Using Computer and Managing Files-2

1. File Management

Understanding How the Operating System Organizes Files, Folders, and Drivers in a Hierarchical Structure

➢ To save any data on the computer, that data must be in a file.

➢ Storage devices are divided into fixed and removable. While the hard disk is a hard storage device, floppy CD, DVD and USB Flash drives are removable storage devices.

➢ Files are stored in a hierarchical structure within storage devices. Today, hard disks with a capacity of terabytes are in use. If we weren't able to store these files in a hierarchical structure, we would have to spend most of our time searching for a file. This structure puts the linked files in the same folder, creating an easily accessible file structure.

➢ The physical devices where files and folders can be stored are called drives. Drivers are represented by letters in the alphabet. Floppy drives are represented by the letter A or B, and hard disks by the letters C and after. CD-ROM and DVD-ROM storage units are represented by letters after the hard disk.

Hard disk

➢The **hard disk** is the most important storage device.

➢It contains operating system, program files and user files.

➢Files stored on the hard disk are not affected by power failure.

➢Hard disks with very high capacities can be produced.
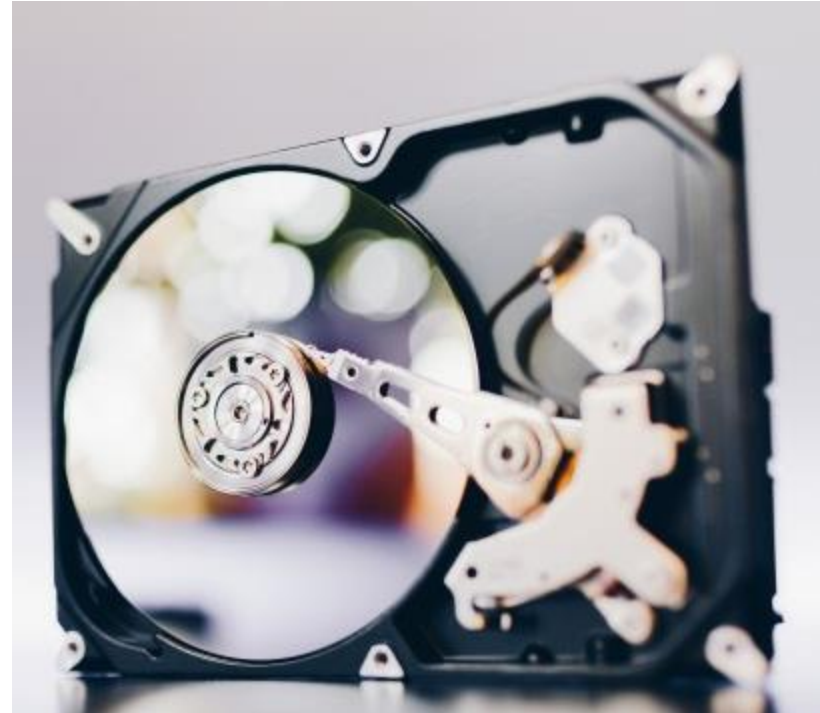
Network drivers

➢They are very effective in sharing files recorded between multiple computers from a single central point, online access to files recorded from anywhere in the world.

➢They connect to the computer system via fast Gigabit Ethernet network connectivity and USB 2.0 / 3.0.

➢They allow for easy storage and sharing of all files, photos, videos and music tracks.

USB flash drives

➢USB flash drives are small, lightweight and portable data storage devices that plug into a computer's USB port.

➢They can be removed and installed during operation.

➢Faster and easier to use than optical drives.

CD-RW and DVD-RW

➢CD-RW and DVD-RW are digital optical data storage devices.

➢They have very large storage capacities.

➢A CD-RW can store 700 MB of information, while DVD-RW can store 4.7 GB of information.

➢CD-RW and DVD-RWs are easily affected by external factors. Therefore it should be stored in a box.

Computer Storage Measures

➢ Computer storage is measured in **bytes**, **kilobytes** (KB), **megabytes** (MB), **gigabytes** (GB) and increasingly **terabytes** (TB).

➢ One byte is one character of information, and is comprised of eight bits (or eight digital 1's or 0's).

➢ Technically a kilobyte is 1024 bytes, a megabyte 1024 kilobytes, a gigabyte 1024 megabytes, and a terabyte 1024 gigabytes.

Understanding Data Backup and Portable Backup Devices

Every data in computer systems should be backed up. In this type of backup, data can be transferred online and offline. Data in backups made offline; Data is stored securely by backing up with the help of a high-capacity storage unit (hard disk units, multiple storage units (NAS)) or optical devices such as CD-RW, DVD-RW drive. In these systems, very high capacities are reached. CD-RW and DVD-RW drives are devices that offer much less backup capacity and are mostly used for personal backup.

Portable drives are the device that offers the most capacity among portable backup devices. They are usually boxes with one or more hard disks, depending on their capacity. They offer data storage in very high capacities. USB or FireWire (IEEE 1394) connection standards are used to connect these disks to computer systems.

Online Data Storage

➢Online data storage refers to the practice of storing electronic data with a third party service accessed via the Internet. It is an alternative to traditional local storage (such as disk or tape drives) and portable storage (such as optical media or flash drives). It can also be called "hosted storage," "Internet storage" or "cloud storage."

➢In recent years, the number of vendors offering online data storage for both consumers and businesses has increased dramatically. Some services store only a particular kind of data, such as photos, music or backup data, while others will allow users to store any type of file. Most of these vendors offer a small amount of storage for free with additional storage capacity available for a fee, usually paid on a monthly or annual basis.

