

Worksheet – 6 Subject: - Computers Class: - IV Teacher: - Mrs. Suudha Sharma
 Name: _____ Class & Sec: _____ Roll No. _____ Date: 14.05.2020

Lesson – 2: More about Windows

https://www.youtube.com/watch?v=BY1y_RQxldg : Watch this video



Files

A file is your computer work stored with a name on a disk.

Files are stored permanently on storage devices like a hard disk, pen drive, or CD/DVD. Always give meaningful names to files to identify them easily.

Creating Files: Files are created through software in which you work. These files can be saved with any name of your choice.

Opening a File: Opening a file means to display it in front of you to work on it. Either use the Open option from the File Menu or double click on the icon of the file to open it.



Working in Folders

A folder keeps files organized by grouping them together. A folder within a folder is called the sub – folder. There can be many folders or files inside a folder.

Opening a Folder: Double click on a folder to open it.

Activity 2- To open a Folder

Creating a Folder: Creating a Folder is a necessity when you have to organize your files.

Activity 3- To create a Folder on the Desktop.

Step 1: Right click on the Desktop.

Step 2: A shortcut menu will open. Point to *New* and click on the *Folder*.

Step 3: A new Folder icon will appear on the Desktop.

Step 4: Type the name for the folder; it will appear at its place where 'New Folder' appeared. Press the Enter key. The folder name will change to the typed name. Always create folders with meaningful names. For example, if you have to store letters in a folder, name it 'Letters' or 'My Letters'.

Moving Files into the folder: You can move the files on the Desktop in the newly created folder, to clean up your Desktop and organize your computer work.

Activity 4 – To move a file into a folder

Step 1: Drag and drop the file over the folder in which you want to move it.

Step 2: The file will move inside the folder.

Copying Files into the folder: If you want to copy the files instead of moving it, press the Ctrl key and repeat the above steps.

Deleting a File/Folder: A file or folder which is no longer required should be deleted, otherwise it will unnecessarily keep on occupying the memory.

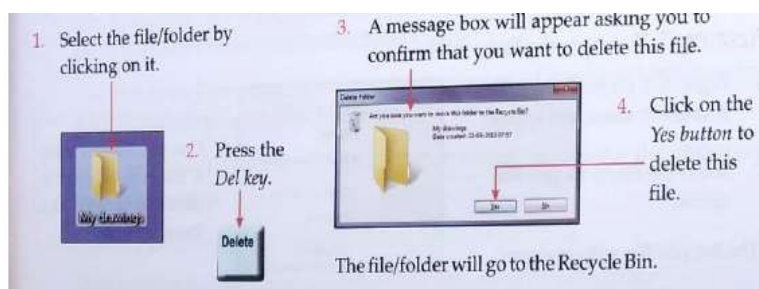
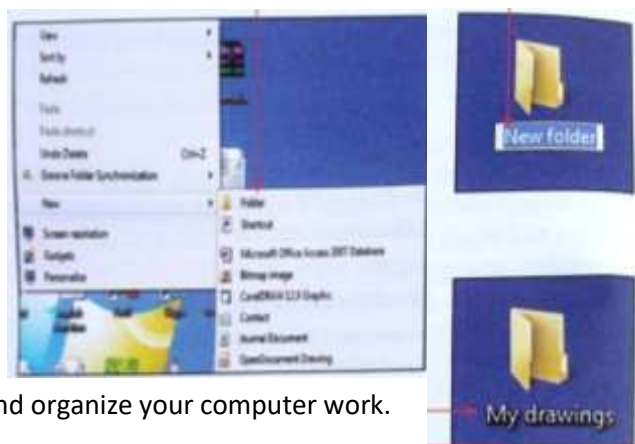
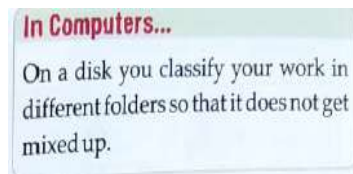
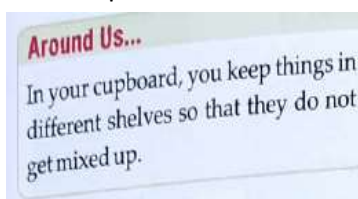
Activity 5 – To delete a File/Folder

Step 1: Select the file/folder by clicking on it.

Step 2: Press Delete key.

Where does the Deleted File/Folder go?

When you delete a file, it is not permanently deleted. It disappears from the place where it was deleted and goes into the recycle bin. From the recycle bin it can be permanently deleted.



Restoring a file: Restoring a file means getting it back from the Recycle Bin to the place from where you deleted it.

Activity 6 – To restore a file from the Recycle Bin.

1. Double click on the *Recycle Bin* icon.

2. The *Recycle Bin* window opens.

3. Right click on the file which you want to restore. Click on the *Restore* option.

The file will move from the Recycle Bin to the location from where it was deleted.

Emptying the Recycle Bin: When the recycle bin is emptied, all items inside the recycle bin will be permanently deleted and you cannot get anything back. You should be very careful when deleting the files.

Activity 7 – To empty the Recycle Bin

1. Right click on the Recycle Bin. A shortcut menu will appear.

2. Select the *Empty Recycle Bin* option.

The Recycle Bin will get empty.

Renaming a File/Folder: Many times you would like to change the name of the file or folder which you have created to make it relevant and more meaningful.

Activity 8 – To rename a File/Folder

1. Right click on the file or folder. A shortcut menu will appear.

2. Click on the *Rename* option.

3. The cursor will be placed below the icon where the initial name was.

4. Edit the name as required and press the Enter key.

The file/folder will get renamed.

Now, answer the following questions

Q.1. Write True or False against the statements.

1. You can get a deleted file back from the Recycle bin if the Recycle bin has not been emptied.
2. A file is your computer work stored with a name on a disk.
3. You cannot rename a file or a folder.
4. You cannot create a folder inside another folder.

Q.2. Fill in the blanks

1. When you delete a file, it goes to the _____.
2. _____ keep files organized by grouping them together.
3. To copy a file into the folder, press the _____ key and drag and drop it into the folder.
4. Restoring a file means getting it back from the _____.

Q.3. Answer in one word/sentence.

1. What stores the computer work with a name on the disk?
2. Name the software program which lets you create a file, where you can draw.
3. In which software you can create text files?
4. Where do all the deleted files or folders go?
5. Can you restore back a file even when it is deleted from the Recycle bin too?

Q.4. Answer the following.

1. What is a file?
2. Why are folders important?
3. What happens when you delete a file?
4. What is a sub-folder?

Homework – Practise all the activities at home.

Answers:

Q.1. Write True or False against the statements.

1. True
2. True
3. False
4. False

Q.2. Fill in the blanks

1. Recycle Bin
2. Folder
3. Ctrl
4. Recycle Bin

Q.3. Answer in one word/sentence.

1. A file is your computer work stored with a name on a disk.
2. MS paint
3. We can create text files in notepad, MS word etc.
4. When you delete a file, it goes to the Recycle Bin
5. When the recycle bin is emptied, all items inside the recycle bin will be permanently deleted and you cannot get anything back.

Q.4. Answer the following.

1. A file is your computer work stored with a name on a disk.
2. A folder keeps files organized by grouping them together. We can classify our work in different folders so that it does not get mixed up.
3. When you delete a file, it goes to the Recycle Bin
4. A folder within a folder is called the sub – folder. There can be many folders or files inside a folder.