

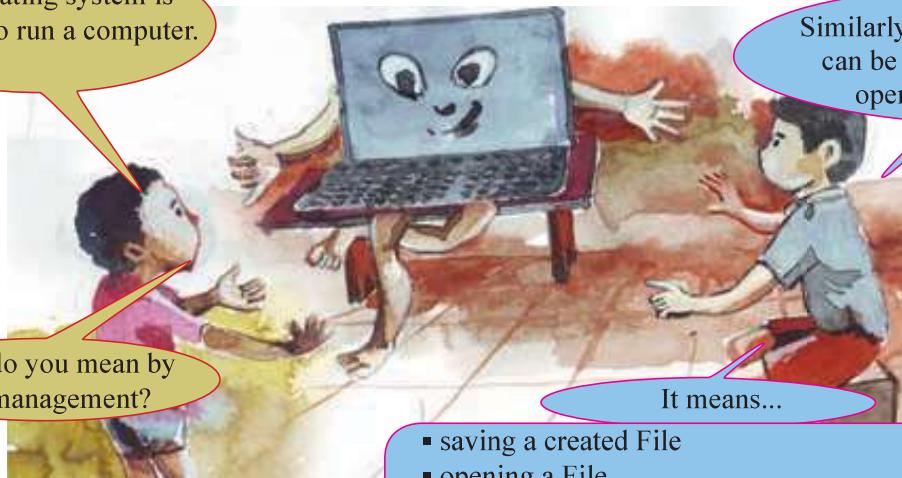


### 3

## Operating System and File Management

An operating system is essential to run a computer.

What do you mean by file management?



Similarly, file management can be done through an operating system.

It means...

- saving a created File
- opening a File
- editing a File
- closing a File
- maximizing, minimizing and resizing a window, etc.

### 3.1 / Operating System

You have learnt in the first chapter that an operating system is a software. That means, it is a computer programme. It establishes a relationship between the user and the hardware. It also helps to manage other software in the computer.



Operating System



Computer Software and Hardware

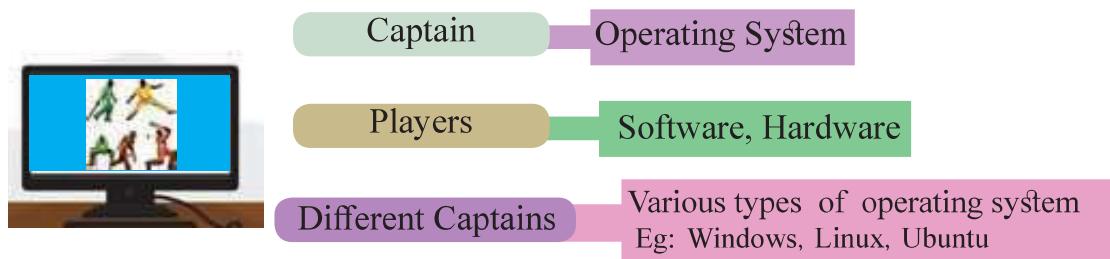
Figure 3.1 - Functions of an Operating System



According to my brother, computer is like a cricket team. Then, the captain is the operating system. Other players are like software and hardware.

The captain leads the players by giving instructions according to the needs of the match. Just like that, software and hardware are managed by the operating system according to the given set of instructions.

Sometimes, captains are changed. Likewise, the operating system also can be changed. Windows, Linux, Ubuntu are some other types of operating systems. It is like changing a captain.



**Figure 3.2 - Explaining of Operating System through an Example**



Figure 3.3 - Examples for Operating System

## 3.2 // User Interface

A user interface is given to a user by the operating system to do his tasks. This interface is displayed on the screen when the computer is turned on.



Activity 1 - See 3.1 in the Workbook.



### 3.2.1 / Let's learn about File

Illustration 1: Sahan is on the phone. A speech bubble says, "Hello Sahan, what are you doing?" Sahan's response, "On the computer? How is that?", is in a red speech bubble.

Illustration 2: Gayan is sitting at a desk with a laptop. A speech bubble says, "Gayan, I drew an art on the computer." A green speech bubble from Sahan says, "Not only art, a lot of other activities can be done on it."

Illustration 3: Sahan is on the phone again. A speech bubble says, "Can you bring your art?"

Illustration 4: Gayan is smiling at Sahan. A speech bubble says, "Yes, let's go to our computer laboratory in the school. Then, I'll show you."

Illustration 5: Sahan is on the phone. A large green speech bubble says, "We can keep a lot of documents in the computer as we keep drawings and letters. They are called files. The operating system helps to do it."

Illustration 6: Sahan is on the phone. A speech bubble says, "How does an operating system help us?"

