

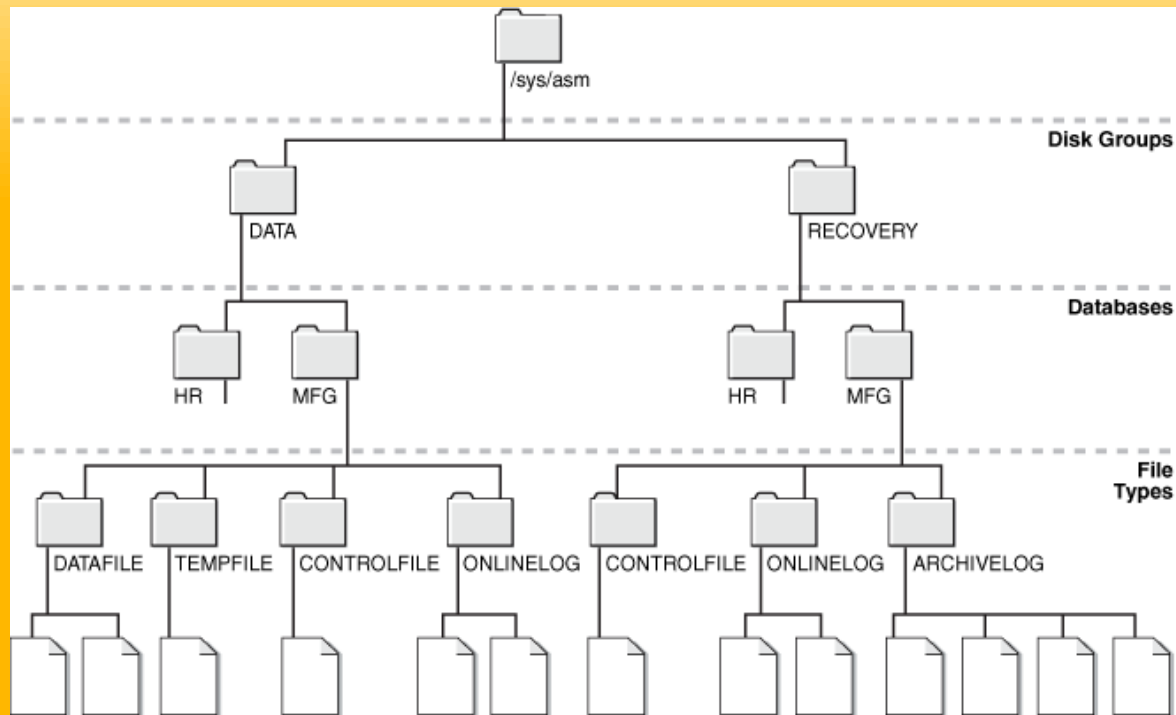
Unit 1 – Lesson 3

Computer Survival Skills

- Directories and File Systems (from Wikipedia.com)
 - In computing, a **directory** or **folder** is something in a file system which contains a group of files and/or other directories.
 - A typical **file system** may contain thousands of **directories**.
 - Files are kept organized by storing related files in the same **directory**.
 - A **directory** contained inside another **directory** is called a **subdirectory** of that **directory**.
 - Together, the **directories** form a hierarchy, or tree structure.

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Typical File Folder System



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Filing Cabinet Analogy

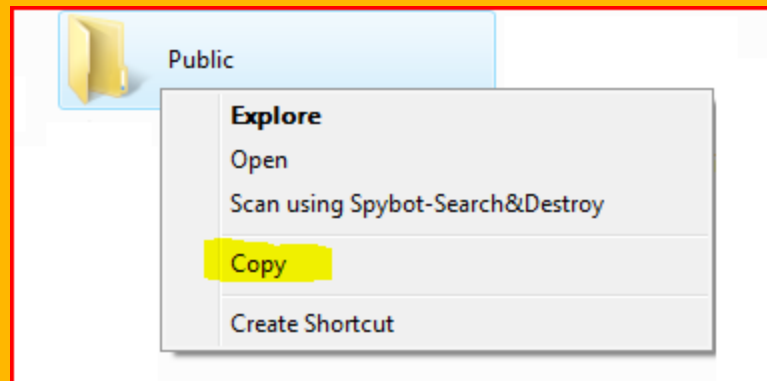
- A computer's file system can be visualized as a file cabinet.
- high-level **directories** are represented by the drawers and lower-level **subdirectories** may be represented as file folders within the drawers.
- **Folders** are often depicted with icons which visually resemble physical file **folders**.



