



IT Support Service

Level I

Learning guide #26

Unit of Competence: Operate Personal Computer

Module Title: Operating Personal Computer

LG Code: ICT ITS1 M07 L04-LG-26

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**LO4: Organize Basic Directory/
Folder Structure and File**



Instruction Sheet 1

Learning Guide # 26

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics –

- Creating and Naming Directories and subdirectories
- Identifying *Attributes* of directories
- moving Subdirectories between directories
- Renaming Directories
- Accessing Directories and subdirectories via different paths

This guide will also assist you to attain the learning outcome stated in the cover page.

Specifically, upon completion of this Learning Guide, you will be able to –

- Create and name directories and subdirectories
- Identify **attributes** of directories
- Move subdirectories between directories
- Rename directories as required
- Access directories and subdirectories via different paths

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information “Sheet 1, Sheet 2, Sheet 3, Sheet 4 and Sheet 5” in **page -3, 8, 12,18 and 18** respectively.
4. Accomplish the “Self-check 1, Self-check 2, Self-check 3, Self-check 4 and Self-check 5” in **page -7, 11, 14,17 and 21** respectively.
5. If you earned a satisfactory evaluation from the “Self-check” proceed to Operation “Sheet 1, Sheet 2, Sheet 3 and Sheet 4” in **page -22,23,24 and 25** respectively.
6. Do the “LAP test” in **page – 26** (if you are ready).
 - Your teacher will evaluate your output either satisfactory or unsatisfactory. If unsatisfactory, your teacher shall advice you on additional work. But if satisfactory you can proceed to the next topic.



1.1. How data is typically stored on a computer

Data files such as word documents can be kept on a computer for future uses such as editing and printing. To find documents you will need to store them in an organised fashion—in the same way you might file documents like lesson notes, bills, letters and bank statements at home.

Just as you might use folders to organise your personal or business documents, you also store your computer documents in **folders**. A folder is only a device for grouping files in the same location, not a data file.

Folders and files can be stored on a computer's desktop or on a storage device which will be able to store hundreds or thousands of documents.

Folders can be created or moved so that they sit within another folder, and so on. Other terms for describing this structure of files and folders grouped within folders are **directory** and **sub-directory**.

You will need to decide where you want to save files. There are several types of **storage devices** that may be an option for you, depending on your computer setup.

1.2. Storage devices

- **Hard disk drive (HDD)**

Your computer will have a hard disk drive. The hard disk drive is in the system unit. The hard drive is where the operating system and application programs are kept. If you are using a *Microsoft Windows* operating system, there is also a location called **My Documents** on the hard drive for storing your data files. You can also have a removable hard disk drive which has the advantage of being able to store a large amount of data and be transported and connected to other computers.

- **Floppy disk drive (FDD)**

A floppy disk is the least expensive storage media. They don't hold a lot of data but they are easily transportable. They can be damaged by smoke, heat, magnets and liquid.



- **Memory stick/flash drive/thumb drive/pen drive/USB drive**

All these terms refer to a small drive that you plug into a USB port (an input connection on the system unit). They are small (about the size of a disposable lighter) and can be carried easily. They hold more data than a floppy disk.

- **CDs (compact disk)**
- **CD-R:** (compact disk read-only) are read-only format which means you can read the data but you can't write (add) data to the CD. They often have application programs or music stored on them.
- **CD-RW:** (compact disk read-write) another form of CD that you can read and write to. This means you can add or copy data to this type of CD. You will need a CD burner to do this.

1.3. Arranging icons

- The icons on the desktop can be arranged so it is easy to find them. This is a good way to group programs together that you use a lot.
- The long way to do this is to drag each icon with the mouse to a place on the desktop. A quicker way to arrange icons is to let the computer do it for you.
- **Arranging icons on the desktop**

Follow these steps to arrange the icons on the desktop:

- 1 Go to the desktop.
 - 2 Right click an empty space on the desktop. A shortcut menu will appear.
 - 3 Select **Arrange Icons** from the shortcut menu.
 - 4 Click on **by Name**.
 - 5 The icons will arrange themselves neatly in alphabetical (A-Z) order. You can also arrange them by type, size or date.
- Icons such as **My Computer** and the **Recycle Bin** never change their position when you choose this command. You can only move them around by dragging them with the mouse.