2. Files and Folders

Opening a Window to Find Out the File Name, Size and Location

If the mouse cursor is right-clicked on the file and the Properties command is selected from the popup menu, the window showing the file name, size and location opens.
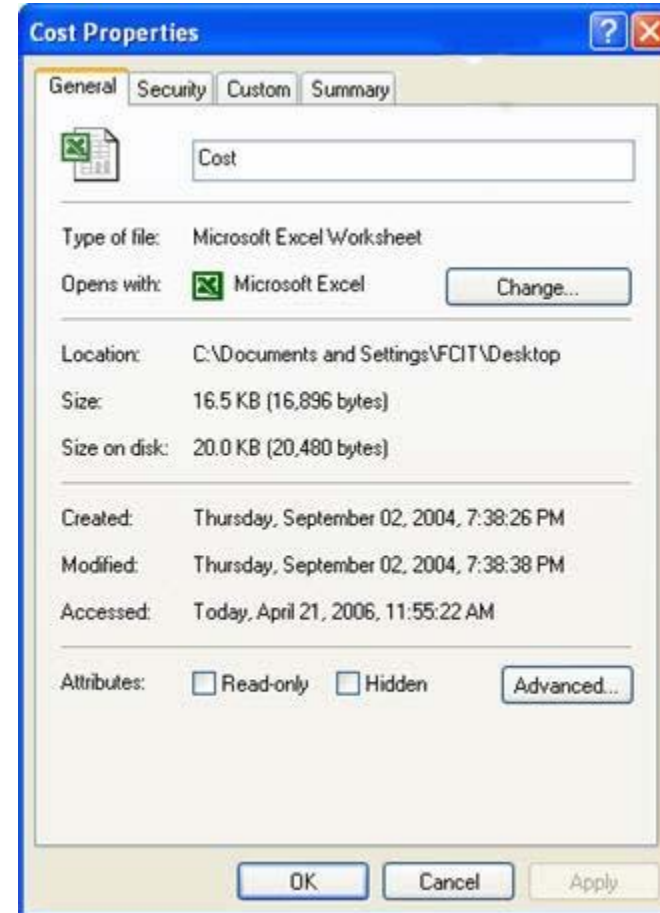
Expanding and Shrinking the Views of Drives and Folders

➢In order to enlarge and shrink the view of the drives and folders, the cursor is placed on the outer edge of the opened window, and the left mouse button is held down and dragged until the desired view size is reached.

➢If the cursor is held from the corners, it is easier to bring the desired size from both width and length.

Showing Location of Files and Folders on Drive

➢To view the files in a drive, double click PC icon on the desktop.

➢In the window that opens, double-click the desired drive to list the files and folders in it.

➢Folders browsing continues until the searched file or folder is found.
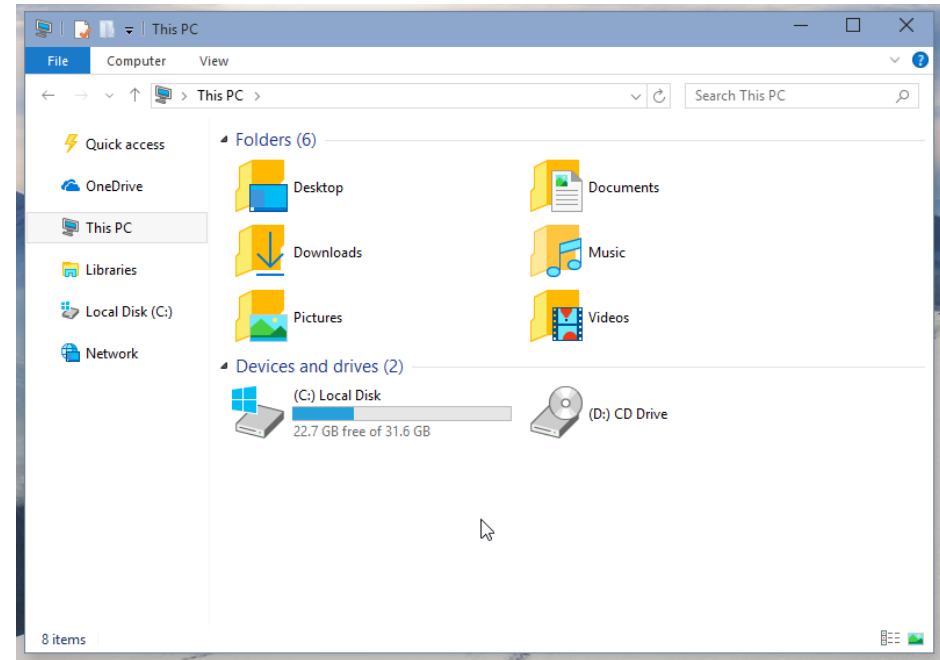
Creating Folders and Sub-Folders

You can go to the place where you want to create a new folder using Windows Explorer or My Computer. The Folder command under the New command is selected from the menu that opens by right clicking on an empty area. The name of the newly created folder is New Folder, but it is possible to give the desired name. It is possible to create as many new folders under any folder. These created folders are called subfolders. Thus, files can be stored hierarchically on the hard disk and access to files is provided more easily.
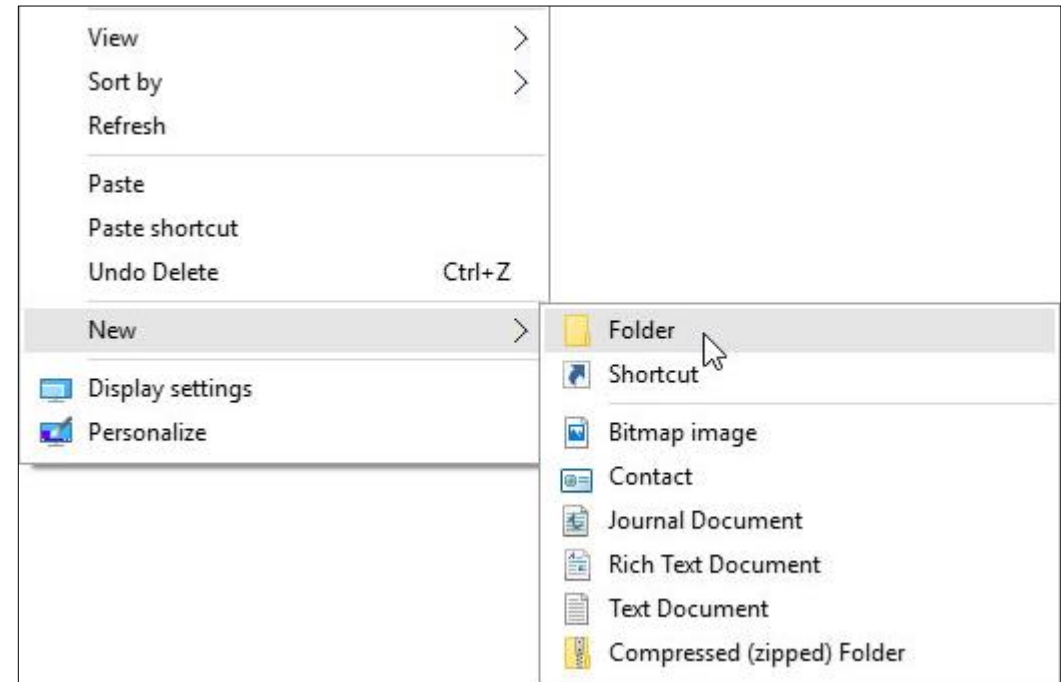
File Types

➢In order for information to be stored on the computer, it must be in a file.

