



Computer applications for health science

Fourth lecture

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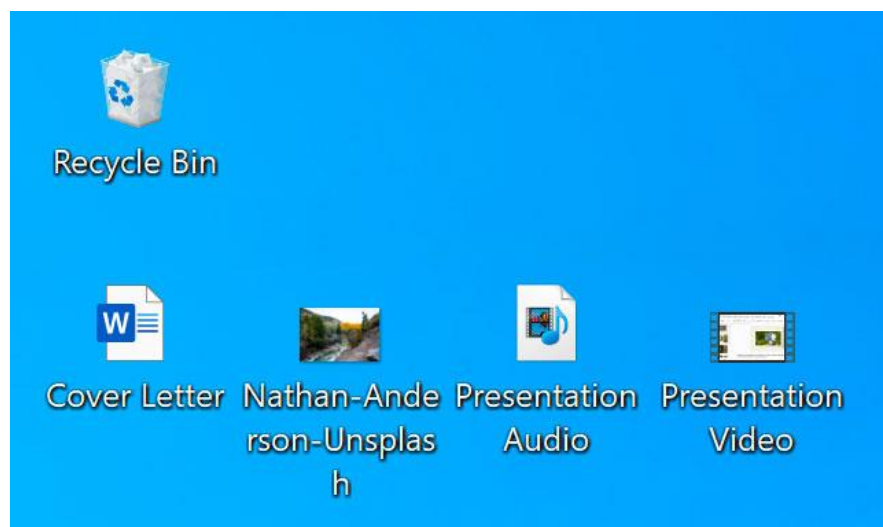
(2021-2022)

Working with files

Understanding how to work with files and folders is an important part of using your computer. Once you understand how files and folder work, you'll use them all the time.

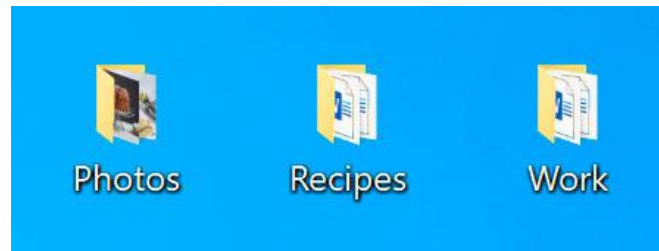
What is a file?

There are many different types of files you can use. For example, Microsoft Word documents, digital photos, digital music, and digital videos are all types of files.



What is a folder?

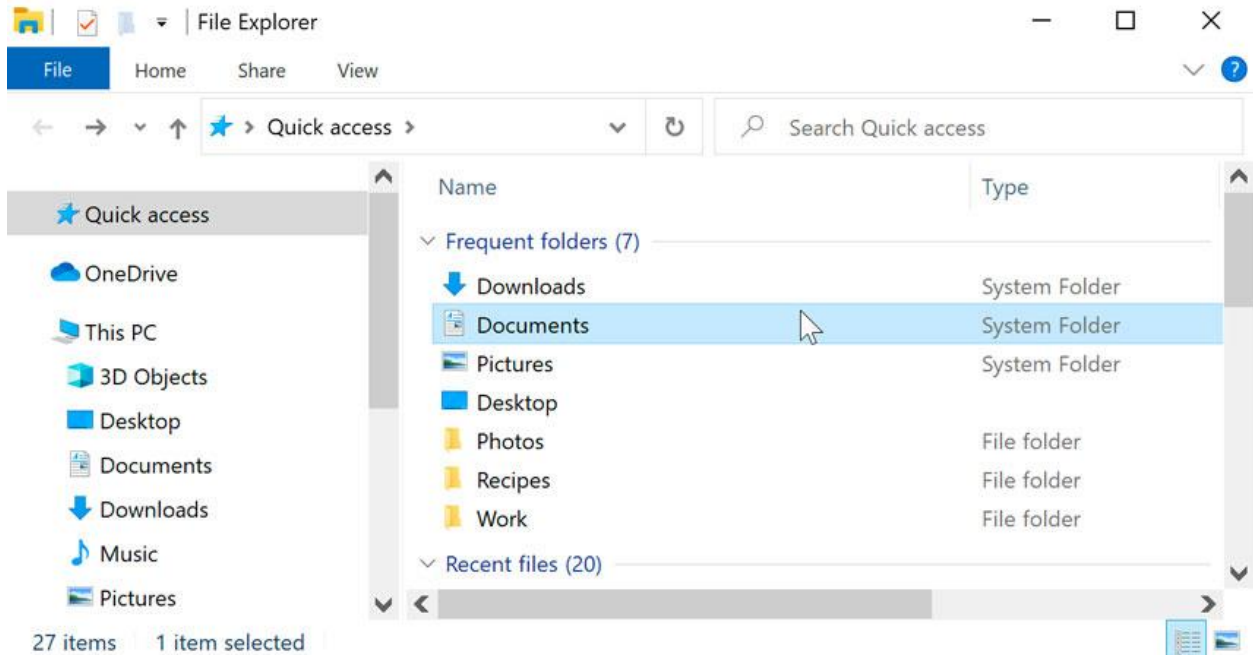
Windows uses folders to help you organize files. You can put files inside a folder, just like you would put documents inside a real folder.



