

Hands-On

(A Book of Information and Communication Technology)

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Class - V



D.A.V. Publication Division
D.A.V. College Managing Committee
Chitragupta Road, New Delhi-110055



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Foreword

D.A.V. College Managing Committee has been doing yeoman's work in the field of education for more than a century now. It has had the privilege of contributing positively to the field of education in big cities as well as in the remote areas of India. In fact, it has become a movement with an objective of carrying the lamp of education to the doorsteps of the people living in various corners of the country. If the spirit of spreading education among different sections of the society has been one of its objectives, the raising of the quality and standard of education has become the most important purpose of this movement. We aim at the overall development of the personality of the child wherever he/she is and in whatever situation he/she grows.

With this aim in view, the D.A.V. Centre for Academic Excellence, a wing of the D.A.V. College Managing Committee, has been bringing out innovations in the curriculum of its Classes from LKG to VIII in a phased manner since 1992-93. Accordingly, the books were designed in such a manner as to make them lively, interesting and user-friendly. Text books for Classes-LKG to VIII, based on the curriculum prescribed for these standards, have been designed inhouse. These have been well-received and highly appreciated by both the teachers and students. The text of these books has been prepared by the expert groups comprising practising teachers from schools and subject experts from various educational bodies of repute.

This book, titled '*Hands-On*' (Class-V) is a part of the set of text books for Class-V. The text of this book is within the framework of the curriculum. The book is activity-oriented and efforts have been made to stimulate the child's thinking and develop in him or her the spirit of inquiry. It contains information for improving the knowledge of the child and for providing the child with an opportunity to apply that knowledge.

I am confident that this book will be liked by our teachers, students and parents.

Punam Suri
President

D.A.V. College Managing Committee

Preface

For more than a decade now, the D.A.V. College Managing Committee (DAVCMC) has been publishing text books for its public schools. The needs of children in different age groups were assessed and programmes designed accordingly. Instructional material in the form of curriculum guidelines, teachers' manuals and text books were developed for Classes-LKG to VIII in a phased manner.

The D.A.V. Centre for Academic Excellence has developed a set of text books for the Class-V. These books are completely based on the curriculum prescribed by the NCERT. Every year, the D.A.V. Centre for Academic Excellence reviews these books based on the feedback received from the schools. These efforts have made the books child-friendly and brought uniformity in the educational standards in all D.A.V. Schools.

The Publication Division of DAVCMC has endeavoured to present the text of this book in an interesting manner with colourful diagrams and layout. We hope it will be received well by both the teachers and students.

I am thankful to all those people who, at various stages of the development, made a significant contribution in one form or the other, which made it possible to complete the book in time.

I shall certainly welcome feedback and suggestions for the improvement of the book.

Director (Publication)

Dear Teacher

Computers have become an integral part of our daily lives. Accordingly, the knowledge of computers and its usage need to be introduced in D.A.V. Schools at an early stage. *Hands-On (A Book of Information and Communication Technology)* is an outcome of our efforts towards the same. The series is meant for the students of Classes-III to VIII. It introduces them to the world of computers in an interesting and interactive way, and the topics chosen are such that these cater to the latest developments in the field of computers.

ICT (Information and Communication Technology) is largely a skill based subject. Twenty-first century is a technological era hence, it becomes mandatory to develop the desired ICT skills to excel and gather knowledge. As ICT is a backbone or a tool for teaching other subjects also, so we have introduced an integrated approach while explaining various softwares and we strongly recommend that ICT teachers should involve other subject teachers as desired in the lessons.

In this entire series we have focussed on teaching open source software instead of proprietary software. You will find that the contents in each lesson are mainly explained step by step along with the relevant screen snapshots for clear understanding. At various places, instructions, which will help you to guide the students, are given in the box titled 'Note for teachers'. Any other interesting and non-evaluative information is included in the box titled 'Do you know?'

The series extends an application approach by presenting a box titled 'Activity' which is to be attempted by the students themselves. "Hands On" and "Activities sessions" should be conducted as per the instructions given in each chapter. Enough space in the text book is provided for the students to write the output of the program or of various activities. This book should be treated as text cum work book. The language has been kept simple and only necessary technical terms have been explained.

All the exercises of the book will enable you to evaluate the understanding and application level of students. You can guide the students to find answers to these queries through discussion, practical, browsing through internet, etc.

I trust that the students will find the series interesting to read. I would welcome feedback and suggestions from teachers, students and parents for the improvement of the series.

Dr Nisha Peshin
Director (Academics)

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1

Know Your Computer

Learning Objectives :

After the completion of this chapter learners will be able to:

- understand how the computer stores information,
- appreciate the concept of memory,
- differentiate between:
 - *Primary and Secondary Memory*
 - *RAM and ROM,*
- appreciate the use of secondary storage media,
- measure storage capacity,
- understand the basic design of CPU.

INTRODUCTION

Computer memory is used for storing the data or information. It is important to learn about the various types of memory used to store data or information.

Hi friends!

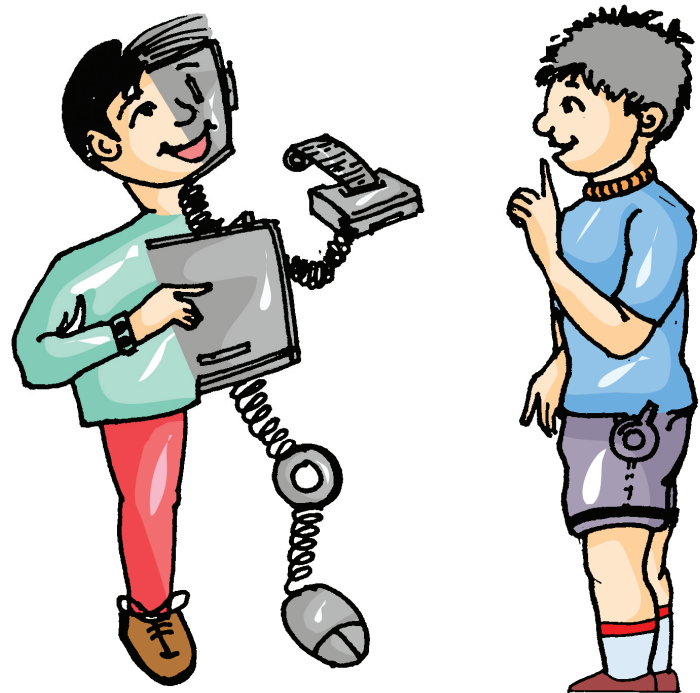
I am Tobo. Meet my friend Dobo.

Tobo: Dobo, Let's play a Memory Game!

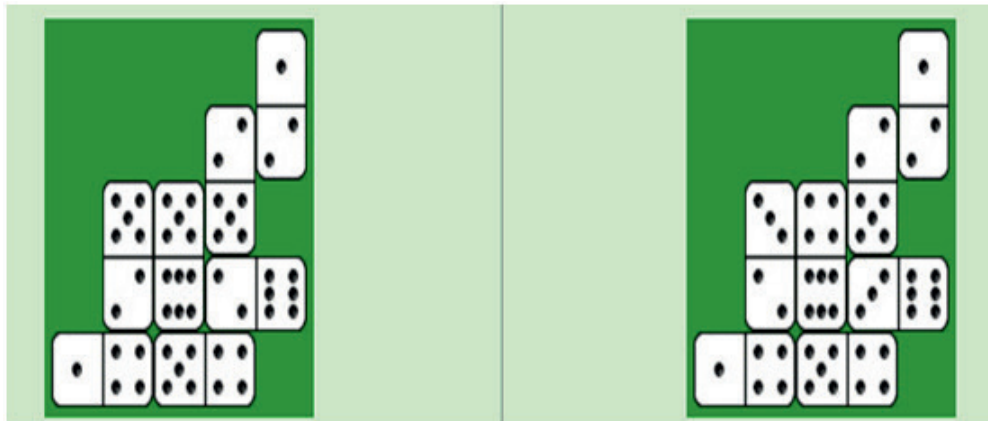
Dobo: Memory Game! What is that?

Tobo: It is a game where you need to use your memory.

Dobo: Oh Okay! Let's play.



Observe the two pictures carefully. Find out (spot) any four differences and list these differences in the space provided below:



1. _____
2. _____
3. _____
4. _____

Dobo: Yipee! I found all the four differences. I used my brain, concentrated and recalled.

Tobo: Umm! You used your MEMORY to play the game.

Let's play some more games:

RECALL ACTIVITY :



1. (Teacher's note: Ask students to form groups of 10 students each)

Any one student from the group may be asked to speak 10 sentences on any topic of their choice.

Other students of the group may be asked to recall the sentences. Each student of the group may be asked to recall any one sentence. For example, first student of the group may be asked to recall the 4th sentence, second student to recall and speak the 9th sentence and so on.

2. SOME MORE MEMORY GAMES:

(Teacher's note: Play the videos by clicking on the links given below to enjoy the memory games)

<http://www.ictspecialist.com/itmatch4a.html>

<http://www.ictspecialist.com/io-facts.html>



MEMORY

Memory stores information.

Tobo: Like we use our **brain** to store information, similarly **computer uses its memory** to **store the data & information.**



In Humans, Brain



In Computers, Memory

RECALL ACTIVITY :



Short Term Memory Test

Directions

We are about to conduct a small short term memory test. Teacher will flash a few words on the computer monitor / Smart board / Projector for 3 seconds. Students will write down as many words as they can remember after all the words are flashed. No child should be allowed to write or copy the words as they are being flashed.

If you are ready....START TEST!

Note down the words you could recall.

The words I remember are:

Dobo: Yes, now I understood that as we have one Brain, computer has one memory.

Tobo: No, Computer has two types of Memory.

DO YOU KNOW ?

- ★ Some special incidents we remember throughout our life like first stage performance, Birthday parties, our vacation etc.
- ★ Some daily incidents we forget like who was sitting behind us in the class last week, what we wore on a particular day etc.

