





# تطبيقات الحاسوب
# المحاضره الرابعه
# كلية الحله الجامعه

م.م راويه رائد السعدي

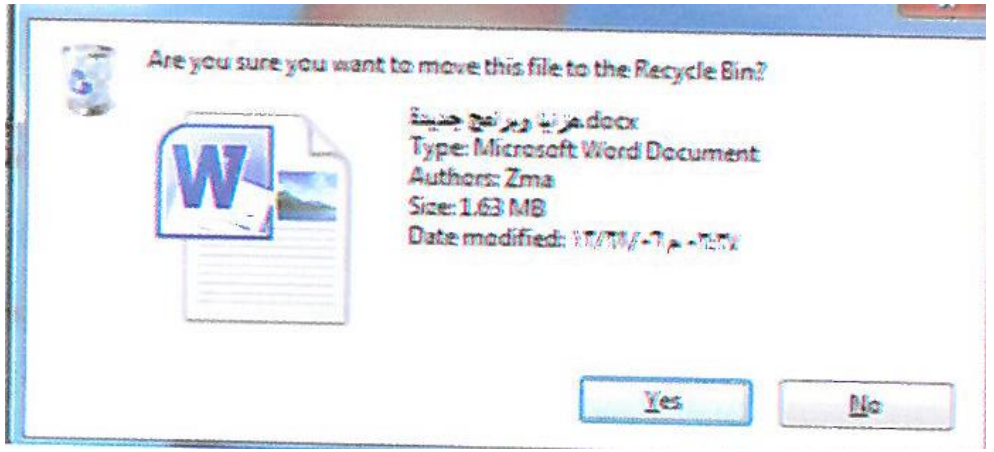
# Windows operations

- **Rename for folder / files**

- pointing the folder
- Right-click on the folder icon
- Choose Rename
- The folder name is highlighted in blue ,it is ready to write a new name
- write a new name and press Enter key

## ➢ Delete file/ folder

- pointing the folder
- Right-click on the folder icon
- Choose Delete

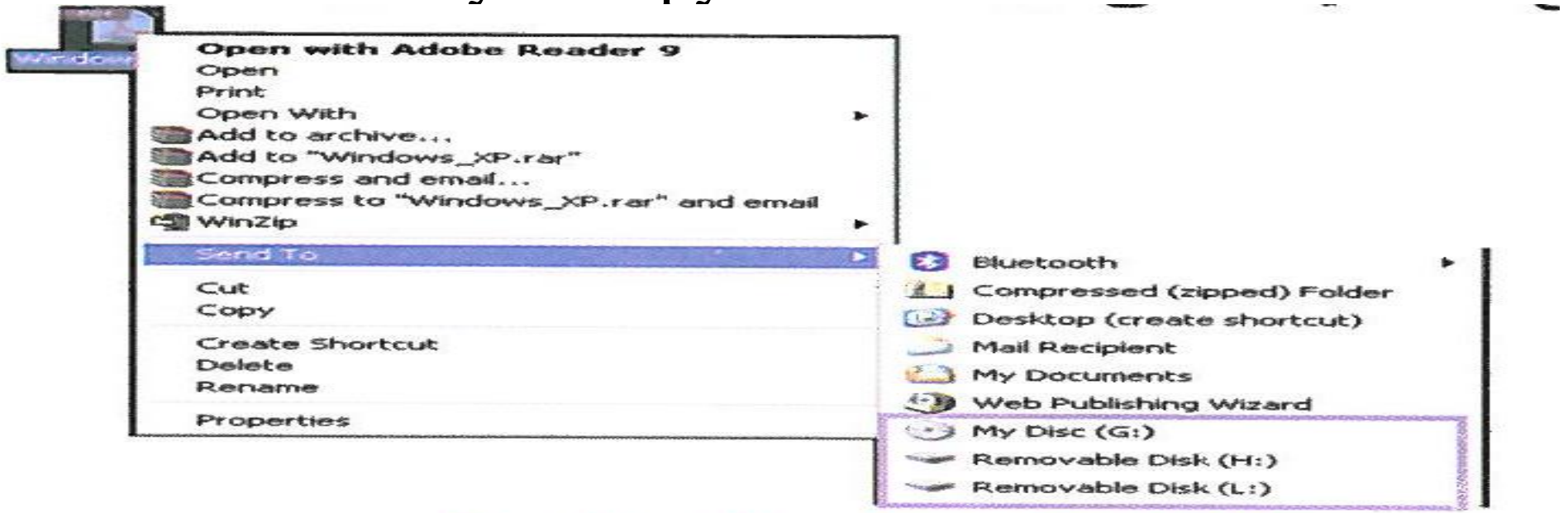



- A dialog box appears asking to confirm the file deletion and send a message to the Recycle Bin
- Can also  mark the folder ,press the Delete key from Keyboard

## ➢ Copy or cut file/ folder

- pointing the folder that to be copied
- By pressing the right mouse button and selecting copy
- Or by pressing (Ctrl+ c) from keyboard
- We select the location we want to copy folder or file on it and choose from shortcut menu of Right mouse button (PAST)
- Or by pressing (Ctrl+ v) from keyboard
- With the same previous mentioned steps for instructing copying. An instruction can be used to **cut** a file or folder from one place to another. choose the **Cut command** from the right-mouse shortcut menu or from keyboard by pressing (Ctrl+ x)

***Note /*** 1- the instruct ***Send to*** .. Used to send a file or folder to a floppy dis ,CD-ROM or to movable memory (flash or RAM), etc. This is the fastest way to copy files or folders.