File Explorer

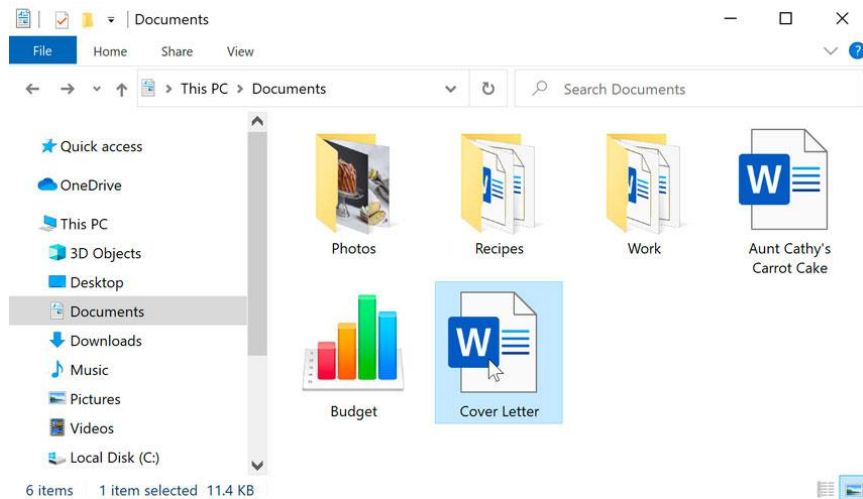
You can view and organize files and folders using a built-in application known as File Explorer (called Windows Explorer in Windows 7 and earlier versions).

From File Explorer, double-click a folder to open it. You can then see all of the files stored in that folder.



To open a file:

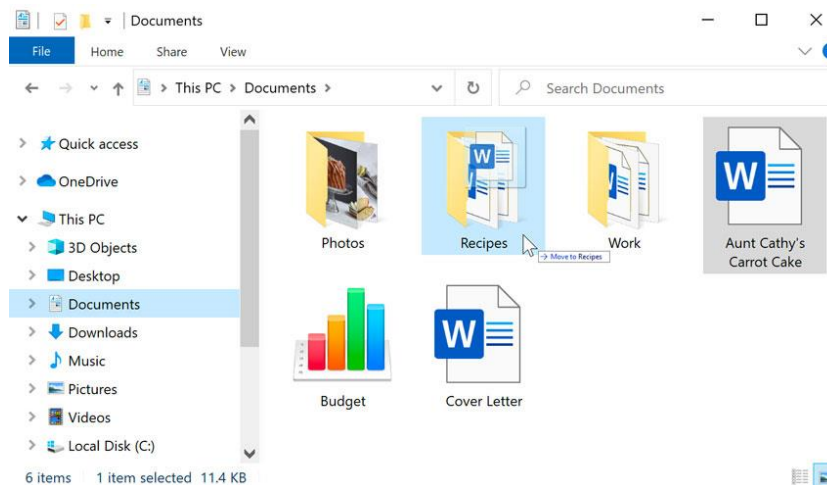
Find the file on your computer and double-click it. This will open the file in its default application.