➢Files on the computer consist of two parts as <file_name.ext>. The first part is a logical name and can be up to 255 characters in total. In the filename Characters such as " \ /: *? <> |» cannot be used. The second part is usually 3 characters long. The extension of a file indicates with which program the file can be opened.

➢Some examples of file extensions are listed on the side.

Extension	File Type
.exe	Application file
.txt	Text file
.bmp/.jpeg	Image file
.doc	Microsoft Word file
.xls	Microsoft Excel file
.ppt	Microsoft Powerpoint file

Opening a Text Editing Application

➢The most widely used text editing application is Microsoft Word, but a separate fee is required to use this editor.

➢Although it does not have every feature as MS Word, two text editing applications come with Windows at no cost. These are WordPad and Notepad. Of these applications, WordPad offers more functionality.

➢Both applications are under the All Programs / Windows Accessories folder in the Start menu. The text to be typed is entered through the keyboard.

Entering and Saving Text to File

➤The text to be typed is entered through the keyboard. To create a new text file, click the New, Ctrl + N icon on the File menu. To open a previously saved file, click Open, Ctrl + O icon from the File menu. Go to the location where the file is located from the Open window and click the Open button after selecting the file.

➤Click Save, Ctrl + S or the floppy icon on the Standard toolbar from the File menu to save the text file created after the text is entered in the file. If the text is to be saved for the first time, the Save As window appears. The text is stored by entering the location and file name of the file to be saved.
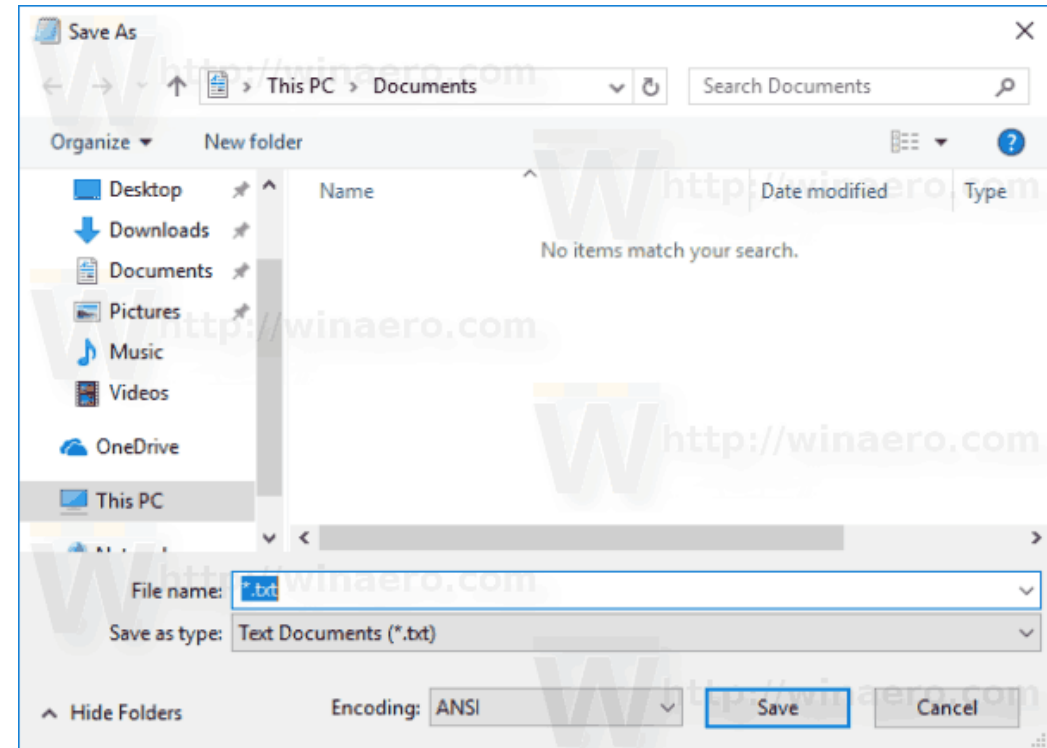
Sorting Files

➤To sort the files in a folder by their name, size, type and modification date, right click on an empty place in that folder.

➤From the menu that opens, under the Arrange Symbols command, according to which criteria you want to sort, it is selected.