1.4. Using desktop shortcuts

- Some of the icons are automatically placed on the desktop when Windows is installed. You can also create shortcuts. Shortcuts are icons that represent files, folders or programs. They are really only a link to the real file or program. In other words, they are like a nickname that stands for a person's real name.



- All shortcuts have a little arrow in the lower-left corner of the icon. This indicates that the icon is a shortcut.
- Any file, folder or program on your computer can be a shortcut. They do not use up much room on your hard disk.
- It is a good idea only to make useful shortcuts. They should be used for the files or programs that you regularly use.

Drive contains three folders under My Documents:

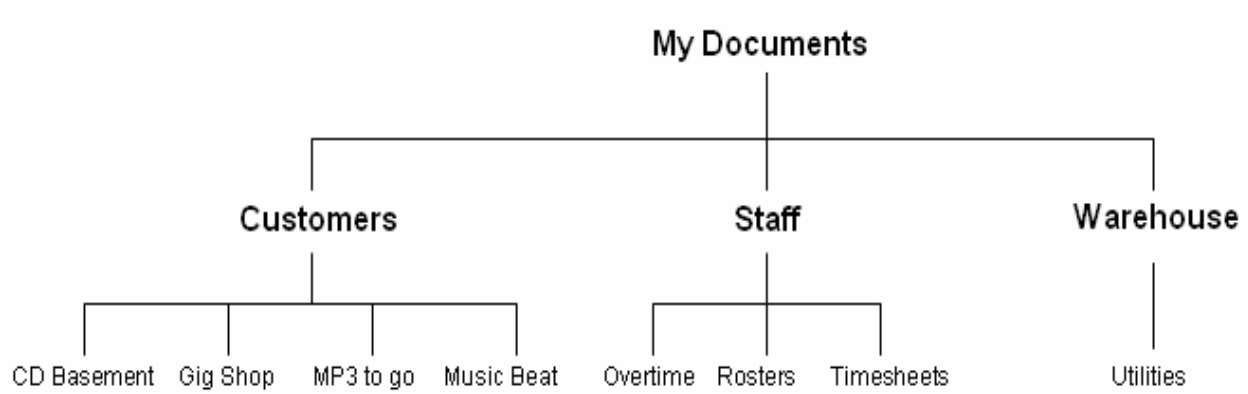
1. Customers
2. Staff
3. Warehouse.

The Customers folder has four sub-folders:

1. CD Basement
2. Gig Shop
3. MP3 to go
4. Music Beat.

You can set up your own directory and sub-directories by creating new folders within a hierarchical structure, depending on a logical or business system for organising the directory.

In our earlier example (**Figures 1 and 2**) the directory on the floppy disk has this hierarchical structure:





1.5. Creating a new folder:

1. Locate the directory or folder in which you want to create a new sub-directory/folder.
2. Double-click on this folder to open it.
3. In the folder window click on the **File** menu and select **New** then **Folder**. This creates a new (empty) folder inside the folder you have opened.
4. Type in the name of the new folder (to replace the default text 'New Folder'.)

To create more folders *at the same level* as this, keep selecting **New Folder** until you have all the folders you need. To create one or more folders *inside* one of the new folders, repeat the above steps.

In this way you can create a hierarchy of folders according to a hierarchical structure. The new directory will be set up and ready to save or copy any documents into. In other ways You can create folders from:

- the desktop (**right click the mouse, choose new, then folder**)
- My Documents or
- Microsoft Word

In **My Documents** the main heading is called a directory. The sub-folders are called sub-directories.

Follow these steps to create a new folder:

1. Open **My Documents**
2. Click on **File** in the top toolbar
3. Scroll down to **New** on the menu
4. Click on **Folder** from the sub-menu
5. Give the folder a name



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| Self-Check -1 | Written Test |
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

- All refers to a drive that you plug into USB port **except** for one.
A. flash drive C. Pen drive
B. CD drive D. Hard drive
- The type of CD that has read-only format which means you can read the data but you can't write (Add) data to the CD.
A. CD-RW C. CD-W
B. CD-WR D. CD-R
- The type of CD that you can read and write to, which means that you can add or copy data to this type of CD.
A. CD-RW C. CD-W
B. CD-WR D. CD-R

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____



Information Sheet 2

Identifying Attributes of Directories

2.1. Attributes of Directories

Sometimes you will need to check the attributes of a file or folder to ensure you use it appropriately. Or you may wish to set attributes to read-only so that data is not lost or changed by someone.

Attributes define the type of file or directory which could be:

- read-only
- hidden
- archive
- system.

