

Class - IV Subject - Computers Teacher - Rupinder

ch-7 'Features of File Management'

Good Morning Students,

Students, this lesson is for class IV, for the subject of Computers, Topic is - 'Features of File Management', which is covered in ch- starting on page no. - , of your text book, titled - 'Linux 4' and is being submitted to you on 13.01.25

All the students, may now please open page no. 76 in front of them.

I hope all the students are now ready for today's lesson, so let us start our topic. Students, you have already read about Files and Folders in class 3. As you know, that you can store all the information in a file then you can store all these files in a folder. Here a folder is like a cabinet that store different or same types of files together. A folder can also be stored as a subfolder in another folder, which means a folder within a folder is called a sub-folder.

Now, in this chapter you will learn more operations related to files and Folders. Now, we are going to study all these operations one by one.

→ Creating a File :- Students, you use so many application software for creating different types of files. Like you can use MS-Paint, MS-Word, MS-Powerpoint etc for creating files. Here, we are using MS-Word software to create a file. For creating a file in MS-Word we are going to follow some steps

Ch-7 'Features of File Management'

1. Open MS-Word
2. A blank page will be displayed
3. Start typing text.
4. Now, save your file by clicking on File tab and then Save option.
5. Give any name in the file name text box and click on Save As ~~dialog~~
6. A new file is created.

Children, our next topic is Creating a Folder.
Students, in previous class, you have already learnt the steps for creating a folder. Same steps we are following here

1. Right click on the blank area of the desktop.
2. A shortcut menu will appear.
3. Choose new option then click on folder option.
4. A new folder icon will appear.
5. Type new name for the folder and press Enter key.
6. A New folder is created.

Children, I am ending the lesson here. Kindly read the assignment carefully and also follow the figures given in your book