

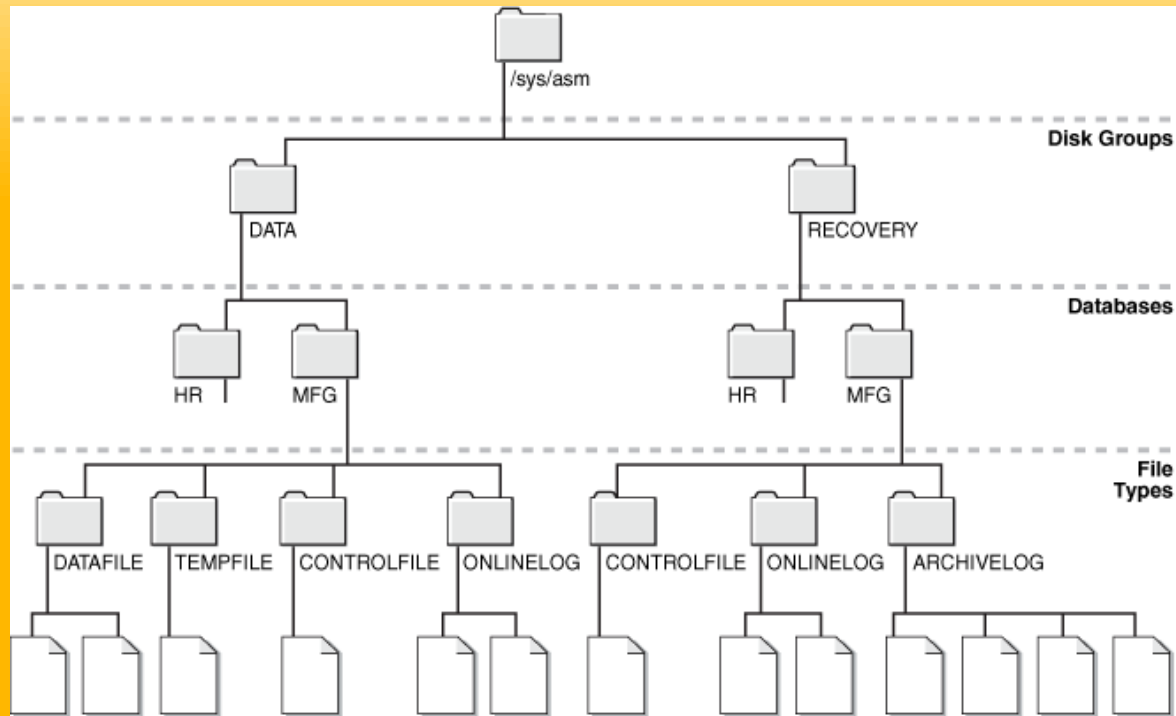
## Unit 1 – Lesson 3

# 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.

## Unit 1 – Lesson 3

# Typical File Folder System



## Unit 1 – Lesson 3

# Filing Cabinet Analogy

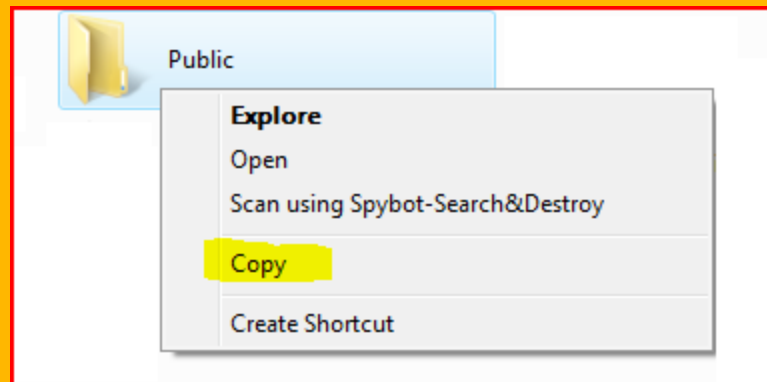
- A computer's file system can be visualized as a file cabinet.
- high-level **directories** are represented by the drawers and lower-level **subdirectories** may be represented as file folders within the drawers.
- **Folders** are often depicted with icons which visually resemble physical file **folders**.