2.1.1. To check or change the attributes of a file:

1. Double-click on **My Computer** on the desktop.
2. Double-click on a data drive and find a document file.
3. Right-click on the file you want to check.
4. Select **Properties** from the menu.

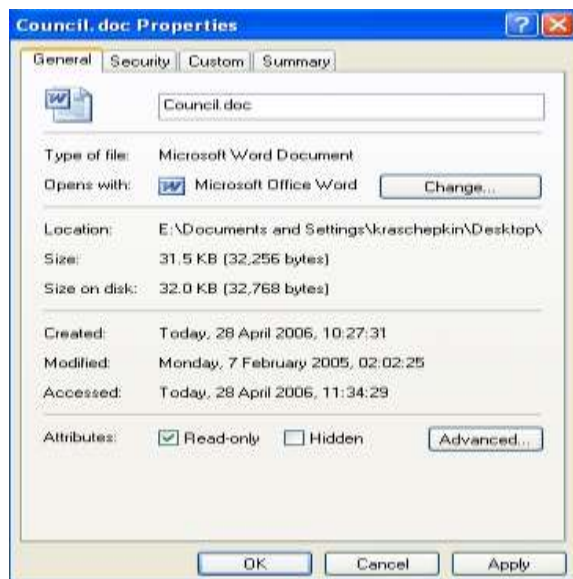


Figure 4: The Properties box for this file shows that the file is Read-only.

Under the **General** tab of the **Properties** box you can check or uncheck the boxes for read-only or hidden. More attributes are under the **Advanced** button.

Click **OK** to save any change to the attributes and close the **Properties** box.



2.2. The folder view

There are many different ways you can display your electronic `filing cabinet' to view your files and folders. Some people prefer to see their folders and files listed while others prefer to have them displayed as icons.

Changing the folder view

Follow these steps to change the folder view.

1. Open **Windows Explorer**
2. Select **View** from the toolbar
3. Select how you want your files and folders displayed, e.g. **Details**

You can display files or folders as:

- ◆ icons
- ◆ titles
- ◆ lists
- ◆ details

2.3. Icons

The **Icons** view shows each folder and file as a large icon with its name underneath. If you have a lot of folders and files it is difficult to see them all at one time in this view because the large icons take up a lot of space.

List

The **List** view is where the files and folders are arranged in columns. You need to use the bottom scroll bar or left and right **Arrow** keys to see all of them.

Details

The **Details** view presents the file system as a list with details about the files and folders. These details include the name of file in alphabetical order (A-Z), the size of file, the type of file (i.e. Word document, spreadsheet, graphic document) and date and time when it was modified, that is, created and/or changed.

2.4. Changing the view of all folders

The view options you select only apply to the open folder. If you want to change the view of all folders, you must use the **Folder Options** dialog box.



Follow these steps to change the display of all folders and files in the same way:

1. Open **My Documents**
2. Click on **Tools** on the top toolbar
3. Click on **Folder Options**. A dialog box will appear like the one below
4. Select **View**
5. Select the settings you want
6. Click on “**Apply to all Folders**”
7. Click on **OK**

2.5. Folder properties

A folder's 'properties' refers to information about:

- its type
- its location
- its size
- the number of files and other folders it contains
- when it was created

Information about the size of a folder is useful if you need to save the folder on to a floppy disk and want to know if it will fit.



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| Self-Check -2 | Written Test |
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

The _____ view shows each folder and file as a large icon with its name underneath.

- A. Icons
- B. List
- C. Details
- D. All

The _____ view is where the files and folders are arranged in columns.

- A. Icons
- B. List
- C. Details
- D. All

The _____ view presents the file system as a list with details about the files and folders.

- A. Icons
- B. List
- C. Details
- D. All

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____



Information Sheet 3

Renaming Directories

3.1. Working with folders

Folders are a way of organizing your files so that it is easy to find them. This is similar to a paper filing system. In a paper filing system documents are organized into folders that describe what is in them. For instance, a folder called Power Bills will include gas and electricity bills and payments. A folder called Stationery would contain stationery orders, bills and catalogues. It is important to give files and folders names that you and other members of staff can easily recognize.

3.2. Renaming folders

You will notice that there is a '+' (plus) or '-' (minus) sign next to the main folders or directories. The '+' sign indicates there are sub-folders (sub-directories) within this folder. When the folder has a minus sign beside it, it means that all the sub-folders within the folder are on view.

