تطبيقات الحاسوب
المحاضره الثالثه
كلية الحله الجامعه

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File and folders

The Windows system uses folders to store and manage files to make it easier to access folders and files within them. As an example of one of the folders, we open the laptop folder on the desktop by double-clicking on it and display the contents or libraries (the default place to store files) that include (documents, music, pictures and videos)

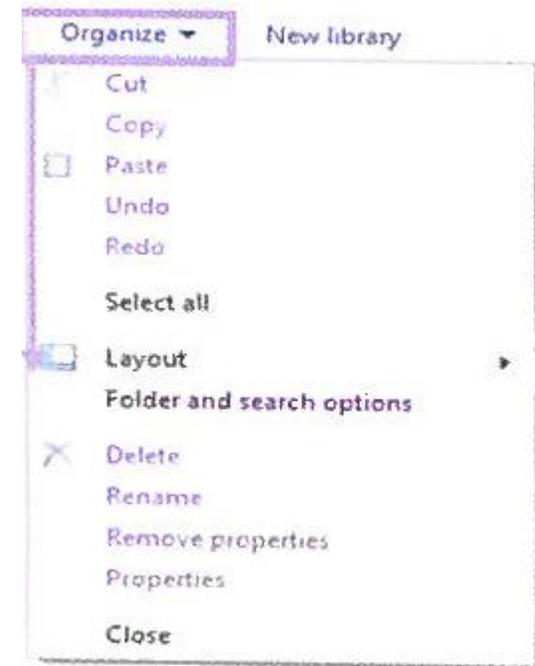Windows7 folders include the following features

1- title bar and navigation bar : Contains folder name
and location, shutdown, zoom in / restore buttons ,
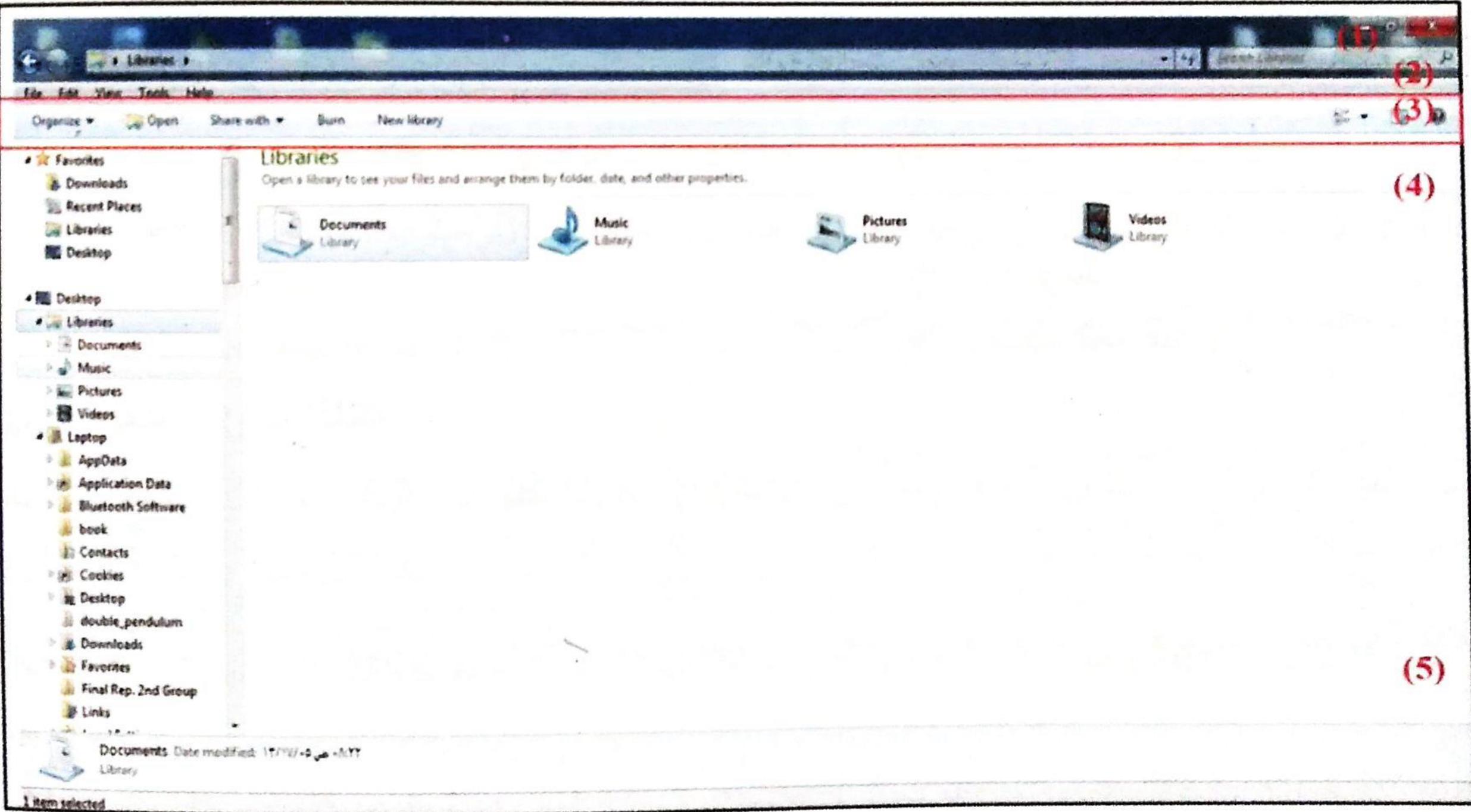back / progress   and search box.

