IT Support Service

Level I

Learning guide #27

Unit of Competence: Operate Personal Computer

Module Title: Operating Personal Computer

LG Code: ICT ITS1 M07 L05-LG-27

TTLM Code: ICT ITS1 TTLM07 1019v1

LO5: Organize files for users and/ or Organization Requirements

Instruction Sheet 1	**Learning Guide # 27**

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

- Using System browser to search derives

- Accessing Most common types of files in the directories

- Selecting, Opening and Renaming Groups of Files

- Moving Files Between Directories

- Coping Files to *Disks*

- Restoring Deleted files

- Erasing and formatting Disks

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 –

- Use **system browser** to search drives for specific files

- Access most commonly used types of files in the directories

- Select, open and rename groups of files as required

- mover files between directories

- Copy files to **disks**

- Restore deleted files as necessary

- Erase and format disks as necessary

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, 2, 3, 4, 5, 6 and 7" **in page - 3, 7, 10,13,15,18 and 21** respectively.
4. Accomplish the Self-check" 1, 2,3 ,4, 5,6 and 7" **in page -6, 9, 12,14,17,20 and 24** respectively.
5. If you earned a satisfactory evaluation from the "Self-check" proceed to Operation Sheet "1, 2,3,4,5 and 7" **in page -25,26,27,28,30 and 31** respectively**.**
6. Do the "LAP test" **in page – 33** (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.

Information Sheet 1	Using System browser to search derives

1.1. Use the search tool to find specific files

Sometimes files are saved or moved to locations that you can't remember or just don't know. There may be thousands of folders in a hard drive which would be impossible to browse in order to find a lost file.

Luckily there is search tool that is part of a computer's operating system. This tool runs an automatic search on a drive or within a specific directory (using keywords or the file name) to find a file or folder.

OS Search -- that can help you find anything on your computer, including pictures. Windows Search accepts various parameters so that you can customize your search and find only files of a specific type.

You can open the **Search Companion** (the search tool in *Microsoft Windows)* in a number of different ways—here are three ways to do this.

1.1.1. Right-click on a folder or drive icon

1. Right-click on a folder or drive icon and select **Search** from the menu. This will search on the folder or drive you clicked on, **e.g.** My documents.

2. Type in either *part* or *all* of the file name OR a word or phrase contained in the document you are searching for.
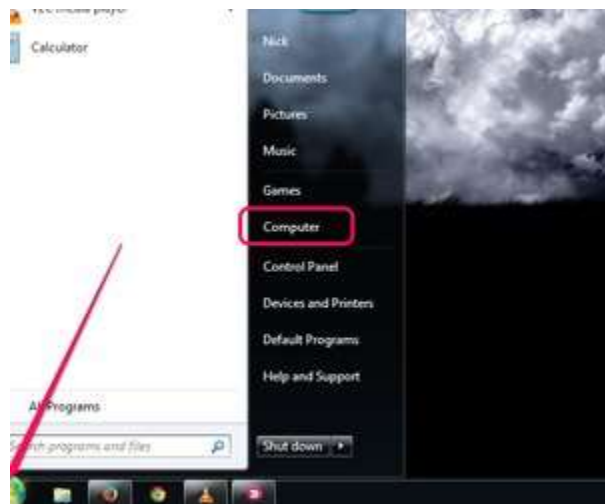
Figure 1: Microsoft Windows Search Companion