You can rename a folder in the same way that you rename a file.

Follow these steps to rename a folder:

1. Open **My Documents**
2. Find the folder you want to rename and right click on it
3. Select **Rename** from the shortcut menu that appears
4. Type the new name on top of the old name. As you type, the old name will

3.3. Deleting folders

The steps for deleting a folder are the same as for renaming a folder but you select **Delete** rather than **Rename** from the shortcut menu above.

Follow these steps to delete a folder:

1. Open **My Documents**
2. Find the folder you want to delete and right click on it
3. Select **Delete** from the shortcut menu that appears



Rename directories

You can rename your folders at any time. To do this:

1. Right-click on a folder.
2. Left-click on **Rename** in the menu.
3. Type in the new folder name.
4. Press **Enter** on the keyboard to save the change.



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| Self-Check -3 | Written Test |
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1 Which way do you find easier to view the folders and files? Why?

2 Right click on a folder in My Documents and select Properties. List three bits of information that comes up.

3 Why is there a '+' (plus) symbol next to some folders?

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask your teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

**4.1. Move subdirectories between directories**

Sometimes it is necessary to move a folder to another location or folder. Here are two ways you can do this. (Note that you can move a file in the same ways.)

4.1.1. Use 'Move to Folder'

1. In window view, click once on the folder you want to move (so that it is selected).
2. In the window's **Toolbar** click on the **Edit** menu and select **Move to Folder**.
3. Select the folder you want to move the selected folder *to*. To do this, scroll up or down the list to find the target folder. You may also need to expand folders to find the folder you want. To select the target folder, click on the folder name so that it is highlighted.
4. Click on the **Move** button.

Follow these steps to move a folder:

1. Open **My Documents**
2. Right click on the folder you want to move
3. Click on **Cut** in the shortcut menu that appears
4. Find the new folder you want to move your new folder into
5. Right click on an empty space in the new folder
6. Click on **Paste** from the shortcut menu that appears. The moved folder then becomes a sub-folder of the new folder.

You can also move folders using the mouse. To do this put the mouse on a folder name, left click the mouse button and keep it pressed down while moving the folder to a new spot. You release the mouse when you are in the right spot.



4.1.2. Drag the folder to the new location

Another way to move a folder is to drag the folder to the new location:

- Click on the folder icon and keep the mouse button down as you drag the folder over the top of the target folder. Release the mouse button when the target folder is highlighted. OR
- Click-drag the folder into the window area of an open folder or drive window.

Follow these steps to drag a file to a new folder:

1. Go to My **Documents**
2. Find the correct folder and click on it to open it
3. Find the file you want and click on it
4. Attach the mouse pointer to the file
5. Use the left mouse button to drag and drop the file into the new folder



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| Self-Check -4 | Written Test |
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

Fill the Blank space

1. Make the structure of files and folders grouped within folders. _____
2. It is a device for grouping files in the same location, not a data file. _____
3. It is where the operating system and application programs are kept? _____

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

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| Score = _____ |
| Rating: _____ |

Name: _____

Date: _____



Information Sheet 5

Accessing Directories and subdirectories via different paths

1.1. Access directories on your computer

You can view folders on a drive and the contents of the folders through windows. Double-clicking on a drive icon or a folder icon opens a window which shows you its contents.

Access directories and sub-directories

Figure 1 shows a view of the directories and sub-directories (folders) that are stored on a floppy disk.