## Unit 1 – Lesson 3

# Copying Files or Folders

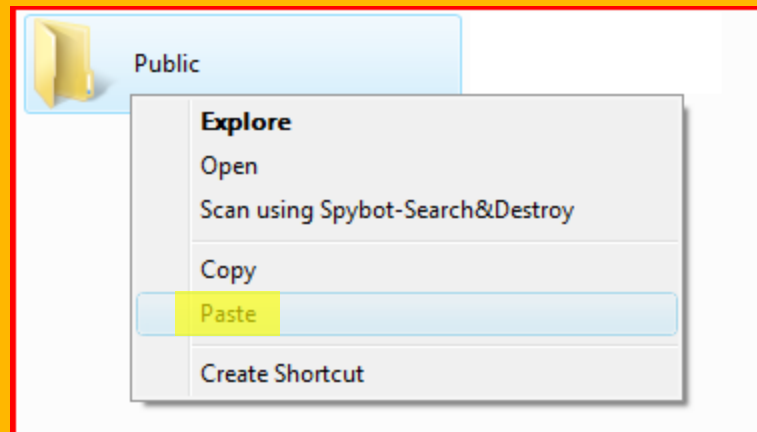
- In windows you can right mouse click any file or folder and select **copy** from the menu to copy the file or folder
- You can also left click any file or folder and hit **CTRL-C** (which means hold the **CTRL** button and hit 'C') to **copy** the file or folder



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# Pasting Files or Folders

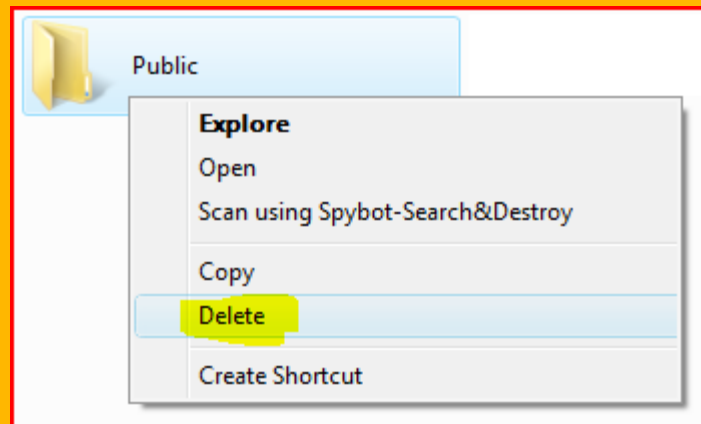
- In windows you can right mouse click in any folder and select **paste** from the menu to **paste** a previously **copied** file or folder
- You can also left click any folder and hit **CTRL-V** (which means hold the **CTRL** button and hit 'V') to **paste** a previously copied file or folder



## Unit 1 – Lesson 3

# Deleting Files or Folders

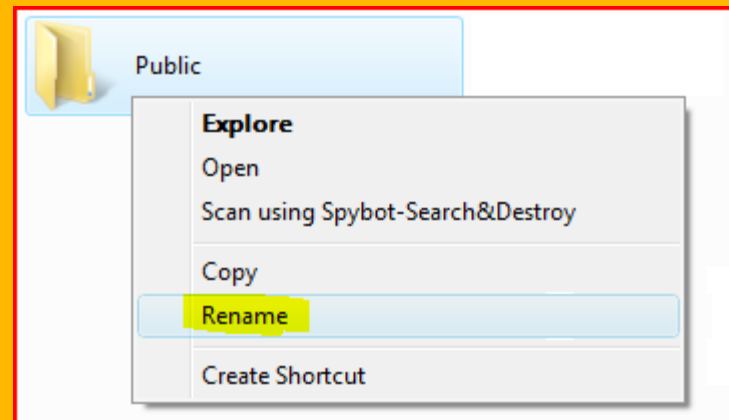
- In windows you can right mouse click in any file or folder and select **delete** from the menu to **delete** the file or folder
- You can also left click any folder and hit **DEL** (which means delete) to **delete** the file or folder



## Unit 1 – Lesson 3

# 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



## Unit 1 – Lesson 3

# 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

## Unit 1 – Lesson 3

### Task 2

1. Login to your PF account
  - Open up 'My Computer' from the Desktop
  - Navigate to your student directory
    - E.g. H:/123456/
2. Create the directory structure shown to the right
  - You need to have three main subdirectories in the folder **TIJ10: Assignments, Lessons, Temp**
  - **Assignments & Lessons** need to contain the **Unit** folders as shown (think about how you could use the copy command)
3. Copy lesson 1, lesson 2, and lesson 3 into the Unit 1 folder from our class web page <http://www.jcarron.com/>
4. 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!**)

