

**File:** File is refers to data or information, which we can store in computer memory with unique name. In other words file is collection of information.

### Rules of File

1. Each File given an unique name where maximum name length can be 246 character and minimum can be one character.
2. Each file can have an extension name which is only three character such as – TXT, RTF, DOC, XLS etc
3. File name and extension name separate by dot (.) such as \*.rtf, \*.txt, \*.bmp etc
4. No two file can have same name in same location
5. File always create under any type of application such as- Notepad, WordPad, Ms-Paint , Ms-Word, Ms-Excel, Ms-PowerPoint etc

Application Name	Title Name	Extension name
Notepad	Untitled	TXT
WordPad	Document	RTF
Ms-Paint	Untitled	PNG, BMP, DIB
Ms-Word	Document1	DOC or DOCX
Ms-Excel	Book1	XLS or XLSX
Ms-PowerPoint	Presentation1	PPT or PPTX
PageMaker	Untitled-1	PMD
Photoshop	Untitled-1	PSD

### How To Create File In WordPad

1. First to open WordPad
2. Write any Information do you want such as bio-data or letter
3. Press Ctrl + S For Save, then Save Dialog box will appear on screen
4. Choose location where you want keep file
5. Write New File name and Press enter

### How Open WordPad Document

1. First to open WordPad
2. Press Ctrl + O for Open , then open dialog box will appear on screen
3. Choose location where you keep file
4. Select File and Press Enter

**About Folder:** Folder is a just like storage place where you keep information as a file or folder. There are two type of folder-

1. **System Folder:** Which folder create automatically, when you install any type of program in computer is called System folder. Such as – My Documents, My Music, My Picture, Window, Programs File etc.
2. **User Folder:** Which Folder created by user is called User Folder

**Notes:**

1. **Folder always identify by yellow color**
2. **Operating system provide the facility the creating file or Folder**
3. **Folder always create on Desktop, Any folder, Any Disk Drive or any Network Computer**
4. **The Following Character do not used in File or Folder Name**

/	\	*	:	<	>	?	"	
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5. **The Following Words do not Used For File or Folder Name-**  
**CON, COM1,COM2, COM3, COM4, COMP5, COMP6, COM7, COM8, COM9**  
**LTP1, LPT2, LPT3,LPT4,LPT5, LPT6, LPT7, LPT8, LPT9**

**How Can Create Folder**

1. First to right click on which place where you want create New Folder
2. Point Move on New, Point Move on Folder and click Left button of Mouse, then New Folder will appear on screen named as New Folder
3. Write New Folder Name and Press Enter

**How Can Change / Rename of Any File of Folder**

1. First To select which file or folder do you want Rename
2. Press **F2** Function key or Right Click on which file or folder do you want rename and Point Move on Rename and click left button of mouse
3. Write New Name and Press enter

**How can delete Any File or Folder**

1. First to select which file or folder do you want delete
2. Press Delete Button from keyboard, then message prompt will appear on screen click on Yes button for Delete or press No Button for do not delete
3. Click on yes button for delete

**Note:** If you click on Yes button then you r selected file or folder will delete and go to Recycle Bin. In Future you can also come back from recycle bin of deleted file or folder

**How can restore Delete File or Folder from Recycle Bin**

1. First to open Recycle Bin From Desktop
2. Select which file or folder do you want Restore
3. Click on Restore This Item

**Note:** Then your selected file or folder will come back on which place where you put before delete.

**Hidden File or Folder:** which file or folder do not show in current list or directory is called hidden file or folder

### **How can hide any file or Folder**

1. First to Right click on which file or folder do you want Hide
2. Point Move on Properties and click left button of mouse
3. Check the Hidden option From Properties dialog box and click on Ok button and Press **F5**
4. If you your selected file or folder do not completely hide, go to control panel , double click on Folder option, Click on View, and Select Do Not Show Hidden File or Folder from Advance Setting and click ok

**Note:** Then you will find your selected file or folder completely hide form original location

### **How can Show Hidden File or Folder**

1. First to open control panel
2. Double click folder option
3. Click on View
4. Select Show Hidden File or Folder From Advance Setting, and click Ok
5. Return which place where you keep hidden File or Folder
6. Right click on hidden file or folder, click on properties , un check the Hidden option