2- menu bar: Contains a menu file , edit ,view ,tools , help.

3- organize bar , view buttons   and instructions

4- Task List for Folders and Files : Quick access to folders and
files

5- Status details or status bars: display the folder properties
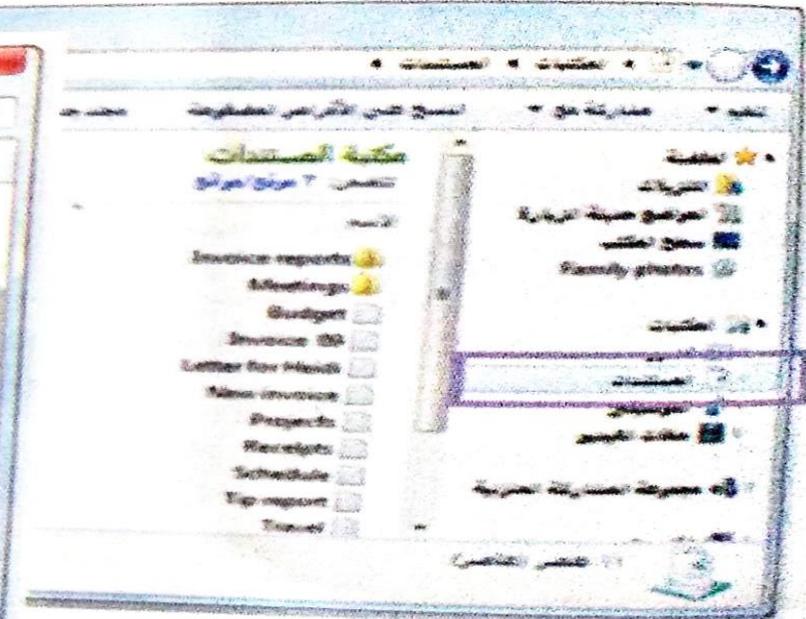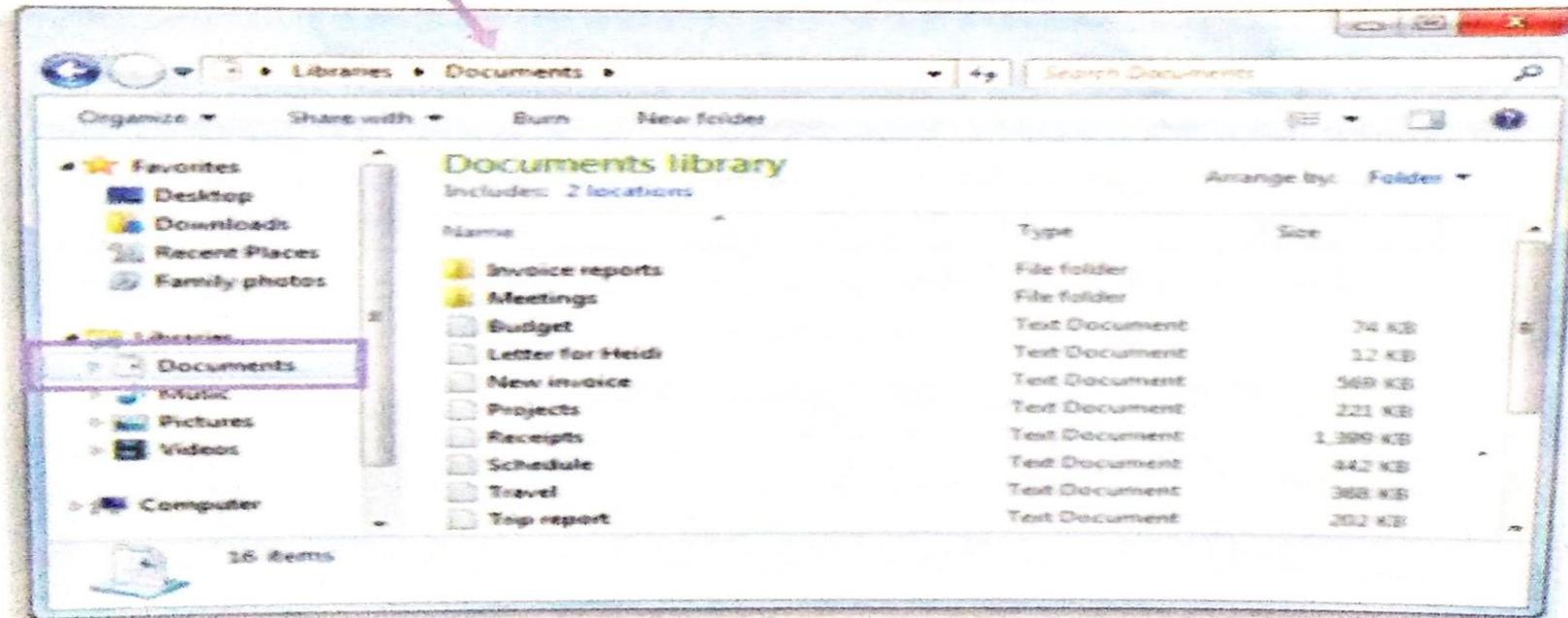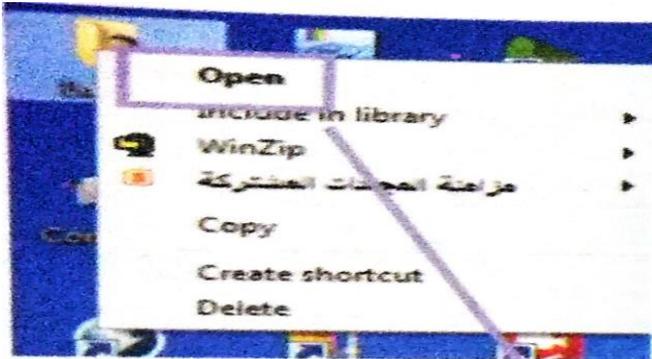such as (name, type, capacity, creation date)