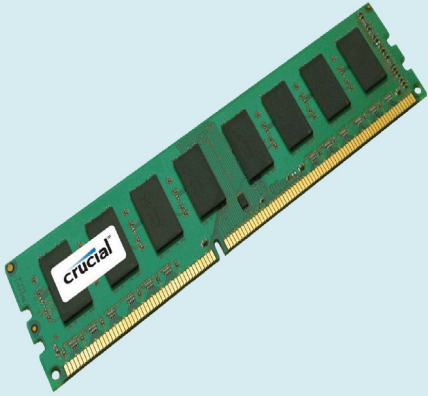
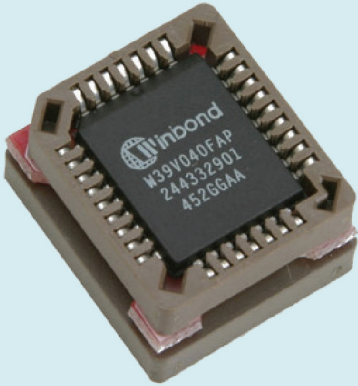


TYPES OF MEMORY

1. PRIMARY MEMORY

It is the **internal memory** of the Computer system.

This primary memory is of two types:

RAM (Random Access Memory)	ROM (Read Only Memory)
	
Short Term Memory.	Long Term Memory.
Data can be read or written .	Data can only be read .
It is volatile in nature , i.e. the data is stored temporarily .	It is non-volatile in nature, i.e. the data is stored permanently .
When power is switched off, the data is lost .	When power is switched off, the data is not lost .
It holds the data and instructions required and used during processing.	It holds the system start up instructions- BIOS (Basic Input Output System) which is stored by the manufacturer.



ROM only reads
RAM reads *and* writes



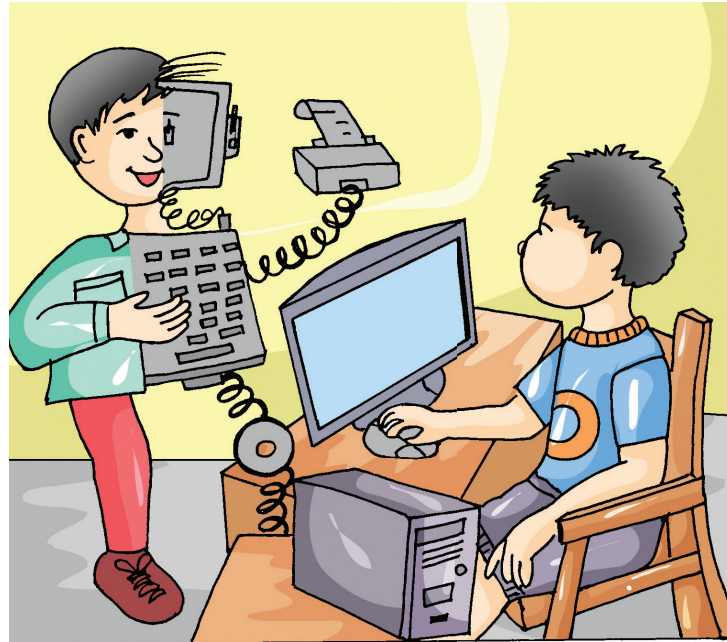
Tobo: Dobo, let me test your memory.

Dobo: My memory ... okay!

Tobo: Dobo, Switch on your computer system. Can you tell me which memory is used?

Dobo: Oh simple! **Primary Memory – ROM (Read Only Memory)**. But I have never seen RAM, ROM.

Tobo: Umm..I guess I have a movie on this. Watch the movie “How to identify different components inside our computer.”



ACTIVITY :



<https://youtu.be/yRmPTbGBqVI>

Watch this movie carefully and note down any Five Components that were shown in this movie:

RECALL ACTIVITY :



Identify RAM, ROM on the Microprocessor.

(Teacher’s Note: Take a microprocessor from e-waste and ask the students to identify RAM, ROM on it. If you are unable to find the same in e-waste, the link given below can be used.)

Click on the link given below to watch the Video and identify Microprocessor components:

<https://youtu.be/QJx7JBZjd8>



Note down any Five Components of Microprocessor that were discussed in the movie as mentioned on the previous page.

2. SECONDARY MEMORY

It is the *External Memory* provided with the help of other Storage Devices which stores information and data in it. This is also called *Permanent Memory*.

Dobo: How is Secondary Memory different from Primary Memory?

Tobo: What is your Father's phone number?

Dobo: 0101010631. But why are you asking that?

Tobo: Oh great! Can you tell me phone numbers of any 10 friends or relatives?

Dobo: I don't remember. I will have to look into my phone book.

Tobo: When I asked your father's Phone Number, you were able to tell the same immediately as the answer is in your mind. This is **Internal Memory** like the Primary memory. However, when I asked your relatives' phone numbers, you wanted to refer to the phone book which can be compared to **External Memory or Secondary Memory**.

Tobo: I think I have a video for you on this as well.

Watch the video by typing the link given below to understand the difference between Primary and Secondary Memory:

<https://youtu.be/6f736gCjJXY>

List down any two differences between Primary and Secondary memory as mentioned in the video.

1. _____
2. _____





Hands On

Open Writer and make two files namely 'MY HOBBY' and 'MY AIM'. Type some content in both the files.

1. Save "My Hobby" file before closing it.
2. Close the other file without saving.
3. Now open both the files. Are you able to view (see) the contents of both the files? If not, Why? Write the reason in the space provided.

RECALL ACTIVITY :

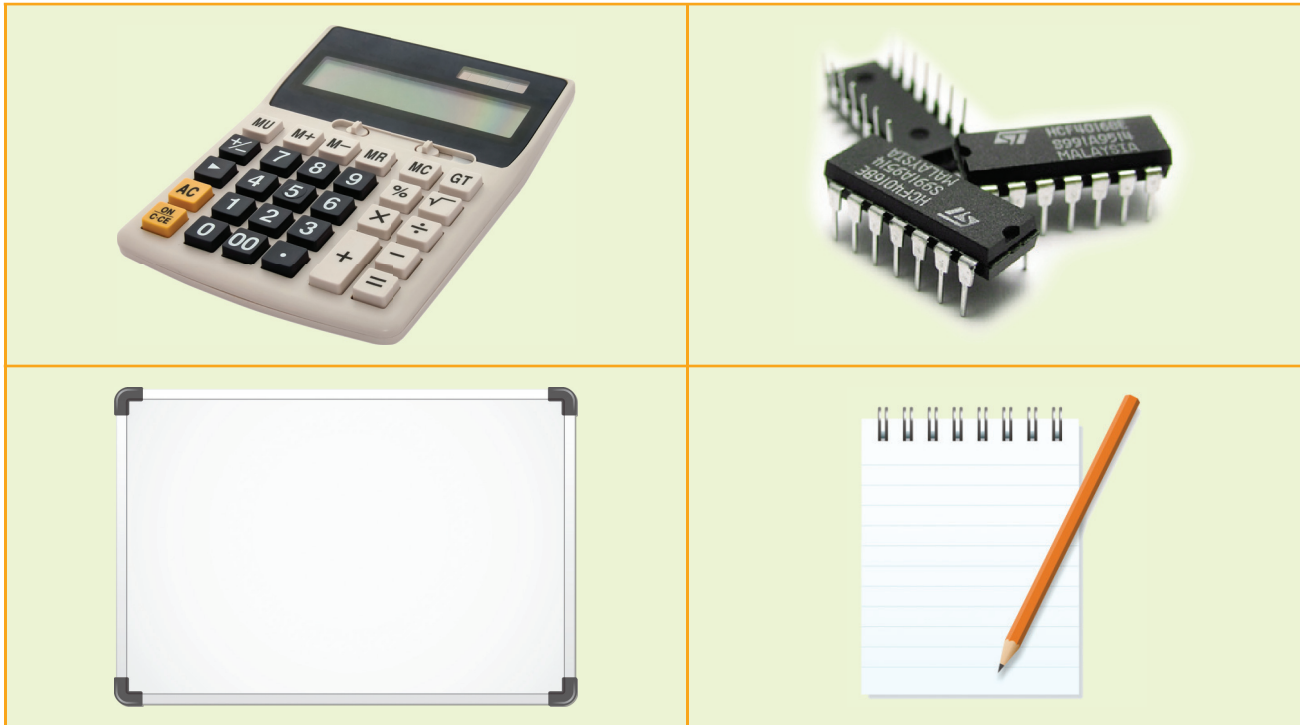


All students of the class should be divided in two groups. One group to display pictures related to Temporary Memory and other group to display pictures related to Permanent Memory.

Let each group member display the picture and explain how it is Permanent or a Temporary Memory? Some examples are given below.

Example:





Dobo: Hey!! I got it! My Piggy Bank is a Permanent Storage where I store my money and it remains there till I don't take it out.

Tobo: Yes, with computers we also use a number of storage media for Permanent Storage.

STORAGE DEVICES

Once data has been entered into a computer and processed, it needs to be stored.

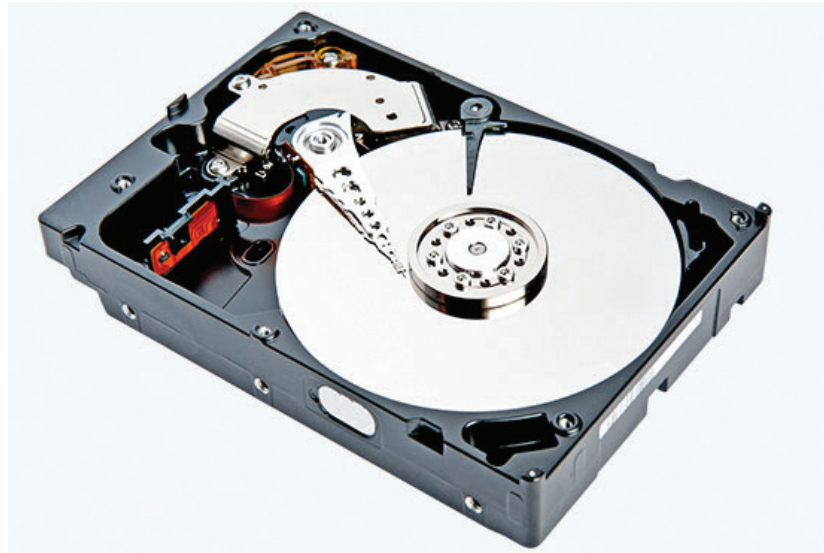
Storage of data requires some **media to store information** till it is deleted or overwritten by the user.

