



Files. Folders. Find anything *in seconds.*

Everything on your computer is either a file or a folder.
Once you know the difference, you'll never lose
anything again.



WHAT'S INSIDE

- ✓ Understand files vs folders
- ✓ Create your own folders
- ✓ Find any file in 30 seconds



— WHY THIS MATTERS

Folders are drawers. Files are papers.

Imagine your computer is a giant filing cabinet. The DRAWERS are called FOLDERS. The PAPERS inside are called FILES.

Every photo, document, song, and video is a file. Folders organize files. You can put folders inside other folders — like drawers inside cupboards. Keep things tidy, and you'll always find them.

WHAT YOU'LL LEARN

- Difference between files and folders
- Open the file explorer
- Create your own folders
- Find files quickly with search

 *Takes about 6 minutes to read*



1

STEP 1 OF 6

Open File Explorer (Windows) or Finder (Mac)

Find the icon on your screen:

- Windows: Folder icon on the taskbar — yellow folder with a blue clip
- Mac: Smiling face icon at bottom of screen — called 'Finder'

Click once. A window opens showing your files.

TIP

On Windows, you can also press Windows key + E to open File Explorer instantly.

Files & Folders

This PC

Documents

Letters

Bills 2024

budget.xlsx

Photos

Family

vacation.jpg

Folders hold files. Like a drawer holds papers.



2

STEP 2 OF 6

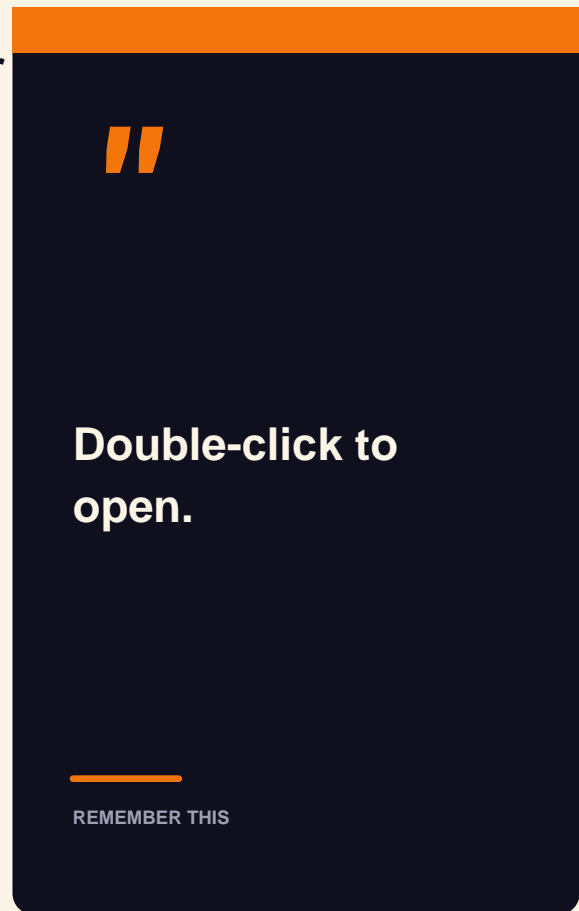
See what's inside a folder

On the left, you'll see folders like 'Documents', 'Pictures', 'Downloads', 'Desktop'.

Double-click any folder to OPEN it. You'll see what's inside — more folders, or files. Folders look yellow. Files have specific icons (W for Word, X for Excel, small picture for photos).

● **TIP**

Click the BACK arrow at top-left to go to the previous folder. Or click 'This PC' to start fresh.





