Computer System

Lecture Three

Activities of windows

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2017-2018

Outline

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6. Copy and Cut files.

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Objectives

1. Define the File and Folder in the Computer System.

2. Explain Creating and Saving of the files.

3. Explain Rename and Delete the files.

4. Illustrate Copy and Cut the files .

5. Explain the Search in the Win.7.

6. Define the shortcut.

7. Explain the gadgets option.

8. Explain the file properties.

9. Illustrate the Help option.

File and Folder

❑ *What is a File?*

❖ *Files: are collections of information. In fact, almost all of the information stored in a computer is stored in a file. There are many different types of files, including operating system files, program files, and your own files.*

➢ *Different types of files store different types of information.*

➢ *Each file is given a filename and has a three-letter filename extension that identifies the file type. (The filename and filename extension are separated by a period).*

❖ *Long File Names: file names can be up to 256 characters, including blank spaces.*

Note: Avoid using any of the following characters in your file names:

\ ? : * ” < > |/

File and Folder

❑ *What is a Folder?*

*When you first start using Windows, you may only create a few files. Over time, you'll create Many files. To keep your files organized, create **folders**.*

➢ *Creating a new Folder:*
  *To create a new **Folder**, select Office Button, Open or Save As. Click on the **New Folder** icon. Name the folder.*

➢ *From Windows Explorer:*
 *Open any window in Windows 7 and click on the **New Folder** tool in the Explorer toolbar.*

➢ *From the Desktop:*
 ***Right-click** on the desktop and choose **New, Folder**.*

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Creating and Saving Files

❑ Create a file:

➢ Go to the start menu   select a program   file menu   new.

➢ Right click on the desktop or inside any folder   select new   select the file type you need.

❑ Save a file:

➢ Select the file menu   save.

➢ Select the file menu   save as.

➢ Ctrl + S from keyboard.

Renaming and Deleting Files

❑ Rename a file:

➢ *Right-click the file icon.*

➢ *Choose Rename.*

➢ *The filename is highlighted in blue, ready to be retyped.*

➢ *Type a new name and press Enter.*

➢ *The file is renamed.*

❑ Delete a file:

➢ *Right click on the file icon   select Delete.*

➢ *Select the file   press Delete key from the keyboard.*

➢ *Select the file   press the Shift and Delete keys from the keyboard*

Copying, *Paste* and Cutting Files

❑ Copy and Paste a file:

➢ Right click on the file icon select Copy   select the new location Right click   paste.

➢ Select the file   Ctrl + C from the keyboard select the new location   Ctrl + V.

❑ Cut and Paste a file:

➢ Right click on the file icon select Cut select the new location Right click paste.

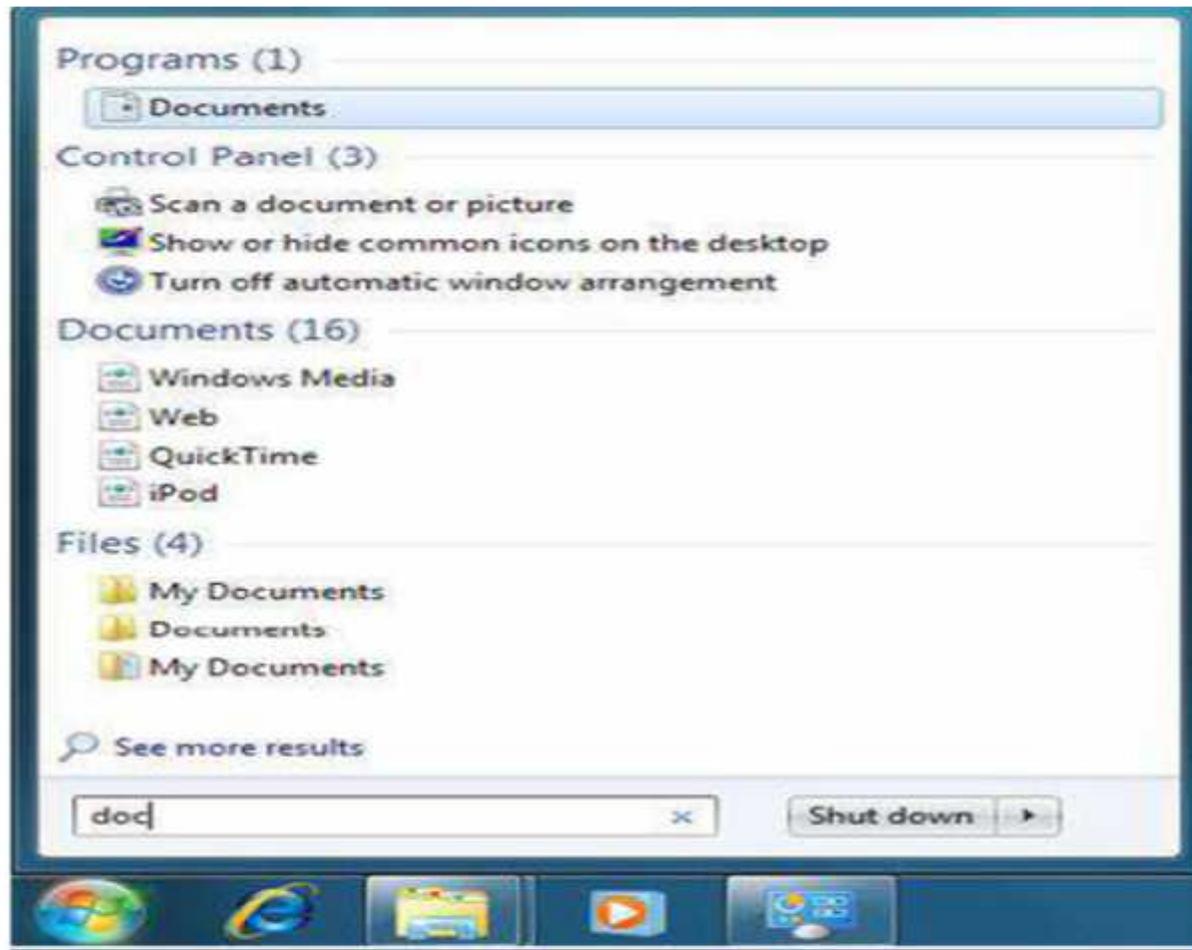➢ Select the file Ctrl + X from the keyboard   select the new location Ctrl + V