Organize ▾   New library
        Cut
        Copy
    Paste
    Undo
    Redo

    Select all
    Layout
    Folder and search options
    Delete
    Rename
    Remove properties
    Properties

    Close

Libraries

Open a library to see your files and arrange them by folder, date, and other properties.

Favorites			
Downloads			
Recent Places			
Libraries			
Desktop			

File Edit View Tools Help

Organize ▼   Open   Share with ▼   Burn   New library

Documents
Library

Music
Library

Pictures
Library

Videos
Library

Desktop
  Libraries
    Documents
    Music
    Pictures
    Videos
  Laptop
    AppData
    Application Data
    Bluetooth Software
    book
    Contacts
    Cookies
    Desktop
    double_pendulum
    Downloads
    Favorites
    Final Rep. 2nd Group
    Links

Documents Date modified: ١٣/٢٧/٠٥ ص ٠٨:٢٢
Library

1 item selected

You can open any folder, icon, or file by double-clicking on it with the left mouse button, or by clicking one with the right mouse button and then choosing Open

Files

information is stored in the computer in the form of files, which are part of the computer programmatic entity, and there are different types of files. Including operating system files, program files and user files, and each file has a name and an extension .. The file type is specified that separates them (.) And we include the extension of a few commonly used files

1-doc,docx: Word files

2-txt:Text file for notes

3-eml:Email file

4- xls , xlsx: Excel file

5-html :Web page file

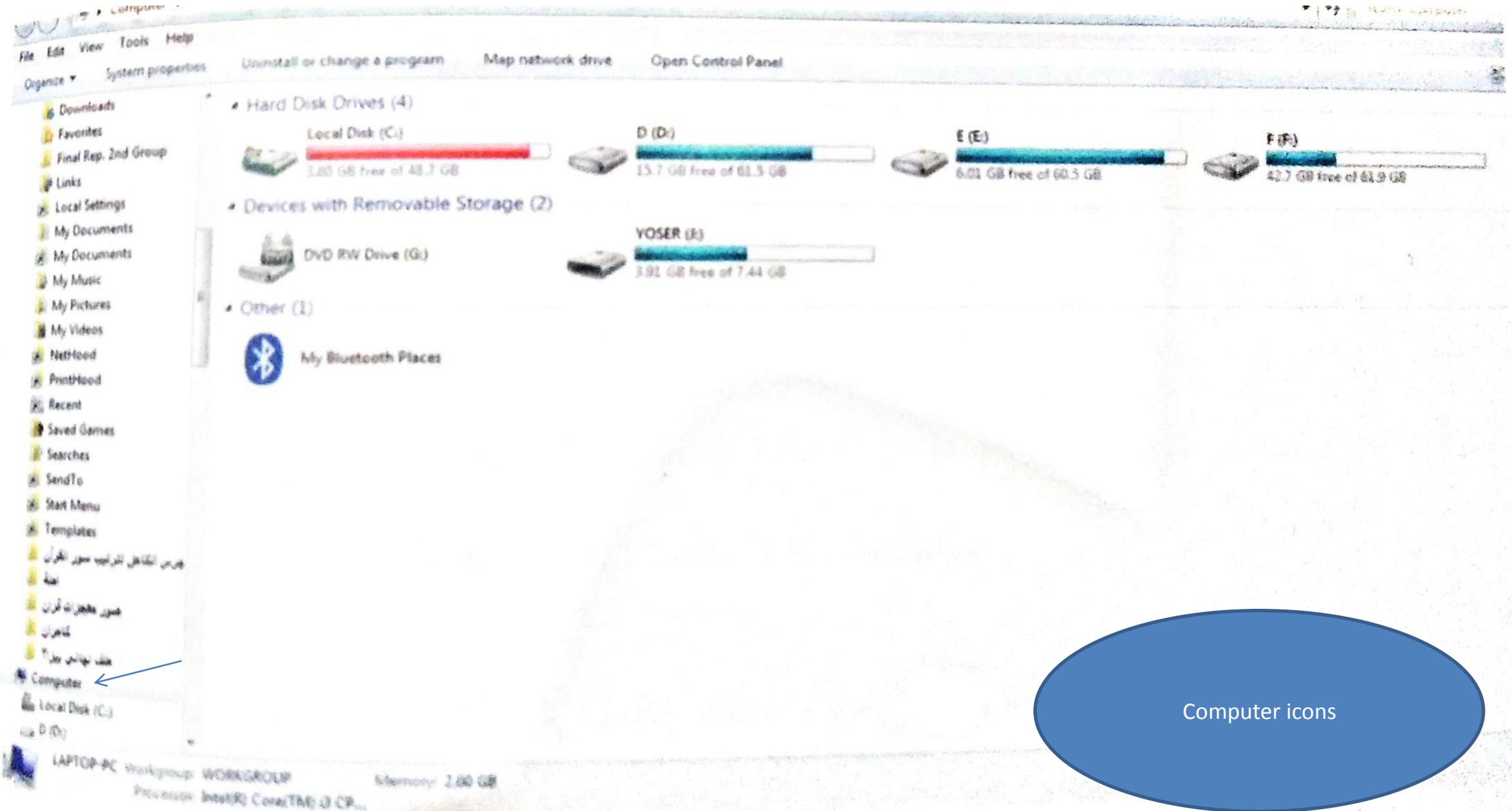6-ppt: Presentation file , PowerPoint files
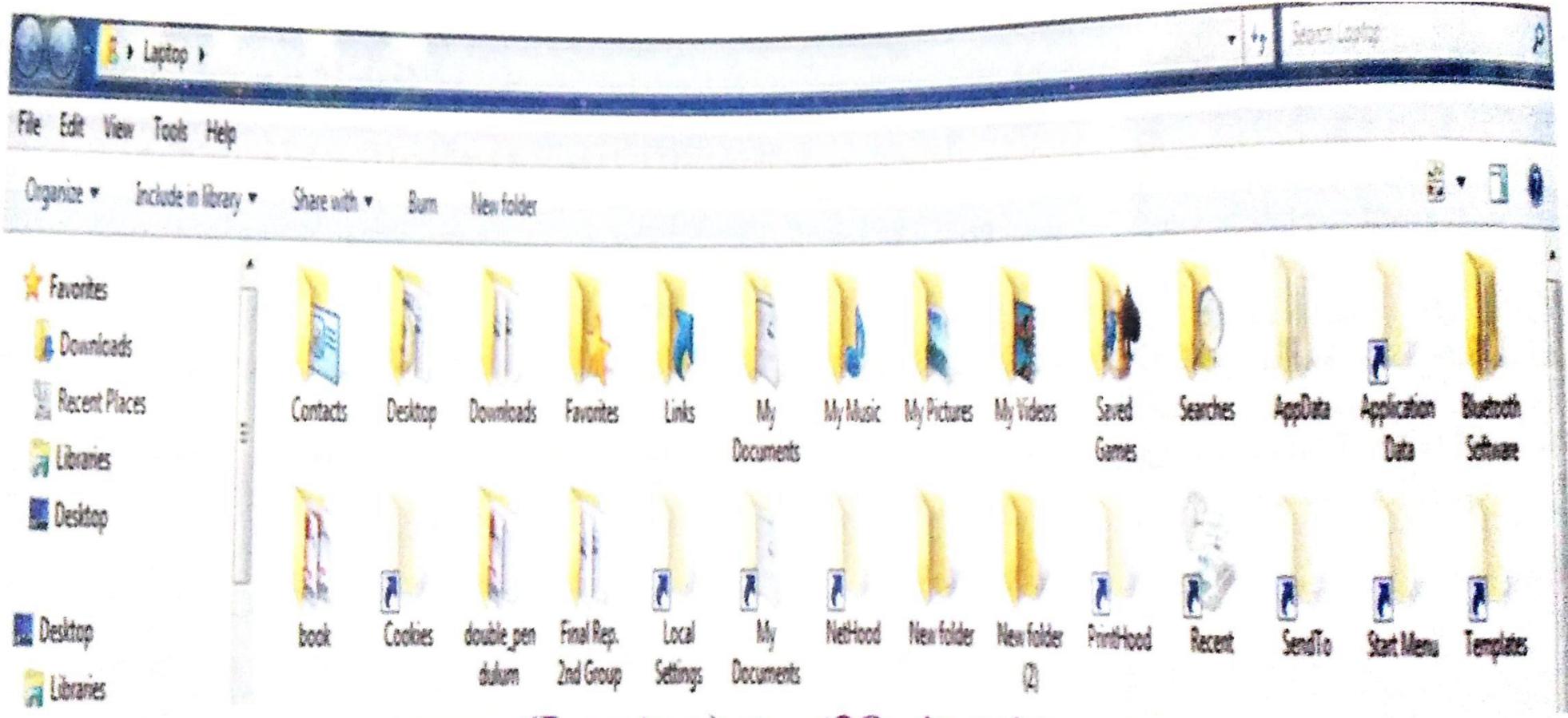
7-exe: Executable files

