Mineral Resources Infrastructure Work

Level - I

Learning Guide -08

Unit of Competence: -   Use Personal Computer

Module Title: -   Using Personal Computer

LG Code: -   MIN MRI1 M02 LO3-LG-08

TTLM Code: -   MIN MRI1 TTLM 0819v1

LO₃: Organize files using basic directory and folder structures

Instruction Sheet-3	Learning Guide - 08

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

- Creating folders/subfolders
- Renaming and moving folders/subfolders
- Identifying folder/subfolder and file attributes
- Moving folders/subfolders and files
- Saving folders/subfolders and files
- Searching folders/subfolders and files
- Restoring deleted folder/subfolders and files

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 folders/subfolders with suitable names.
- Rename and move folders/subfolders and files as required.
- Identify folder/subfolder and file attributes
- Move folders/subfolders and files using cut and paste, and drag and drop techniques.
- Save folders/subfolders and files to appropriate media where necessary.
- Search folders/subfolders and files for using appropriate software tools.
- Restore deleted folder/subfolders and files 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, Sheet 2, Sheet 3 and Sheet 4".
4. Accomplish the "Self-check 1, and Self-check 2" **in pages 7-8 respectively**.
5. If you earned a satisfactory evaluation from the "Self-check" proceed to "Operation Sheet 1, Operation Sheet 2, Operation Sheet 3 and Operation Sheet 4 " **in pages 9, 10, 11 and 12 respectively.**
6. Do the "LAP test" **in page – 14** (if you are ready).

Information Sheet-1	**Creating folders/subfolders**

1.1. What is a folder

- A folder is a directory, which stores files and other folders. Or a folder is a directory through which users can access files and other folders.

- A folder can contain one or more files of any type and can even store other directories with their own files. They may also contain shortcuts to programs.

Note: A folder is a container for a group of files or folders whereas file is a location where data or a document is stored.

1.2. Inverted Tree

- All of the files in the structure are known as leaves because they are at the very bottom of the tree with nothing below them. The connections between the various elements of the tree are called branches.
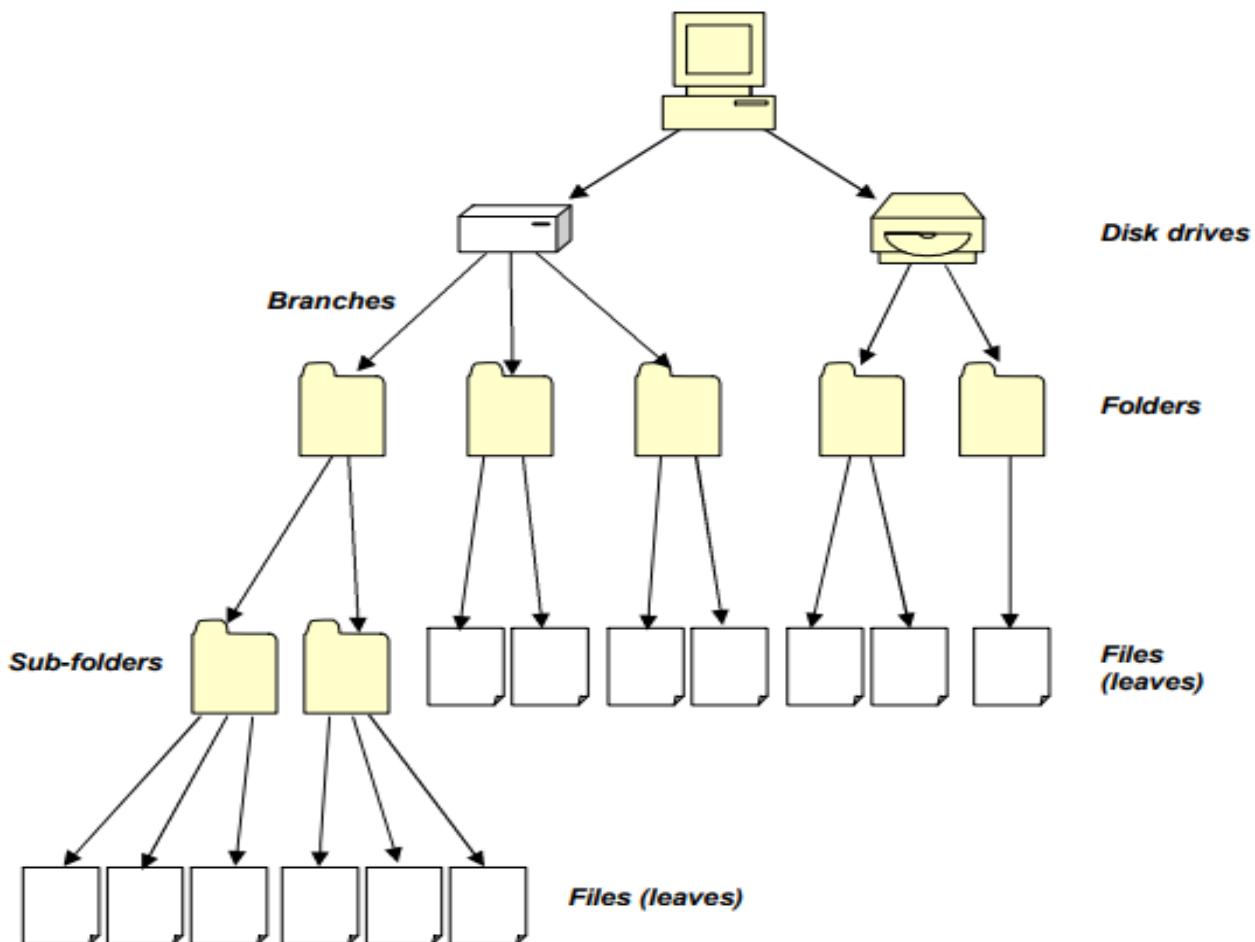