2. Click on the **Search** button.

3. The results of the search are listed in the window. There may be more than one result for your search. Double-click the correct file to open it, or move the file to another location.
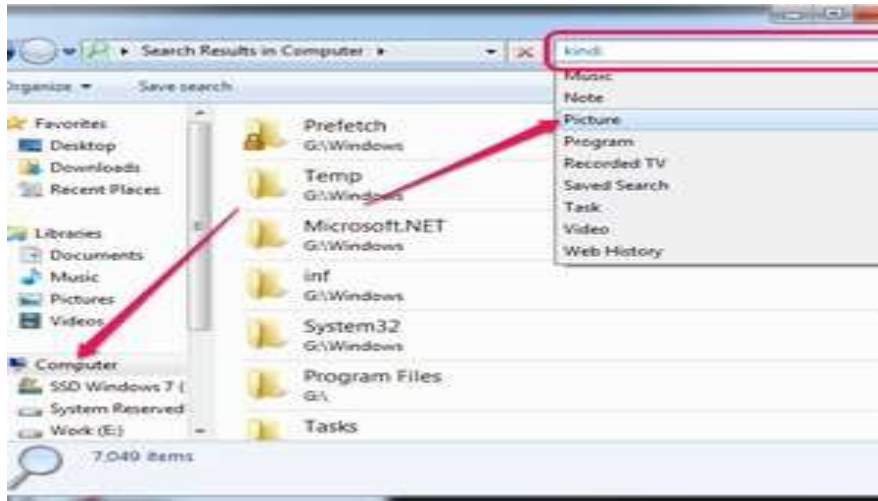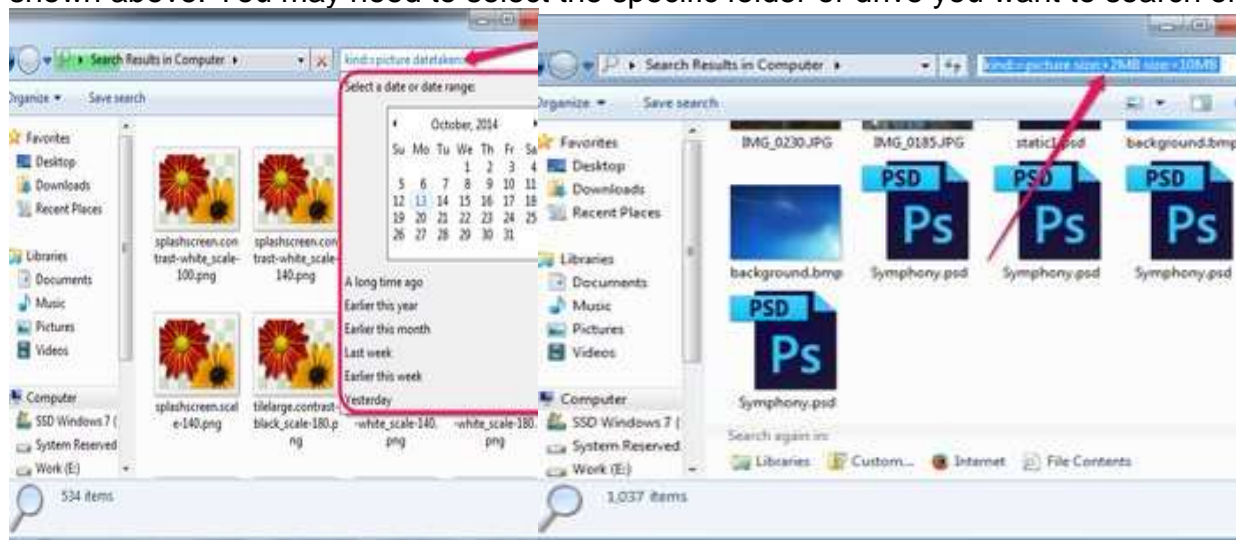

Figure 2: Results of a search

1.1.2. Press the F3 Key

Alternatively, from the desktop press the **F3** key on the top row of your keyboard. You may need to select the specific folder or drive you want to search on.

1.1.3. Go through the Start menu

Another way to access the Search Companion is to click on **Start** and select **Search** from the Start menu. Click on the **Files and Folders** link to go to the same search box as shown above. You may need to select the specific folder or drive you want to search on.

Figure 3: Results of a search

1.1.4. Search a different directory

The search will be done on whatever folder is selected in the **Look in:** field. To search a different directory, click on the arrow next to the **Look in:** field to get a menu of all the drives you have access to. Scroll down to the very end of this list and select **Browse**. Then you can search the directory tree to find a specific folder to search. Click on the name of the folder you want to search and then click **OK**.

1.1.5. Advanced searches

You can do an advanced search to look for files used in the last week or month when searching files and folders in the Search Companion box.

1. Click on **More Advanced Options**
2. Select the appropriate setting for your search.
3. Click on **Search**.

Self-Check -1	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. _____ that can help you find anything on your computer, including pictures.
   - A. F3
   - B. OS Search
   - C. F10
   - D. Escape

2. _____ key on the top row of your keyboard. You may need to select the specific folder or drive you want to search on
   - A. F3
   - B. OS Search
   - C. F10
   - D. Escape

2. Witch one of the following is advanced search to look for files used in the last week or month when searching files and folders in the Search Companion box.
   - A. Click on **More Advanced Options**
   - B. Select the appropriate setting for your search.
   - C. Click on **Search**
   - D. **All**

Note: **Satisfactory rating - 3 points   Unsatisfactory - below 3 points**
You can ask you teacher for the copy of the correct answers.

