



More About Windows 8.1

LESSON OUTCOMES

After this lesson, students will be able to:

- » Recall the definition of Windows Operating System.
- » Define files and folders.
- » Differentiate between files and folders.
- » Describe the need for organisation of data into files and folders.
- » Open File Explorer.
- » Label and describe each component of File Explorer.
- » Move a file or folder.
- » Copy a file or folder.
- » Delete a file or folder.
- » Rename a file or folder.
- » View folder icons.
- » Use the Aero Snap feature.
- » Use File Explorer to browse, search and work with files and folders.
- » Explore the different folder view options in File Explorer.

WARM UP

- » Tick (✓) the logo of Windows 8.1.



CHAPTER NOTES

- » Windows 8.1 manages files and folders with the help of the File Explorer window.
- » Files are single documents created with the help of any software. Files are usually represented by an icon. Windows uses folders to help organise files. You can put files inside a folder, just like you would put documents inside a real folder.
- » You can view and organise files and folders using a built-in application known as File Explorer.
- » Navigation Pane is used to select folders and drives, and navigate through the folders and files on your computer.
- » You can use the Back, Forward and Up buttons to navigate within different screens that you browse within Explorer in Windows 8.1.
- » The various tabs present in the Ribbon are shown at the top of File Explorer in Windows 8.1.
- » The Address Bar shows the currently selected location within your computer or the network.
- » At the top of each column you will see a column name that displays the type of information shown within that column.
- » You can use the Search Box to search for a specific file or folder within a selected folder location.

- » When you work with files and folders, they are displayed as icons.
- » There are 8 different folder view options available in Window 8.1. These are: Extra-large icons, large icons, Medium icons, Small icons, List, Details, Tiles and Content.
- » Windows 8.1 includes several “gesture” features that can save you a lot of time. Foremost among them is Aero Snap.

DEMONSTRATION

- » Open File Explorer.
- » Move a file or folder.
- » Copy a file or folder.
- » Delete a file or folder.
- » Rename a file or folder.
- » View folder icons.
- » Use the Aero Snap feature.
- » Use File Explorer to browse, search and work with files and folders.
- » Explore the different folder view options in File Explorer.

LAB ACTIVITIES

- » Create a folder named “My Files”.
- » Open Paint and make a drawing.
- » Save the file in your folder with the name “My Drawing”.
- » Open Word and write a few lines.
- » Save the file in your folder with the name “My Document”.
- » Open PowerPoint and make a presentation.

- » Save the file in your folder with the name “My Presentation”.
- » Move your folder from the desktop to the documents folder.
- » Delete your folder.

ASSESSMENT

Teacher can assess the students on the basis of the following questions.

1. Differentiate between files and folders.
2. Write the steps to:
 - (a) Rename a file
 - (b) Move a folder
3. What is the difference between moving and copying a file or a folder?
4. List the different folder views.
5. Describe the Aero Snap feature of Windows 8.1.

SUGGESTED CLASS ACTIVITIES

1. Draw icons for the files of the following programs:
 - (a) Word
 - (b) PowerPoint
 - (c) Notepad
 - (d) Tux Paint
2. Suppose you were to create your own folder icon design. What will it look like? Draw it here.