Icons

it is the smallest software component in which it stores the name and location of files, folders, and programs. And they are in the form of icons or small images that allow, by double-clicking on them, to open files and programs on the computer.

➢ **Computer icon** includes fixed (C, D,….) and movable(DVD , flash , ram)computer storage units.

➢ **Laptop icon**: This folder contains the default folders for storing files such as the download folder for downloading files from the Internet

Organize ▾   System properties   Uninstall or change a program   Map network drive   Open Control Panel

- Downloads
- Favorites
- Final Rep. 2nd Group
- Links
- Local Settings
- My Documents
- My Documents
- My Music
- My Pictures
- My Videos
- NetHood
- PrintHood
- Recent
- Saved Games
- Searches
- SendTo
- Start Menu
- Templates
- دورس إكتمال لتدريب صور القرآن
- لمة
- صور مهرجان قرآن
- القرآن
- ٢ علم نواحي جهد
- Computer
- Local Disk (C:)
- D (D:)

▴ Hard Disk Drives (4)

Local Disk (C:)

3.80 GB free of 48.7 GB

D (D:)

15.7 GB free of 61.5 GB

E (E:)

6.01 GB free of 60.5 GB

F (F:)

42.7 GB free of 61.9 GB

▴ Devices with Removable Storage (2)

DVD RW Drive (G:)

YOSER (J:)

3.91 GB free of 7.44 GB

▴ Other (1)