Search

Finding Files and Folders

Choose **Search Programs and Files** from the **Start Menu** to locate files based on **Name**
& Location, **Date Modified** or a document **Containing a Word or Phrase** you provide.
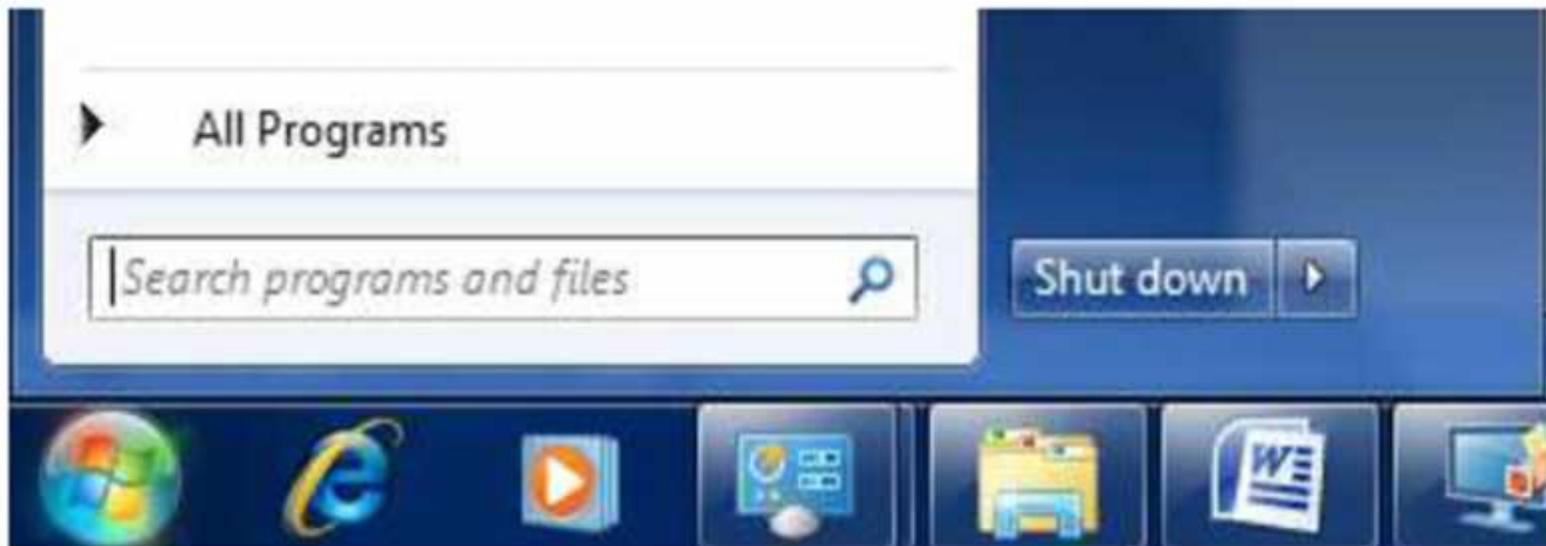
Search Programs and Files

Search

Find documents fast with the new Search

Creating Shortcuts

❑ *Why are you Create Shortcuts on the Desktop? How ?*

Create Windows 7 Shortcuts on the Desktop to quickly access frequently used files, folders and programs.

a.   Right-click on any file or folder you want to create a shortcut.

b. Select **Copy** (or Create Shortcut where applicable) from the *Drop-down menu*.

c. Change to desired location where you want to create the shortcut.

d. Right click and select **Paste Shortcut**. The shortcut appears.