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STEP 3 OF 6

Create your own folder

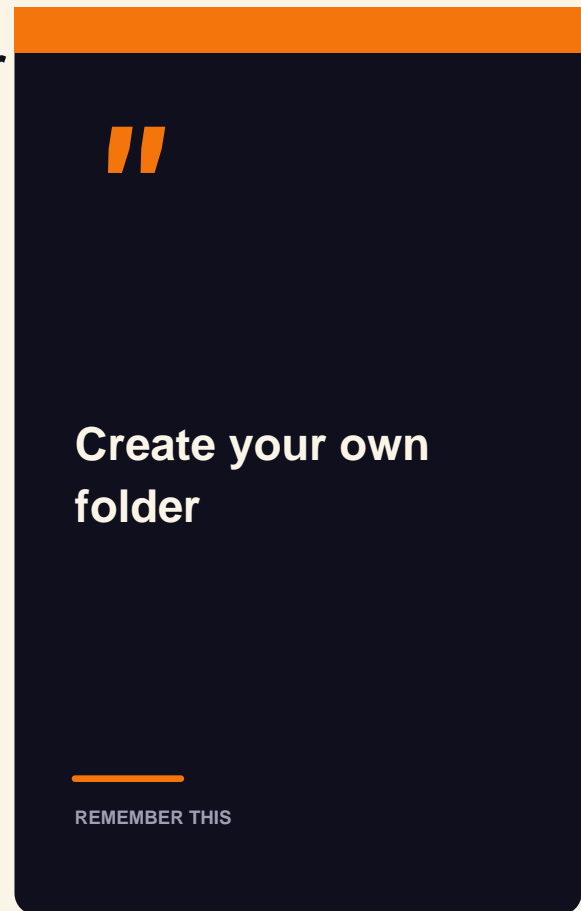
To organize, make your own folders:

1. Open the place you want a new folder (like Documents)
2. RIGHT-click on empty space
3. Pick 'New' → 'Folder'
4. Type a name like 'Bills 2024' and press Enter

A new yellow folder appears. Double-click to open it.

● TIP

Use clear names: 'Bills 2024', 'Family Photos', 'Beti Wedding'. Bad: 'Folder1', 'New Folder', 'asdf'.





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STEP 4 OF 6

Move a file into a folder

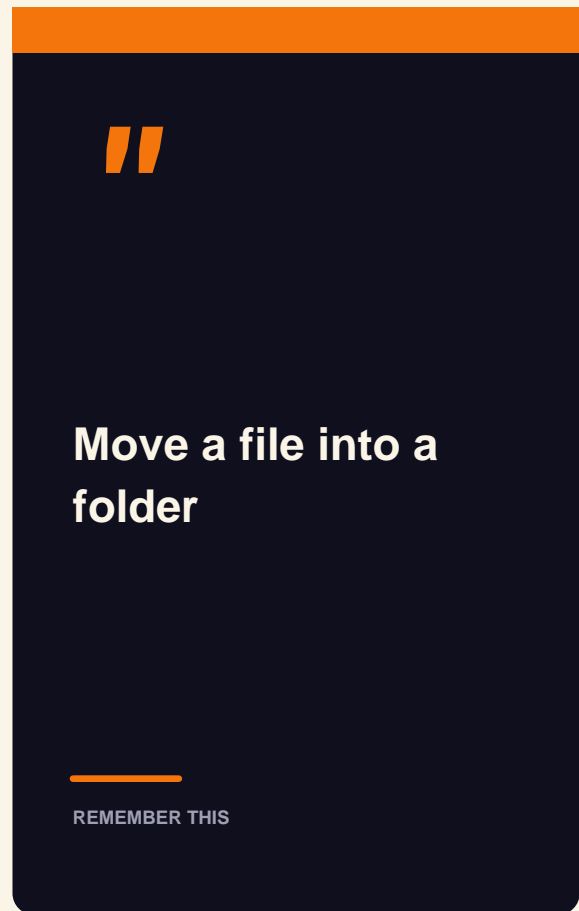
Two ways:

Way 1 (drag): Click and HOLD a file. Drag it onto a folder. Release. File moves into the folder.

Way 2 (cut and paste): Right-click file → Cut. Open the folder. Right-click empty space → Paste. File moves.

● **TIP**

If you want to KEEP a copy in the original place too, use COPY instead of CUT. Copy keeps original, paste makes a duplicate.