➤Another way is to sort by selecting the Place Icons command from the View menu.
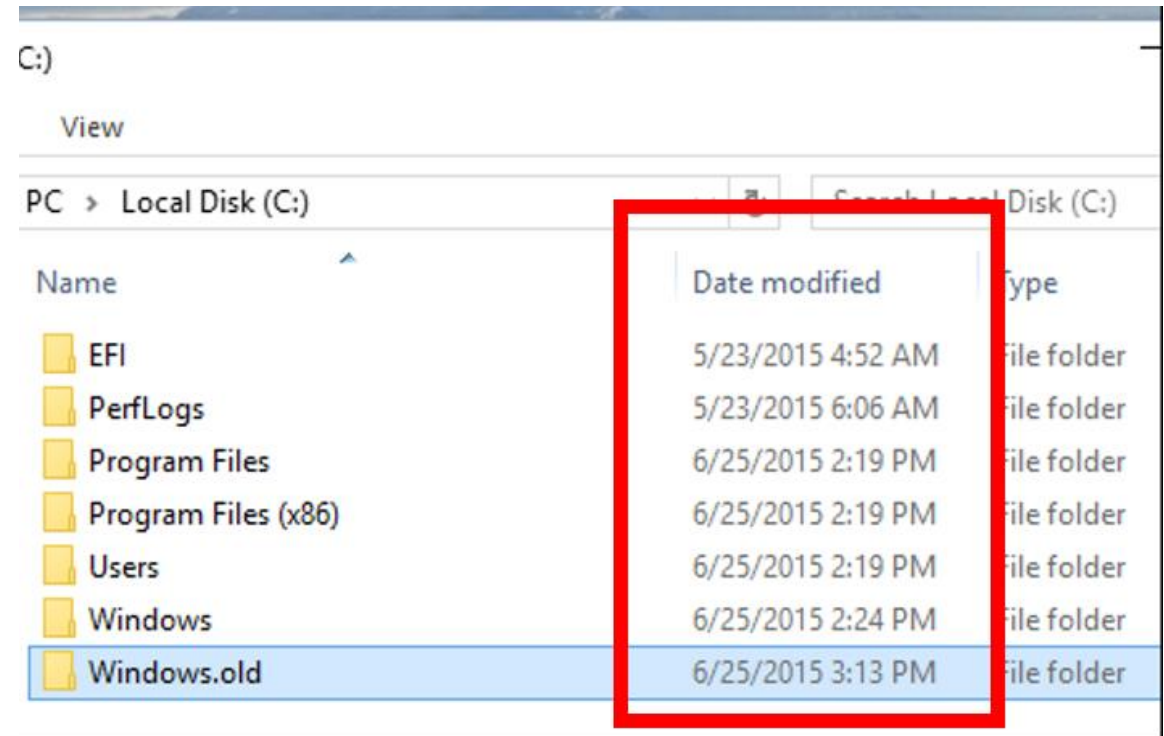
Rename Files

➢To change the name of a file or folder, right click when the mouse cursor is over the file or folder icon.

➢The Rename command is selected from the menu that opens.

➢Another way is to open Windows Explorer, left click when the mouse cursor is on the file or folder to be renamed, and after a very short time a blue box appears around the file when left click again.

➢Thus the name of the file or folder is changed.

Selecting Files That Are Not Adjacent and Adjacent Files As A Group

➢ To select a file or folder, use Computer or Windows Explorer to navigate to the location of the file. Left click on the icon of the file or folder to be selected. The name of the selected file is painted in blue.

➢ If you want to select more than one adjacent file or folder, the top file is selected while Windows Explorer is open. The last file to be selected is selected with Shift + Left click. Thus, all files are selected between the first and the last file.

➢ If you want to select multiple files that are not neighbors, you must use each file + selection, Ctrl + Left click combination. Ctrl + A key combination is used to select all files within a folder.

Copying Files and Folders Between Drives and Folders

➢To create a copy of a file or folder on another drive or folder, the files to be copied are selected using either Computer or Windows Explorer.

➢Copy command is selected from the menu that opens by right clicking on any selected file.

➢Again go to the folder to be copied. By right clicking on an empty area of this folder, the auxiliary menu is opened.

➢A copy of the selected files is created in that folder by selecting the paste command.

Moving Files and Folders Between Drives and Folders

➤If a file or folder is desired to be moved to another drive or folder, the files to be moved are selected using either Computer or Windows Explorer. Cut command is selected from the menu that opens by right clicking on any selected file.

➤Again, using Computer or Windows Explorer, go to the folder to be moved. By right clicking on an empty area of this folder, the auxiliary menu is opened. Selecting the paste command will move the selected files.

➤It should be noted that the files or folders selected as a result of this process will be deleted from the first location.

Deleting Files

➢To delete a file or folder, the file or folder to be deleted is selected with a left click and the selected file or folder is sent to the Recycle Bin by pressing the Delete key on the keyboard.

➢The second way is to choose the Delete command from the menu that opens by right clicking on the file or folder.

➢If the file deletion was done by mistake, it is possible to restore files that are still in the Recycle bin.

➢If you want to delete a file or folder without sending it to the recycle bin, after the file or folder is selected, the deletion should be done with the Shift + Delete key combination. This process is irreversible. Should be preferred if you are sure about the deletion process.


Recycle Bin

How to Retrieve Deleted Files and Folders from Recycle Bin

➢A file or folder is inadvertently placed in the Recycle Bin

➢If it was sent, it is possible to restore that file or folder. The folder is opened by double clicking on the Recycle Bin on the desktop. After the file to be restored is found, right click on it and choose the Restore command from the menu that opens. The file is restored to the original deleted location.
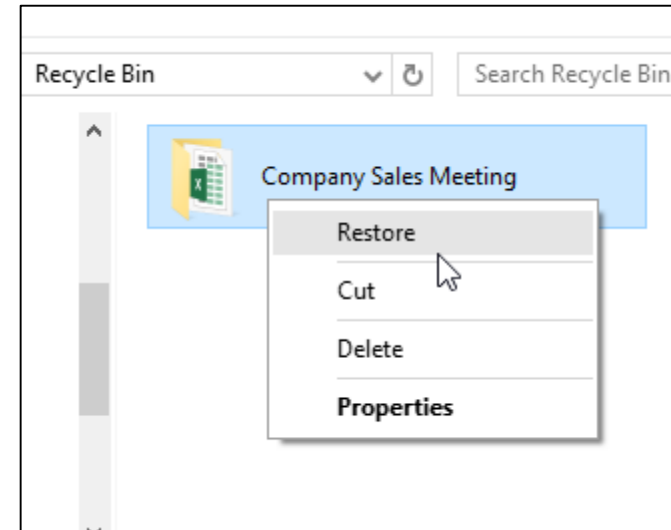
Emptying the Recycle Bin

➢Files sent to the Recycle Bin still take up space on our computer's hard drive. If these files are not desired to take up space on the hard disk, the recycle bin should be emptied periodically.

➢With the mouse cursor over the recycle bin on the desktop, right click and select the Empty Recycle Bin command from the window that opens. Then a window to confirm the action to be performed appears. The Recycle Bin will be emptied with the confirmation.

