

Good Morning Students,

Students, this lesson is for class VI, for the subject of Computers. Topic is 'Searching a File or Folder' which is covered in chapter - 2, starting on page no. 17 of your textbook titled 'logix 6' and is being submitted to you on 29.04.24

So, I hope all the students are ready for today's lesson. Students, earlier we studied about how to move or copy a file or folder from one location to another. Today we will learn about how to search a file or folder, that are stored in your computer system.

Searching a File or Folder :- Students, when we create a File or Folder we save it by giving a relevant name, so that we can search it easily in future. For searching a file or folder we should follow some steps that are written below :-

1. Click on the 'Start' button.
2. Now click on the 'Search' box located at the bottom of left pane.
3. Type either a part or complete name of the file or folder.
4. Now all the items that match your text will appear on the 'Start' menu.

Page - 1

5. Select your desired file or folder.

6. Double click on it, the file will open.

children, our next topic is 'Searching File using Wild card characters'.

Students, sometimes we forget the name of the file that we have saved earlier, so if you do not remember the exact name then wild card characters are useful in finding them. There are two different wildcards '*' and '?' that are supported by Windows.

Students, I am giving you two minutes break. During break try to answer the following questions

Ques 1. _____ and _____ are two wildcard characters commonly used in searching the information.

Ques 2. You can use _____ characters to locate the file, if you know only a part of the file name.

before starting our topic let me give you answers of the questions asked during break.

Ans 1. * and ?

Ans 2. Wildcard

Wildcard character '*' :- If we forget the exact name of file, but we know the first letter of the file name then we can easily search with the special symbol '*'. For example sub file name starts with the letter 'L', then we can just type in search box L*, by this all the files whose name start with L followed by any number of characters and have any extension will be searched and appear on your screen, from there you can select your desired file.

Wildcard character '?' :- This wildcard character can be used in place of any single letter or symbol. For example Kips? docx will search for all the word files whose name start with 'Kips' and followed by one or more characters like Kips 1, Kips 2 etc. The number of characters you forget, put that number of ? after the name of file. For example Kips 2013 can be found as Kips????.

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