

# AL- MUSTAQBAL UNIVERSITY COLLEGE



## Computer basics

Windows Operation

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Lecture 3  
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# WORKING WITH FILES

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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 files ?

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.

You might even think of **a file as a digital version of a real-world thing you can interact with on your computer.**

When you use different applications, you'll often be viewing, creating, or editing files.

# FILES

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Files are usually represented by an icon.

In the image below, you can see a few different types of files



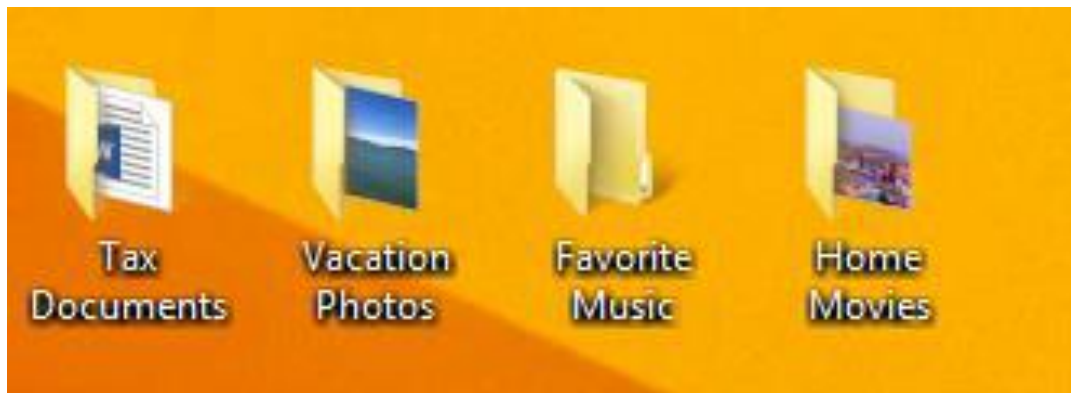
# WHAT IS A FOLDER ?

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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.

In the image below, you can see some folders on the desktop.



# FILES EXPLORER

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You can view and organize files and folders using a built-in application known as **File Explorer**

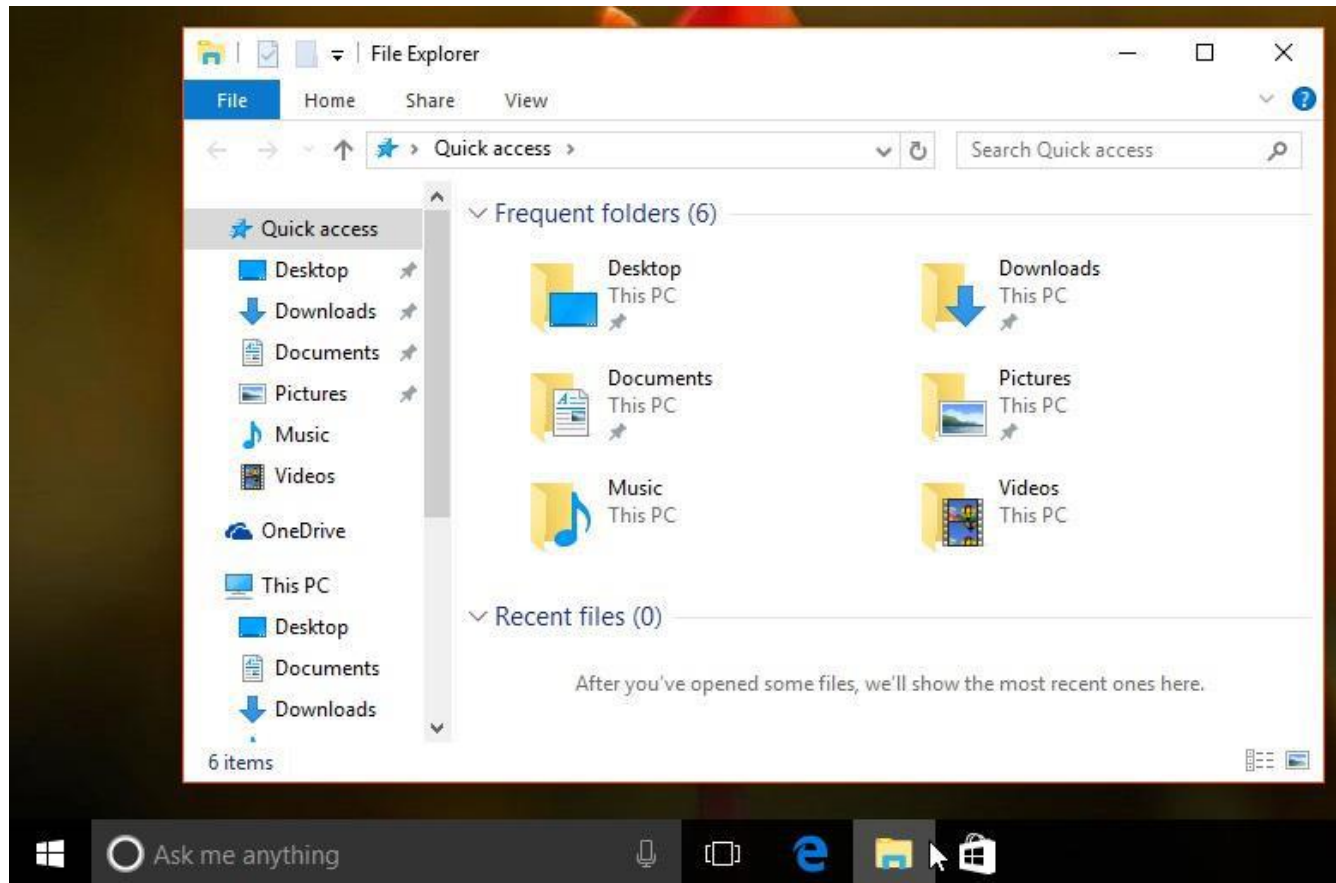
(called Windows Explorer in Windows 7 and earlier versions).

