Tender Heart High School, Sec-33 chd Date 20.01.25

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 'Creating a File', which is covered in chapter -6, starting on Page no. 70 of your textbook titled 'Logi x - 3' and is being submitted to you on 20.01.25.

I hope all the students are ready for today's lesson.

children, in previous lesson we learnt about Folders that is 'How to create a Folder'. I hope you all are aware now that what are folders and how to create a folder. Today we will learn about creating a file. As you know that a file is a collection of data or information that is related to each other, which means we use to store or save same type of information in a file.

let us now learn how to create a File.

children, here we will use the Microsoft Word software to create a file. Follow the given steps to create file-

1. Go to 'Start button' (at the left bottom corner of your desktop)

2. Choose 'All Programs' then select 'Microsoft Office' and choose 'Microsoft Word' from the list.

3. A blank page will be displayed on the screen as shown in figure 6.3 given on Page 70.

4. Type your text on the blank page.

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children, after typing text in MS. Word, you have to save your file, so that you can use your file in future also. If you will not save your work done, you may lose your important data when the computer is turned off.

So for 'Saving your file', follow the given steps

1. Select 'File' tab given at top left corner of your screen.
2. Choose the option 'Save As'
3. The 'Save As' dialog box will appear
4. Type the file name in the 'File name' text box.
5. Click on the 'Save' button.
6. Your file will be saved.

children, now your file is saved, and you can easily open your saved file or work done, whenever you require. Students, I am ending the lesson here Kindly read the assignment carefully.