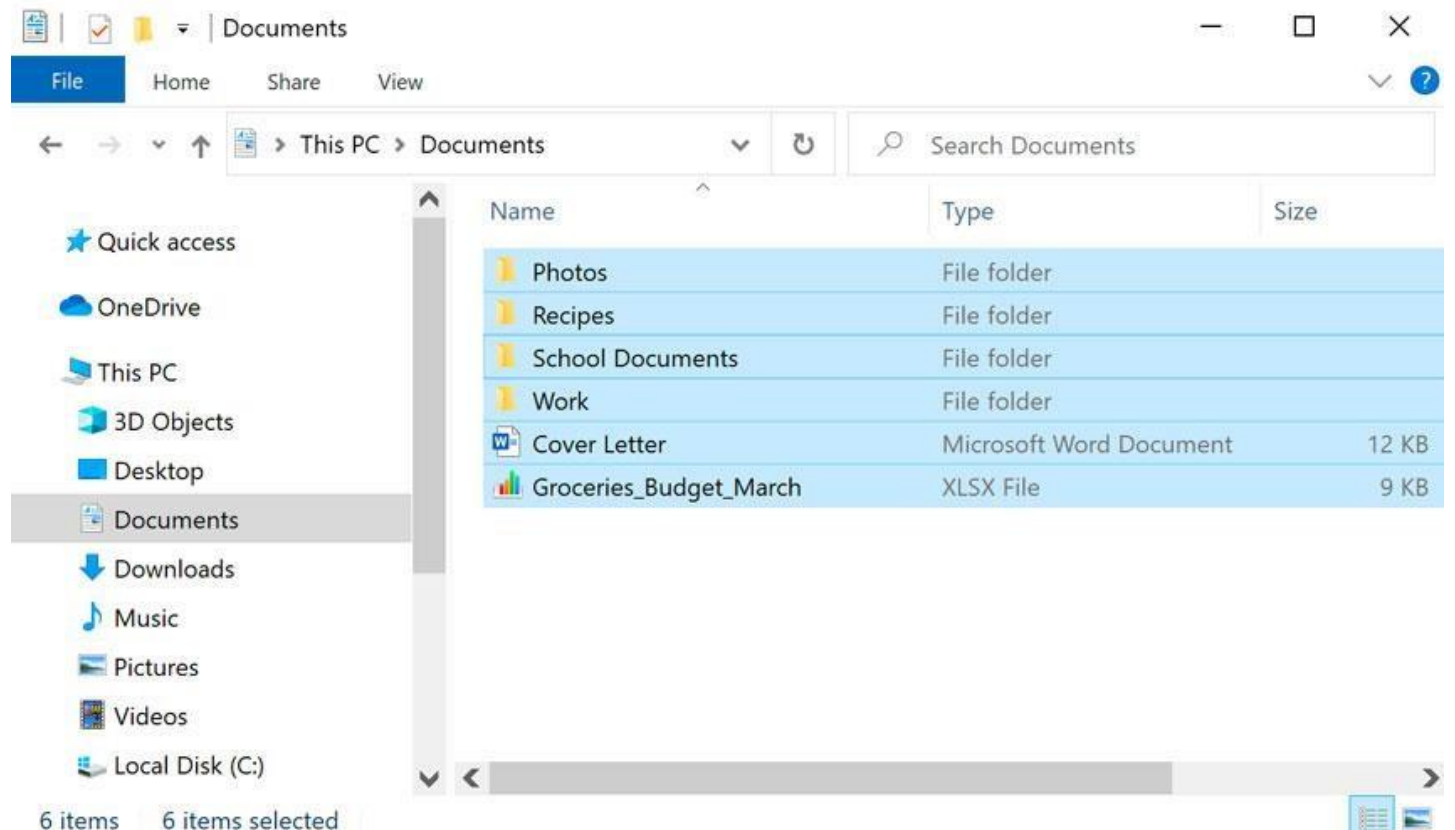
SHORTCUTS

If you have a file or folder you use frequently, you can save time by creating a **shortcut** on the desktop. Instead of navigating to the file or folder each time you want to use it, you can simply double-click the shortcut to open it.
A shortcut will have a small arrow in the lower-left corner of the icon.

Note that creating a shortcut does **not** create a duplicate copy of the folder; it's simply a way to access the folder more quickly.
- If you delete a shortcut, it will not delete the actual folder or the files it contains. Also note that copying a shortcut onto a flash drive will not work.
- if you want to bring a file with you, you'll need to navigate to the actual location of the file and copy it to the flash drive.

SHORTCUTS

To create a shortcut:

1) Locate and right-click the desired folder, then select **Send to Desktop (create shortcut).**
2) A shortcut to the folder will appear on the desktop.