HARD DISK

Fixed Hard Disk

A hard disk (sometimes abbreviated as Hard drive, HD, or HDD) is a **non-volatile memory** device that permanently stores information. It is fixed inside the CPU.





Portable Hard Disk



Portable hard disks as the name suggests are very useful because you can ***carry data anywhere and transfer information, programs, pictures, etc., between computers.***

CD-ROM/DVD (Digital Versatile Disk)

Compact Disk/Digital Versatile Disk stores huge amount of data permanently. ***CD/DVD is portable disk that can be used for transferring data and programs from one computer to another computer.***



BLU-RAY DISC

Blu-Ray or **Blu-Ray Disc** (BD, BRD) is a digital optical **disc** data storage format. It is capable of storing high-definition & ultra high-definition video resolution.



DO YOU KNOW



- ★ An **optical disc** is an electronic data storage medium that can be written on and read using a low-powered laser beam.
- ★ Resolution is defined as a matrix of “pixels” per inch. A screen resolution of **1920x1200** means **1,920 pixels** horizontally across each of 1,200 lines, which run vertically from top to bottom.
- ★ A **pixel** is a single dot on the computer screen.

PEN DRIVE/ USB FLASH DRIVE/ MEMORY STICK

Pen drive is also called **Flash Drive**. *Pen drive is a portable device used for transferring data and programs from a computer to another computer.* You can use a pen drive to copy data, songs, games and programs from one computer to another.



MEMORY CARD

A **memory card** or **flash memory card** is a solid-state electronic flash memory data storage device used with digital cameras, handheld and Mobile computers, telephones, music players, video game consoles etc.



RECALL ACTIVITY :



'WHO AM I?'

Divide the class into two groups. Let each group explore and find out about the storage devices used in the past and the devices used now. Each group should be asked to share two or more characteristics of the storage device they explored without naming the device and the other group to identify or guess the name of the device discussed.



Hands On

PRIMARY & SECONDARY MEMORY

- (a) Find out some of the Memory devices being used in the computer lab. Classify them as Primary or Secondary Memory and write the names under the correct column.

Name of Memory Devices in Computer Lab	Memory Type

- (b) Use these different storage devices available in the lab to accomplish the following tasks.

Task	Storage Device Used
To transfer a file from one system to another.	
To submit a Project Writer file to the teacher for evaluation.	
To save the work done in the Computer Lab.	
To save a movie file.	
To install a software on Computer	



Tobo: Come Dobo! Let's watch this video to play a game

<http://www.dineshbakshi.com/ICT/storage-device.html>

Join Tobo and Dobo and watch the video by clicking on the link provided.

Tobo: What happened? You look worried!

Dobo: I was absent yesterday.

Tobo: I have a writer file of yesterday's work. You can use your Pen Drive to take a copy of it.

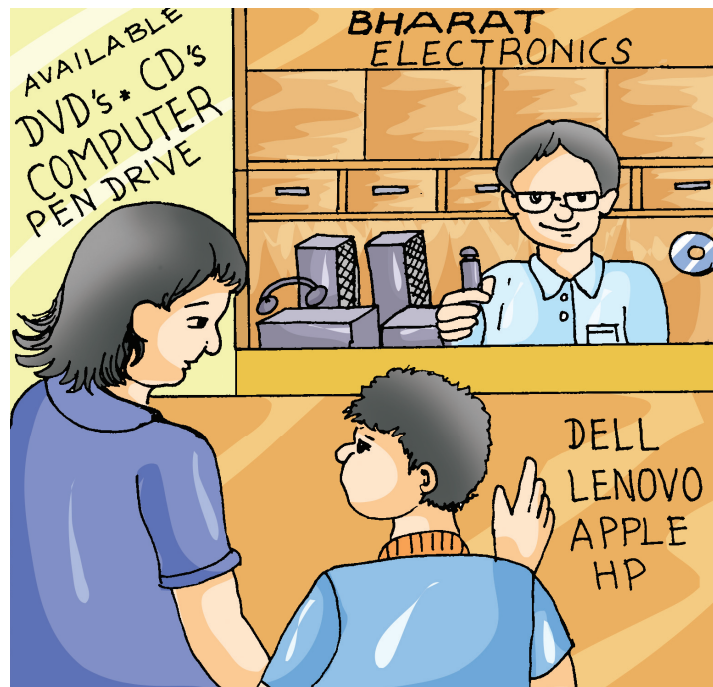
Dobo: OK! I will get my Pen Drive.



MEASURING STORAGE CAPACITY

Dobo went to the market to buy a Pen Drive with his mother.

Shopkeeper: How much Storage Capacity Pendrive do you want?



Mother: 8 GB Pendrive.

They bought the Pen Drive and came back home.



Dobo asked his mother: Storage Capacity? What is it?

Mother: You know that all items that we purchase are measured in some measuring units

In the same way, we have units to measure Storage Capacity of various computer storage devices.

Dobo: What are they?

Mother: Smallest storage unit of Memory is a **BIT**.

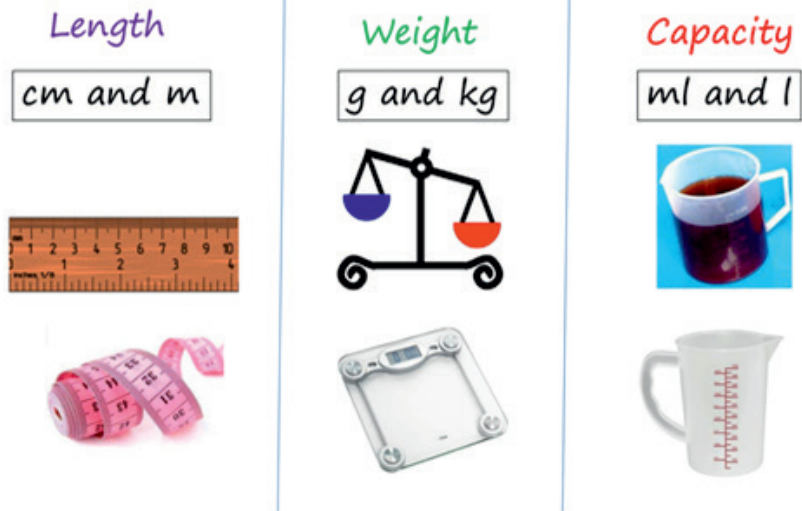
BIT → **Binary digit (0 or 1)**

Dobo: What is BIT?

Mother: Dobo, go and switch ON the Fan. (Dobo went and switched ON the Fan.)

Mother: Now switch it OFF. (Dobo went and switched OFF the fan).

Mother: Fan understands only two commands ON and OFF. **Computer also recognises only two digits 0 and 1.**



A combination of **4 bits** makes a **nibble**.

A combination of **8 bits** makes a **Byte**.

Computer Memory is measured in Bytes.

A Byte represents a character.

1 Byte = 8 bits

1 KiloByte (KB) = 1024 Bytes

1 MegaByte (MB) = 1024 KiloBytes

= 1024 X 1024 Bytes

1 GigaByte (GB) = 1024 MegaBytes

= 1024 X 1024 KiloBytes

= 1024 X 1024 X 1024 Bytes

Let us play Tic Tac Toe to understand this further.



RECALL ACTIVITY :



Cut 6 (six) small circles of paper.

Here, each circle represents 1024 bytes.

	Bytes	Bytes	Bytes
KB (KiloByte)			
MB (MegaByte)			
GB (GigaByte)			

Now paste these circles in the above blocks, to make the required number of bytes in case of KB, MB, GB.

Put a cross in a block for zero bytes.

(Hint: A right angled triangle will be formed)

Dobo: It means every Storage Device has some fixed Storage Capacity.

Mother: Yes.



Hands On

Watch the video: https://youtu.be/5uZy_AxuoLA and answer the following Questionnaire

What is the Storage Capacity of the following Storage devices?

STORAGE DEVICE	STORAGE CAPACITY
Floppy Disk	
CD	
DVD	
Hard Disk	
Pen Drive	

RECALL ACTIVITY :



Watch the following video to find out:

“How to find the storage capacity of your PC”:

<https://youtu.be/ToFjS53i-GE>

Find out the storage capacity of your system in the lab, at home and of your parent’s mobile.

MEMORY DEVICE	COMPUTER LAB	HOME	MOBILE PHONE
RAM			
Hard Disk			

ORGANIZATION OF CPU

Dobo and Tobo are working for a school project on the Computer.

Dobo: I wonder how a Computer works.

Tobo: It is the **CPU**, which **controls its working**.

Dobo: CPU? What is it?

Tobo: Well, I can explain you the CPU and its organization. Have you seen an ATM machine?

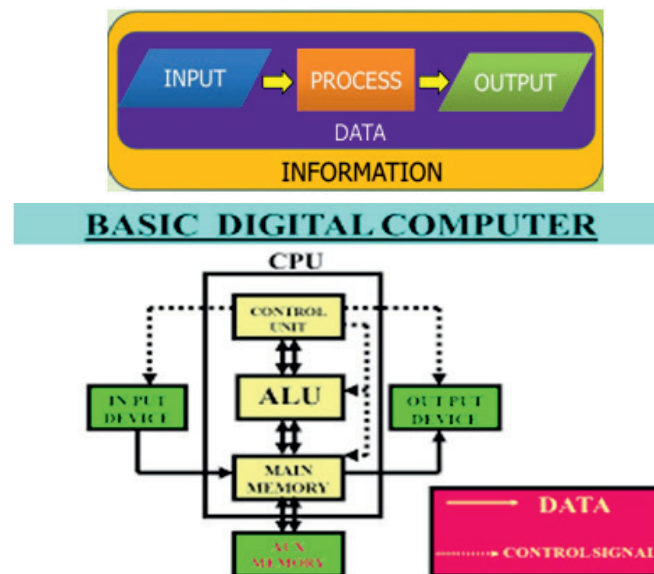
Dobo: Yes, I have seen my mother and father using it to take out money.



Tobo: An ATM machine works like a CPU.

- ❖ **The Card and Keypad acts as an Input Device.**
- ❖ The input i.e. **Card details and the Password** are processed in the **ATM Machine** which acts as a CPU.
- ❖ Finally, in the **Cash Dispenser** which acts an **Output Device**, the output i.e. the money is dispatched.