Fig. 1.1. Shows folders, sub folders, and files in a computer

Information Sheet-2	Renaming and moving folders /subfolders

What are rename and move in a computer?

- **Rename** is a term used to describe the process of changing the file name of data.
- **Move** is displacing a file or folder from one location and place it to another.

Information Sheet-3	Identifying folder/subfolder and file attributes

3.1. What are files and folders?

- A folder is a container for a group of files or folders whereas file is a location where data or a document is stored.

- A folder is little more than a container in which you can store files. If you put thousands of paper files on someone's desk, it would be virtually impossible to find any particular one when you needed it. That's why people often store paper files in folders inside a filing cabinet. Arranging files into logical groups makes it easy to locate any particular file. Folders on your computer work exactly the same way. This is what a typical folder icon looks like:
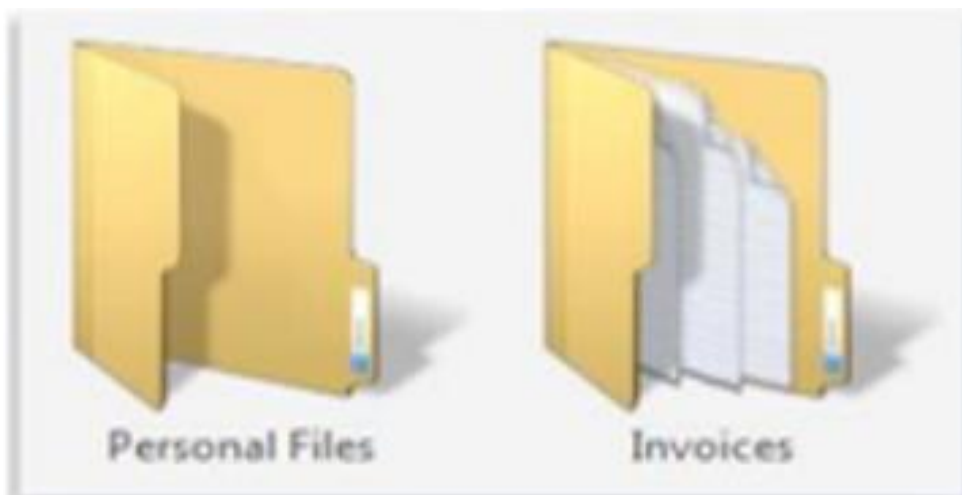