My Bluetooth Places

LAPTOP-PC   Workgroup: WORKGROUP   Memory: 2.00 GB
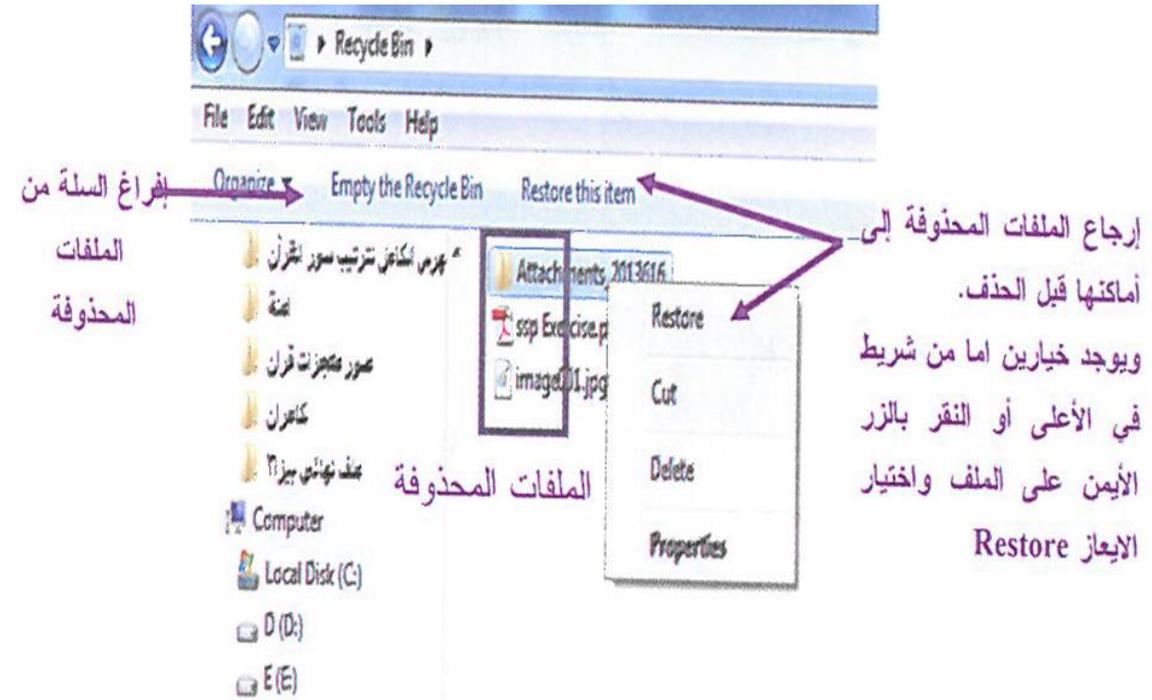Processor: Intel(R) Core(TM) i3 CP...

Computer icons

Laptop icon

➤ **Recycle Bin icon**   :

Refers to a part of the hard

disk that temporarily retains

 the deleted files after applying

 the instruction, and the deleted

files can be returned if the Recycle Bin is not emptied or the size
of the deleted files exceeds the size of the Recycle Bin on the
hard disk

الشكل (4-29) سلة المحذوفات

Windows operations

➤ <u>Controlling of window size</u>: You can minimize the window for the folder or the file opened from the tools.
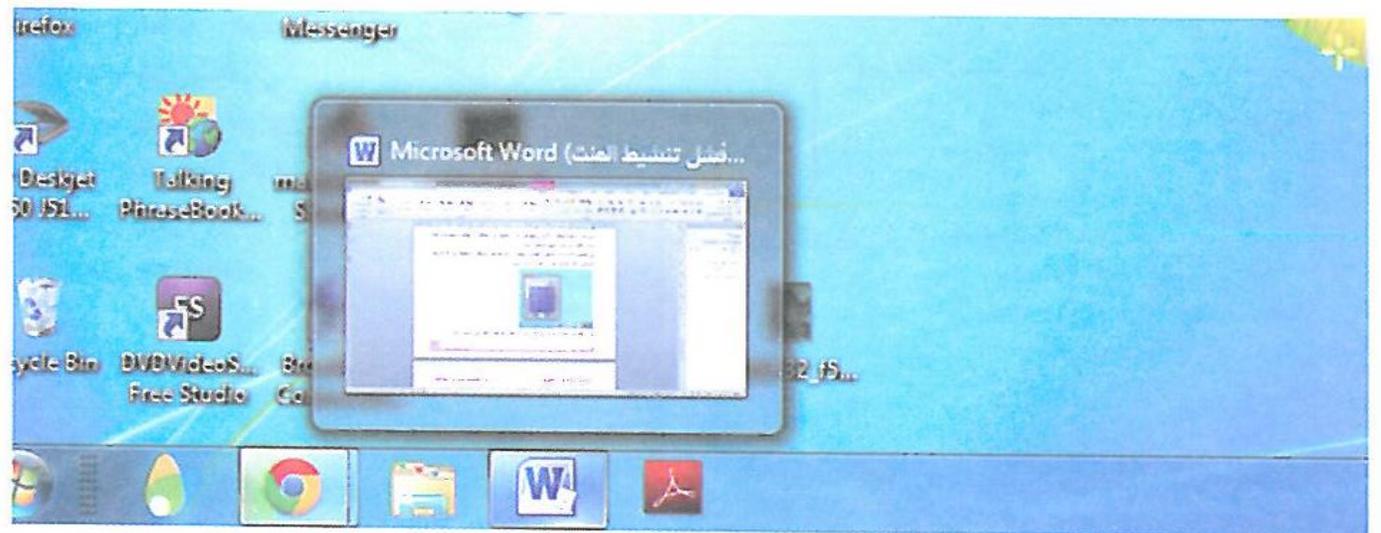
❖ Maximize button: What looks like a small window is used to enlarge an open window to cover the entire desktop. After the window is maximized, the maximize or restore b