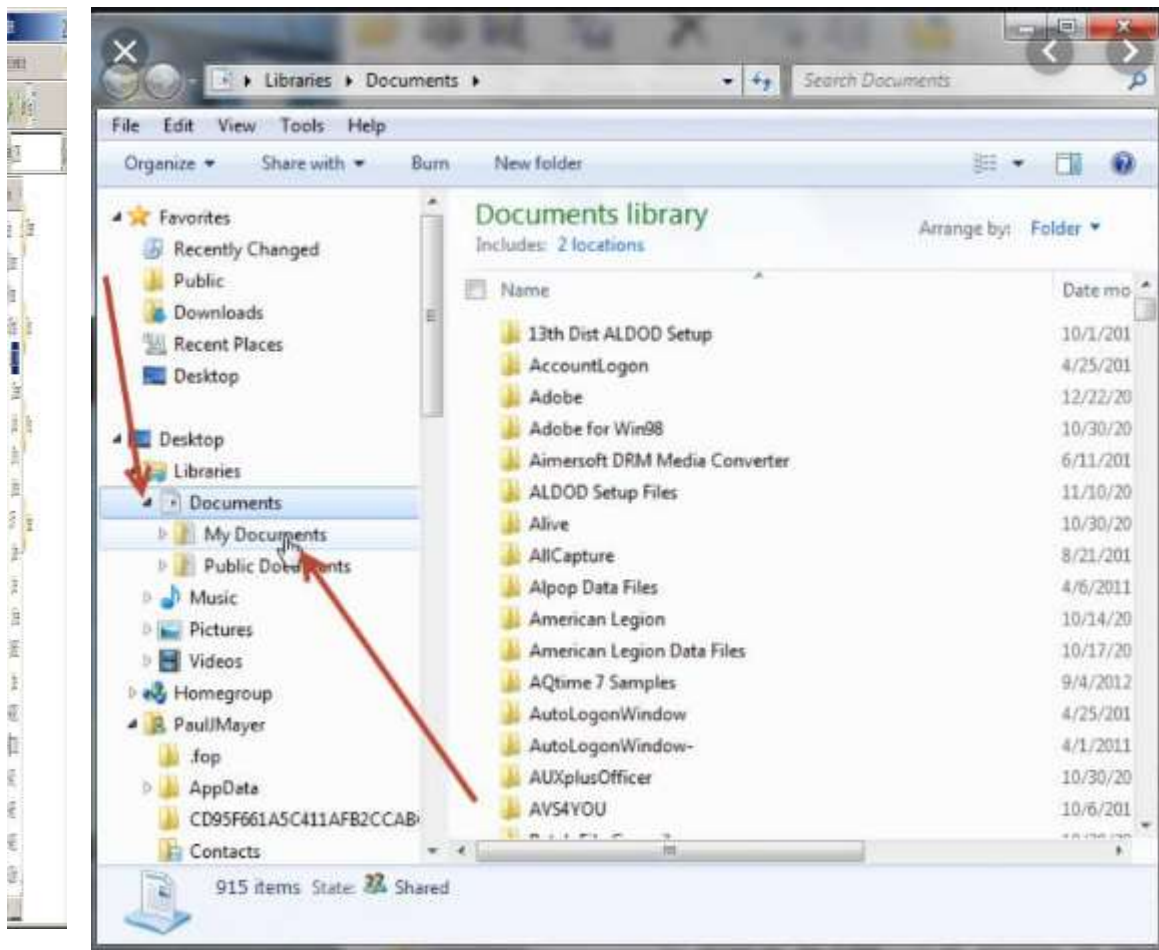


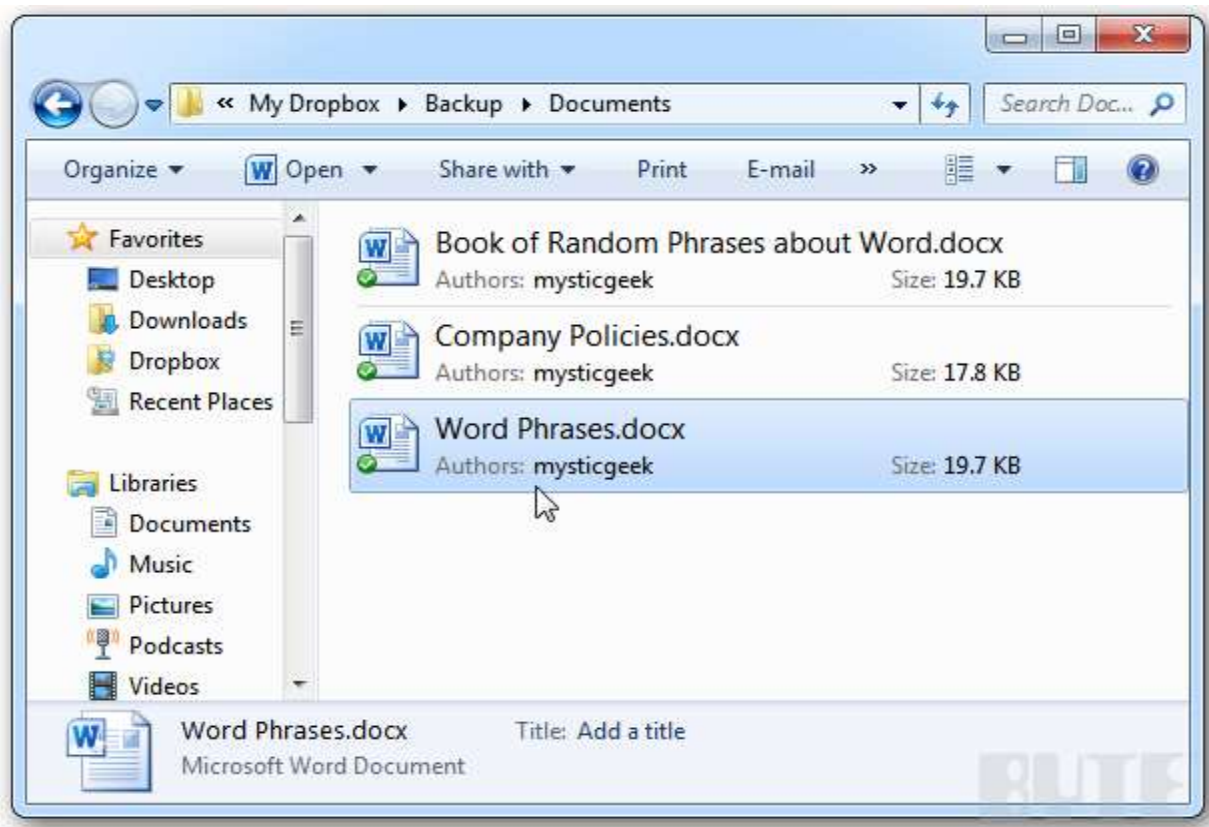


Figure 1: When the Customers folder is selected in the left frame its sub-folders are listed in the right frame

Figure 2: One folder and three files are contained in this folder

1.2. Change the view of a folder's contents

You can choose a different view (appearance) of the contents of a folder depending on what is useful for you.



1. Click on the **View** menu of a window.
2. Select a view from the menu (Thumbnails, Icons, List, Details).

Try each of these to see the different views.



1.3. View a directory tree structure

Files and folders can be enclosed by any number of folders which creates a hierarchy or tree structure. You can change the view of a folder window to see the directory tree structure. This allows you to see the whole directory structure as well as the contents of any folder in one view.

