

class - III

Subject - Computers

Teacher - Rupinder

ch - 6 → 'File Management'

Good Morning Students,

Students, this lesson is for class-III, for the subject of Computers. Topic is 'Windows Explorer' which is covered in chapter-6, starting on page no. 68 of your text book, titled 'Logix-3' and is being submitted to you on 13.01.25

I hope all the students are ready for today's lesson. Let us start with the topic.

Windows Explorer :- Students, as it is clear with the word 'Explore', that means to get the detailed information about files, folders and drives.

Windows Explorer is a file manager application, with the help of this you can do the following things to manage your data in the computer. These are :-

1. You can get detailed information about any file, folder and drives like - C: drive, D: drive etc.
2. You can very easily access or use your files and folders and also can do editing in your stored data. You will also be able to manage and organize your files and folders.
3. You can also use Windows Explorer to view, create, delete, copy, move, rename and search files and folders.

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Students, now we will study about the next topic that is present in your book and the topic is 'U'.

Creating a Folder :- Students, for creating a folder on the desktop screen, we are going to follow these steps. I hope you all are aware now that what is a Folder.

1. Right click on the blank area of the desktop.
2. A list will appear, choose 'new' option from this list.
3. Now again a list will appear, choose the option 'Folder' from this list.
4. A New folder with its default name will appear on the desktop.
5. You can type new name as you require and press 'Enter' key.

You will see that a new folder is created.

Students, now you will learn how to create folder inside a drive by using 'Windows Explorer'. Follow the given steps :-

1. Click on 'Start' then click 'All Programs' then click 'Accessories' from there you will get 'Windows Explorer'.
2. Select a drive, let us say D: drive and click on 'New Folder' button on the tool bar.
3. A 'New Folder' is created.

Children, I am ending the lesson here. Kindly read the given assignment carefully.