A Computer System is made up of three main parts:



INPUT UNIT: *The devices that give data and instructions to computer are called Input Devices. Example: Keyboard, Mouse, Light Pen, Scanner etc.*

CPU (Central Processing Unit): It is responsible for processing the data fed by the user, for example sorting the data, performing calculations on it, saving it on the computer's memory etc. It acts as a brain of the Computer.

CPU has three parts:

CU (Control Unit)

Controls all the components by issuing control signals.

ALU (Arithmetic and Logical Unit)

- ❖ *Performs all the calculations and carries out the instructions of a computer program, performs the basic arithmetical and logical operations.*





MU (Memory Unit)

- ❖ Stores data, instructions & result of processing.
- ❖ The result of the operation is stored in Memory.

OUTPUT UNIT: *The devices that display or give the result after processing of the data are called Output Devices.* Example:
Monitor, Printer, Speaker, Plotter etc.

Tobo: Dobo, would you like to play another game? I have a wonderful game with me. Click on the link given below to play the game.


DO YOU KNOW 
Input and Output Devices are also called Peripheral Devices.

<http://www.ictspecialist.com/peripherals.html>



Hands On

1. Check your computer lab and list the various Input and Output devices available in the lab in the space provided below:

2. Switch off the Power Cable.

Open the System unit & show the various parts of the CPU.

OR

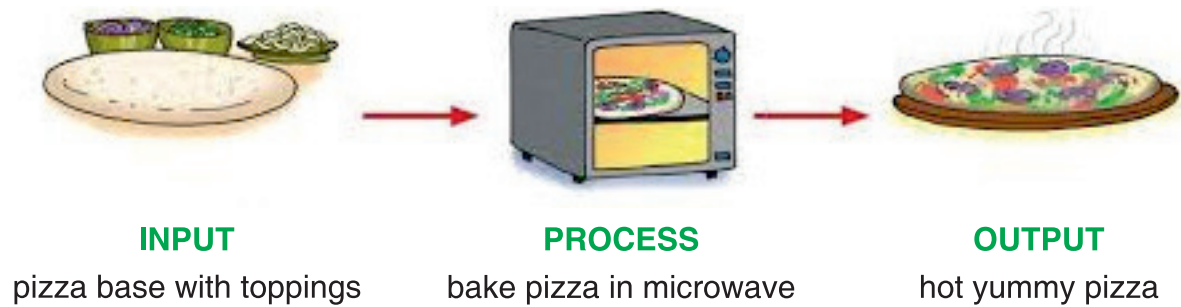
Watch this Video by clicking on the link given below:

<https://youtu.be/ctAVC2JwEwI>

Note down any five parts of CPU that were shown in the above movie:



I-P-O Cycle



RECALL ACTIVITY :



1. Suggest the appropriate Input, Process, Output to complete the given tasks.

TASK	INPUT	PROCESS	OUTPUT
To Reach school			
To Make Lemonade			
To issue a book from Library			
Call a Person			

2. Identify Input, Input Device, Process, Output, Output Device in the following statements.

Task	Input	Input Device	Process	Output	Output Device
To give a printed leave application to the Class Teacher.					
To scan a photograph and save it on your system.					
To mail the saved photograph to your teacher.					

ACTIVITY (Inter-Disciplinary)

Co-relate the Input-Process-Output in a Plant Growth.

ASSESSMENT ACTIVITY

Hands On / Activity

1. Rahul downloaded files of 3072 MB. He has to submit these files to his teacher? Can you help him by suggesting him whether he should use CDs or Pendrives.

How many CD's he require to store these files? _____

How many Pendrives he require to store these files?

Capacity	Required Number
2 GB	
8 GB	

According to you which should be the most appropriate Storage Device to be used for this purpose and why?



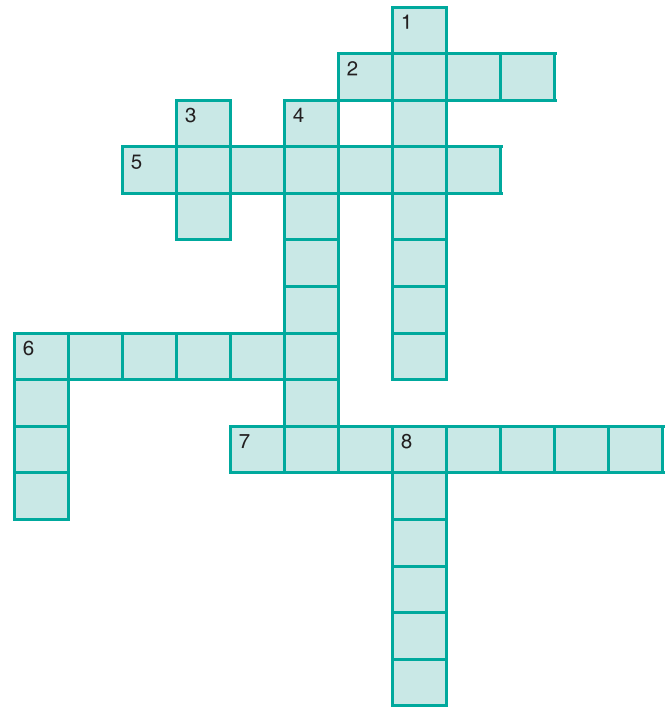
2. (CROSS WORD)

Across

- 2. Number of Bytes required to store the word MEASURING.
- 5. Data Format to store binary numbers.
- 6. Storage unit consisting of 0s and 1s.
- 7. This unit of memory is equal to 1024 kilobytes.

Down

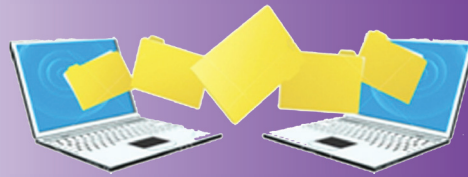
- 1. This unit of memory is equal to 1024 megabytes.
 - 3. 8 of these make a byte.
 - 4. This unit of memory is equal to 1024 bytes.
 - 6. This stores one character or letter.
 - 8. Collection of 4 bits.
3. Observe the Computer System shown below. Identify the numbers and classify the components as Input or Output device.



(REF: http://res1.windows.microsoft.com/resbox/en/windows%207/main/6d80ae20-99b2-45dc-8118-a4a34d7c3cf4_46.jpg)



2



Organizing Your Work

Learning Objectives :

After the completion of this chapter learners will be able to:

- appreciate the need of keeping information organized with the help of files and folders,
- differentiate between files and folders,
- identify different types of files on the basis of their extension,
- appreciate working with Windows Explorer for managing and organizing files and folders,
- create file(s) and folder(s) and save files in appropriate folders,
- perform different operations using files and folders – Copy, Move, Rename, Delete,
- use wildcard characters for searching files/folders.

INTRODUCTION:

Dobo is very upset today. Dobo's mother asked for sketch pens which Dobo could not find. On checking his bag Dobo's mother found that all sketch pens, crayons, pens and pencils were lying scattered in the bag.

His mother scolded him for not organising and keeping his belongings properly. Dobo has 4 stationery boxes to store crayons, pens, pencils, erasers and sketch pens. However, when his mother checked the bag, she found that all the boxes were either empty or contained caps of pens while pens were nowhere to be found besides pencil shavings, broken eraser and few coins. She asked Dobo to immediately organise the stationery boxes and his bag.



When Tobo reached Dobo's home he found him busy organising his bag.

Tobo: Dobo, What are you doing? Are you searching for something?

Dobo: I am trying to find caps of few pens and also organising my bag and other books.

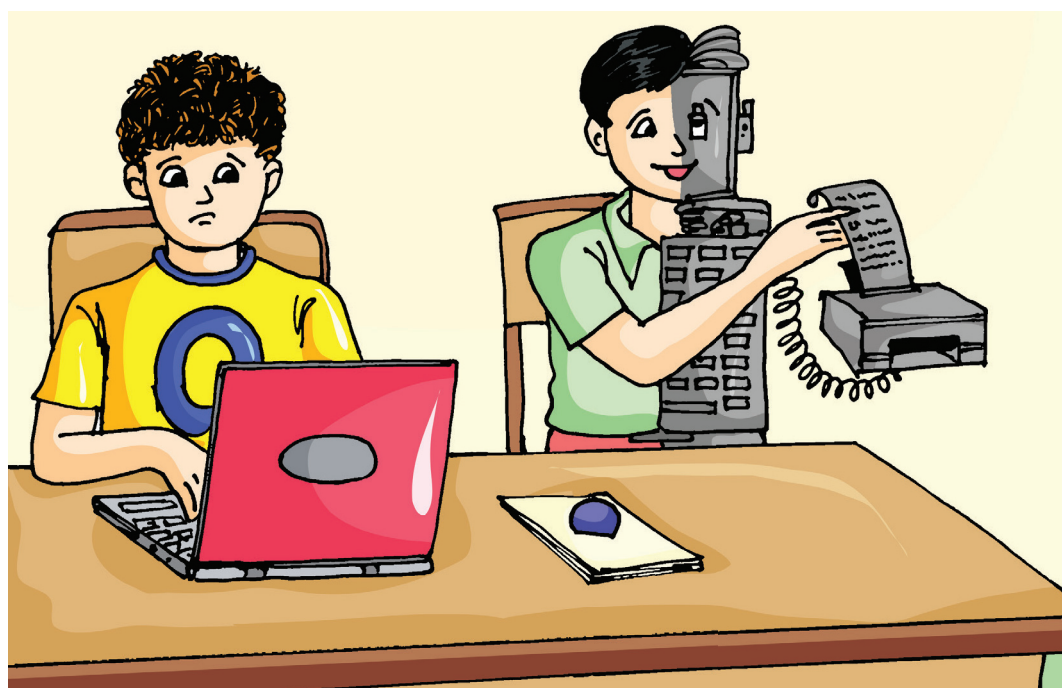
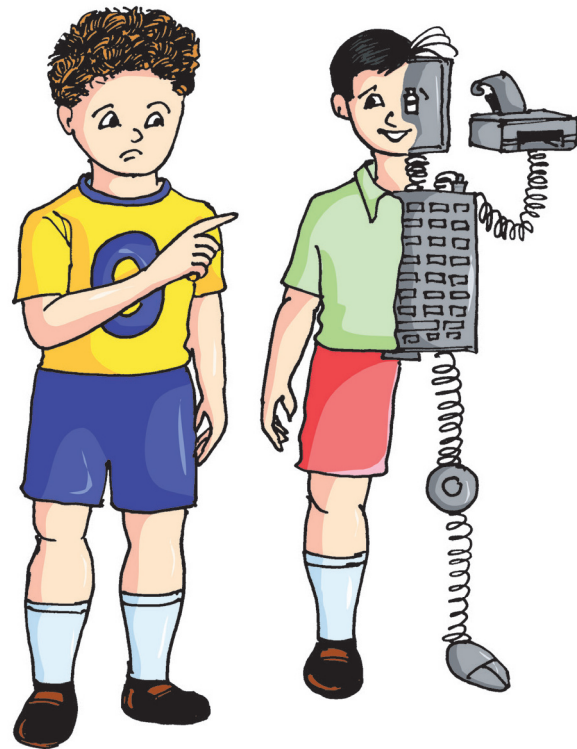
Tobo: Oh, I actually wanted to copy the invitation file from your computer which you created the other day.