Illustration 7: Sahan is on the phone. A speech bubble says, "You mean, can a file contain any data, instructions and commands?"

Illustration 8: Gayan is smiling at Sahan. A green speech bubble says, "\* To name a file.  
\* To edit documents.  
\* To save files in a preferred place."

Illustration 9: Sahan is on the phone. A speech bubble says, "Yes, exactly."



## Activity 2 - See 3.2 in the Workbook.

Given below are several files which are stored in a computer.

- List of term test marks in a particular class
- A video of the school play presented at the all island drama competition
- The agenda of the sportsmeet
- The National Anthem
- Images of the sportsmeet

These different types of files are shown with unique symbols. A few examples are given below to give you a basic understanding and you will get a broader knowledge about them in higher grades.



A file with text



A file with voice



A file with images



A file with video

**Figure 3.4 - Examples for File Symbols**

### User Interface

When you open a file or a programme, it is displayed on the user interface.

You can use the icons which are shown on the user interface to open a file, a folder or a programme.

An icon represents a file, a folder or a programme.



File

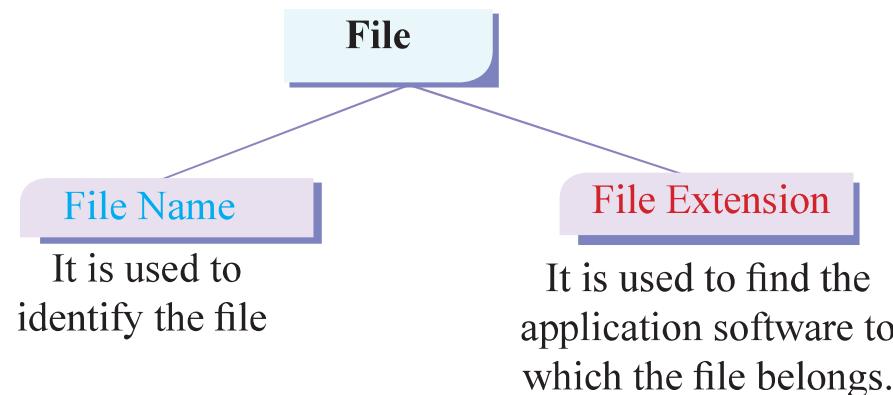


Folder



### Activity 3 - See 3.3 in the Workbook.

A file contains two parts.



This file is created by a word processing software and it is named as "Kamal".

kamal.docx

File Name      File Extension



Let's see how certain tasks are done using a graphic software to learn more about files. A graphic software is used to draw images, charts, shapes, diagrams, figures and building plans.



Some Graphic Software

### 3.2.2 / Let's Identify the Working Window

The working window is displayed once you open a software.

Let's imagine that you drew an art on a working window. (For that, tools in the menu provided in the opened software should be used).

The working window can be maximized , minimized , resized and closed .



Figure 3.5 - Working Window

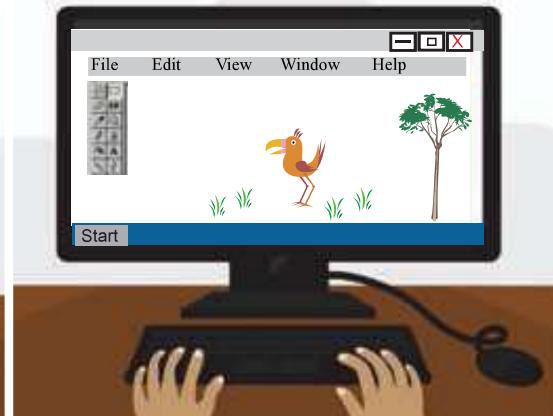


Figure 3.6 - A Working window of an Art

### Minimizing the Working Window

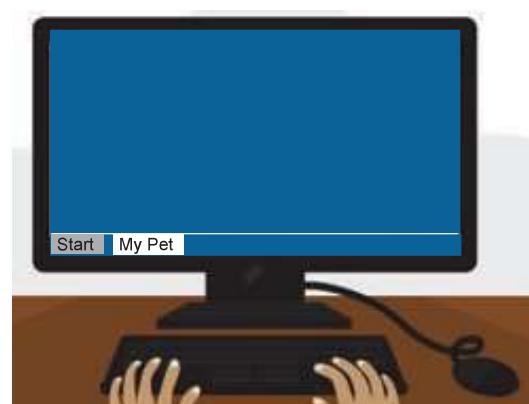
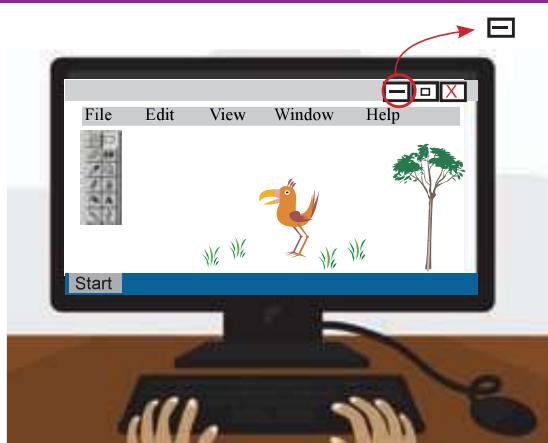


Figure 3.7 - Hiding a Window

Here the window is hidden. The window you opened disappears and is kept on the task bar. It is shown by words or an icon.