<div align="center">

Answer Sheet

</div>

Score = _____

Rating: _____

Name: _____   Date: _____

Information Sheet 2	Accessing Most common types of files in the directories

2.1. Accessing files Regularly

There may be files that you regularly need to access, for example, to update a database or use a document template.

In Microsoft Windows you can create shortcuts to files so that you can quickly access them under the Favourites menu. To do this:

1. Use any of the above methods to find the file you regularly use.
2. Click on the file name to select it.
3. On the window Toolbar click on the Favourites menu.
4. Click on Add.

You can now access the file from the Favourites menu (on any window's Toolbar) by clicking on Favourites and selecting the file.

2.2. Finding files

There might be times when you cannot remember where you have stored a file or what you have named it. There are two ways to find files. One way is to scroll (with the mouse) through all your documents either in Microsoft Word or My Documents. Luckily, there's also a quicker way.

Follow these steps if you need to find a file:

1. Go to the desktop
2. Click on Start in the bottom-left corner
3. Click on Find from the sub-menu
4. Select Files or Folders. A dialog box will appear

If you cannot remember the file name, you can search for key words in the text. Type the words in the 'Containing text' box in the dialog box.

2.3. Copy, cut and paste files across directories

Cut, **Copy** and **Paste** are tasks you can do in all application programs and windows such as a folder or drive window. You need to make a selection first so that you can cut or copy the selection and then paste it in another location.

With cut, copy and paste you can remove or move a folder or a file as follows:

- **Cut:** Remove file from current location.

- **Copy:** Make a copy of the file.

- **Paste:** Place a copied or cut file into another location.

Copying a file

If you want to keep a file in its original location and also a copy in a new location, follow these

1. Open **My Documents**
2. Find the file you want to move
3. Right click on the file
4. Select **Copy** from the shortcut menu that appears
5. Open the folder where you want to place it (make sure this is created first)
6. Right click on an empty space on the screen
7. Click on File
8. Click on **Paste** from the menu

If you have saved a file on to the desktop you can delete it by dragging it to the Recycle Bin using the mouse

2.4. Restoring files

There might be an occasion when you send a file to the Recycle Bin by mistake, not realizing that you might still need that file for some reason. Sometimes you might not have kept a copy on file and so need to restore it (get it back).

Restoring a file from the Recycle Bin

Follow these steps to restore a file that is in the Recycle Bin:

1 Double click on the Recycle Bin icon on the desktop to open it

2 Right click on the file you would like to restore

3 Click on Restore from the shortcut menu that appears

The file is restored in its original location.

If you have only just sent the file to the Recycle Bin and immediately want it back, then simply click on the Undo button on the tool bar. (You can also right click an empty area of the screen and choose Undo Delete from the shortcut menu that appears.)

Self-Check -2	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. There might be an occasion when you send a file to the Recycle Bin by mistake, not realizing that you might still need that file for some reason.
   A. Cut:
   B. Copy:
   C. Paste
   D. restore

2. Remove file from current location.
   A. Cut:
   B. Copy:
   C. Paste
   D. restore

3. Make a copy of the file.
   A. Cut:
   B. Copy:
   C. Paste
   D. restore

4. Place a copied or cut file into another location.
   A. Cut:
   B. Copy:
   C. Paste
   D. restore

Note: **Satisfactory rating - 3 points   Unsatisfactory - below 3 points**
You can ask you teacher for the copy of the correct answers.

<div align="center">

Answer Sheet

</div>

Score = _____

Rating: _____

Name: _____   Date: _____

Information Sheet 3	Selecting, Opening and Renaming Groups of Files

3.1. Select, open and rename groups of files

Sometimes you may wish to select, open or rename more than one file at a time.

Select and open more than one file: -

1. Hold down the **Control key** (CTRL) and click on each file you want to select.

   Don't release the Control key until all the files are selected.