Gadgets

❑ *Desktop gadgets are customizable mini-programs that Can display information, such as continuously updated headlines or a picture slide show, without having to open a new window.*

❑ **To add a gadget**, *right-click on the desktop and choose* **Gadgets***. Drag and drop a Gadget onto the desktop and customize its settings.*


Desktop gadgets

File Properties

➢ *When you view the properties of a file and go to the General page, there are some check boxes at the bottom for file attributes.*

➢ *There's one for Read-only and one for Hidden, and then it gets weird. Sometimes you get Archive and sometimes you get an advanced button. What controls which one you get?*

➢ *It depends on whether there is anything interesting in the advanced dialog.*

Select file   right click   properties   General.

R = Read-Only: Most software, when seeing a file marked read-only, will refuse to delete or modify it. This is pretty straight-forward. On the other hand, Windows Explorer will happily munch it. Some will choose the middle ground: they will let you modify or delete the file, but only after asking for confirmation.

H = Hidden: This one is pretty self-explanatory as well; if the file is marked hidden then under normal circumstances it is hidden from view
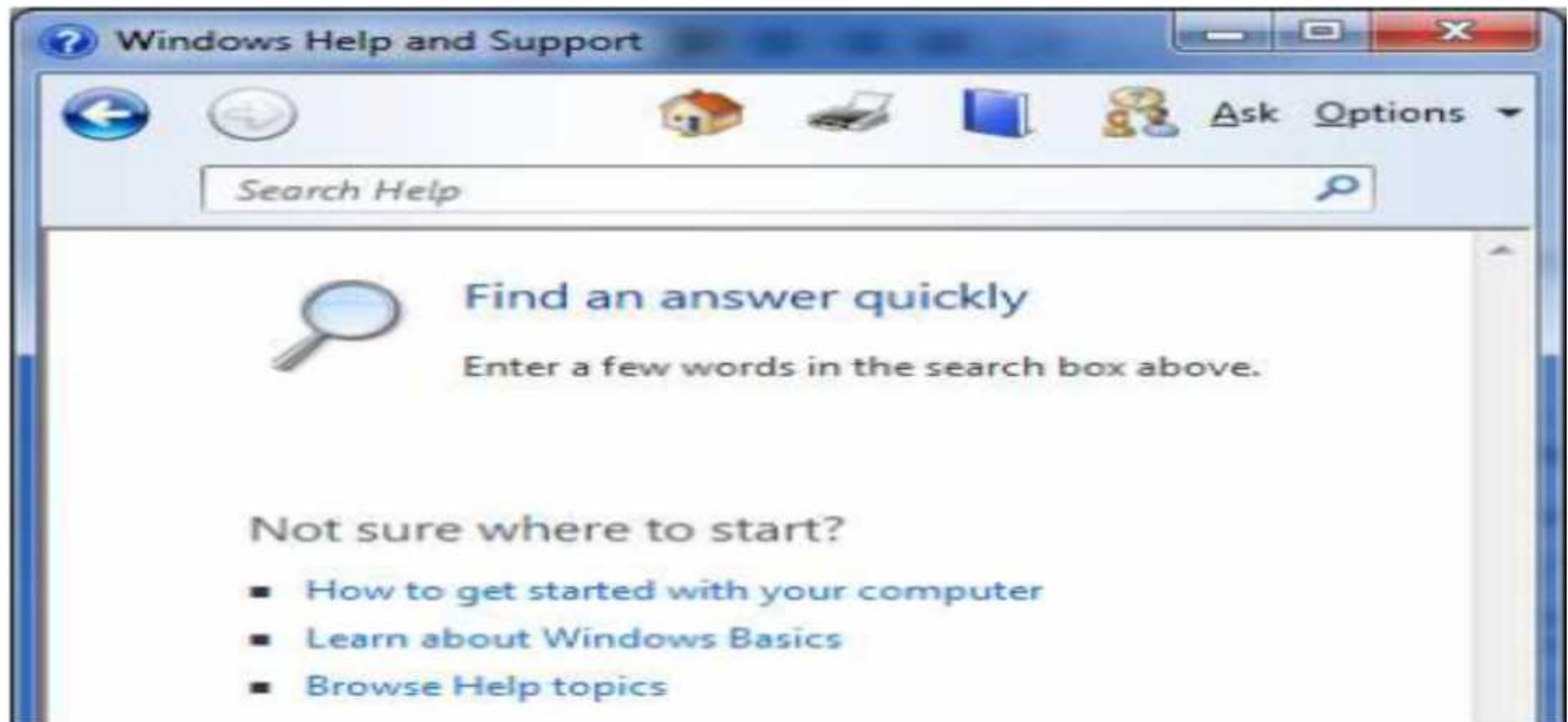
File Properties
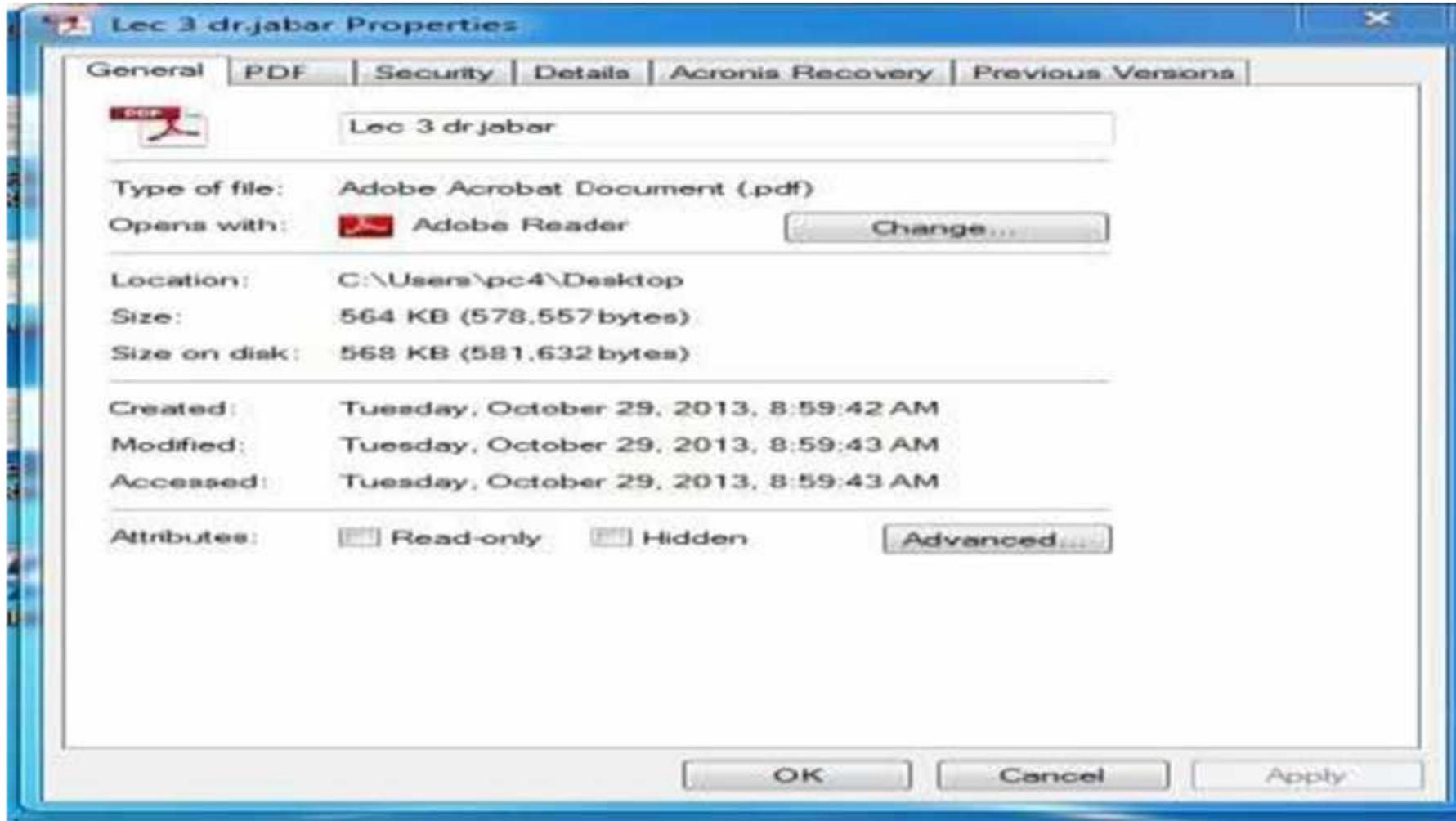
Help and Support

❑ *Help and Support :*

 Choose from the **Start Menu or Press the F1 key** *for contextualized access to quick answers to your Windows 7 questions.*

❑ *To access the Help and Support Center:*

- Click Start Help and Support.

- The Help and Support Center window opens.

- The home section is displayed.

Help and Support

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