Fig.3.1. shows an empty folder (left), a folder containing files (right)

3.1. File and Folder Attributes

You can set attributes for a file or folder by right clicking on it and selecting Properties from the menu that appears. The General tab of the Properties box allows you to specify the Read-only or Hidden attributes.

A file or folder with the Read-only attribute set can only be read, it can't be written to. This can be useful if, for example, you wanted to allow someone else to read a document online, but not amend it.

A file or folder with the Hidden attribute set will not be displayed by Windows Explorer.

A file or folder with the System attribute set will not be displayed by Windows Explorer. This is generally used with system files, which normal users shouldn't need to access.
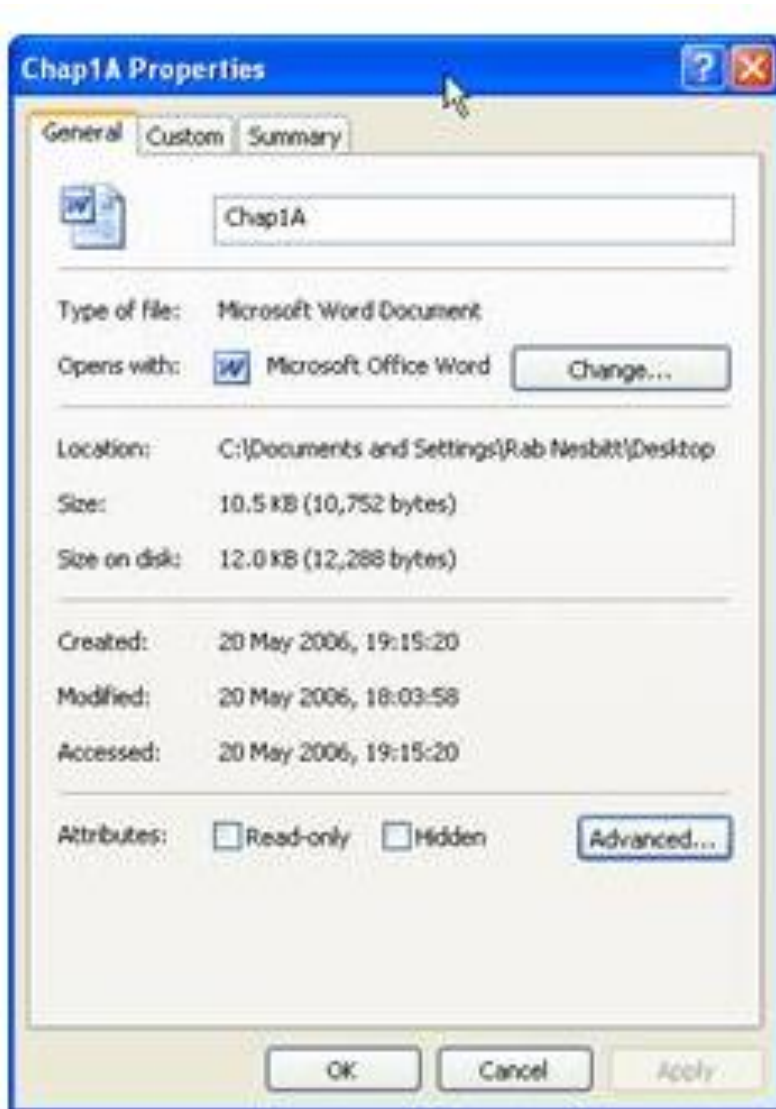
F.g.3.2. property menu

Information Sheet-4	**Saving folders/subfolders and files**

4.1. Saving a Document

- The process of writing data to a storage medium, such as a floppy disk, CD-R, USB flash drive, or hard drive, for future retrieval of the document.