2. Right-click on one of the selected files and select **Open** from the menu.

3.2. Naming and renaming files

You name a file at the same time that you create it. File names can contain up to 255 characters (any keystroke on a keyboard). They can have spaces, commas, and semicolons and can be in upper and lower case. However, files cannot contain the following characters:

You can rename files at any time. This is useful if you decide the name is not easy for other people to identify. To rename more than one file

1. Select the files to be renamed as you did in step 1 above.

2. Right-click on one of the selected files and select **Rename** from the menu.

3. Type in the new file name.

Follow these steps to rename a file:

1 Open **My Documents**

2 Find the file you want to rename and right click on it

3 Click on **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 disappear

5 Press **Enter** or click outside the file name

3.3. Deleting files

It is important to know how to delete files that you no longer need. When there are a lot of files stored on the computer, it becomes slower to operate. It is also harder to find files.

Sometimes you can delete files once you have printed out a copy of the file and placed it correctly in the paper filing system. At other times you will need to keep the file on your computer so you can make changes to it in the future or update the information in it. Often memos or quick messages can be deleted. When you are not sure if you should delete a

file, ask your supervisor. There are usually rules about what to keep and what to delete. It is up to you to make sure that you regularly tidy your computer filing system.

Follow these steps to **delete** a file:

1 Open **My Documents**

2 Right click on the file you want to delete

3 Click on **Delete** from the shortcut menu that appears

If you have saved a file on to the desktop you can delete it by dragging it to the Recycle Bin using the mouse

3.4.   Restoring files

There might be an occasion when you send a file to the Recycle Bin by mistake, not realizing that you might still need that file for some reason. Sometimes you might not have kept a copy on file and so need to restore it (get it back).

Restoring a file from the Recycle Bin

Follow these steps to restore a file that is in the Recycle Bin:

1. Double click on the **Recycle Bin** icon on the desktop to open it

2. Right click on the file you would like to restore

3. Click on **Restore** from the shortcut menu that appears

The file is restored in its original location.

If you have only just sent the file to the Recycle Bin and immediately want it back, then simply click on the **Undo** button on the tool bar. (You can also right click an empty area of the screen and choose **Undo Delete** from the shortcut menu that appears.)

Self-Check -3	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. write steps to rename a file?

   •
   •

2 When you delete the file, where does it go?
   •

3. How to empty the recycle bin?
   •
   •

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 4	Moving Files Between Directories

4.1. Moving and copying files

On the computer, you can copy or move a file (or a folder) in a number of ways. This helps to keep files organized.

4.1.1. Moving a file

Follow these steps to move a file:

1. Open **My Documents**
2. Find the file you want to move.
3. Right click on the file
4. Select **Cut** from the shortcut menu that appears
5. Open the folder where you want to place it (make sure this is created first)
6. Right click on an empty space on the screen
7. Click on **File**
8. Click on **Paste** from the menu

4.1.2. Copying a file

If you want to keep a file in its original location and also a copy in a new location, follow these

1. Open **My Documents**
2. Find the file you want to move
3. Right click on the file
4. Select **Copy** from the shortcut menu that appears
5. Open the folder where you want to place it (make sure this is created first)
6. Right click on an empty space on the screen
7. Click on File
8. Click on **Paste** from the menu

4.1.3. Dragging a file to a new location

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

Self-Check -4	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

If the statement is correct Say **True** and if the statement is incorrect say **False**:

1 Use the right mouse button to drag and drop the file into the new folder
2 On your computer, you can copy or move a file (or a folder) in a number of ways.
3 Moving the file means just deleting the file.

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 5	Coping Files to *Disks*

3.1. Copy files to a disk

Copying files means that you can leave the files in their current location and place copies in another location. For example, you can copy a file from the hard disk and save it on a floppy disk or flash drive.

Here are the ways you can do this.

- **Copy and Paste a file**
  1. Locate the file you want to copy.
  2. Right-click on the file. Click on **Copy** in the menu.
  3. Right-click in a new location. Click on **Paste** in the menu.

- **Drag a file from one disk to another**

  When you drag a file or folder from one disk or storage media (such as a hard disk) to another (such as a flash drive), a copy of the file or folder is automatically made at the new location.

  When you do this, make sure you have the destination folder or drive in view—in a window or on the desktop.

  1. Click and hold down the mouse button on the file you want to copy.
  2. Drag the file to the destination. If you drag the file on top of a closed folder and release the mouse button, then the file will be copied inside that folder.