An easy way to view the directory tree is to click on the **Folders** button on a window **Toolbar** (see the window Toolbar in **Figure 2**). If you can't see the **Folders** button on the Toolbar, click-drag the right edge of the window to expand the size of the window and its Toolbar.

When you click on the **Folders** button the directory tree will appear in the frame on the left. When you click on a folder its contents are listed in the right frame (see **Figure 1** and **Figure 3**).

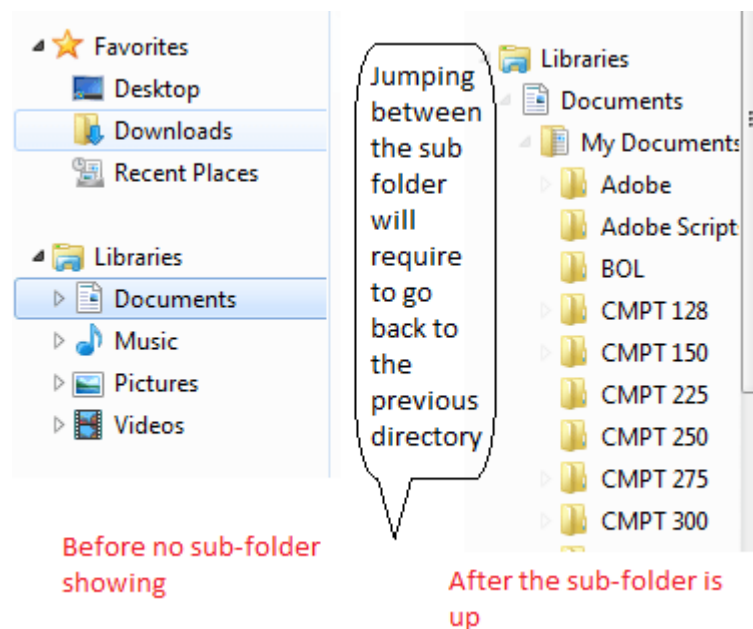


Figure 3: The folder CD Basement is selected in the left frame so that its contents can be viewed in the right frame

In the left frame you can click on the **arrow** sign next to a folder to expand the folder— this will also show you the contents of the folder (listed in the left frame) under the folder. Click on the - sign next to a folder to contract the folder (to hide the contents of the folder).