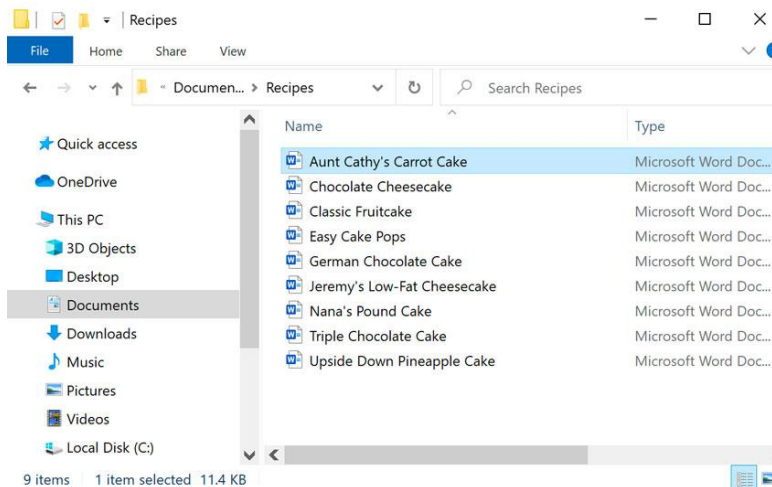
To move a file:

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.



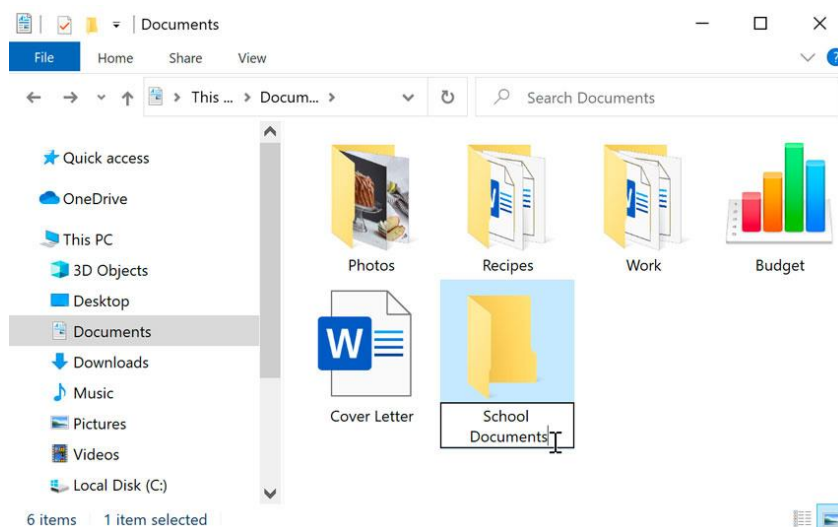
2. Release the mouse. The file will appear in the new location. In this example, we have opened the folder to see the file in its new location.



To create a new folder:

1-Within File Explorer **right-click** where you want the folder to appear, then select **New > Folder**.

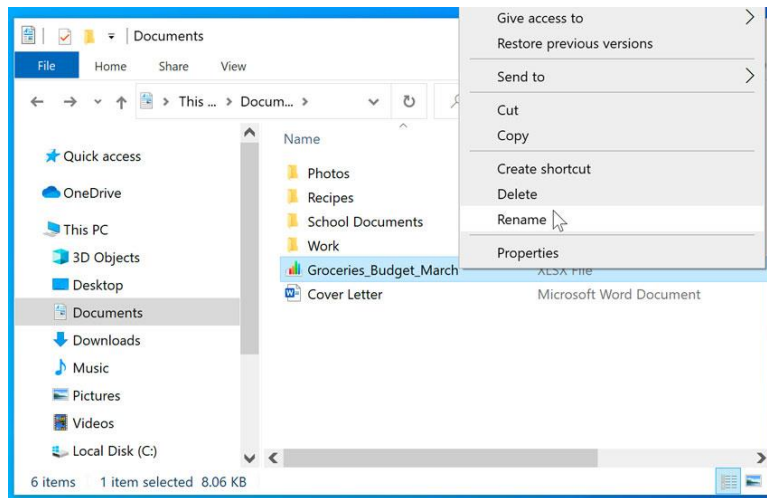
2-The new folder will appear. Type the desired **name** for the folder and press **Enter**. In our example, we'll call it **School Documents**.