➢It should not be forgotten that if the Recycle Bin is cleaned, it will never be will not be possible.
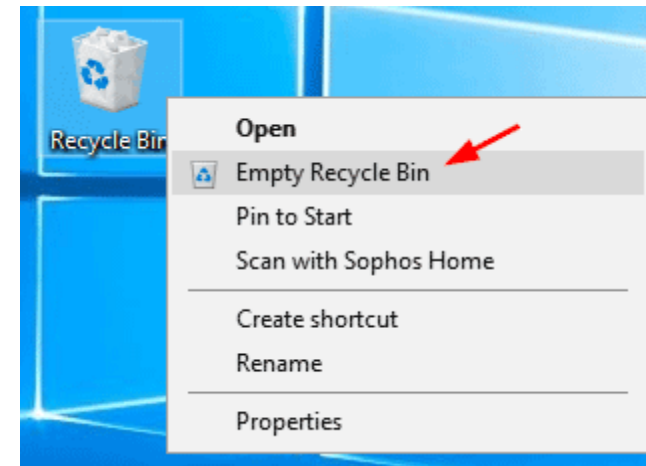
Finding the Location of Files and Folders Using the Search Tool

➢Thousands of files can be stored on the hard drive of a computer. Sometimes we have trouble remembering the location of a file we created long ago. You can use the search box on the Taskbar to find files, folders, programs, and e-mail messages stored on your computer.

➢The search is performed by entering the name of the file or folder to be searched in the Search Windows line. The search is done based on the text in the file name, the contents of the file, tags, and other file properties.
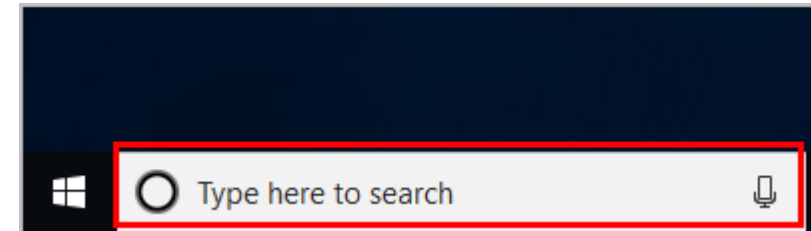
Extending the Search

➢If the search for a particular library or folder is not found, it is possible to extend the search beyond a particular library or folder to include different locations.

➢You can search again with the desired options from the Search menu, which becomes active after searching.
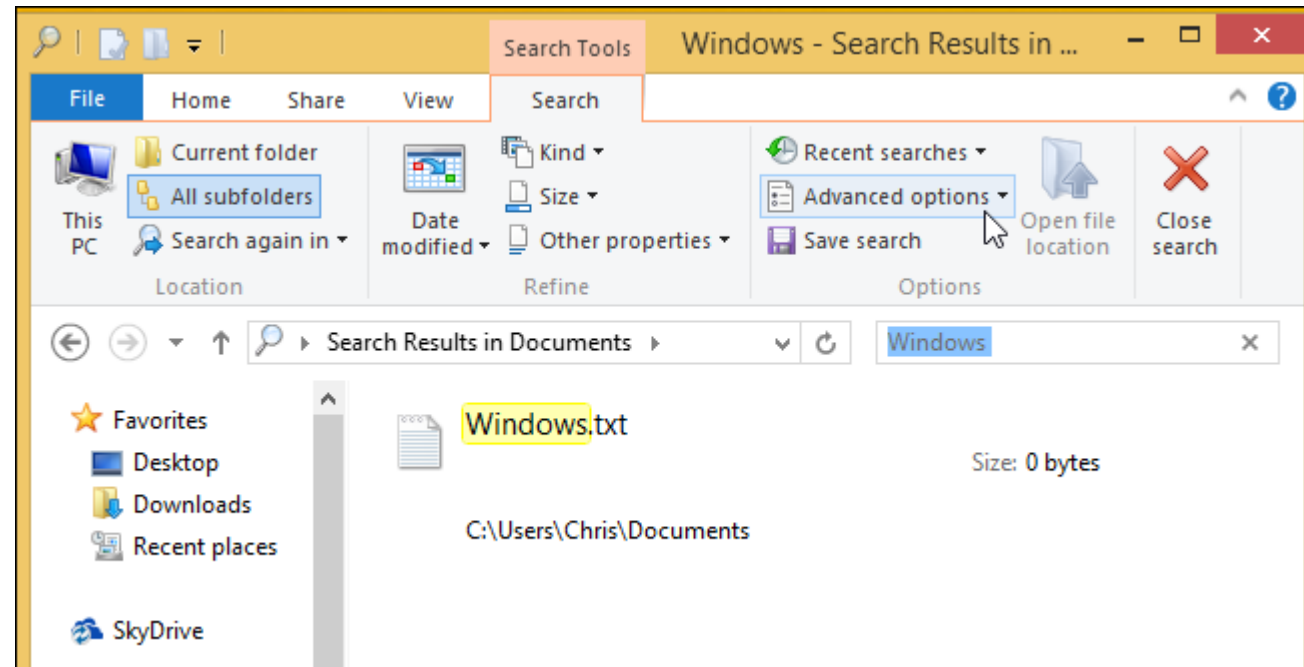
Searching Files by Type and First Letter

➢When searching a file, it is not necessary to know the entire file name. It can also be searched using wildcards. "*" is used instead more characters and "?" use instead of a single character.

➢You can search by entering * .doc for all Microsoft Word files, * .xls for all Microsoft Excel files, e *. * for files starting with the letter e, and ???. * for files whose filename is exactly 3 characters.

➢If searching for a word in a document is desired, the word in the file or should be written in the statement section. Search in folder or library

➢If it is to be made, the storage unit should be selected in which storage unit is desired. In order to search by type, it is necessary to know the most used file types.

3. Services

Zip Files

➢A file or folder can be easily zipped by the use of Compressed Folder program of Windows 7

➢In addition, there are many free compressed programs that you can download from the Internet. These programs provide more capabilities compared to Windows 7 Compressed Folder program

➢A zipped file occupies less space than its actual size in internal disk. Therefore, sharing it with anyone takes less time. In addition, a zipped folder consisting of more than one file can be sent through one e-mail message.

➢Compressing operation is not useful for image, music and video files since this kind of files were already compressed.