- The process of setting aside a portion of current data for feature use.

Self-check-1	Knowledge test

I.   Choose the correct answer for the following question

_____ 1. A container for a group of files whereas file is a location where data or a document is stored.

    A) save   B) folder   C) paste   D) file

_____ 2. The term used to describe the process of changing the file name of data.

    A) name   B) save   C) rename   D) none

I.   Say true or false for the following statements

_____ 1. A file can be moved from one folder to another by simply performing the drag and drop method.

_____ 2. **Move** means displacing a file or folder from one location and place it to another while keeping the original file.

Note: **Satisfactory rating - 5 points**   **Unsatisfactory - below 5 points**

Answer Sheet

Score = _____
Rating: _____

Name: _____   Date: _____

Self-check-2	Knowledge test

I Say true or false for the following statements

_____ 1. Saving a Document is a process of setting aside a portion of current data for feature use.

_____ 2. A file or folder with the System attribute set is displayed by Windows Explorer.

*Note:* **Satisfactory rating - 5 points**   **Unsatisfactory - below 5 points**

Answer Sheet

Score = _____
Rating: _____

Name: _____   Date: _____

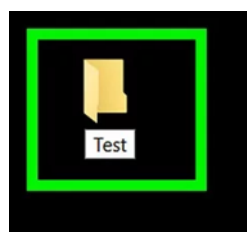| Operation Sheet -1	Creating new folder on desktop

- **Right-click on a blank space.** Doing so opens a drop-down menu. Make sure you don't right-click on a file or folder instead, as this will open the wrong drop-down menu.
- If you're in an existing folder (e.g., Documents), you can also click the **Home** tab on the top-left side of the File Explorer window and click **New Folder** in the toolbar that appears.
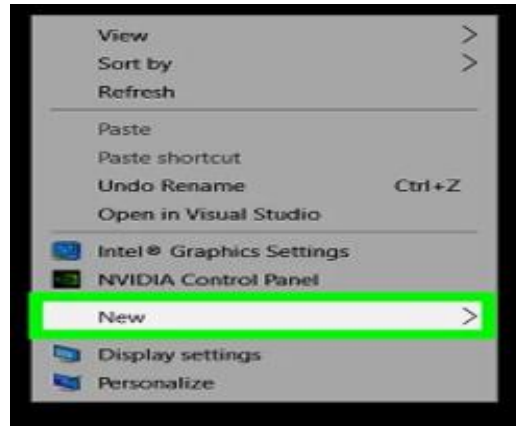
- **Click** Folder. It's at the top of the pop-out menu.
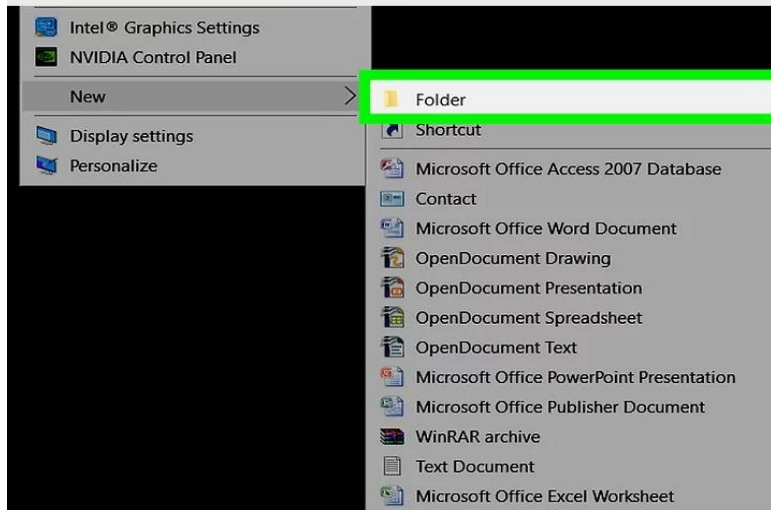
- **Type in a name for your folder and press** ↵ **Enter**. This creates the folder with its new name.