Dobo: Okay, you may copy it.

Tobo: There are so many files on your desktop; which one is the invitation file which I wish to copy? Could you please help me?

Dobo searched for the file but could not locate it on the desktop.

Dobo: I am not sure where I saved the file. I am really sorry, I am not able to locate it. Hence, can't give you the file.



Tobo: Oh don't be so upset! But I must suggest you that you should arrange/organise your files in folders else you will not be able to search anything on your desktop.

Dobo: I don't know what are folders and how to organise files in folders.

Tobo: Don't worry I will teach you. But first, let us play a game.

Dobo: Sure why not...

ACTIVITY :



Let us play a game. The name of the game is -

Why Red Bird Gets "Angry"?		
		
Team Piggy (students on right side)		Table Top
Team Stella (students on left side)		

- ★ Nominate one student as **Red Bird** and divide the class in two teams – Team **Piggy** and Team **Stella**.
- ★ Appoint team captains for both the teams.
- ★ Give 5 small envelopes/file covers to **Captain of team Stella**.
- ★ NOTHING is to be given to the other team captain.
- ★ A deck of **Task Cards** is given to Red Bird.

TASK CARD 1:

Team captains to collect following information from their team members. They have to ask the members to write the information on a sheet of paper and hand it over to them.

- ★ Name
- ★ Date of birth
- ★ Which game you would like to play? (Cricket/Badminton/others)

Team Captain of team Stella is to put the sheet in an appropriate envelope/folder. Each envelope or folder is labelled with the name of sport, such as CRICKET, BADMINTON etc.

Team Piggy to put all the information on the **Table Top**.





TASK CARD 2:

Team captains to give names of all the students who are interested in playing Badminton only.



Red Bird has to note down the time taken by two captains in providing the information.

Now answer the following questions:

Question	Answer
Q1. Time taken by two teams:	 : _____  : _____
Q1. Which team made the Red Bird Angry ?	 OR 
Q2. Why Red Bird got angry? (a) Because team was not interested in game. (b) Because the team took more time. (c) Team members were talking. (d) Team Captain was slow and did not give the answer quickly.	(Tick relevant points) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Q3. Why One team took MORE time?

(Tick relevant points)

(a) Cluttered Table Top.

(b) Well organized information in different folders.

(c) Information NOT organized.

GAME RESULT



Red Bird got Angry with Team _____ because its Table Top was cluttered and information was not organized properly. As a result, it took very long in finding out how many students opted for badminton.

Dobo: Umm... I guess, I have understood how important it is to organise things in proper order.

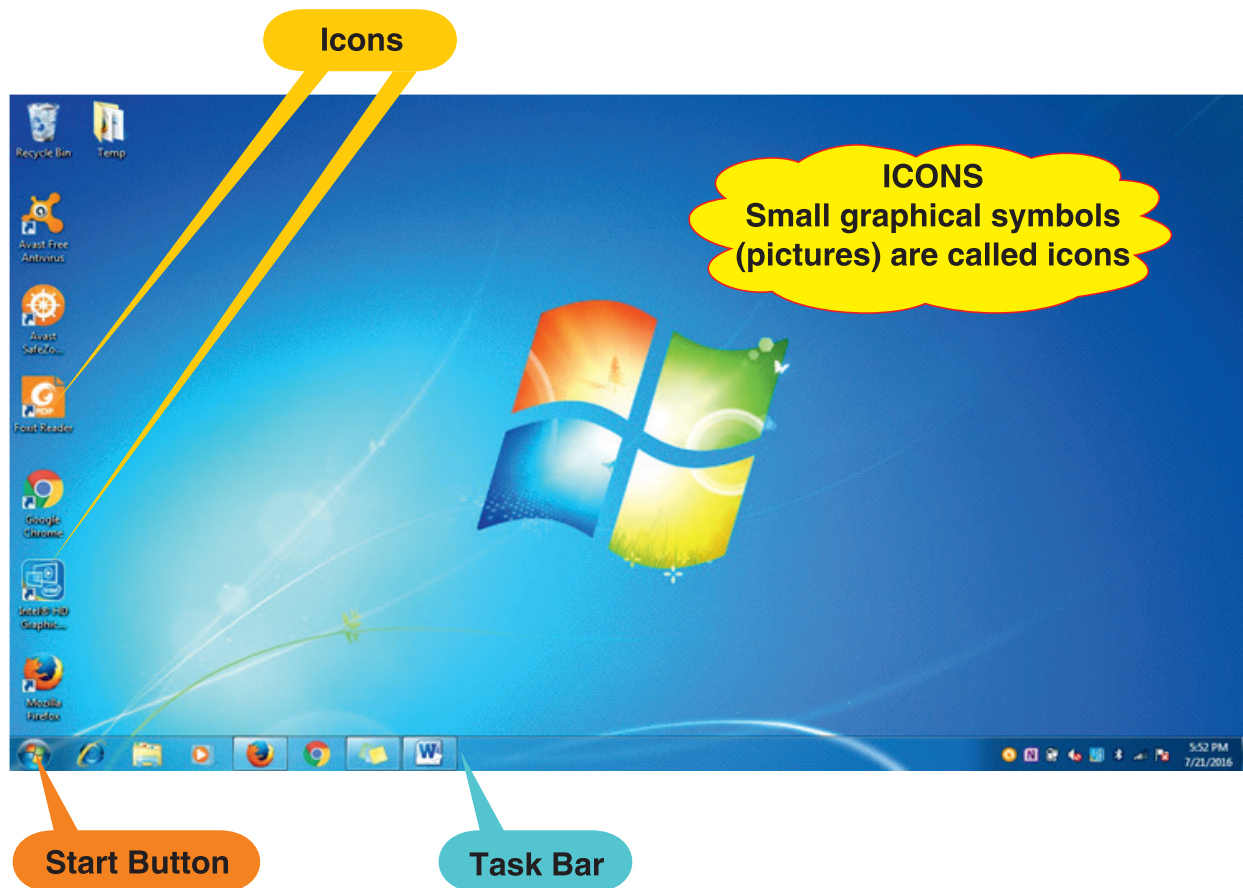
Tobo: Correct! It is very important else you will not be able to find things and will waste lot of precious time in searching for the required files/objects.

We must store information in such a way, that we are able to retrieve it whenever needed. In this technological era computers are largely used for storing the information. This information is stored in computer memory (Hard Disk). Let us try to understand, how information is stored and organized in computer memory (Hard Disk) and how to keep 'Desktop' organized.

WHAT IS A DESKTOP?

The first screen that appears when we start/switch on our computer containing number of small graphical pictures (icons) representing items, such as files (or shortcuts) is called a 'desktop'.





Task Bar and Start Button

The Taskbar is a long horizontal bar located at the bottom of the desktop. It is divided into following sections:

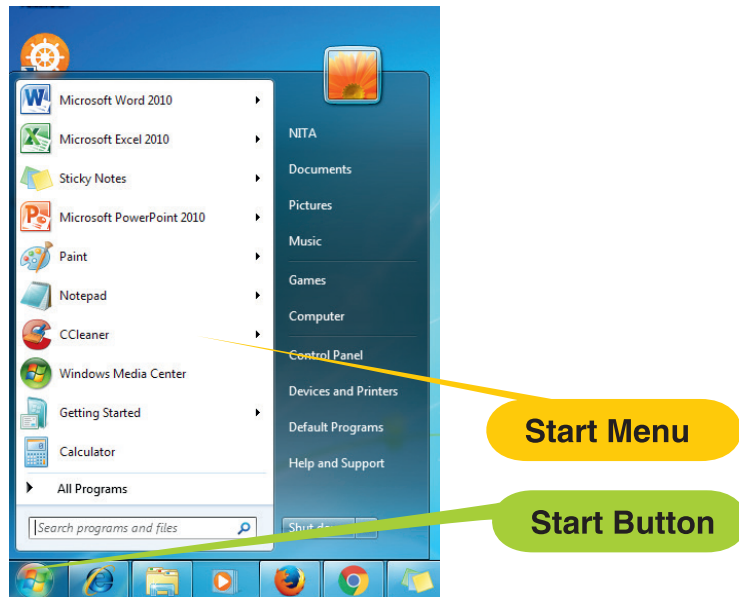


The Start Button

The Start button is present at the **bottom left corner** of the Taskbar. When we click on the Start button, a menu opens up which is called **Start Menu**. Start button can be clicked to perform some common tasks.



Start Menu



Task that can be done by clicking at Start Button are:

- ◆ Selecting a program
- ◆ Starting a program
- ◆ Searching files and folders
- ◆ Shutting down the computer etc.

Middle Section

All **open programs or applications** can be seen as small buttons on the Middle Section of the Taskbar.

This section is also referred as **Quick Launch Bar**, where commonly used programs such as Google Chrome, MS Office or Open Office applications etc. (whatever is installed on your computer) can be seen. They can be opened with a single click.

