



File Management – An Introduction

CHAPTER CONNECT

Rearrange the jumbled words to get the answer.

1. Your father carries files to the office in the OFFICE BAG.

E F F I C O A G B

2. We keep fruits in the REFRIGERATOR.

F E R R G I E A R R T O

3. We keep our shoes in the SHOE RACK.

E H O S K A C R

4. Your mother keeps pulses in the CONTAINERS.

S R O N T A I N E C



Introduction

Hello children, finally we have come to the last chapter of class II. In this chapter, we will read the introduction to file management. But before that let us explore the desktop of a computer.

Topics Covered

- Files and Folders
- Creating a File
- Saving a File
- Opening a File
- Renaming a File



On desktop we can see many icons, which represent different types of programs.

Some most common icons are :

This icon represents or shows all the drives of a computer system. It also shows stored documents, pictures and sounds, etc.



This icon helps us to search for different network places like wired or wifi network.



This icon helps us to see what we have deleted. It also used to restore the files which are deleted by mistake. We can also called it the dustbin of a computer.



This icon is used to show the files or folders. This icon helps us to see stored files.



When we double-click on any icon, it opens a window without any activity.

FILES AND FOLDERS

The icon which is selected represents a **folder**. A folder helps us to organise files on a computer.

We can say, a folder is the collection of files and sub-folders.

A **file** is the piece of information which we store on the system. It can be in text, picture or audio format.

It can be compared to a school bag which is a folder that contains the files which are school books.



We can move a file or sub-folder into a folder by the method of drag-and-drop.



Cyber Tid Bits

Folders allow us to keep related files together and makes it easy to locate important files quickly.



CREATING A FILE

Let us learn how to create a file in a word document —

Step 1. Click on the **Start** button.

Step 2. Go to **All Apps**.

Step 3. Choose MS Word 2010.

A new blank window will open.

Step 4. Type your Name, Age and Address. Once you have completed save your file.



SAVING A FILE

To save a file, just follow the steps given below :

Step 1. Click on **File** tab.

Step 2. Click on **Save As**.

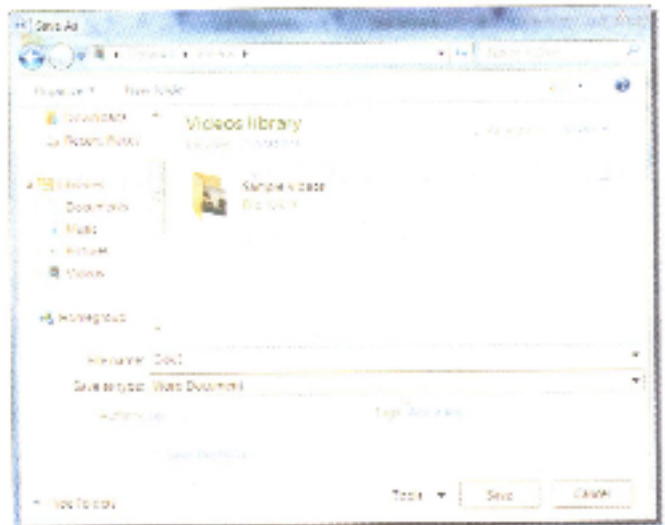
Step 3. **The Save as** dialog box appears.

Step 4. Choose the location where we want to save our file.

Step 5. Then click on **Save** button.

Give a specific name to the file to identify it later.

Our file will be saved and can be opened next time when we need it.