f.g.1.1. drop down menus

Operation Sheet -2	Creating new folder using start menu

Try This Yourself:

*Before you begin ensure that the desktop currently appears…*

1. Click on **start** at the bottom left of the screen to display the **Start** menu

2. Click on **All Programs > Accessories > Windows Explorer**

3. Click on the plus sign next to **My Computer**

4. Click on **Local Disk (C:)** in the **Explorer Bar** to indicate that you wish to create a folder at this level

5. Select **File > New > Folder** to create a new folder

   The new folder will be displayed at the end of the listing in the right pane. The folder name is in edit mode which means that you can type something more descriptive…

6. Type **ABC Manufacturing** and press Enter

   The folder will be renamed and will be displayed in the left and right panes. Incidentally, it appears at the end of the list until the list is refreshed – you can force this to occur manually if you wish…

7. Press F5 to refresh the listing
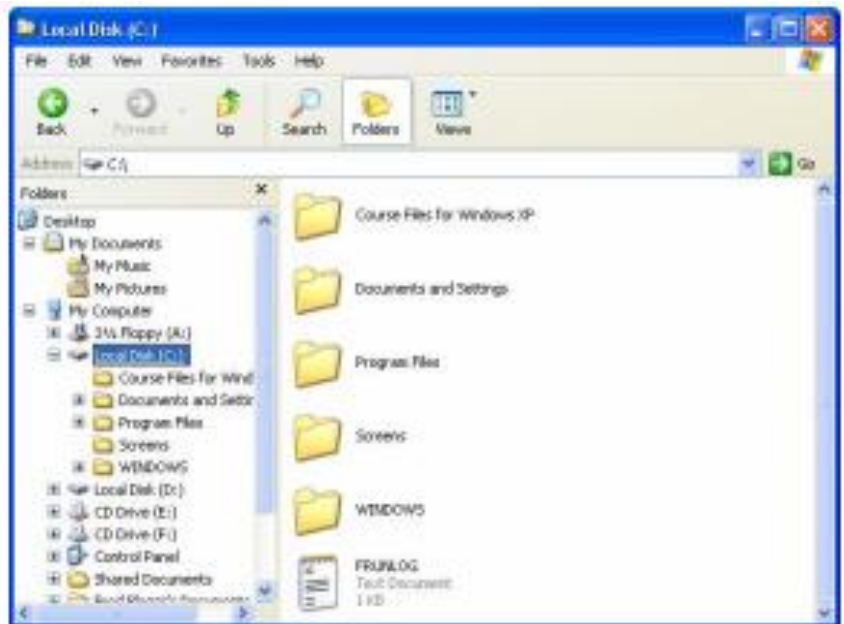
F.g.2.2. start menu

| **Operation Sheet -3**	**Renaming and moving folders /subfolders**

3.2. Renaming a file or a folder

In order to rename a file or a folder, follow the steps given below:

1. Select the file or the folder that has to be renamed.
2. Right click the mouse button and select the Rename option.
3. Type in the new name that you wish to give to the file.