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STEP 5 OF 6

Find any file with search

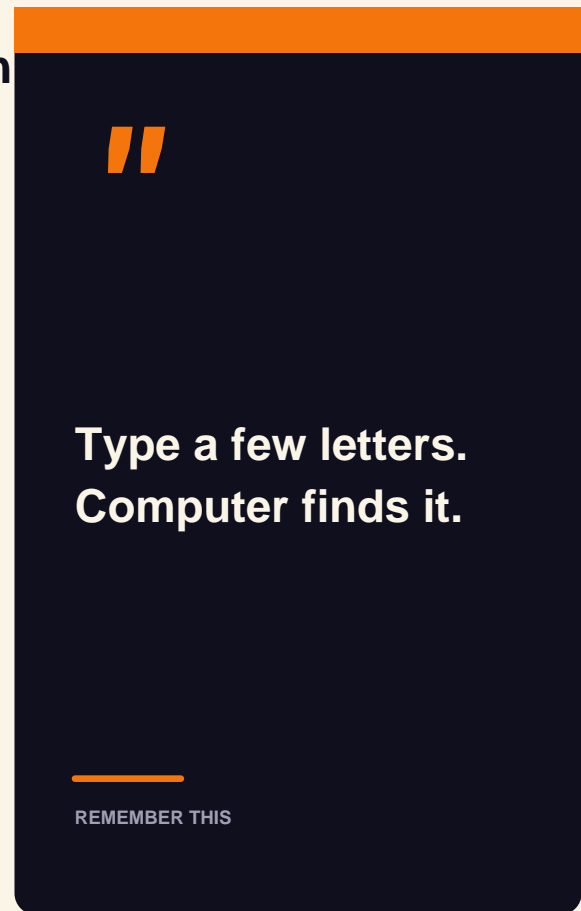
Forgot where you saved something?

- Windows: Click the search box at top-right of File Explorer. Type the filename or part of it.
- Mac: Press Cmd + Space, then type the filename.

All files matching the name appear in seconds. Double-click to open.

● **TIP**

You don't need to remember the full filename. 'Bill' will find 'Electricity_Bill_June.pdf'. Just type a few letters.





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STEP 6 OF 6

Backup important folders

If your computer crashes, you lose everything.
So BACKUP:

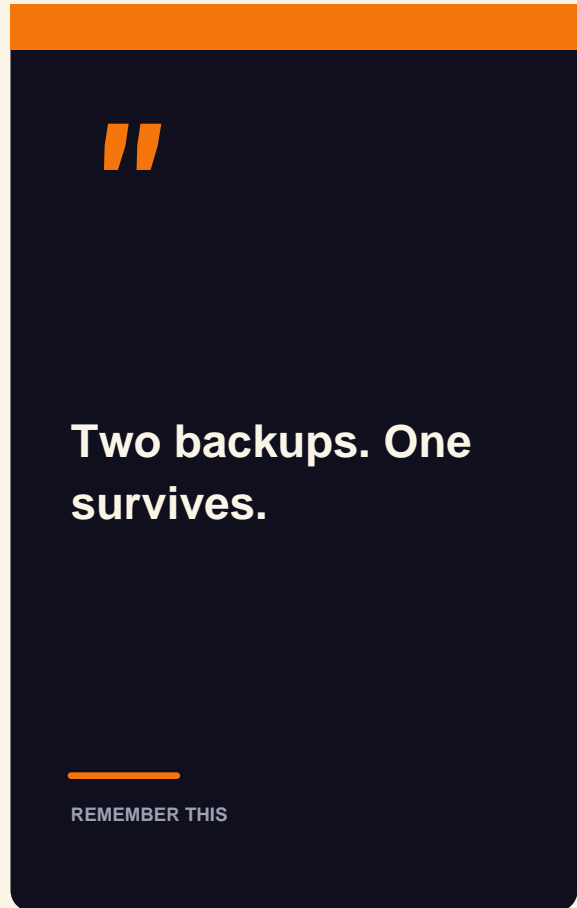
- Buy a USB pen drive (Rs. 500-1000 for 64 GB)
- Plug it in. A new drive shows up in File Explorer
- Copy your important folders onto it
- Keep the pen drive in a safe place

Or use Google Drive — saves files in the cloud, free.



WARNING

Hard disks fail. Pen drives fail. NOTHING is forever. The safest is to have BOTH a pen drive AND Google Drive copy of important things.





QUICK RECAP

Files and folders mastered.

1

Folder = drawer. File = paper.

Folders organize. Files are the actual things — photos, documents, etc.

2

Right-click to make a new folder

Right-click empty space → New → Folder. Name it clearly. Press Enter.

3

Drag to move

Click and hold a file. Drag onto a folder. Release. File moves into folder.

4

Search finds anything

Forgot where you saved it? Type a few letters in the search box. Computer finds it.

5

Backup important things twice

Pen drive + Google Drive. Two backups means one will always survive a crash.



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