

Good Morning Students,
Students, this lesson is for class VI, for the subject of Computers. Topic is 'Understanding different File Formats' which is covered in chapter - 2, starting on page ..., given in your textbook titled 'logix 6', and is being submitted to you on 6.5.24

So, I hope all the students are ready for today's lesson. Children, in our previous lessons we have studied that how can we search files that were created by us or someone else in our computer but we do not remember the exact name of that file. I presume that you are now aware of that how to search files.

So, today we will understand about different formats of files.

Understanding Different File Formats :-

What is a File format ? → A file format defines the structure and type of data stored in a file. Various types of files can be stored in the computer for example text documents, image files, presentation etc. Each type of file has a different file format also known as file extension. A file extension generally contains three or four letters, that comes or used after file name and is separated by a period (.) that is also called dot.

Most common file formats are :-

- 1) .doc or .docx (used for Microsoft Word File)
- 2) .xls or .xlsx (used for MS Excel files)
- 3) .ppt or .pptx (used for MS Power Point)
- 4) .gif, .jpg, .png (used for saving images)
- 5) .mp3, .wav (used for saving audio files)

→ Sorting Files :- Sorting means arranging things in a particular order.

Sorting Files means to arrange all the files in ascending or descending order which includes sort file by name, size, type etc. As we sort the names of students alphabetically in a class. Steps to sort the file in alphabetical order are as follows :-

1. Right click on the blank area of the desktop.
2. A shortcut menu appears.
3. Select Sort by option and click the Name Sub-option.
4. The icons on desktop will be arranged in alphabetic order.

Children, I am giving you three minutes break during break read the recap points given

Children our next topic is 'Working with Multiple Applications'. Sometimes we use more than one application and work in them at same time. For example we use MS Word for typing and at the same time we use internet also for finding the material or content on which we want to type in MS Word. So now you require both MS Word and Browser for your work.

1. First open MS Word software on your screen.
2. Now open Google chrome by double clicking on its icon.
3. Now, right click anywhere on the blank portion of your taskbar.
4. Click on the show windows side by side option from the shortcut menu. Both the applications windows will be displayed side by side.

Students, I am ending the lesson here. Kindly read the assignment carefully. And after reading try to solve part A, B and D