3.2. Moving a file

A file can be moved from one folder to another by simply performing the following drag and drop procedure:

1. Select the file that you want to move from the right pane.
2. Click the file or the folder on the left pane and drag it in the new destination.
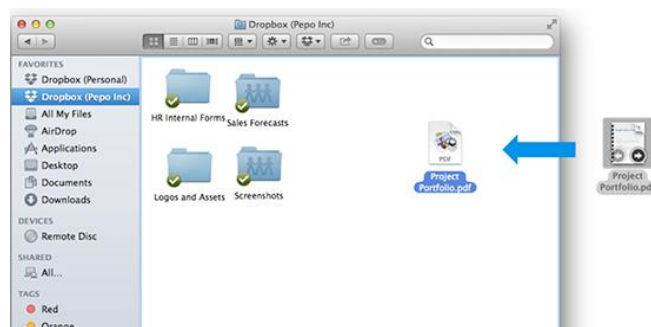
F.g.3.1. displayed window in desktop

3.3. Deleting a file or folder

A file or a folder can be safely deleted by following the steps given below:

1. Select the file or folder that has to be deleted.
2. Hit the <Del> key or from the File menu, select the Delete option.

| Operation Sheet-4	Saving folders/subfolders and files

1.1. Method one

- **To save a new document, follow the steps below:**

1.1.1. When work is ready, click "File" at the top left of the menu bar. Then scroll down and click on "Save As." (The example below shows a short dropdown menu under the "File" option; yours may be longer, but the "Save As" option is still the choice to select.)
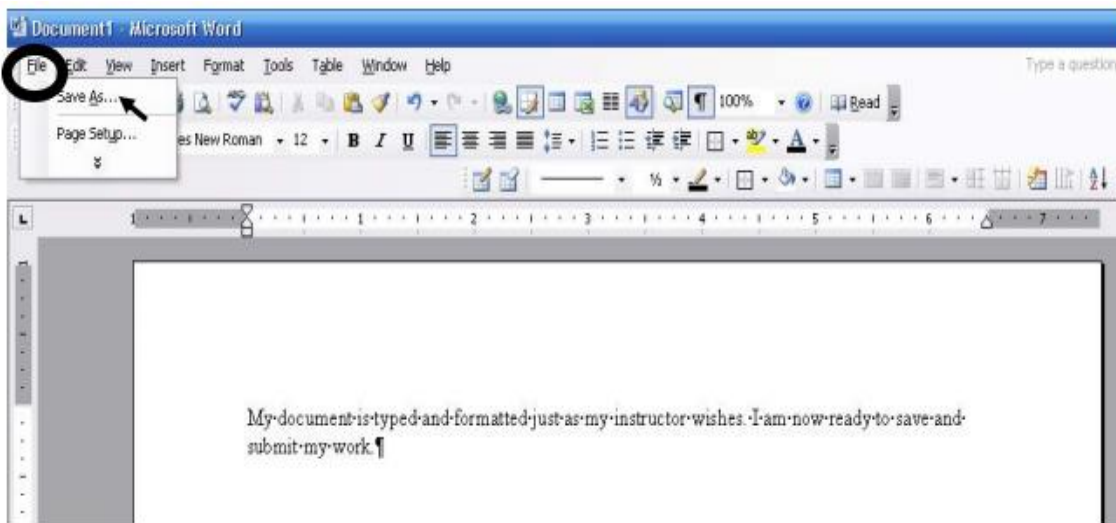

f.g.4.1. save as menu

1.1.2. In the "Save As" Dialog box, click the dropdown arrow to the left of the "Save in" option to select the appropriate place to store your file. Then in the "File Name" box at the bottom of the dialog box, type an appropriate title for your work, then click "Save."
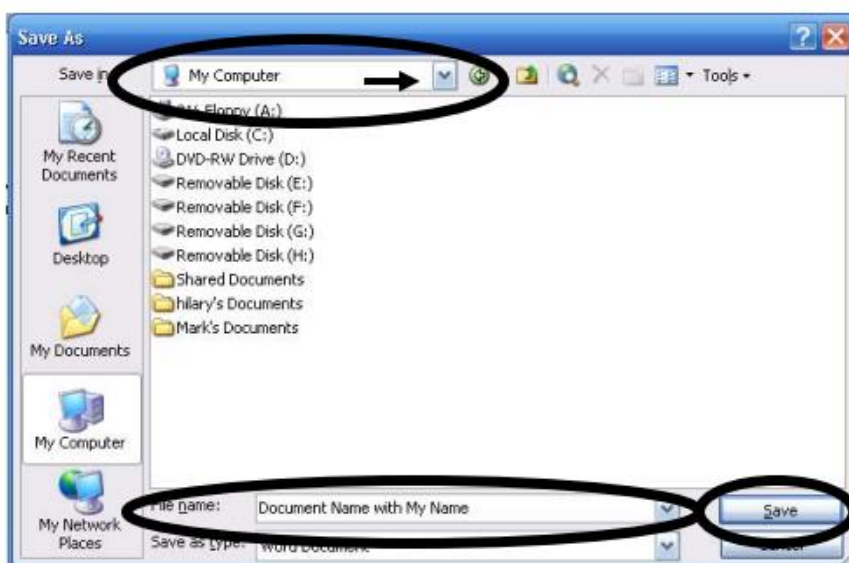
F.g.4.1. store file