- **Using Keyboard**

  Open the USB drive in File Explorer, locate the pictures or the folder containing the pictures, and press **Ctrl+C.** Then, in File Explorer, go to the location you want to copy the pictures (**e.g.,** Pictures on the left to open your Pictures folder), and paste them by pressing **Ctrl+V.**

- **Windows command prompt**

  The following examples use the Windows command prompt to copy files from one drive to another. For general information about using the command line, see our Windows command line guide.

Using the copy command

You can use the **copy** command from the command line

to copy files.

```
copy c:\myfile.txt d:
```

The above command would copy the file "myfile.txt" on

the **C:** drive to the **D:** drive.

```
copy *.txt e:
```

The above command uses a wildcard to copy all text files

in the current directory to the **E:** drive.

```
copy f:\example.xls
```

The above command would copy the file "**example.xls**" on the **F:** drive to the current

directory. Notice that we did not specify a destination; if the destination is not specified,

the current directory is used by default.

For example, if your command prompt says **C:\>**, you are in the root of the **C:** drive, so

the above command would copy **F:\example.xls** to the destination **C:\example.xls**.

Self-Check -5	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Here are the ways you can to copy the file in to disk

    A. Using Keyboard

    B. Windows command prompt
    C. Drag a file
    D. All

2. Copying the file from given location in to new drive using keyboard is

    A. Ctrl +V

    B. Ctrl +Alt +Shift

    C. Ctrl +C

    D. Ctrl +Alt +Shift + Delete

3. Click and hold down the mouse button on the file you want to copy

    A. Using Keyboard

    B. Windows command prompt
    C. Drag a file
    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 6	Restoring Deleted files

6.1. Delete and restore files

You may need to delete files or folders, for example, when you no longer need them or when they are copied to another disk.

Here are two ways you can delete a file (a folder can be deleted in the same ways).

1. **Right-click on the file you want to delete**
   - Right-click on a file.
   - Left-click on **Delete** in the menu.

   The file is now moved to the **Recycle Bin** which sits on the desktop.

2. **Drag the file to the Recycle Bin**

   Another way to delete a file is to drag it to the **Recycle Bin** on the desktop:
   - Click on the file and hold the mouse button down as you drag it to the **Recycle Bin**.
   - When the file is directly on top of the **Recycle Bin** the bin will be highlighted. At this point release the mouse button and the file will be moved into the bin.

Figure 6: Icon for the Recycle Bin in Windows

6.2. Restore deleted files

If you have deleted files or folders but not emptied the **Recycle Bin** you can still get the deleted files back. This is called **restoring** a file. To do this you need to access the **Recycle Bin** from the desktop:

1. Double-click on the **Recycle Bin** to open it. Inside this window you can see the files that have been deleted.

2. Right-click on the file you want to restore.

3. Click on **Restore** in the menu. The file will be returned to the place it was previously deleted from.

6.3. Empty the Recycle Bin

Deleted files and folders stay in the **Recycle Bin** until you empty the bin. If you empty, the **Recycle Bin** anything in it will be permanently deleted (unable to be restored from the desktop). It is a good idea to empty the **Recycle Bin** on a regularly basis, as deleted files take up storage space on the computer.

To empty the **Recycle Bin**:

1. Right-click on the **Recycle Bin** icon.

2. Select **Empty Recycle Bin** from the menu. (If there are no files in the bin then this option will be faded.)

The files that were previously deleted (transferred to the bin) are now permanently deleted.

Self-Check -6	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. How to empty the recycle bin?
2. 3 ways to restore a deleted file.
3. To **Delete a file?**

    A. Right-click on the file you want to delete
    B. Right-click on a file and Left-click on **Delete** in the menu.
    C. A and B
    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 7	Erasing and formatting Disks

7.1. Erase and format Disk Drive

You can format a disk if you want to erase the contents of the disk. You might want to do this because you no longer need the data that was stored and you want to reuse the disk. You might also want to format the disk if it has a virus.

7.1.1. To format an external drive in Windows:

1. Plug your drive into the computer and, if necessary, into a wall outlet.
2. Open Windows Explorer, click the "Computer" section in the sidebar, and find your drive.
3. Right-click on the drive and choose "Format."
4. Under "File System," choose the file system you want to use. See the above section for more details on which one to pick.
5. Give your drive a name under "Volume Label," and check the "Quick Format" box.
6. Click "Start" to format the drive. You'll get a notification when it's done (it should only take a few seconds).

