

# 1 IWSTG

## «WORKING WITH FILES AND FOLDERS»

### 1.1 What is a File System?

A computer file is a piece of information that exists on some sort of storage medium, like a hard drive or an optical disc. A file can be almost anything, such as a song, a video, a picture, or a document. Modern computers typically have millions of files, so to organize them, files can be grouped into folders based on many types of categorization. For example, you might have a folder that contains all of your documents, with folders inside of it to organize the type of documents.

### 1.2 Navigating Files and Folders

If you're using Windows, you can navigate the files and folders on your computer by using an app called File Explorer (previously known as Windows Explorer). If you're using Windows 8, the easiest way to open File Explorer is to type it into the search bar. If you're on an older version of Windows, go to the Start menu and select All Programs and then go to Accessories. Inside of the Accessories folder you'll find Windows Explorer.

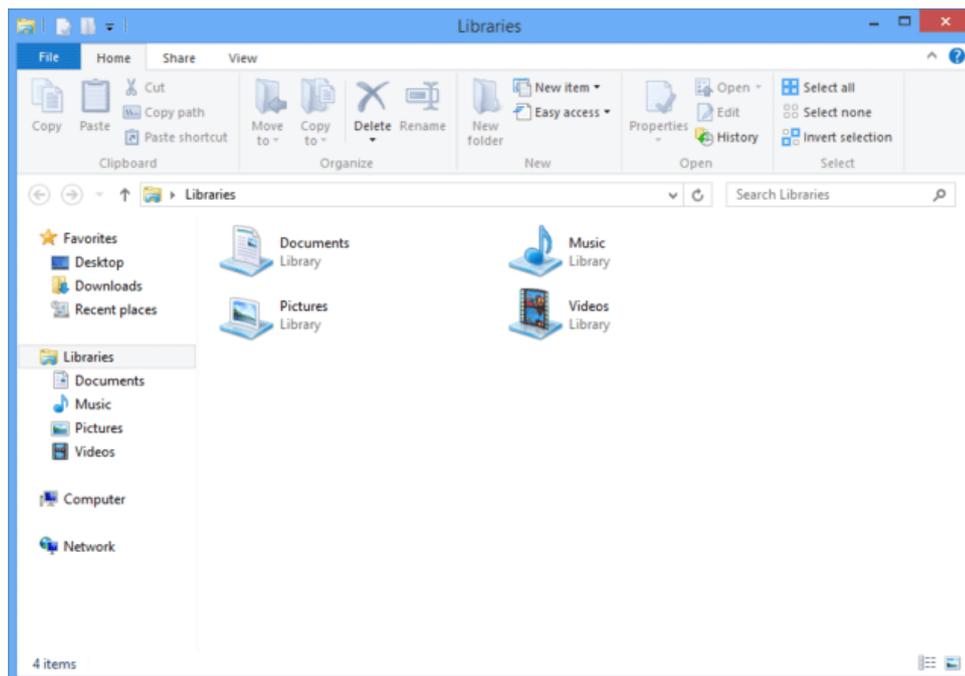


Figure 1 – Screenshot of File Explorer in Windows 8

### 1.3 Creating and Editing Files

Almost every app interacts with files in some way, but on Windows, one common way to interact with files is to use the text editor called Notepad. This app has been included with every version since Windows 95. To open Notepad on Windows 8, simply type Notepad into the search bar. In older versions of Windows, you can click the Start menu, choose All Programs, then go to Accessories. Similar to Explorer, you should find Notepad in the Accessories menu.

Once Notepad is open, start typing some text into the blank area. Then, save the file by hitting the keys Control + S together at the same time. This will bring up a screen that asks you where you'd like to save the file. You can find a place on your computer, create a folder to save it in, or simply save it to the Desktop.

Now, close Notepad by hitting the X in the upper right corner of the Window. Next, try opening Notepad again and hit the keys Control + O together. This will bring up a screen that allows you to open a file. If you navigate to where you stored the file originally, you'll be able to open it again.

Alternatively, instead of opening Notepad again, you can open the File Explorer and navigate to the folder where you saved your file. Double clicking the file should open it in Notepad or a similar program that can read text files.

### **1.4 File Extensions**

A file extension comes at the end of a file's name and is separated with a dot. The extension describes the file's format and gives a hint about its contents. For example, MP3 is a popular file extension for music files and GIF is a popular extension for short animations. Plain text file formats include TXT, HTML, and many others.

#### **Tasks**

Create the following folders on the desktop: *My\_folder*, *ICT*.

Open *My\_folder* and create the following sub-folders: *semestr1*, *semestr2*.

Open *semestr2* and create the following: *English* and other folders (different disciplines).

Move folder *ICT* into *semestr2*.

Rename folder *My\_folder* to *First\_kurs*.

Delete folder *semestr1*.

Open the Notepad text editor. Type your name, address and other information about yourself. Save this file on the desktop. Move your text file into *ICT*.

Copy all your folders, text file and file *Lab. 1 ICT* to your USB flash drive.

#### **Control questions**

1. How to create a new folder and a new text file?
2. How to copy-paste, and cut-paste file or folder?
3. How to select or highlight multiple files and folders?
4. What are the most common file types and file extensions?
5. How to unhide hidden files and folders?
6. How to search files and folders?