❖ Minimize button: used to minimize

the open window (temporarily close it)

and place it on the taskbar, and by clicking on it can reopen it at the same size as before
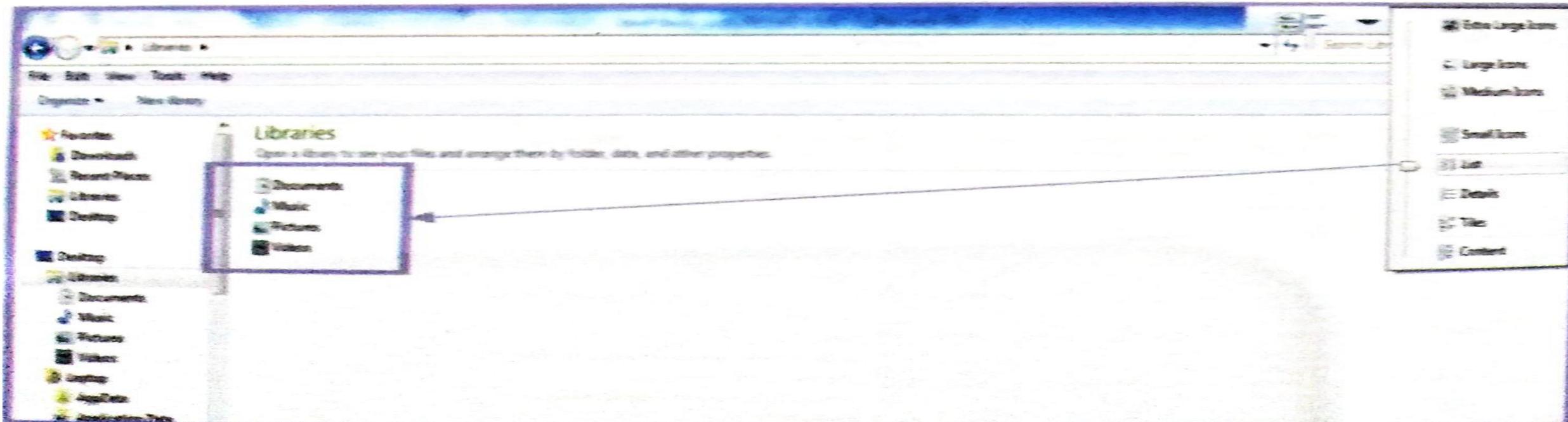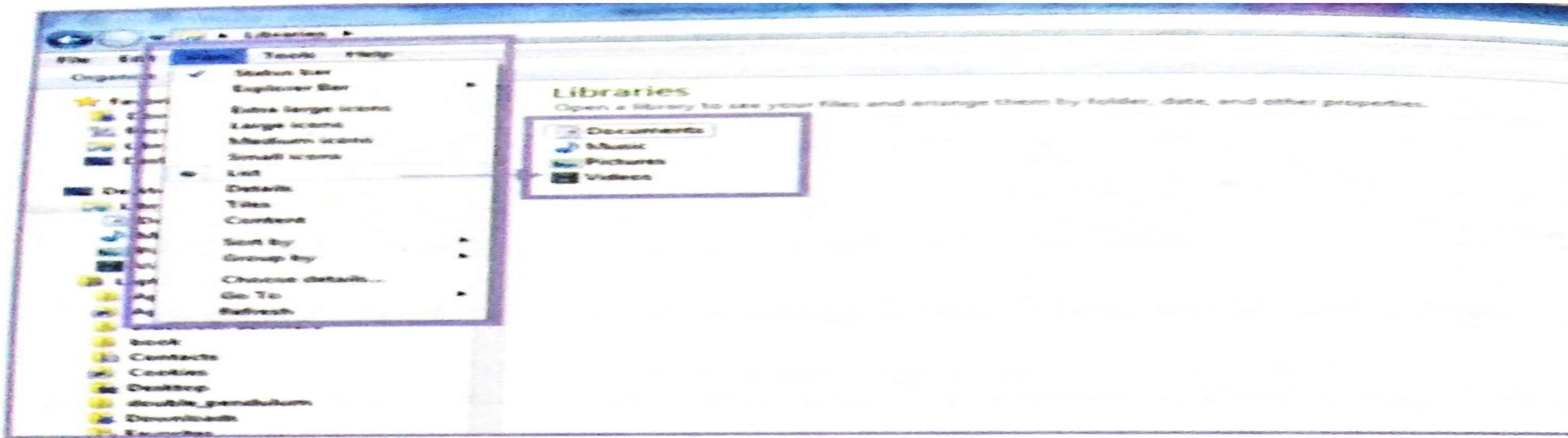
➢ <u>Preview of open windows:</u> One of the advantages of Windows7 is that when you hover the mouse pointer over the icon of a temporarily closed window on the taskbar, an image appears showing a mini preview of this window, which is useful because it gives the user a preview of the content of the file / folder within the window

