

Tender Heart High School, Sec-33, Chd
class - III Subject - Computers
Ch- 6 'File Management'

Date - 03.02.25
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Good Morning Students,

Students, this lesson is for class III, for the subject of Computers. Topic is 'opening a file / folder', which is covered in chapter - 6, starting on page no. 70, given in your textbook titled 'logix-3' and is being submitted to you on 03.02.25.

I hope all the students are ready for today's lesson. Children, in previous lesson, we have discussed about creating a file and saving a file. So let us now start our topic.

Opening a File or a Folder :- Students, for opening a File or Folder, we will use the following methods :-

Method 1 :- Students, if your file or folder is present on the desktop then by double clicking on the particular file or folder you will be able to open it.

Method 2 :- Students, if you have saved your file at a different location, then follow the given steps to open a file or folder.

1. Open Windows Explorer.
2. Select any drive like C: Drive, D: Drive etc. from the left pane.
3. Double click on the required folder in the right pane.
4. The folder will be opened.
5. In the same way, you can open file also that you have saved in any drive.

Children, our next and last topic of this chapter is Renaming a File or Folder :- Students, if you want to change the name of any file or folder, then follow the given steps :-

1. Right click on the desired file or folder.
2. A shortcut menu will appear as shown in figure - in your book.
3. Select the option 'Rename'.
4. The name of file or folder will be highlighted.
5. Type the new name for file or folder.
6. You will observe the name of file has been changed.

Children, now I am ending the lesson here. You are advised to ~~less~~ read the assignment carefully and try to solve the back exercise Questions.