

Introduction of Computer Systems and Applications

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IIUM PRESS
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

INTRODUCTION OF COMPUTER SYSTEMS AND APPLICATIONS

Editors

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IIUM Press

Published by:
IIUM Press
International Islamic University Malaysia

First Edition, 2011
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Perpustakaan Negara Malaysia

Cataloguing-in-Publication Data

Bibliography p.
Includes Index
ISBN

ISBN: 978-967-418-085-0

Member of Majlis Penerbitan Ilmiah Malaysia – MAPIM
(Malaysian Scholarly Publishing Council)

Printed by :
IIUM PRINTING SDN. BHD.
No. 1, Jalan Industri Batu Caves 1/3
Taman Perindustrian Batu Caves
Batu Caves Centre Point
68100 Batu Caves
Selangor Darul Ehsan

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7. FOLDER AND DIRECTORY

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Abstract

A folder is same as a directory where many files or subdirectories can be saved and created. A new folder can be created for storing files from similar nature. As soon as a folder is created, is without name. A name can be assigned of choice so that the folder can carry the same. It is always possible to re-name the same. In this experiment the students will be able to create new folders, rename the old ones, move folders from one storage medium to another, delete folders or contents save in files of a folder and many such operations that are applicable for the folder.

7.1 Introduction

Folder is a files storage area. In GUI environment, such as Windows and Macintosh, folder is an object that can contain multiple documents. Folders are used to organize information. In DOS and UNIX, folders are called directories.

7.2 How to Create a New Folder

So do the following:

- Click once with your Left mouse button on the letter C in the left hand pane of the Windows Explorer
- On the menu bar across the top that has File, Edit, View, Go, Click the **File** option once with your Left mouse button
- From the menu that drops down, move your mouse pointer to **New**