3-The new folder will be created. You can now move files into this folder.

To rename a file or folder

You can **right-click** the folder and select **Rename** from the menu that appears.

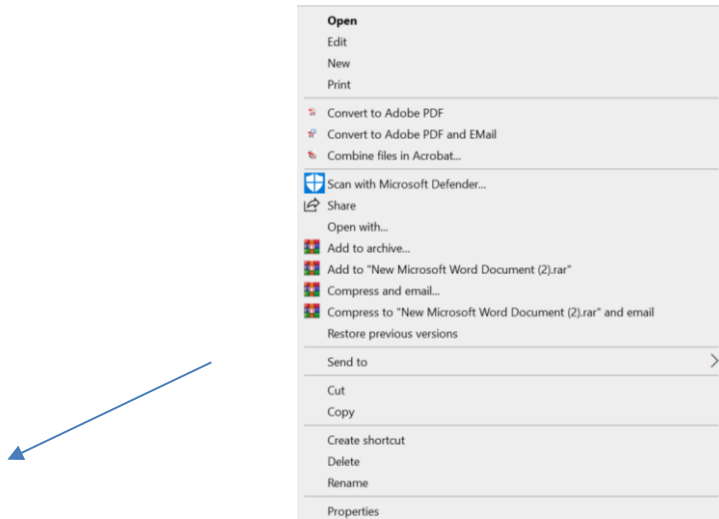


Type the desired name on your keyboard and press Enter. The name will be changed.

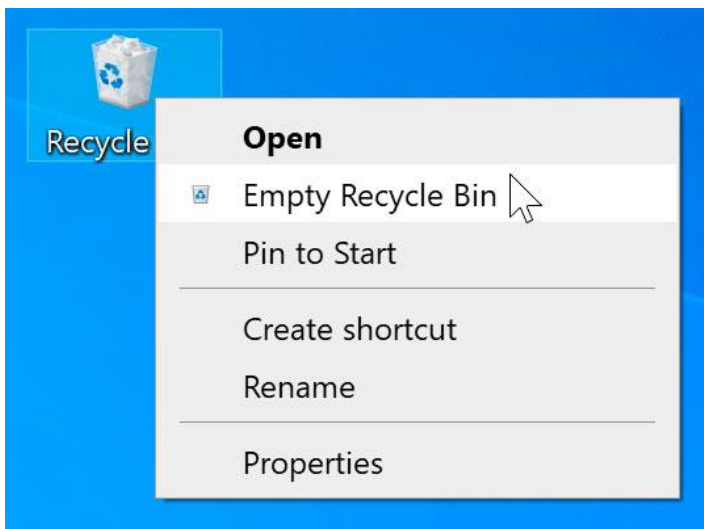
To delete a file or folder:

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. You can click the file to select it and press the **Delete** key on your keyboard. You can also right click on your mouse then choose Delete



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.



Using shortcuts

Many keyboard shortcuts require you to **press two or more keys in a specific order**. For example, to perform the shortcut **Ctrl+X**, you would press and hold the **Ctrl** key, then press the **X** key, then release.

You'll use the **Ctrl (Control)** or **Alt** key to perform most keyboard shortcuts. You'll find these keys near the bottom-left corner of your keyboard.



Working with text

These keyboard shortcuts are useful when working with text in word processors, email applications, and more. They can help you perform **commonly repeated tasks**, like **copying and pasting** text.

Ctrl+X: Cut the selected text.

Ctrl+V: Paste the copied or cut text.

Ctrl+A: Select all of the text on the page or in the active window.

Ctrl+B: Bold the selected text.

Ctrl+I: Italicize the selected text.

Ctrl+U: Underline the selected text.

Working with files and applications

You can use keyboard shortcuts to **open, close, and switch** applications. When working with a file, like a Microsoft Word document, shortcuts can be used to **create new files, find words, and print**.

Delete: Send a selected file or files to the **Recycle Bin**.

Enter: Open a selected application or file.

Ctrl+N: Create a new file.

Ctrl+O: Open an existing file.

Ctrl+S: Save the current file.

Ctrl+Z: Undo the previous action. If you want to redo the action, press **Ctrl+Y**.