* Notice the arrow in the lower-left corner of the icon. You can now double-click the shortcut to open the folder at any time.
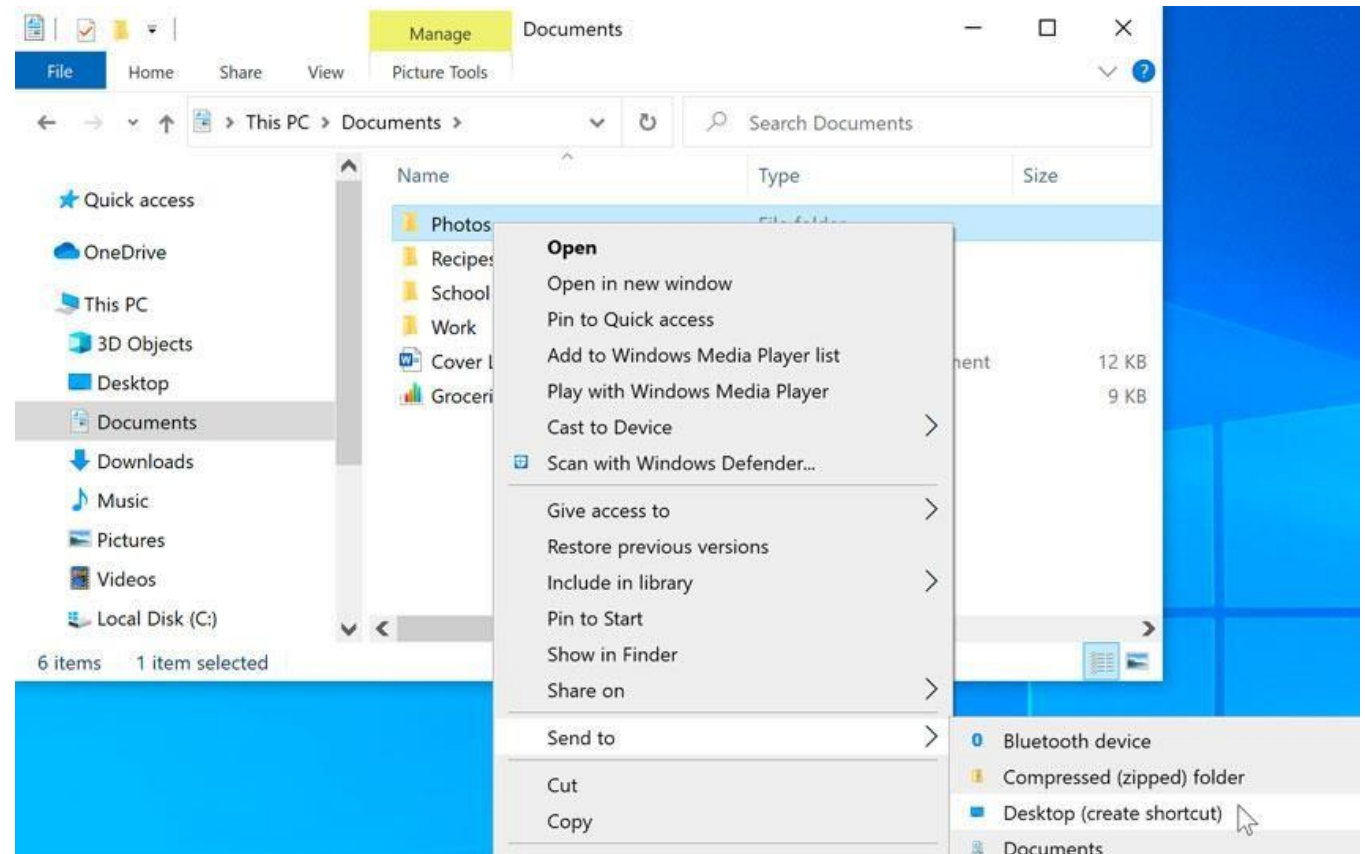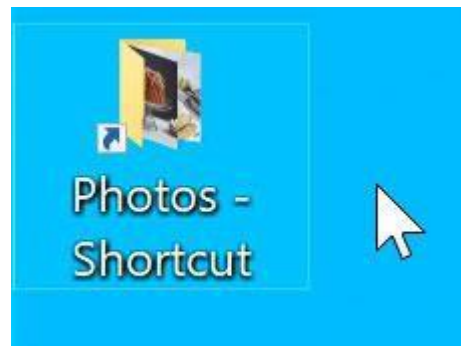
QUESTIONS??

- Thank you for lessening ..

Any questions?