When you're done, open up the drive in Windows Explorer and you can begin dragging files to it, or backing up your computer.
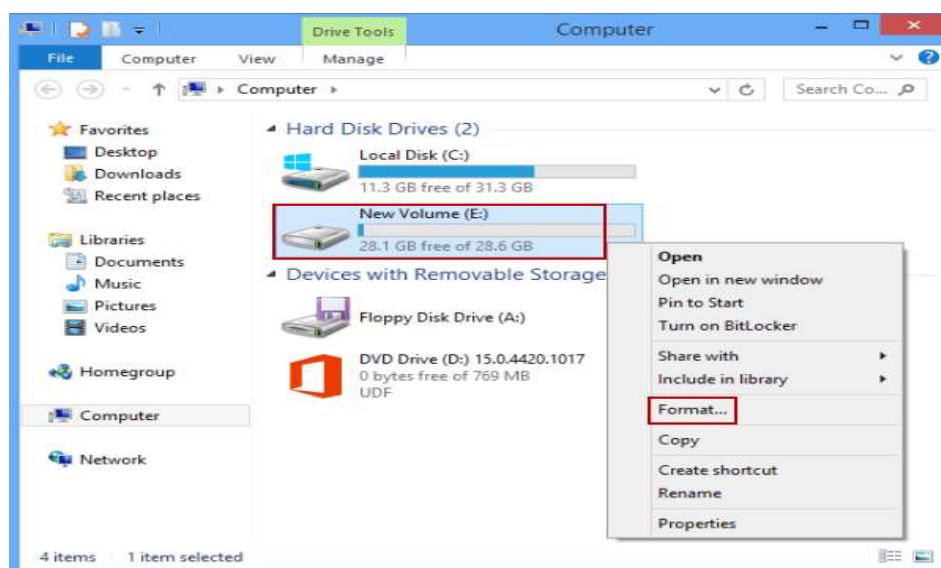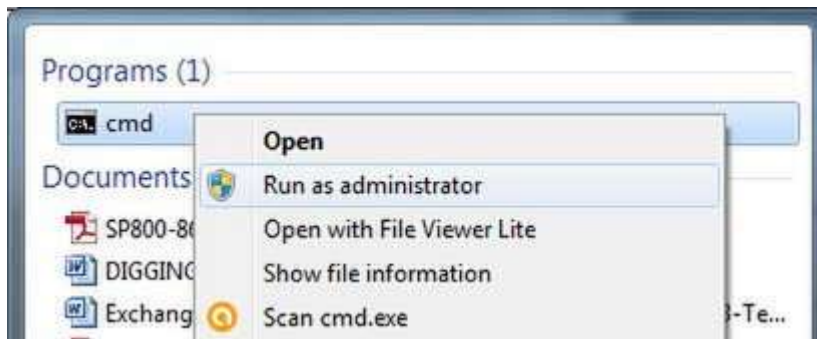

Figure 9: Formatting a disk

7.1.2. **Format a hard drive using the command prompt**

How you can format a hard drive using the command prompt. Before proceeding further, make sure your backup all available data to prevent data loss. Follow the steps below to format a drive:

STEP 1:   Open Command Prompt as Administrator

Search for command prompt, right click and run as Administrator.

STEP 2:   Use Diskpart

Once command line is open, type '**diskpart**' and press Enter.

STEP 3:   Type List Disk

The above command will open a **Diskpart** window. In this window, type '**list disk**' and press Enter. It will list all the available drives.

STEP 4:   Select the Drive to Format

Now type '**select disk (disk number)**' as shown above. Specify the drive number which needs to be formatted.

STEP 5:   Clean the Disk

In this step, type '**clean**'. This command will permanent delete all files and folders, and successfully clean up the disk.

STEP 6:   Create Partition Primary

To make the drive again accessible, type '**create partition primary**'.

STEP 7:   Format the Drive

Now format the drive with FAT or NTFS file system. Type '**format fs=ntfs**' and press Enter.