To change the window view back to the original view, click on the **Folders** button again.



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| Self-Check -5 | Written Test |
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

Say true if the statement is correct, else False

- _____ are the structure of files and folders grouped within folders.
A. Directories
B. Folder
C. Files and folders
D. All
- _____ is a device for grouping files in the same location, not a data file.
A. Directories
B. Folder
C. Files and folders
D. All
- _____ can be enclosed by any number of folders which creates a hierarchy or tree structure.
A. Directories
B. Folder
C. Files and folders
D. All

Note: Satisfactory rating - 3 points Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

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|---------------|
| Score = _____ |
| Rating: _____ |

Name: _____

Date: _____



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|--------------------------|---|
| Operation Sheet 1 | Creating and Naming Directories and subdirectories |
|--------------------------|---|

Task 1: Follow these steps to arrange the icons on the desktop:

1. Go to the desktop.
2. Right click an empty space on the desktop. A shortcut menu will appear.
3. Select **Arrange Icons** from the shortcut menu.
4. Click on **by Name**.
5. The icons will arrange themselves neatly in alphabetical (A-Z) order. You can also arrange them by type, size or date.

Task 2: Follow these steps to create a new folder:

1. Open **My Documents**
2. Click on **File** in the top toolbar
3. Scroll down to **New** on the menu
4. Click on **Folder** from the sub-menu
5. Give the folder a name



Operation Sheet 2

Identifying Attributes of Directories

Task 1: To **check or change the attributes of a file:**

1. Double-click on **My Computer** on the desktop.
2. Double-click on a data drive and find a document file.
3. Right-click on the file you want to check.
4. Select **Properties** from the menu.

Task 2: Follow these steps to change the folder view.

1. Open **Windows Explorer**
2. Select **View** from the toolbar
3. Select how you want your files and folders displayed, e.g. **Details**

Task 3: Follow these steps to change the display of all folders and files in the same way:

1. Open **My Documents**
2. Click on **Tools** on the top toolbar
3. Click on **Folder Options**. A dialog box will appear like the one below
4. Select **View**
8. Select the settings you want
9. Click on **“Apply to all Folders”**
10. Click on **OK**
11. Open **My Documents**
12. Find the folder you want to rename and right click on it
13. Select **Rename** from the shortcut menu that appears
14. Type the new name on top of the old name. As you type, the old name will



| | |
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| Information Sheet 3 | Renaming Directories |
|----------------------------|-----------------------------|

Task 1: Follow these steps to delete a folder:

1. Open **My Documents**
2. Find the folder you want to delete and right click on it
3. Select **Delete** from the shortcut menu that appears

Task 2: Rename directories

You can rename your folders at any time. To do this:

1. Right-click on a folder.
2. Left-click on **Rename** in the menu.
3. Type in the new folder name.
4. Press **Enter** on the keyboard to save the change.



Task 1: Follow these steps to move a folder:

1. Open **My Documents**
2. Right click on the folder you want to move
3. Click on **Cut** in the shortcut menu that appears
4. Find the new folder you want to move your new folder into
5. Right click on an empty space in the new folder
6. Click on **Paste** from the shortcut menu that appears. The moved folder then becomes a sub-folder of the new folder.

Task 2: Follow these steps to drag a file to a new folder:

1. Go to **My Documents**
2. Find the correct folder and click on it to open it
3. Find the file you want and click on it
4. Attach the mouse pointer to the file
5. Use the left mouse button to drag and drop the file into the new folder



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| Lap Test | Practical Demonstration |
|-----------------|--------------------------------|

Name: _____ Date: _____

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within --- hour.

Task 1: Create and name directories and subdirectories

1. Create the following three directories in a folder called 'My Documents':

1. Customers
2. Staff
3. Warehouse

2. Create the following four sub-directories within the Customers sub-directory:

1. CD Basement
2. Gig Shop
3. MP3 to go
4. Music Beat

3. Create the following three sub-directories within the Staff sub-directory:

4. Overtime
5. Rosters
6. Timesheets

4. Create one sub-directory within the Warehouse sub-directory:

1. Utilities

➤ *Your teacher will evaluate your output either satisfactory or unsatisfactory. If unsatisfactory, your trainer shall advice you on additional work. But if satisfactory, you can proceed to the next topic.*



Experts

The development of this Learning Guide for the TVET Program Information technology support service Level I.

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