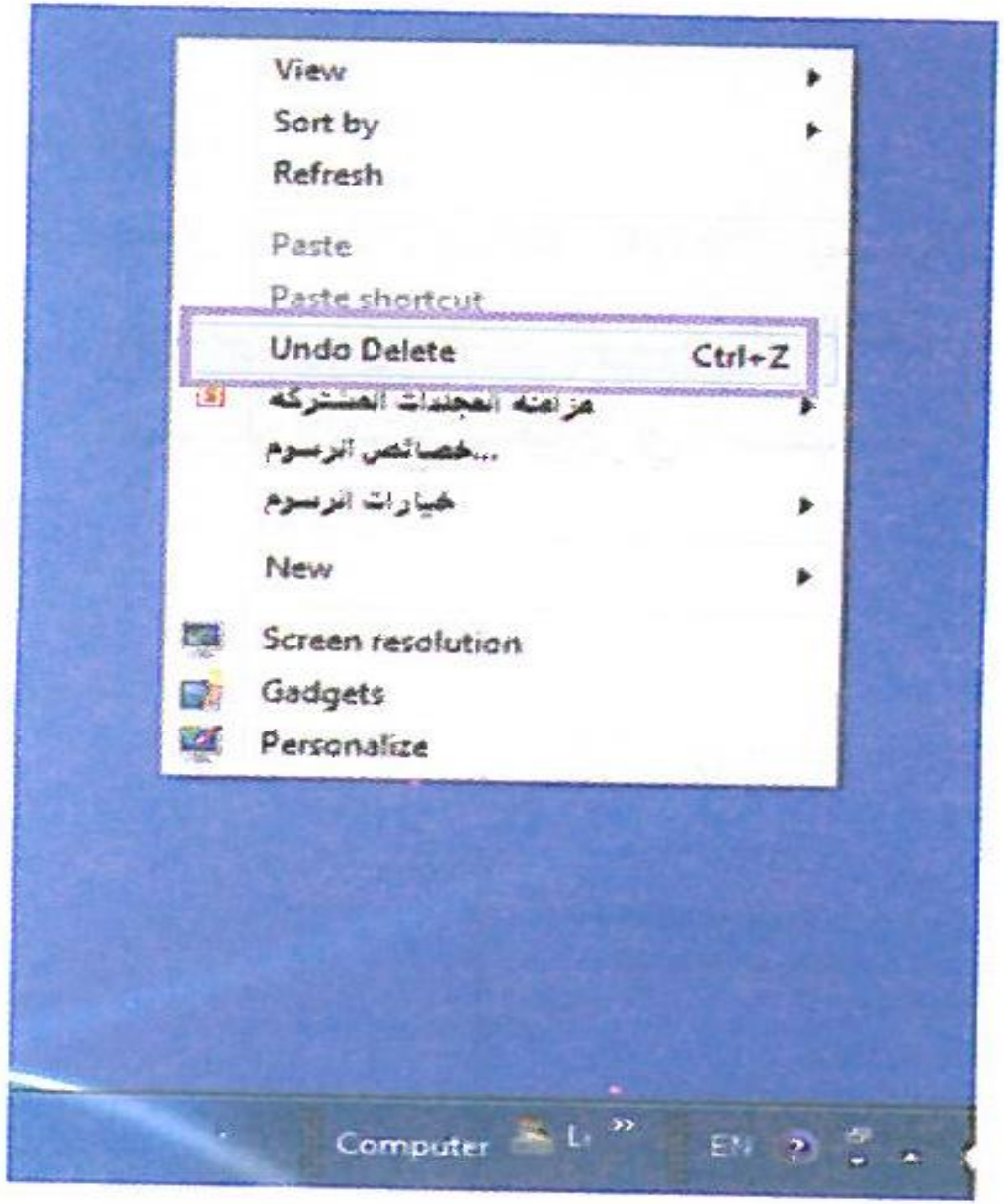

الشكل (4-35) إيعاز إرسال إلى Send to

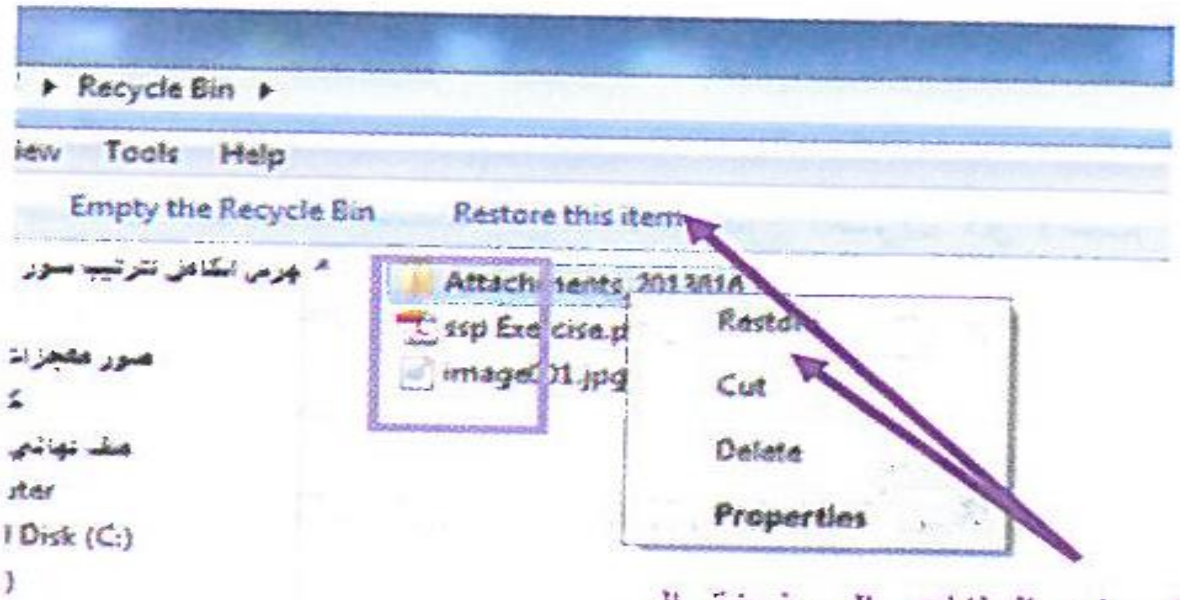
2- The drag and drop method is used to transfer files or folders by pointing the file with the left mouse button and dragging it (while continuing to click on it with the left mouse button) to the place where the file is to be transferred to, then drop the mouse.

➢ **Restore**

Files or folders deleted from the Recycle Bin can be recovered (if the Recycle Bin was not emptied using an instruction Empty) by following the following steps:

- Open recycle Bin
- pointing files / folders by left mouse button
- Right-click on the pointing files and choose Restore
- Also can use the instruction Restore which is located in the folder bar in a folder ‘’Recycle Bin”
- if the deletion was done by a user. The deleted file can be restored by right clicking on any blank location and selecting Undo Delete Or by pressing (Ctrl+ z) from keyboard