To open File Explorer, **click the File Explorer icon on the taskbar, or double-click any folder on your desktop.**

A new File Explorer window will appear.

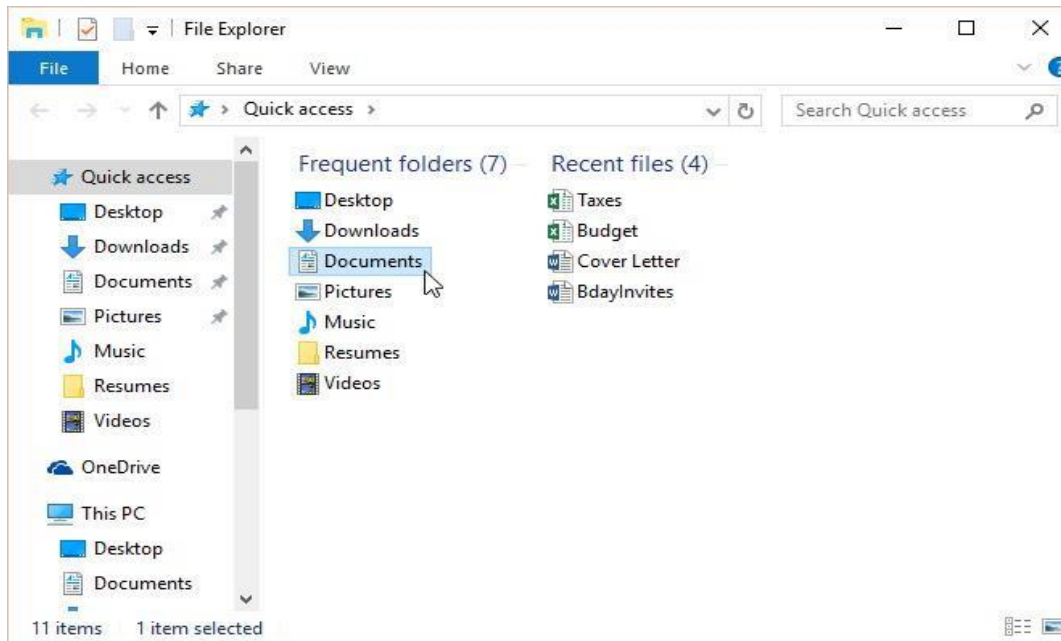
Now you're ready to start working with your files and folders.

# FILE EXPLORER



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



Notice :- that you can also see the location of a folder in the address bar near the top of the window.