➢ <u>Icons Views:</u> You can choose how files and folders are displayed. And display them in small or large size or in the form of a list of details, including size, type and date of last update

- For example, opening the My Documents folder
- Click on the View menu or from
- A drop-down menu appears with a set of options
- An indicator appears next to the current selection

➢ <u>Creating new folder/file</u>

1- open any folder

2-choose file>new>folder or from Folders bar >new folder

3-A new folder will appear with a misleading name, with the ability to write a new name and we press on a key(enter).

You can press the right mouse key on an empty location (inside the place where you want to open the folder), and choose(new folder) and with the same steps a list will appear that includes a set of file names that represent the programs on the computer

File   Edit   View   Tools   Help

Share with	▸		Share with ▾	Burn	(New folder)		
مزامنة الملفات المشتركة	▸		Name			Date modified	Type
New	▸	📁	Folder			١٢/٠٣ ص ١٢:٤٩	Adol
Create shortcut		🔗	Shortcut			١٤/٠١ م ٤:٢٥	Adol
Delete		📄	Microsoft Access قاعدة بيانات			١٢/٠٣ ص ١٢:١٦	Adol
Rename		🖼	Bitmap image			١١/٠٣ ص ٧:٣٧	Adob
Properties		📇	Contact			٧/٠٧/٠٤ م ١٢:٣٨	Adob
Close		📝	Microsoft Word 97 - 2003 Document			٧/٠٥/٠٤ م ٧:٠٩	Adob
		📝	Microsoft Word Document			١١/٠٣ ص ٧:٣٨	Adob
▸ 🖼 Documents		📓	Journal Document			١١/٠٣ ص ٧:٤٠	Adob
▸ 🎵 Music		📊	Microsoft PowerPoint 97-2003 Presentation			٢٢/٠٩ ص ٨:١٨	Adob
▸ 🖼 Pictures		📊	عرض تقديمي من Microsoft PowerPoint			١٢/٠٣ ص ١٢:٥٢	Adob
▸ 🎬 Videos		📘	مستند Microsoft Publisher			٧/٠٢/١ م ١:٥١	Adob
▾ 💻 Laptop		📦	WinZip File				
▸ 📁 AppData		📄	Text Document				
▸ 📁 Application Data		📊	Microsoft Excel 97-2003 Worksheet				
▸ 📁 Bluetooth Software		📊	ورقة عمل Microsoft Excel				
📁 book		📦	WinZip File				
📁 Contacts		📦	WinZip Zipx File				
▸ 📁 Cookies		💼	Briefcase				
▸ 📁 Desktop							
📁 double_pendulum							
▸ 📁 Downloads							