

Tender Heart School, Sec-33B, Chandigarh

CLASS-III

Subject-Computers

Teacher Rupinder

Chapter-6 → File Management

Good Morning Students,

Students, this lesson is of class 3 for the subject of Computers, Topic - 'Concept of file and folder' which is covered in chapter-6, starting on page no. - 68 of your text book, titled - 'Kips-logic-3' and is being submitted to you on 23.12.24

• All the students, May Now Please open page no. - 68 in front of them.

• I hope all the students are ready for today's lesson; let us start with the topic-

* children, All of you have studied about files in the previous class. Now, again you will revise the concept of file in this chapter with the help of examples.

Students, like your mother organizes the kitchen, your cupboard. She keeps different things in different containers like pulses, spices, dry fruits etc. She puts label on each and every container.

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then she keeps all the containess in separate cabinets of the kitchen. So that she can easily manage everything in her kitchen. In the same way she arranges your cupboard also with different things like clothes, books, winter clothes etc. So that you can easily find the things from the organized cupboards.

like wise, A computer works like an organizer of files and folders. Here, we will start with file and folder concept.

File:- A file is used to store information related to text, pictures etc. Each file is characterized by a unique name. like you have created one drawing in MS-Paint and you will save it with a unique name; and then you have created one more drawing and saved it with another name. Now you have two files of paint with you. In the same way you can create files in MS-word that will be your text files. MS-Paint files are stored with different extensions as we have already discussed in the previous chapter - for example .JPG, .png, .bmp etc. If you are creating word files then the extension will be .docx because this will be a document.

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Students, All of you may take 3 minutes break, during break time you will do one activity. All of you will arrange your bag with different books and notebooks and check the labels or names of subjects written on these books and notebooks. In this activity, your bag will work as a folder and books and notebooks will be considered as files. Now pause this lesson for 3 minutes.

* Students 3 minutes break is over now. Let us continue with the same concept of folder.

Folder:- A folder is like a cabinet which stores different files in it. You can store same type of files in one folder or different types of files also in the same folder. Means you can store both MS-Paint and MS-Word files together in one folder or in different folders. Two folders with the same name will not be created at the same location. But you can create two folders with same name at different locations. You can also create a subfolder in a folder.

Children, Now, I am ending the lesson here, Please read today's assignment carefully for better understanding of the concept 'File & Folder'.
Thank You...