Notification Area

Right side of the Taskbar is called **Notification Area**, which has a clock and number of icons which tell the status of the programs running on the computer **Wifi connectivity, volume, battery** icons are some such examples. The **Show Desktop** button is present on the extreme right side of the Taskbar.



Hands On

Explore the various options of task bar and try opening various applications on the middle section by single click. Also use “Show desktop” Button and various icons of the Notification Area.



Tobo: I am sure you must have saved files in OpenOffice Writer. How do you save a file in Writer?

Dobo: Oh yes, I know how to save a file. In order to save a file, we have to give it a file name and also specify the location where we need to save the file.

Tobo: Correct! Do you know how a name is given to a file besides what is a folder? Let me share some more details with you.

WHAT IS A FILE?

When we save any work on our hard drive, it becomes a **file**. A file may be a **word or writer document**, a **Tux paint painting**, a **presentation (PPT)**, class list created in Excel, a **video recorded and stored** on computer or any movie or song downloaded and saved on computer.

A file has two important features:

- ❖ **First, every file has a name.**
- ❖ **Second, it has a place to live**, like a home address.

However, in the case of a file, the “address” is in the form of **folders**.

If you look at your name you will find that it has two parts. First part is your first name, which is given by your parents and which you can change if you wish to while second part is your surname which cannot be changed.

EXTENSION	APPLICATION NAME
.doc	Word Document
.odt	Writer Document
.txt	Notepad

Extension Name
Part of the file name given after dot(.) is called its extension.
example
Myfile.txt Cat.jpg



WHAT IS A FOLDER?

A **folder**, can be compared to a container or to a plastic folder. We usually store our important paper documents, such as circulars etc. in a plastic folder. Similarly, a folder may contain **one** or **several files**.

Like a file, a **folder also has a name**. A folder is not a file, but it can contain several files.

In addition to files, a folder can also contain other folders. This is like a bigger box containing smaller boxes, and each smaller box holding even smaller boxes.



Dobo: I guess, if I wish to organise my files I need to save them in folders.



Tobo: Yes, if the files are saved in folder, it becomes easier to retrieve them.





Hands On

Observe the desktop of the computer allotted to you in your school lab and list the folders present on the desktop. Also, examine the content of these folders.

Observe the extension names of various files saved in these folders and list them in the space provided.

Folders present on the desktop

Extension names of files

Dobo: Tobo, Can you help me in organising my desktop?

Tobo: Oh Yes! Why not.

Dobo: I am of afraid it is not easy. I have so many different types of files on desktop.

Tobo: Don't worry, let's use Windows Explorer.

WINDOWS EXPLORER

Windows Explorer is an **application** that provides detailed information about **files, folders and drives**. It **allows** us to **manage and organize our files and folders**. We can use it to **view, create, delete, copy, move, rename, and search files and folders**.



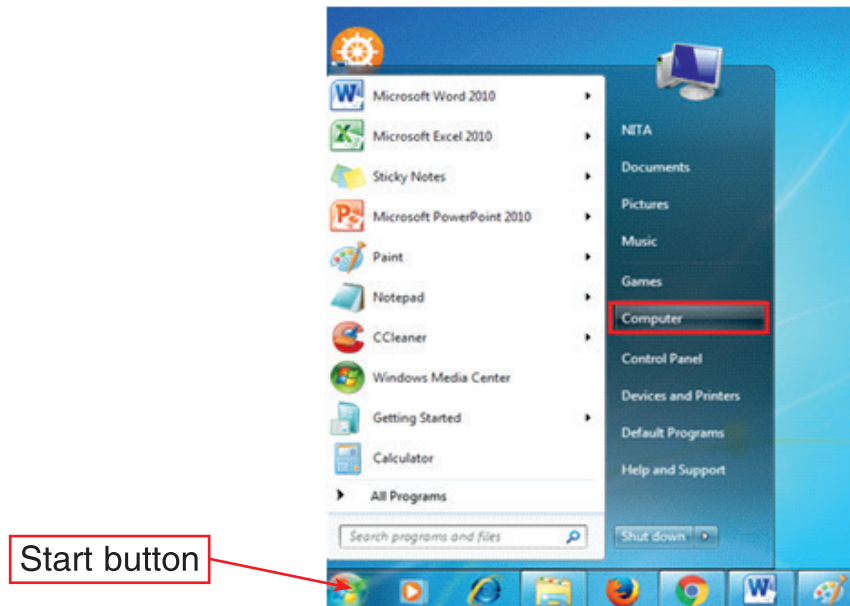
How To Open Windows Explorer?

To open windows explorer Click on

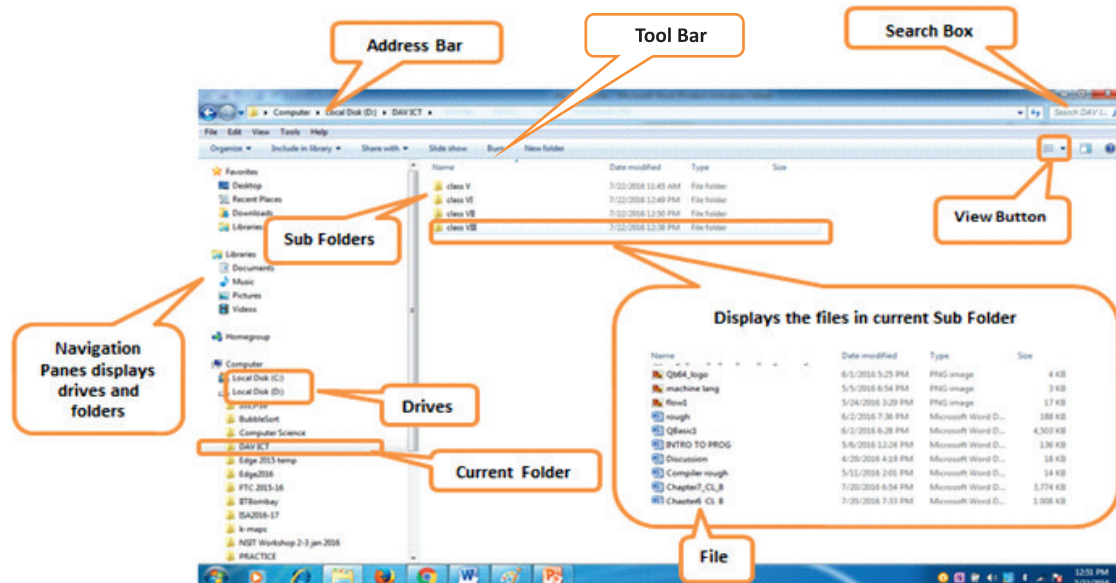
START button > All Programs > Accessories > Windows Explorer

OR

START button > Computer



2. The Explorer window will appear as shown below:

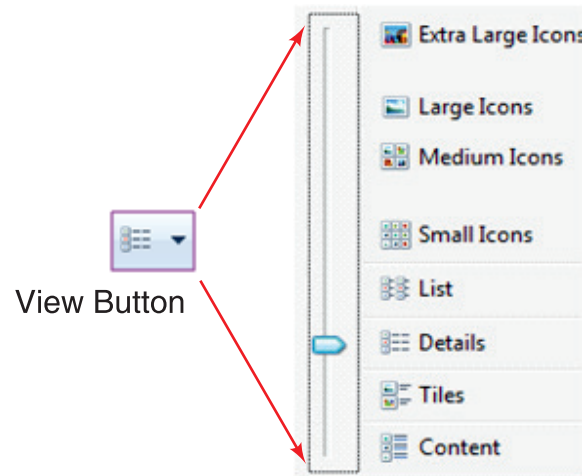


Components of Windows Explorer



Viewing Files/Folders

- ◆ To view the contents of any file or folder simply double click on it.
- ◆ We can change the layout of files and folders using **View Button** present on the toolbar
- ◆ Note the difference in various options available when view button is pressed



Hands On

Use Windows Explorer option and view various files and folders arranged in different folders.

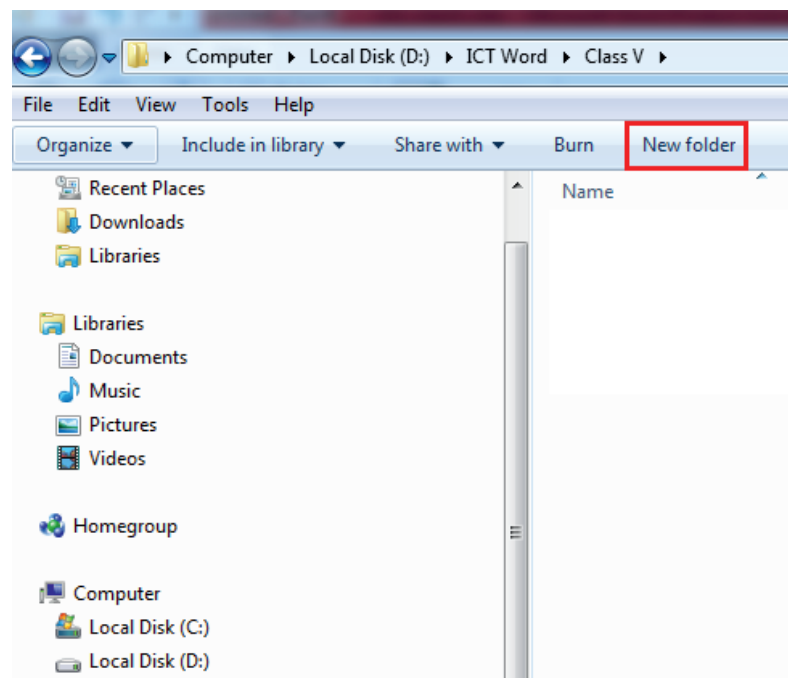
Creating a Folder

For creating a new folder follow the steps given below:

- ❖ **START > COMPUTER**
> **Select Drive > Select Folder > <ENTER>**

(By this step we will specify the exact location where the folder is to be created)

- ❖ **CLICK** on **New Folder** > **TYPE Name of Folder** (to be created) **<ENTER>**





Hands On

Create following folders in drive D:

In Drive : D:\

Create Parent Folder with name : ICT World

Create Sub folders: Class V

Class VI

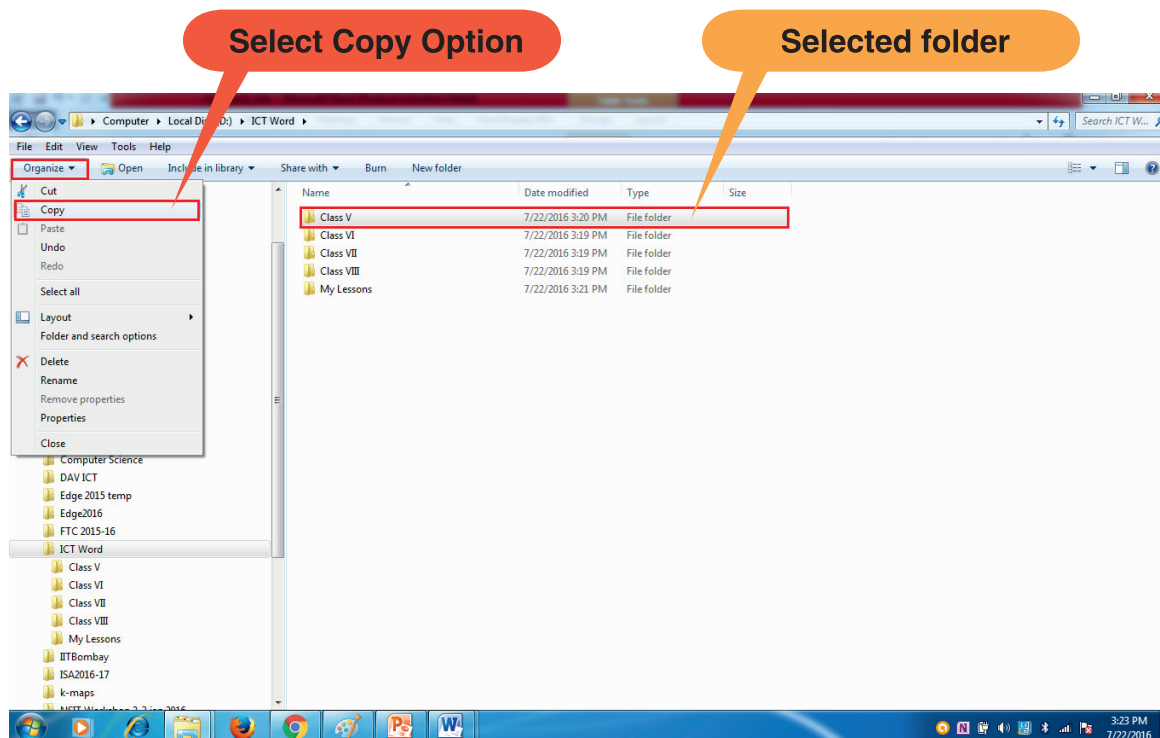
Class VII

Class VIII

Copying File/Folder

Copying a file/folder means to create a duplicate copy of the selected file/folder. To copy a file from one location to another, follow these steps:

- ❖ Click on **START button** > **Computer option**



- ❖ Double Click on **D:** drive icon. It will display all the files and folders in drive D

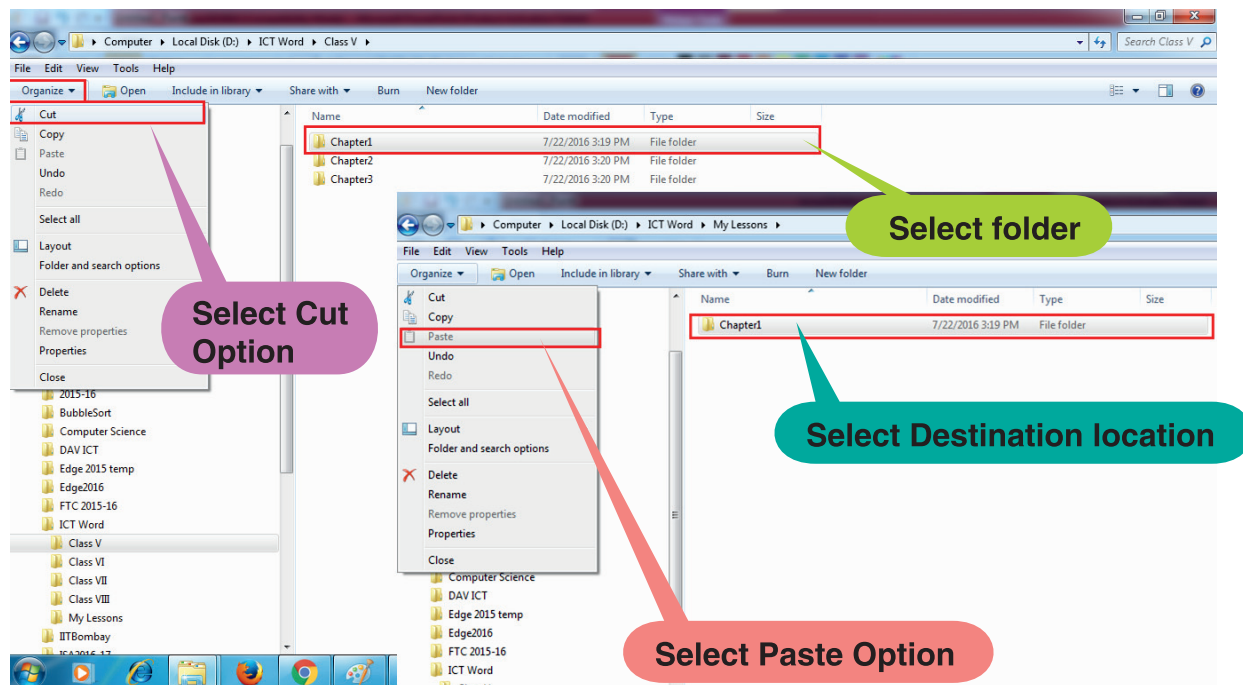


- ❖ **Select file/folder** you want to copy
- ❖ Click on **Organize** button and select the **Copy** option from drop-down menu.
- ❖ Choose the location where you want to place the copied files/folder. Then click on **Organize** button and select the **Paste** option.
- ❖ Notice file/folder gets copied to new location.

Moving a File/Folder

Moving a file/folder means shifting it from original location to new location. To move a file/folder from one location to another, follow these steps:

- ❖ Click on START button>Computer option
- ❖ Double Click on D: drive icon. It will display all the files and folders of drive D
- ❖ **Select file/folder** you want to move
- ❖ Click on **Organize** button and select the **Cut** option from drop-down menu.
- ❖ Choose the location where you want to place the 'cut' file/folder. Then click on **Organize** button and select the **Paste** option.
- ❖ Notice file/folder gets copied to new location.





Hands On

- ❖ Create a file in Writer with the name 'SPORT' and save it in folder ICTWorld > Class V.
- ❖ Copy this file from ICTWorld > Class V (Source) to ICTWorld > Class VI (Destination).
- ❖ Move this file from ICTWorld > Class V (Source) to ICTWorld > Class VIII (Destination).

Answer the question:

Q. Name the FOLDER(s) in which 'SPORT' file is present. _____.

Dobo: Thanks Tobo, I am sure now I will be able to move my files to correct folder. However, I have a question. Can I change the name of files or folders created earlier?

Tobo: Yes Dobo, It's possible. You must also note that whenever we are naming a file or a folder, the name should be related to the content of file or folder.



As in above example, it is obvious that all files related to Class V will be saved in Class V folder. Let us now learn how to rename a file or folder.

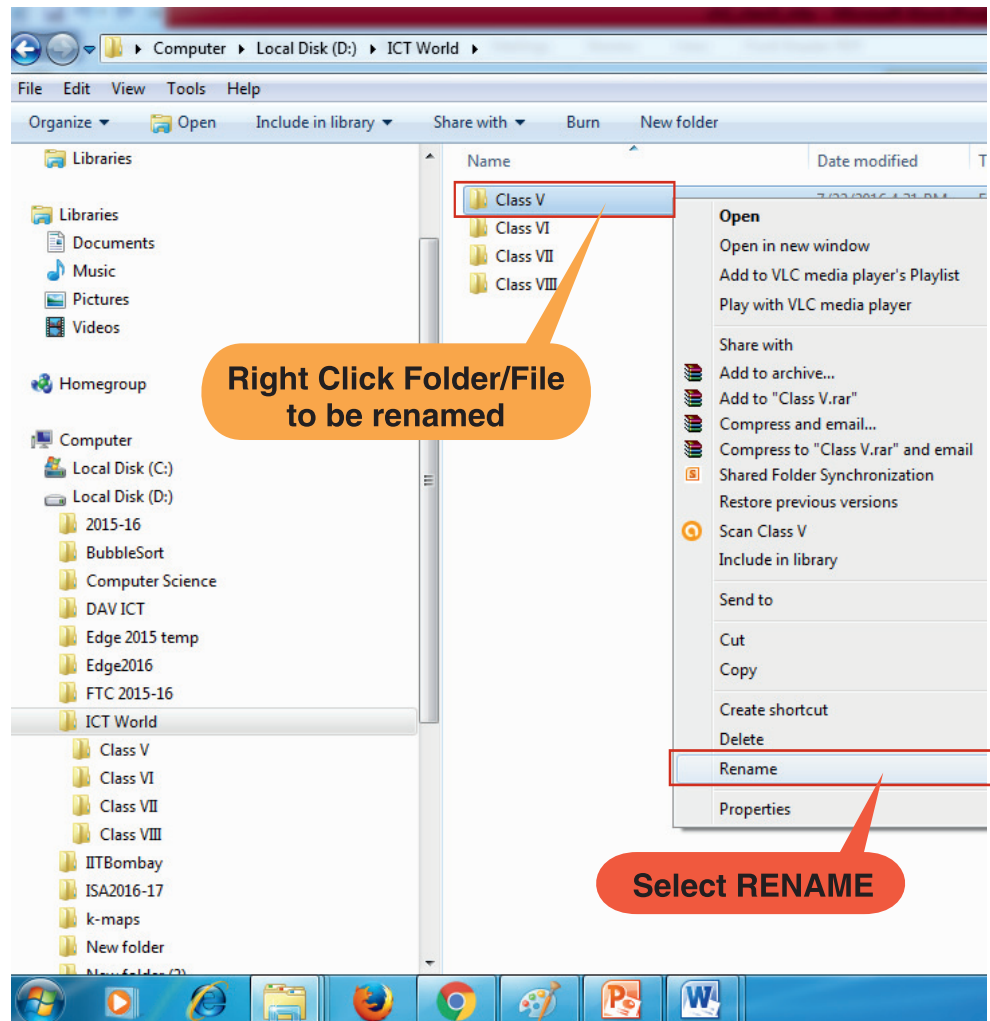
Renaming Files/ Folders

To rename any file/folder, follow the steps given below:

1: Select the file/folder to be renamed.