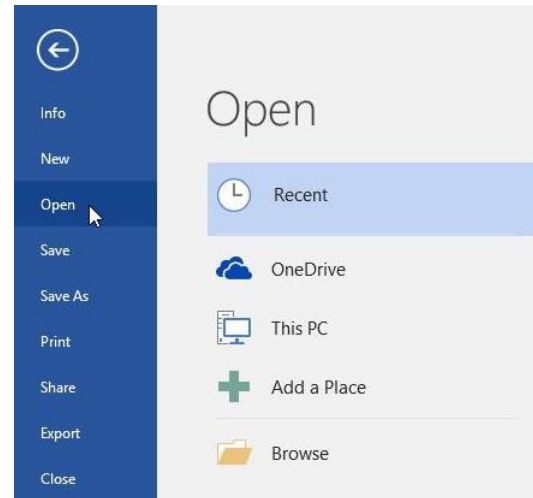
# OPEN FILES

**There are two main ways to open a file:**

1- Find the file on your computer and double-click it.

This will open the file in its default application. In our example, we'll open a Microsoft Word document (BdayInvites.docx), which will open in Microsoft Word.

2- Open the application,  
then use the application to open the file.  
Once the application is open,



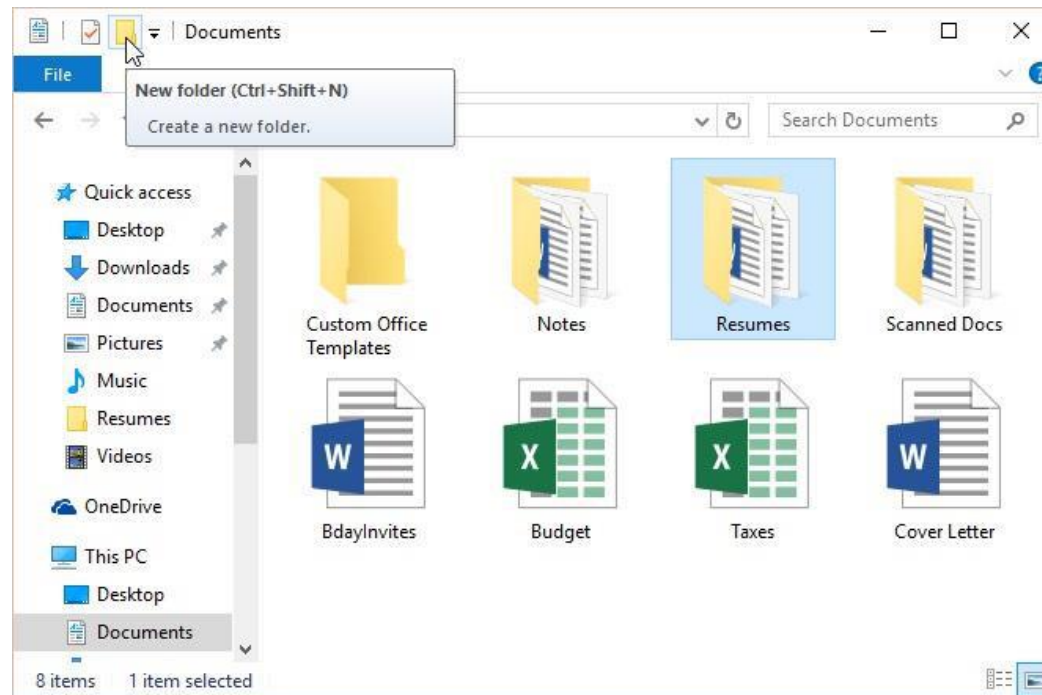
you can go to the File menu at the top of the window and select **Open**.



# CREATE A NEW FILE

- Within File Explorer, locate and select the New folder button.
- You can also right-click where you want the folder to appear, then select New > Folder.

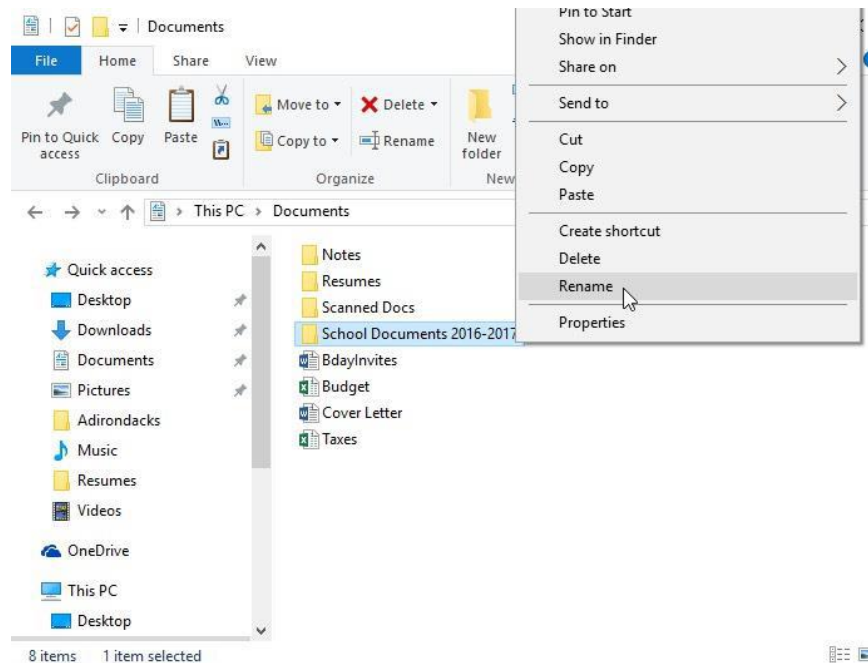
Type the desired **name** for the folder and press Enter