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Copying Files or Folders

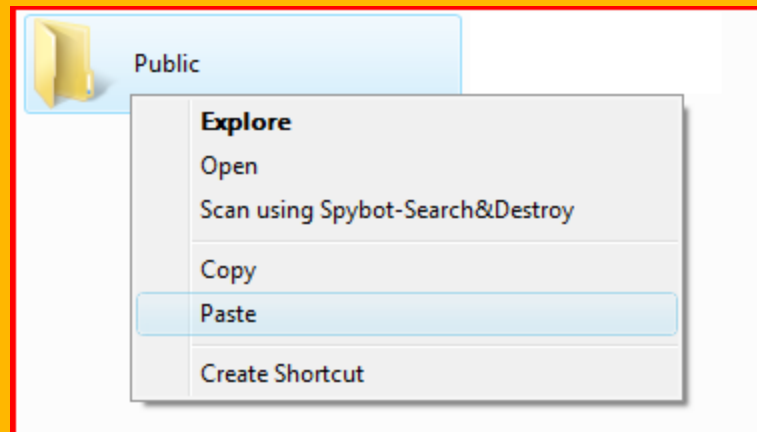
- In windows you can right mouse click any file or folder and select **copy** from the menu to copy the file or folder
- You can also left click any file or folder and hit **CTRL-C** (which means hold the **CTRL** button and hit 'C') to **copy** the file or folder



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Pasting Files or Folders

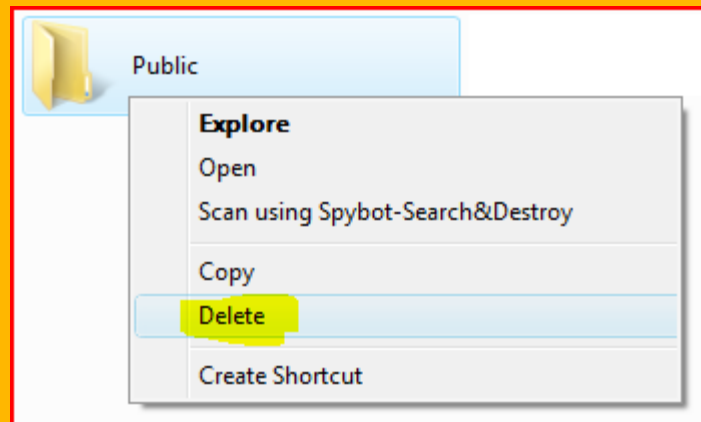
- In windows you can right mouse click in any folder and select **paste** from the menu to **paste** a previously **copied** file or folder
- You can also left click any folder and hit **CTRL-V** (which means hold the **CTRL** button and hit 'V') to **paste** a previously copied file or folder



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Deleting Files or Folders

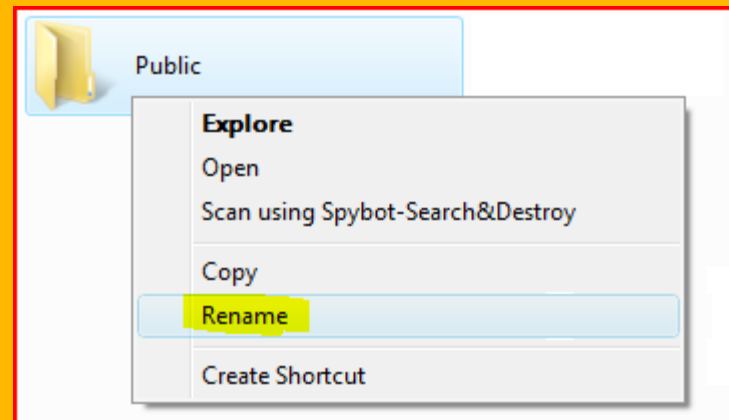
- In windows you can right mouse click in any file or folder and select **delete** from the menu to **delete** the file or folder
- You can also left click any folder and hit **DEL** (which means delete) to **delete** the file or folder



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Renaming Files or Folders

- In windows you can right mouse click in any file or folder and select **rename** from the menu to **rename** the file or folder



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Moving Files or Folders

- In windows you can left mouse click in any file or folder and **drag** it into any other folder
- If you hold down the **CTRL** key while doing this you are **copying** the file or folder to a new location

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Task 2

1. Login to your PF account
 - Open up 'My Computer' from the Desktop
 - Navigate to your student directory
 - E.g. H:/123456/
 - Create the directory structure shown to the right
 - You need to have three main subdirectories in the folder **ASM30: Assignments, Lessons, Temp**
 - Copy lesson 1, lesson 2, and lesson 3 into the Unit 1 folder from our class web page <http://www.jcarron.com/>
2. **After** you have completed the above two tasks:
 - Click on the [Comp. Skills Test](#) link on our webpage and test your computer skills (this is for your own personal knowledge and **not for hand in!**)