2: Right Click on it and select **Rename** option from shortcut menu which pops up.

3. Type **new name** and press the Enter Key



Dobo: I can see that I have several copies of the same file. What should I do?

Tobo: You can simply delete these files.

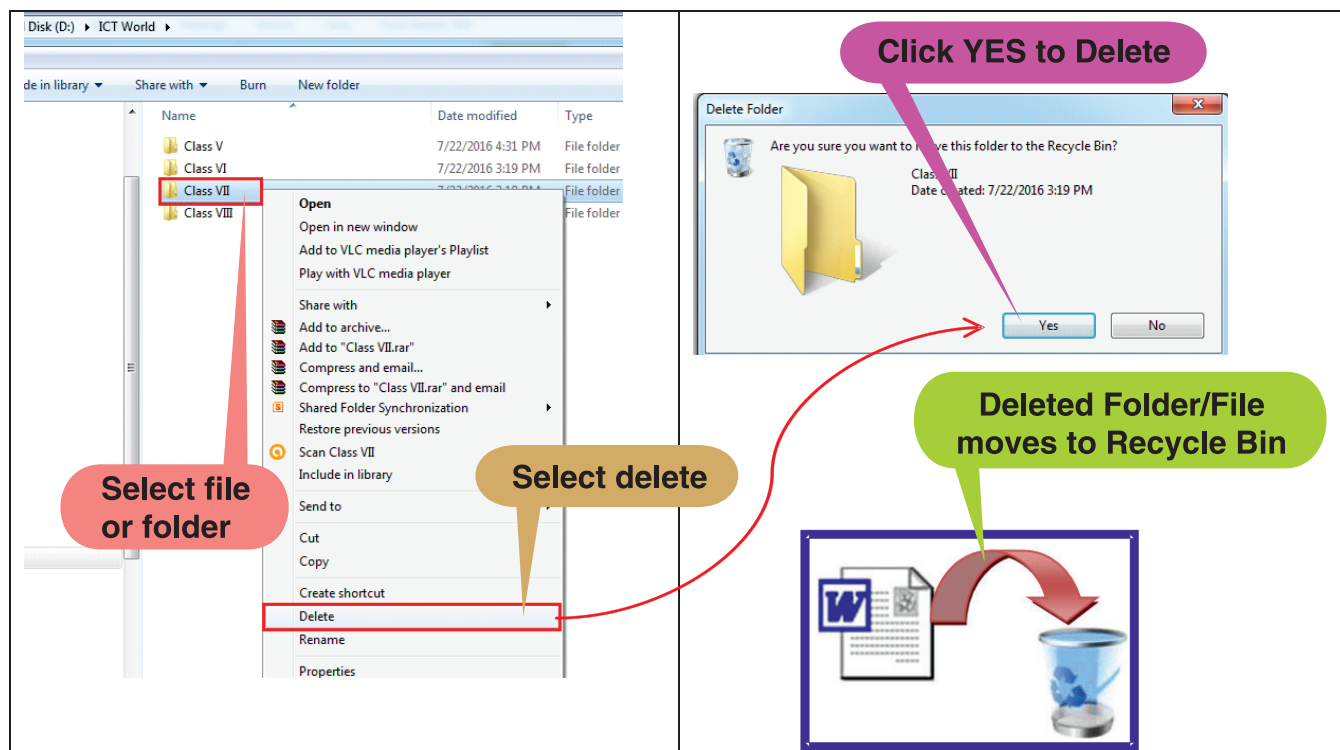
Deleting Files/Folders

Files and Folders can be deleted using **Right-Click** method described below:

Step 1: Select one or more files/folders to be deleted.

Step 2: Right-click the file or folder that you want to delete and choose Delete option. A Delete Folder dialog box appears.

Step 3: Click YES to delete. The file/folder gets deleted and moved to the Recycle bin.



Dobo: Okay! I have arranged all my files in various folders. Now you can copy the desired file. Meanwhile, I must arrange my stationery boxes else I will get a scolding from my mother.

Tobo: Okay!! no worries, you go ahead with your work? I will search the desired file.




Searching A File/Folder

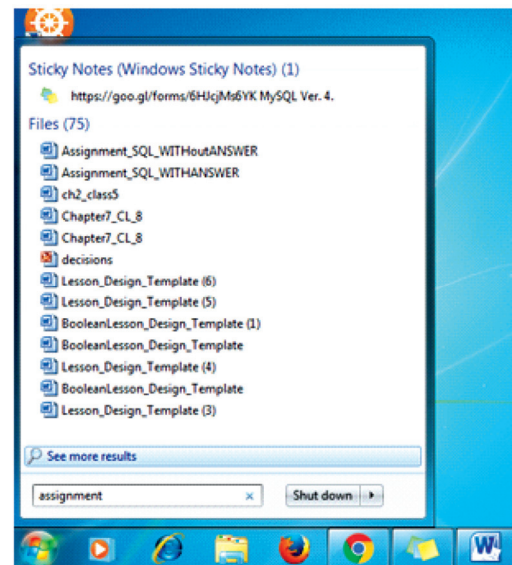
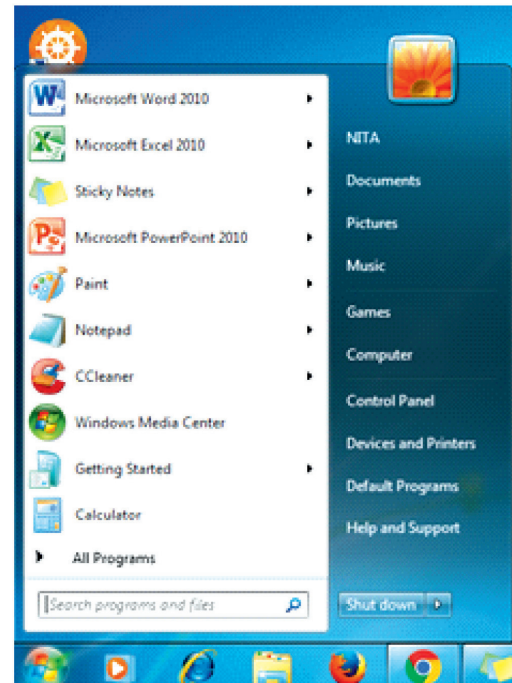
Computer is used for storing information so that we can retrieve it whenever we need it. Sometimes we forget the location of our files. It is not possible to check each and every folder and subfolder. Windows offers a number of ways to find files and folders. One such way is using **Search Box**.

Search Box offers the most direct way to locate a file. You can search for a file if :

- ❖ You remember **file type** (.txt or .doc etc.)
- ❖ You remember **file name** or **part of file name**
- ❖ You remember **date** you last worked on that file

In order to search for a file/folder:

- ❖ Click on **Start Button** 
- ❖ You will find **Search Box** at the bottom of pop-up
- ❖ **Type** part of the **file/folder name** or complete name or type a word that is present in the file.
- ❖ As you type, the items that match your text will appear in Start Menu Window.
- ❖ Select desired File/Folder, it will open in new window.
- ❖ For example if we search for word 'assignment' then all the files which have that word either in its name or in its contents, will be listed in search window.



In case you remember only a part of the file name, you can use **wildcard characters** that contain that part in their name. **“*”** and **“?”** are two wildcard characters used for searching.



'*' Wildcard means any number of characters in its place

❖ **A*.*** will search for all files which start with 'A' followed by any number of characters having any extension

❖ ***.txt** will search for all files with **.txt** extension

'?' Wildcard means any ONE character in its place

❖ **?.*** will search for files having ONE character long file name with any extension.e.g.,
a.txt R.pptx etc.

❖ **assign??.**docx will search for all the files whose name begins with 'assign' followed by any 2 characters and extension **.doc** e.g.,

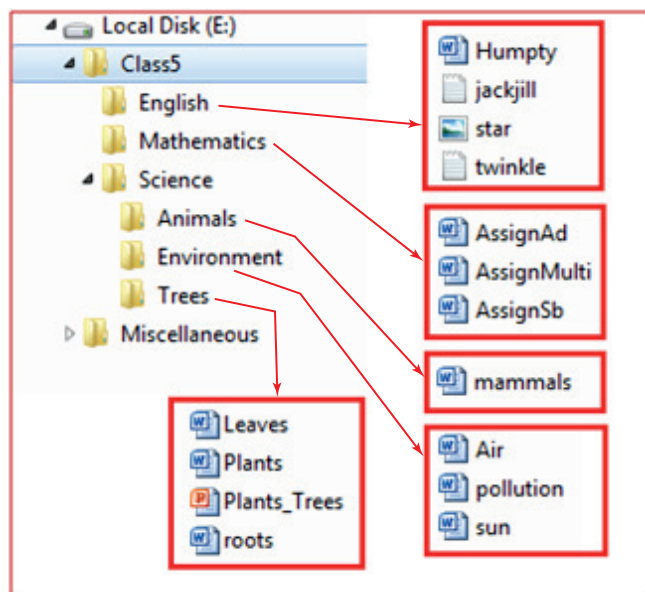
assign11.docx , assignBB.docx , assign3a.docx etc.



Hands On

1. Open the folder named 'ICTWorld' you created earlier in Windows Explorer.
2. Rename the 'Class V' file to 'Class 5'.
3. Delete the folder CLASSVI

Assessment Activity



1. The directory of E: drive is shown above. Give the output for following search commands:

a) A*.docx

b) P*.*

c) ?o*.o

d) ???.*

e) *.pptx

f) *.txt

g) ?u*.*

h) Dobo wants to search a file stored in his computer, but he does not remember its file name. All he could recall is that his file name begins with 'P' and is stored with extension .docx. Suggest, what should he type in search box for locating the file?

