

Class: VI Subject: Computers

Date: 22.04.24

Topic: Organisation of Data

Teacher: Rupinder

Good Morning Students,
Students, this lesson is for class VI, for the subject of Computers. Topic is 'Moving or Copying a File or Folder' which is covered in ch-2, starting on page no. 16, given in your textbook titled 'Logix', and is being submitted to you on 22.04.24

So, I hope all the students are ready for today's lesson. Today we will learn about managing files. As we know that File Management means to organise our files and folders. A file is a collection of related information and folder is that place where we keep relevant files. Today we will learn about how to move or copy a file or folder from one place to another. let us start with the topic.

Moving or Copying a File or Folder from one Drive to another :-

let us understand about moving or copying. When you want to shift your file or folder from its original place to some other location in computer that is known as moving a file but copying a file or folder means that it will present on both locations, at the original location and at the new location.

Students, let us understand this procedure by following particular steps :-

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Steps for moving or copying a file or folder :-

1. Double click on the Computer icon on the desktop.
2. All your hard disk drives, removable devices will be displayed on your screen.
3. Now double click on the drive from where you want to move or copy a file or folder.
4. All the files will be displayed on your screen.
5. Right click on file or folder that you want to move.
6. Select the option 'Cut' if you want to move file and select 'Copy' option if you want to copy file.
7. Now from the left side of your screen select the drive in which you want to move or copy files.
8. Click on the 'Paste' option for transferring your files or folders in new drive.

Students, I am giving you two minutes break. During break read the side boxes given on page no. 17 of your textbook.

children let us resume our topic. In our next topic, we will learn how to move or copy a file or folder between Storage Devices.

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Children, kindly open page no. 17 of your textbook and observe the figure 2.2. As you can see there is drive named as 'Removable Disk'. For moving or copying a file or folder between storage devices we have to first attach pen drive or any other removable drive with your computer. After attaching the pen drive, we can click on Computer icon on the desktop. Now follow the same steps of moving or copying a file or folder from one drive to another that are 'Select' → 'Cut' or 'Copy' and then 'Paste'.

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