ENFDersini...   Uzem Ortak
                 Dersler Final
                 Soruları.zip

Zip Files

To zip a file, open File Explorer from the taskbar. Right-click the file you want to zip, and then select **Send to > Compressed (zipped) folder.**
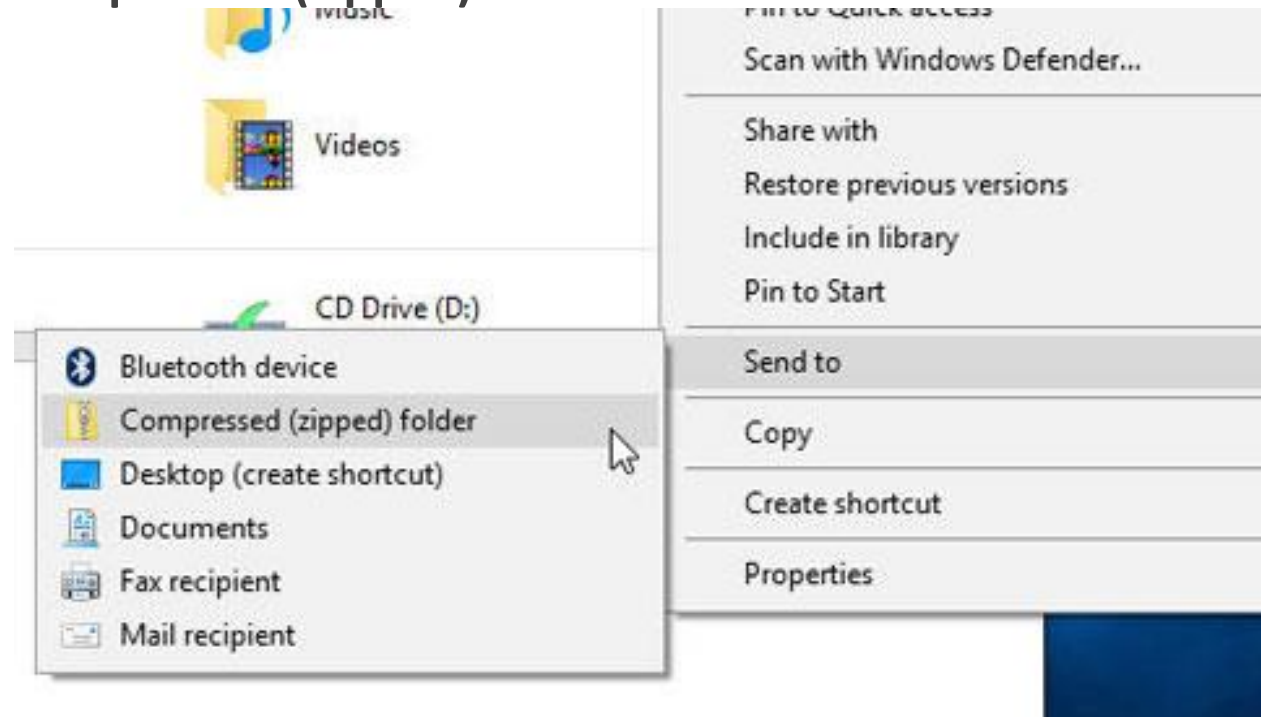
Unzip Files

➢ Open File Explorer and find the zipped folder.

➢ To unzip the entire folder, right-click (or press and hold) it, select **Extract All,** and then follow the instructions.

➢ To unzip a single file or folder, double-click the zipped folder to open it. Then, drag or copy the item from the zipped folder to a new location.

Protecting Computer

Your computer faces many potential threats, including **viruses**, **malware**, and **hard drive failure**. This is why it's important to do everything you can to protect your computer and your files.

Safeguarding against malware

➢ **Malware** is any type of software that is designed to **damage your computer** or gain **unauthorized access** to your personal information. It includes **viruses**, **worms**, **Trojan horses**, and **spyware**. Most malware is distributed over the **Internet** and is often bundled with other software.

➢ The best way to guard against malware is to install **antivirus software**, such as Bitdefender, Norton, or Kaspersky. Antivirus software helps to **prevent** malware from being installed, and it can also **remove** malware from your computer.

Run a system scan

➢ Once you've verified that your antivirus program is running, begin a scan. If you're unsure how to do this, review the documentation for your antivirus program, which usually can be found on the developer's website.

➢ Some programs offer several types of scans, and you may want to run the most thorough type, usually called a **full system scan**. This may take several hours. Usually, you do not need to remain at the computer during the scan.
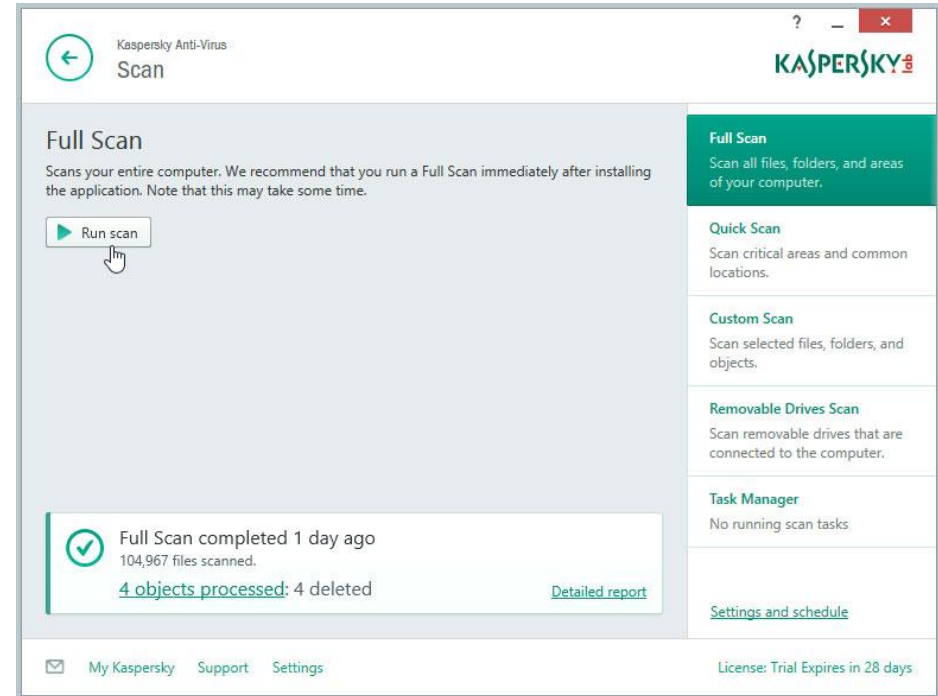
Review discovered threats and recommended action

➢ Either during the course of the scan or when it's complete, the antivirus program will notify you of discovered threats and recommend various courses of action.