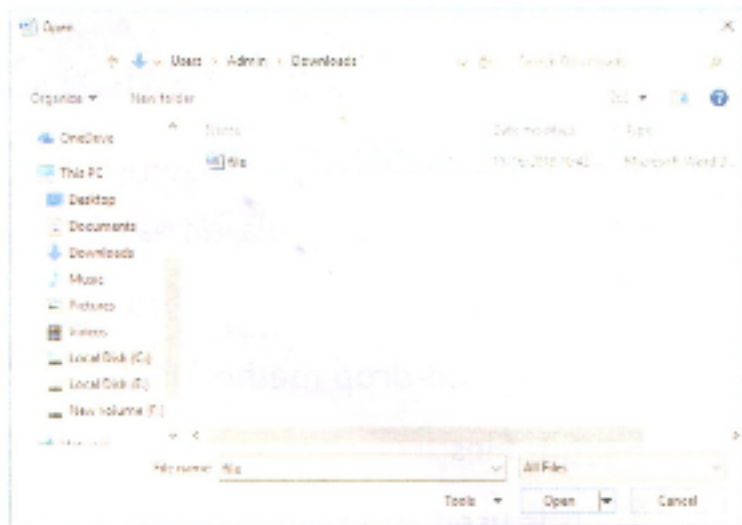
OPENING A FILE

Once a file is saved, we can open it again whenever needed.

To open the file, follow the given steps :

Step 1. Click on the **File** tab.

- Step 2. Choose the **Open** option from the displayed list. The **Open** dialog box will appear.
- Step 3. Choose the location where the file is saved.
- Step 4. Select the desired file.
- Step 5. Click on the **Open** button.

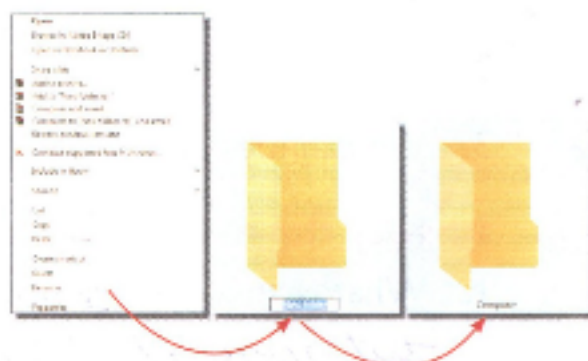


RENAMING A FILE

We can change the folder name by following these steps :

- Step 1. Right-click on the folder icon.
- Step 2. Type other name of folder.
- Step 3. Press **Enter** key.

In such a way we can change the folder name.



Recap

- Different icons on the desktop, represent different types of programs.
- Icons are small pictures on the desktop that represent files, folders, programs, etc.
- Files can be moved into folders using drag-and-drop method.
- After working on any file, we can save it to a desired location to use it later.
- Once a file is saved, we can open it again whenever needed.
- We can also change the name of the folder.



EVALUATE

A Tick (✓) the correct answer.

1. All folders are displayed as :

(a) file (b) icon (c) desktop

2. Drag-and-drop method is used to move :

(a) files (b) folders (c) both

3. It is used to organise files.

(a) Folder (b) Paint (c) Icon

B Write 'T' for true and 'F' for false statements.

1. Icons are small pictures on the desktop that represent file, folder, etc.

2. Files can move using Drag and Drop option.

3. We cannot change the name of a folder.

C Answer the following questions:-

1. What is an icon? Icon are small pictures on the desktop that represent files, folders, programs, etc.

2. What do you understand by file and folder? A file is the piece of information which we store on system. A folder is a collection of files and subfolder.

3. Write the steps to save a file.

click file Tab → Save → Save dialog box appears → choose Save location → Save with name → click save button

D Given below are steps to save a file. Complete them by using the given words.

Save as Name File Save

1. Click on FILE tab.

2. Click on SAVE AS and select the location where we want to save our file.



3. Give a specific NAME to the file to identify it later.
4. Then click on SAVE button.

ACTIVITY

A Identify the following icons.



NETWORK



COMPUTER



RECYCLE BIN



MY DOCUMENTS

B Write the initials of the storage places in the circles given next to images by using the hints.



R



R



S



C



S



C



S



R



C

Hints Cupboard Refrigerator School bag



IN THE COMPUTER LAB

- Open the Word Document by clicking on Start > All Apps > Word 2016.
- Type a paragraph on 'My Mother' and save the file with a suitable name.

