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Creating Naming Moving and Deleting Practice Files

Experiment 2 - Practical Notes

Name: _____ Roll no.: _____ Date: _____

Aim

To organise a small folder tree and safely manage dummy files.

Principle

A predictable folder structure and naming rule make records easier to find. Copying retains the original; moving changes its location. Deletion and recovery behaviour depend on the storage system.

Requirements

- Dedicated empty training folder and disposable dummy files.
- File manager and a written checklist of permitted targets.

Procedure

1. Create tree

Inside the training folder create Semester-2, then Reports, Spreadsheets and Presentations. Confirm every target remains inside that practice area.

2. Name files

Use a consistent pattern such as Subject-Activity-StudentID-Date.ext, preserving the correct extension.

3. Copy

Copy one dummy document into Reports and verify that the source still exists.

4. Move

Move another dummy file to the appropriate subfolder and confirm its new path.

5. Rename

Rename a dummy file and reopen it. Do not change its extension simply to convert the format.

6. Delete and recover

Delete only a designated disposable practice file using the normal recoverable method. Restore it where supported and verify it reopens; never test on personal folders.

Fundamentals of Computer Operations

Observations and Record

Operation	Before / after path	Verification
Create / rename	_____	_____
Copy / move	_____	_____
Delete / restore dummy file	_____	_____

Worked Example

The numbers below are illustrative; enter your own observations in the record.

- Use "Biochemistry-Activity-Student01-2026-10-08.docx" rather than "new final latest 2.docx." A descriptive name should be brief enough for the storage system.

Result

Save the completed practice work with a clear name, reopen it to verify the result and record the checks performed. Submit only through the instructor-approved destination.

Precautions

- Use dummy academic data and a dedicated practice folder; do not edit production pharmacy records or use real patient information.
- Check the actual application/version and local settings. Menu names and formula separators can vary between programs.
- Keep an editable copy and verify the saved/exported file rather than relying only on the on-screen appearance.
- A network drive, removable drive or permanent-delete command may bypass normal recovery. Use only the instructor's disposable targets.

Viva Questions and Answers

1. Does renaming .docx to .pdf convert a document?

No. Use the application's export/conversion function.

2. What is the difference between copy and move?

Copy keeps the original; move relocates it.

3. Why verify the final path?

It confirms that the intended file was managed rather than another similarly named item.

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