➢ Usually, the recommended action for each threat is the best choice.

➢ If the antivirus is unable to remove any threat, don't ignore it. Investigate how to proceed with some Internet searches or by contacting a professional. The support team for the antivirus program can often help you at this point.
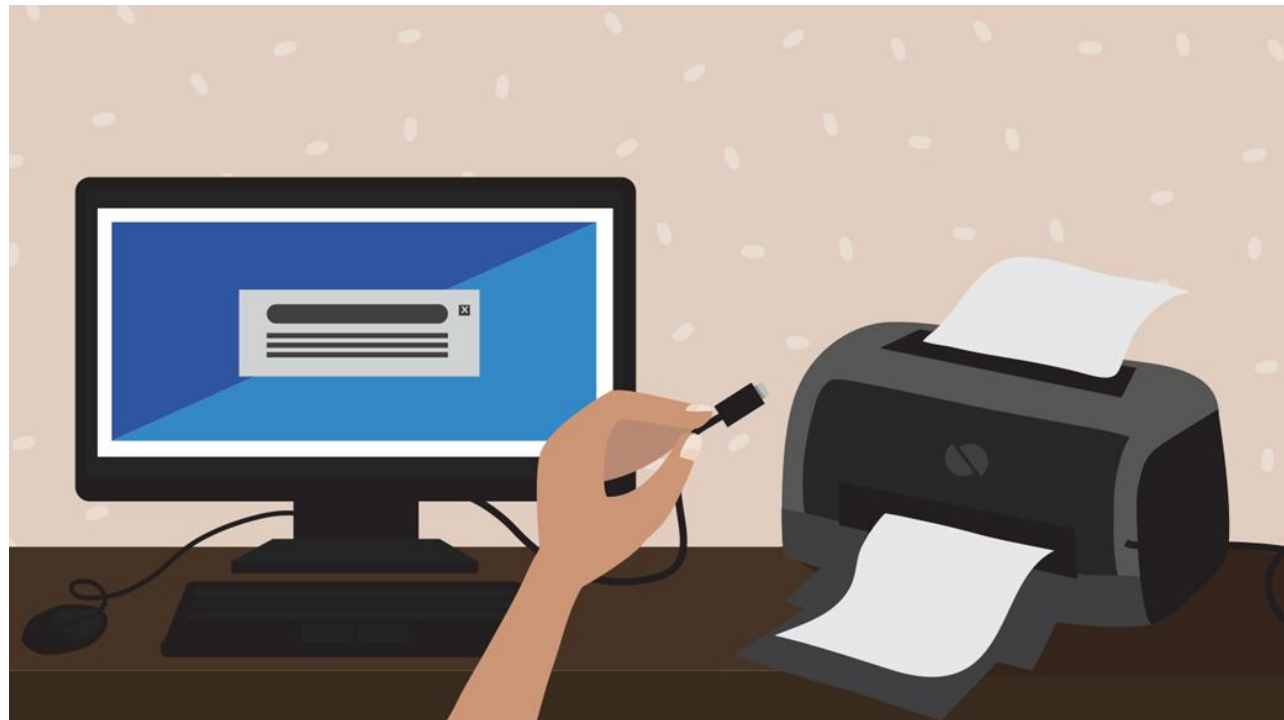
Printer Setup

Step-1

Plug in the printer's **power cable** and make sure it's **turned on**.
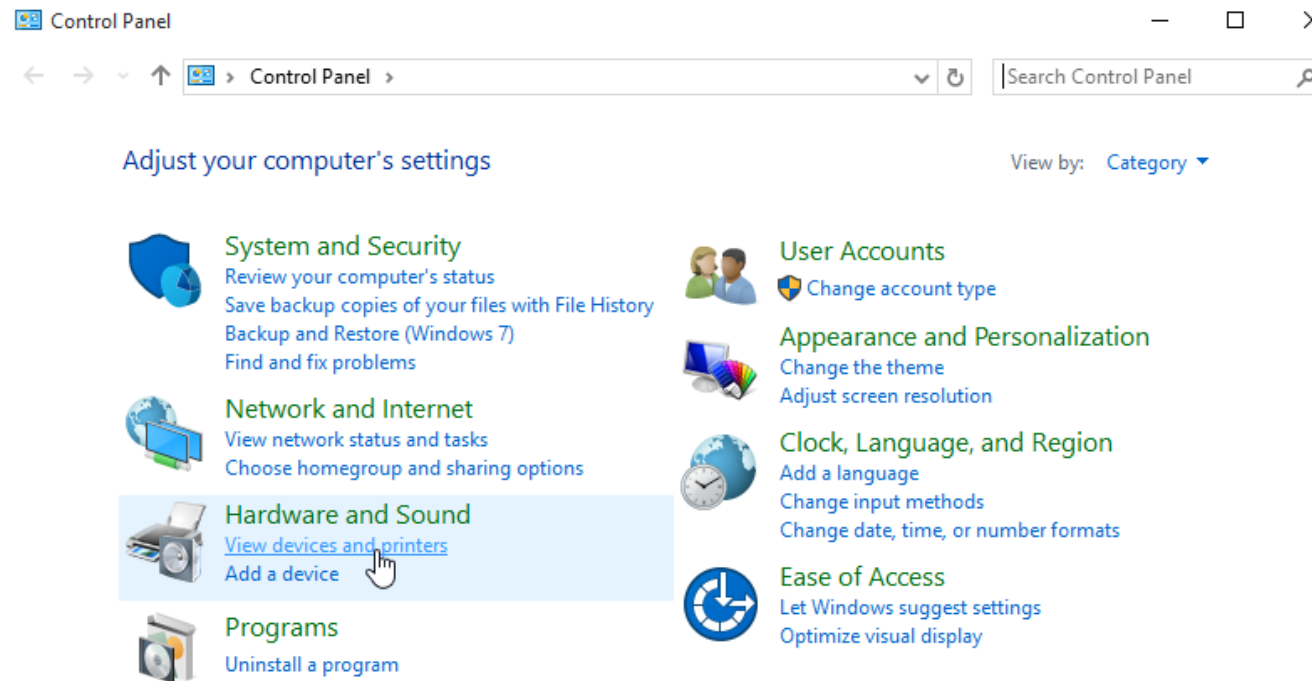
Step-2