# RENAME , DELETE ,COPY FILES & FLODER

You can change the name, delete , move , copy , any file or folder

- Press Right click on file or folder then select option from the menu

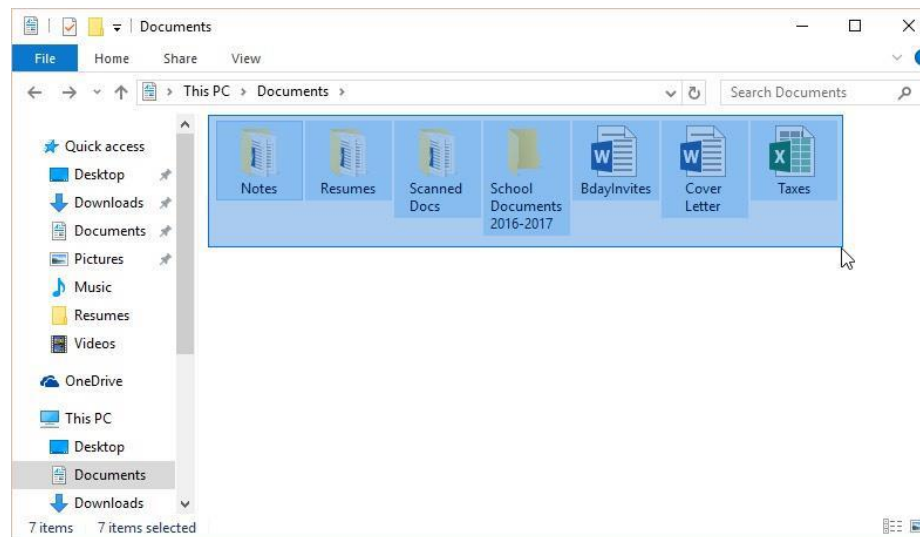


# SELECT MORE THAN ONE FILE

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

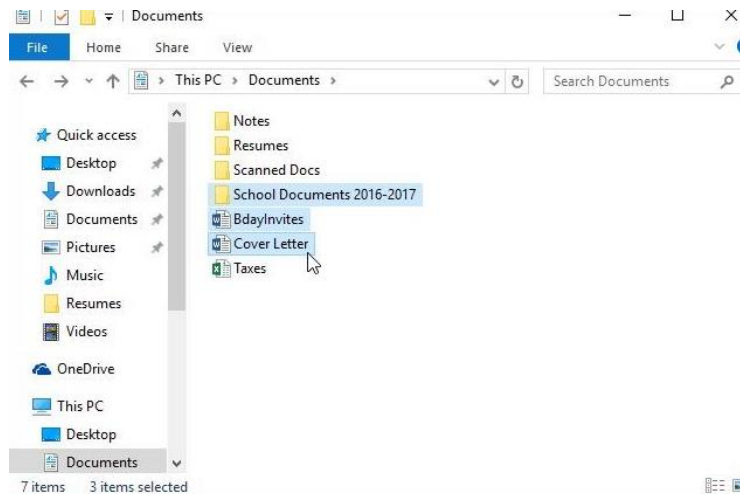
1- If you're viewing your files as icons, you can click and drag the mouse to draw a box around the files you want to select. When you're done, release the mouse;

the files will be selected. You can now move, copy, or delete all of these files at the same time.



# SELECT MORE THAN ONE FILE

2-To select specific files from a folder, press and hold the Control(ctrl) key on your keyboard, then click the files you want to select.



3- 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.