STEP 8:   Assign a Drive Letter

```
Administrator: Command Prompt - diskpart                    —    □    ✕

Microsoft Windows [Version 10.0.14393]
(c) 2016 Microsoft Corporation. All rights reserved.

C:\WINDOWS\system32>diskpart

Microsoft DiskPart version 10.0.14393.0

Copyright (C) 1999-2013 Microsoft Corporation.
On computer: DESKTOP-7U4JSEM

DISKPART> list disk

  Disk ###  Status          Size     Free     Dyn  Gpt
  --------  -------------   -------  -------   ---  ---
  Disk 0    Online          1863 GB  6144 KB        *
  Disk 1    Online           931 GB     0 B         *
  Disk 2    Online          7401 MB     0 B

DISKPART> select disk 2

Disk 2 is now the selected disk.

DISKPART> clean

DiskPart succeeded in cleaning the disk.

DISKPART> create partition primary

DiskPart succeeded in creating the specified partition.

DISKPART> format fs=ntfs quick label=MyDisk

  100 percent completed

DiskPart successfully formatted the volume.

DISKPART>
```

Self-Check -7	Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

4. What are the 2 ways to delete a file?

5. When you delete the file, where does it go?

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: _____

Operation Sheet 1	**Using System browser to search derives**

You can open the **Search Companion** (the search tool in *Microsoft Windows)* in a number of different ways—here are three ways to do this.

1. **Right-click on a folder or drive icon**
2.   Right-click on a folder or drive icon and select **Search** from the menu. This will search on the folder or drive you clicked on, **e.g.** My documents.

3.   Type in either *part* or *all* of the file name OR a word or phrase contained in the document you are searching for.

4.   Click on the **Search** button

Advanced searches

You can do an advanced search to look for files used in the last week or month when searching files and folders in the Search Companion box.

1. Click on **More Advanced Options**

2. Select the appropriate setting for your search.

3. Click on **Search**.

Operation Sheet 2	Accessing Most common types of files in the directories

you can create shortcuts to files so that you can quickly access them under the Favourites menu. To do this:

1. Use any of the above methods to find the file you regularly use.
2. Click on the file name to select it.
3. On the window Toolbar click on the Favourites menu.
4. Click on Add.

Follow these steps if you need to find a file:

1. Go to the desktop
2. Click on Start in the bottom-left corner
3. Click on Find from the sub-menu
4. Select Files or Folders. A dialog box will appear

Copying a file

If you want to keep a file in its original location and also a copy in a new location, follow these

1. Open **My Documents**
2. Find the file you want to move
3. Right click on the file
4. Select **Copy** from the shortcut menu that appears
5. Open the folder where you want to place it (make sure this is created first)
6. Right click on an empty space on the screen
7. Click on File
8. Click on **Paste** from the menu

Follow these steps to restore a file that is in the Recycle Bin:

1. Double click on the Recycle Bin icon on the desktop to open it
2. Right click on the file you would like to restore
3. Click on Restore from the shortcut menu that appears

Operation Sheet 3	Selecting, Opening and Renaming Groups of Files

Select and open more than one file: -

1. Hold down the **Control key** (CTRL) and click on each file you want to select.
   Don't release the Control key until all the files are selected.

2. Right-click on one of the selected files and select **Open** from the menu.

You can rename files at any time. This is useful if you decide the name is not easy for other people to identify. To rename more than one file

4. Select the files to be renamed as you did in step 1 above.

5. Right-click on one of the selected files and select **Rename** from the menu.

6. Type in the new file name.

Follow these steps to rename a file:

6   Open **My Documents**

7   Find the file you want to rename and right click on it

8   Click on **Rename** from the shortcut menu that appears

9   Type the new name on top of the old name. As you type the old name will disappear

10 Press **Enter** or click outside the file name

11 Follow these steps to **delete** a file:

12 1   Open **My Documents**

13 2   Right click on the file you want to delete

14 3   Click on **Delete** from the shortcut menu that appears

15 If you have saved a file on to the desktop you can delete it by dragging it to the Recycle Bin using the mouse

Restoring a file from the Recycle Bin

Follow these steps to restore a file that is in the Recycle Bin:

4. Double click on the **Recycle Bin** icon on the desktop to open it

5. Right click on the file you would like to restore

6. Click on **Restore** from the shortcut menu that appears

Operation Sheet 4	Moving Files Between Directories

4.1.4. Moving a file

Follow these steps to move a file:

9 Open **My Documents**

10 Find the file you want to move.

11 Right click on the file

12 Select **Cut** from the shortcut menu that appears

13 Open the folder where you want to place it (make sure this is created first)

14 Right click on an empty space on the screen

15 Click on **File**

16 Click on **Paste** from the menu

4.1.5. Copying a file

If you want to keep a file in its original location and also a copy in a new location, follow these

9. Open **My Documents**

10. Find the file you want to move

11. Right click on the file

12. Select **Copy** from the shortcut menu that appears

13. Open the folder where you want to place it (make sure this is created first)

14. Right click on an empty space on the screen

15. Click on File

16. Click on **Paste** from the menu

4.1.6. Dragging a file to a new location

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

4   Go to My **Documents**

5   Find the correct folder and click on it to open it

6   Find the file you want and click on it

7   Attach the mouse pointer to the file

8   Use the left mouse button to drag and drop the file into the new folder

Operation Sheet 5	Coping Files to *Disks*

- **Copy and Paste a file**
    1. Locate the file you want to copy.
    2. Right-click on the file. Click on **Copy** in the menu.
    3. Right-click in a new location. Click on **Paste** in the menu.

To empty the **Recycle Bin**:

3. Right-click on the **Recycle Bin** icon.
4. Select **Empty Recycle Bin** from the menu. (If there are no files in the bin then this option will be faded.)
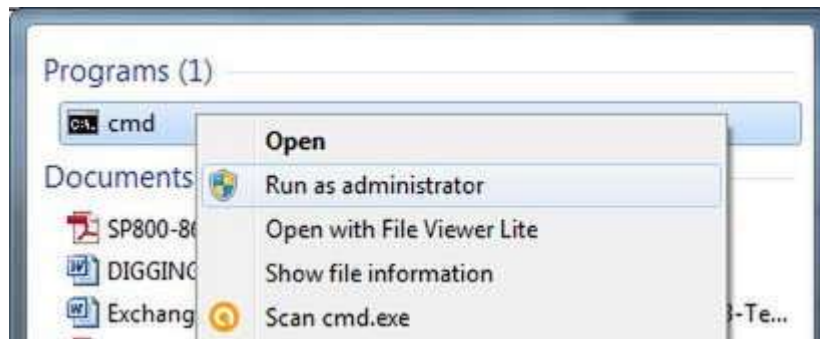
Operation Sheet 7	Erasing and formatting Disks

7.1.3. To format an external drive in Windows:

7. Plug your drive into the computer and, if necessary, into a wall outlet.

8. Open Windows Explorer, click the "Computer" section in the sidebar, and find your drive.

9. Right-click on the drive and choose "Format."

10. Under "File System," choose the file system you want to use. See the above section for more details on which one to pick.

11. Give your drive a name under "Volume Label," and check the "Quick Format" box.

12. Click "Start" to format the drive. You'll get a notification when it's done (it should only take a few seconds).

7.1.4. Format a hard drive using the command prompt

STEP 1:   Open Command Prompt as Administrator

Search for command prompt, right click and run as Administrator.

STEP 2:   Use Diskpart

Once command line is open, type '**diskpart**' and press Enter.

STEP 3:   Type List Disk

The above command will open a **Diskpart** window. In this window, type '**list disk**' and press Enter. It will list all the available drives.

STEP 4:   Select the Drive to Format

Now type '**select disk (disk number)**' as shown above. Specify the drive number which needs to be formatted.

STEP 5:   Clean the Disk

In this step, type '**clean**'. This command will permanent delete all files and folders, and successfully clean up the disk.

STEP 6: Create Partition Primary

To make the drive again accessible, type '**create partition primary**'.

STEP 7: Format the Drive

Now format the drive with FAT or NTFS file system. Type '**format fs=ntfs**' and press Enter.

STEP 8: Assign a Drive Letter

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.

Tasks:

1. Format the Flash Drive then change the name of Drive to your name.
2. Search a file "Serial Number"
3. Copy the "Serial Number" to the Flash Drive

➢ *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.*

List of Reference Materials

1. http://www.euro.who.int/data/assets/pdf_file/0007/115486/E77650.pdf

2. https://www.slideshare.net/catherinelvillanueva1/ict-83930037

3. Microsoft Office step by step guide

4. Fundamentals of Computing

5. Introduction to computer

6. TTLM or modules and journal of ICT

7. Computer Fundamentals: Pradeep K. Sinha & Priti Sinha

8. Good Practice in Occupational Health Services by WHO

Experts

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

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