## الملفات

إرجاع الملفات المحذوفة إلى أماكنها قبل الحذف

ويوجد خيارين اما من شريط في الأعلى، او النقر بالزر الايمن على الملف واختيار الايعاز

Restore

## ➢ find for folders and files

Windows provides several methods to search for files and folders

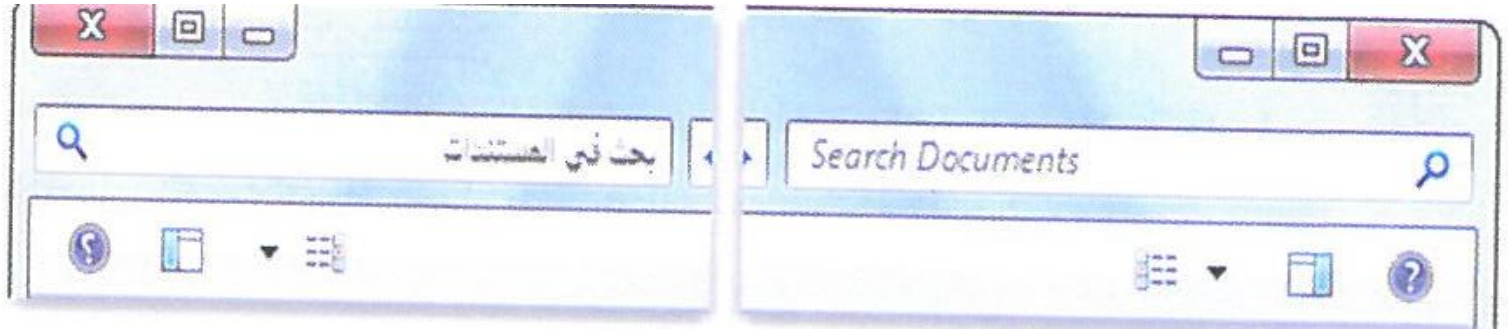
1-Use the search box in the Start menu to search for files, folders, programs, and e-mail stored on computer. Where a word or part of the file name is written in the search box.






## 2- Use the search box on folders

It is used to search for a file known to be stored in a specific location (such as a hard disk drive D, F) or a portable storage disk to save time or effort.



- The search can be performed depending on the type, size of the file, or the date of its creation, and this is called search Filter . For example to search for a file of type (Ms-word) or (exe)  Regardless of the name we write the following(*.doc) or(*.exe)

