

ch-7 , ' Features of File Management '

Good Morning Students,

Students, this lesson is for class - IV, for the subject of Computers, Topic is 'Copying a File or Folder', which is covered in chapter - 7, starting on page no. of your text book titled - 'Logix - 4' and is being submitted to you on

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

→ Copying a File / Folder :- Students, copying a File / Folder will create duplicate copies of the selected File / Folder. To copy a file to a different location, we are going to follow the steps given below :-

1. Double click the Computer icon on the desktop.
2. Select any drive, say D: drive and double click on it.
3. All the file / folder stored in D: drive will be displayed.
4. Choose any file / folder that you want to copy
5. Click on organize button and select copy options as shown in figure.
6. Choose the location and click on paste option.
7. Now, you will observe your files will be copied to a new location.

OR

1. Right click on the particular file that you want to copy.
2. The list of options will appear and click on Copy option.
3. Now choose the location where you want to paste and click on option 'Paste'.
4. You will observe your files will be copied to a new location.

→ Renaming a File / Folder :- Students, you can easily change the name of your existing file. For this, follow the given steps :-

1. Right click on the file name, that you want to rename.
2. A shortcut menu will appear.
3. Choose the option 'Rename'.
4. Type new name and press the 'Enter key'.
5. The file will be renamed.

Children, our next topic is 'Moving a File / Folder'. Students, moving a file / folder means to change the location of any file / folder from one place or position to another. By this you can't easily make a duplicate file / folder and save it another location. For this follow the given steps and the figure - present on page no. - in the book.

1. Right click on the file or folder.
2. A shortcut menu will appear.
3. Choose the option 'Cut'.
4. Select any another location where you want to move the file / folder.
5. Now, click on the option 'Paste'.
6. The file or folder will be shifted from the old location to a new location.

Moving a file or folder means to shift the file or folder from one place to another. Whereas copying a file or folder means that particular file or folder will be present at previous location also and at new location also.

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