1.1.3. Your file is now saved. The saved file name should now appear in the left corner in the blue strip at the very top of the screen.
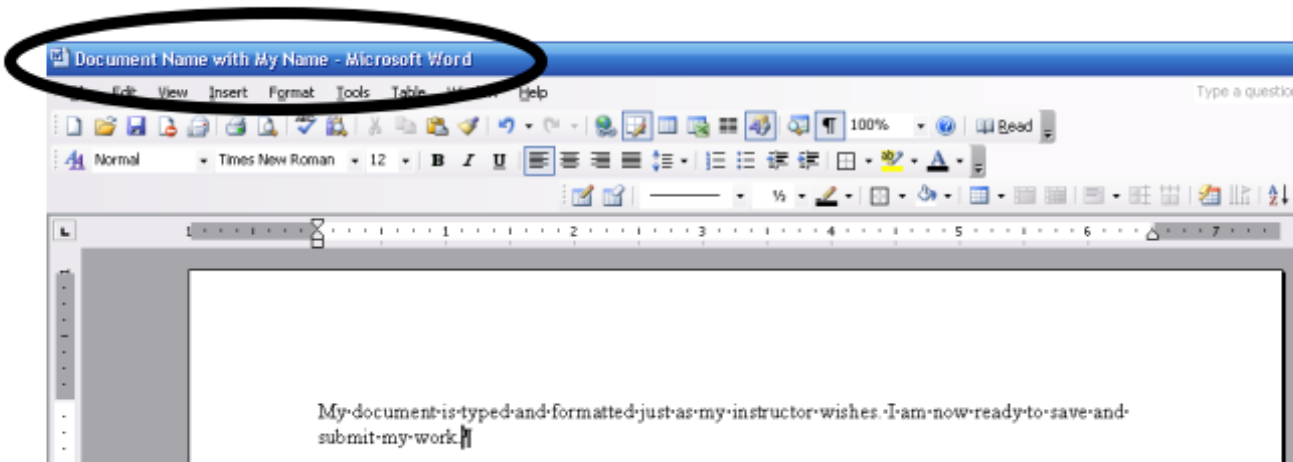
F.g.4.1. title bar

1.2. Method two

- **To save an existing document, follow the steps below:**

✓ The other way of saving your files is by clicking at the 'Save' button available on the standard toolbar.

✓ It's a good idea to keep saving your documents after every few minutes. The reason is if the computer goes down or a power failure occurs, then the chances of recovering some contents in the document are high. Unsaved new documents are the most vulnerable.

LAP Test -3	Opening word document, writing, saving

1. Open New MS word document file
2. Use file name;-   mining
3. Write at least 5 unit of competences
4. Write a report to your instructor.

Source /reference/ from website /internet/

1. Beginning computer literacy

2. Managing file

3. Skill book 2010

4. Working with files and folders

Prepared by:

1. **Mr Yemane Haftay ……………………… Shire poly technique college /+251946879203/**

2. **Mr Gebremichael Tesfay……....………Axum technical college /+251910828316/**