Connect the included cable (usually a **USB cable**) from the printer to the computer. Note: The process will be different if you're using a **wireless** printer
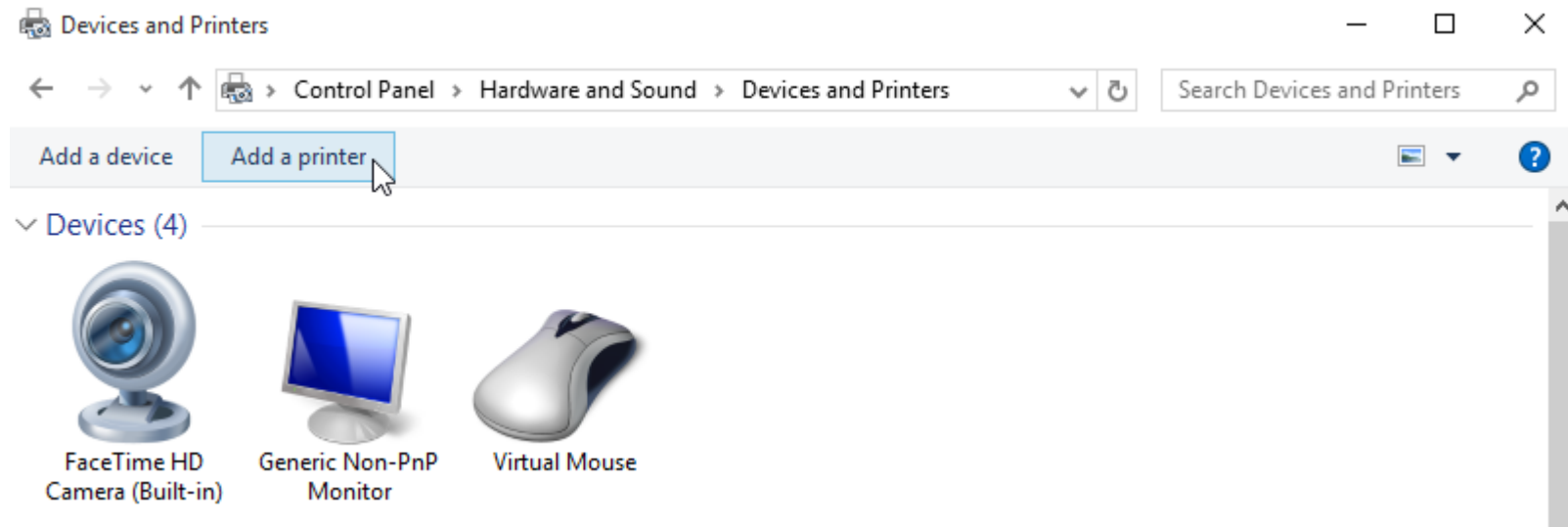
Step-3

On your computer, locate the **Printer settings**. If you're using a Windows computer, you'll find these in the **Control Panel**.

Step-4

Look for the option to **Add a printer**, then follow the instructions that appear.

Step-5

Now it's time to try printing something!

Firstly, open the file that you want to print

Then, select **File > Print** from your web browser's menu, or simply press **Ctrl+P** on your keyboard (or **Command+P** if you're on a Mac).

Step-6

A dialog box will appear. Locate and select the new printer from the list, then click **Print**.
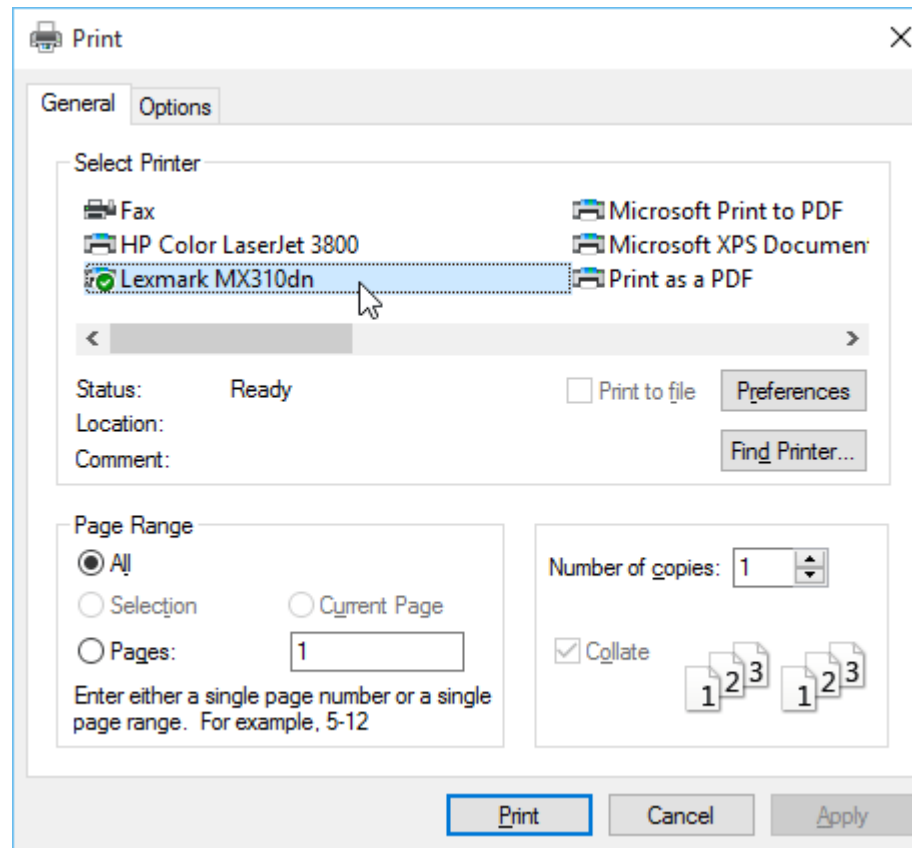
View the print queue

To view a list of items waiting to print in Windows 10, go to the search box on the taskbar and enter **devices and printers.**

Select **Devices and Printers** and find your printer in the list.

Right-click on it and select **See what's printing**.