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How to delete files or folders in Windows 7

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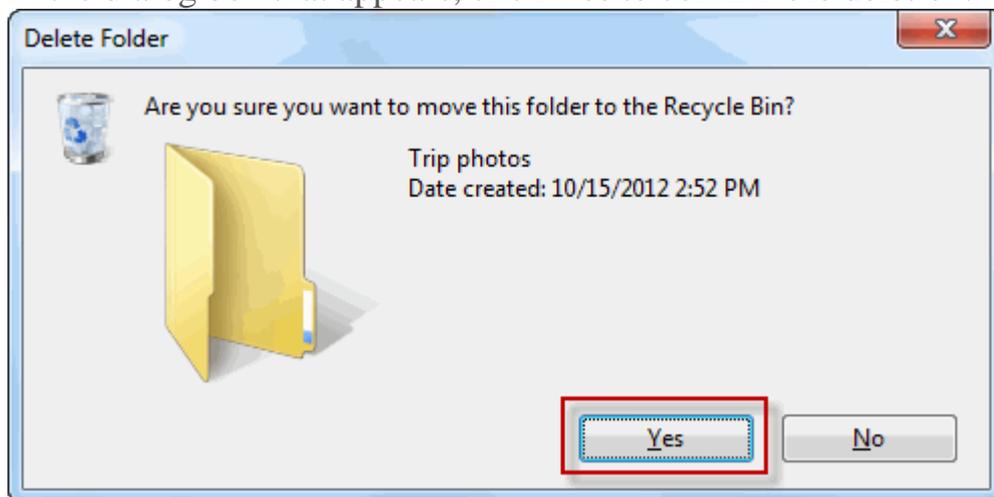
To begin with, a user can remove objects one by one, or with entire groups. For the first option, you should simply set the cursor to the desired file or folder. To perform group deletion you should select objects with your mouse and Shift and Ctrl buttons.

1)

A. Select the file or folder icon.

B. Press **Delete**.(keyboard)

C. In the dialog box that appears, click Yes to confirm the deletion.



2) In particular, a user can simply drag the selected files and folders and drop them to Recycle Bin on the Desktop.

3) The other option is deleting via the content menu. To use it, an operator should right-click the Explorer window, choose the "Delete" command in the drop-down menu, and then confirm this action in the opened dialog.

4) Those users, who prefer working with the keyboard, can delete files using the (Ctrl +D) . This button does the same as the "Delete" command of the context menu.

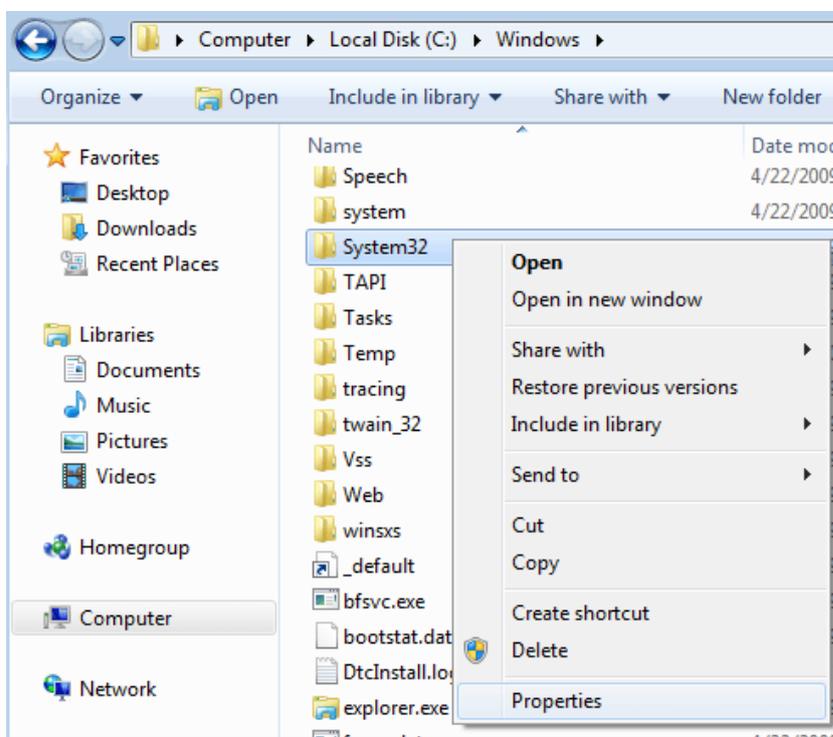
5) Note that all deleting options described above are actually one operation. The main point about it that does not remove objects from your hard drive, but instead moves them to Windows Recycle Bin. Later, a user of the computer may restore those files or folders at any time, and they will return to the

locations where they were. In case if you need to finally delete objects, you should clear Recycle Bin by clicking it with the right mouse, button and selecting the “Empty Recycle Bin” command in the context menu.

6) However, Windows 7 features a “direct” deletion too that actually removes objects, other than moving them to Recycle Bin. To use this method, select in Explorer the desired files, folders, and press Shift + Del, then confirm your choice in the dialog window.

7) Recycle Bin → R.C → Open → Organize → delete

8) Recycle Bin → R.C → Open



How to Rename Files or Folders in Windows 7

- 1) Renaming a single file or folder is the easiest operation. Right-click the file with the mouse and select the “Rename” command in the drop-down menu. You should see an edit box in place of the file’s name. You can edit the name of the file using this edit box. If you want to apply changes, press Enter or click with the mouse somewhere outside the box. If you want to exit editing and abandon all changes, press the Esc button.
- 2) There is one more way to rename a file or folder. First, select the desired object by clicking it and then click its name with the left mouse button. Do not confuse it with the double-click that simply runs a file or opens a folder.

There should be a small pause between the selection click and the click on the name.

- 3) Finally, there is a third way. Simply select the file and press F2.

What is difference between Copy and Paste and Cut and Paste?

- 1) Copy and Paste is when you have something in your document (or other type file) and want in a second location in addition to staying where it is. This second location could be in the same document or a different document.
- 2) Cut and Paste is when you have something in your document (or other type file) and want to move it to a different location and no longer have it in the original location. This different location could be in the same document or a different document.
- 3) You could use CTRL+X to Cut **OR** CTRL + C to Copy the area highlighted.
- 4) Right click the mouse of folder or file and choose Copy or Cut to the Edit menu and choose Paste or click CTRL+V.

How to select folder and file in windows 7

- 1) With most operating systems and software programs, the shortcut key Ctrl+A selects all files or text.
- 2) Clicking and dragging a box around the files or folders you want to select will select all files and folders within that box.(To do this, click and hold your left mouse button on the top left portion of where you want to start highlighting and then drag the box until the last file or folder has been highlighted.)
- 3) Click the first file or folder, and then press and hold the Ctrl key. While holding down the Ctrl key, click each of the other files or folders you want to select.
- 4) Click the first file or folder, and then press Shift key. While holding Shift, click the last file or folder.
- 5) Click left mouse the file or folder you want to select.