Eg:  or 

By clicking on the button shown by the word or the icon, you can restore the working window.

## Maximizing the Window

The working window can be enlarged by clicking on the maximize button so that the screen fits into the entire screen.

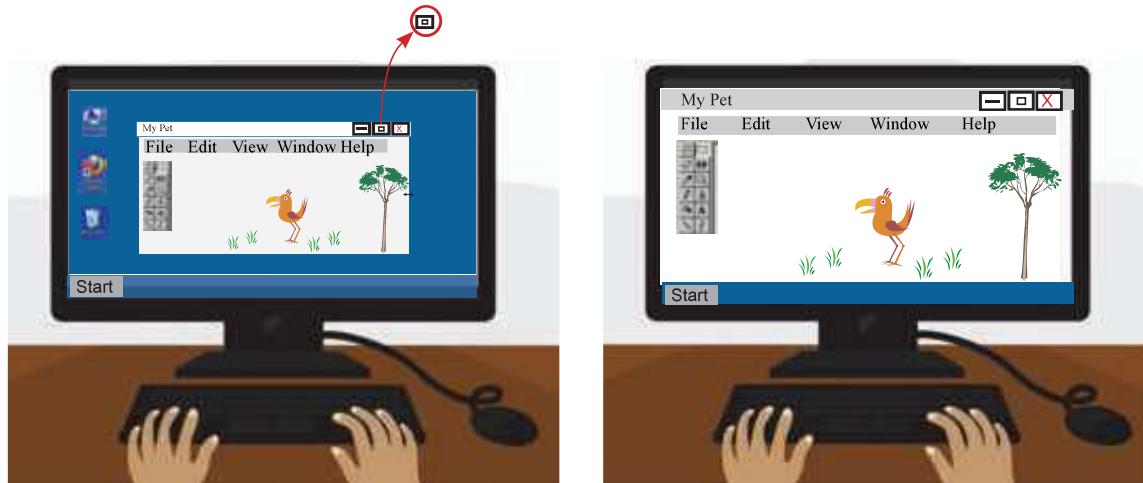


Figure 3.8 - Maximizing a window

It will shrink when you re-click the button again.

## Resizing the Window

There is also the opportunity to change the size of the working window that appears on the screen. When the mouse pointer is brought to the edge of the window, arrow shapes are shown. By dragging these arrow shapes you can change the size of the window.

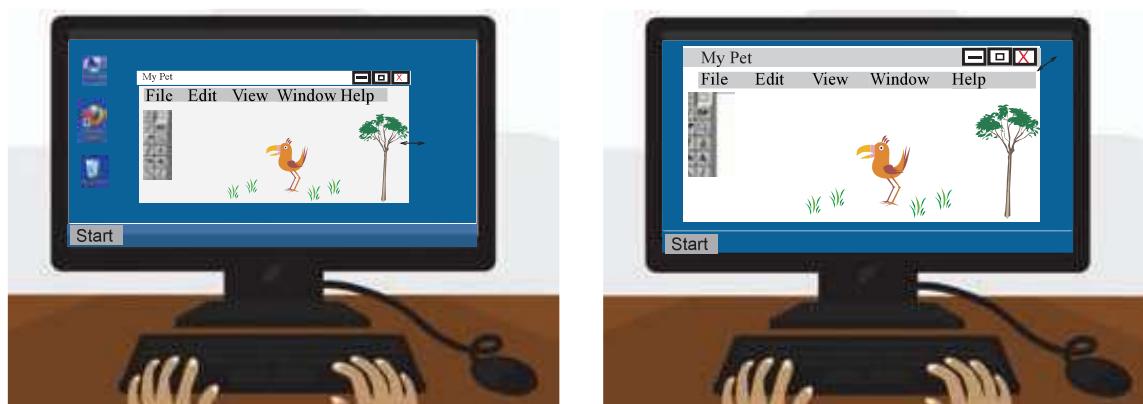


Figure 3.9 - Resizing a Window

## Closing the Window

Click the  button on the top right hand corner to close a window.

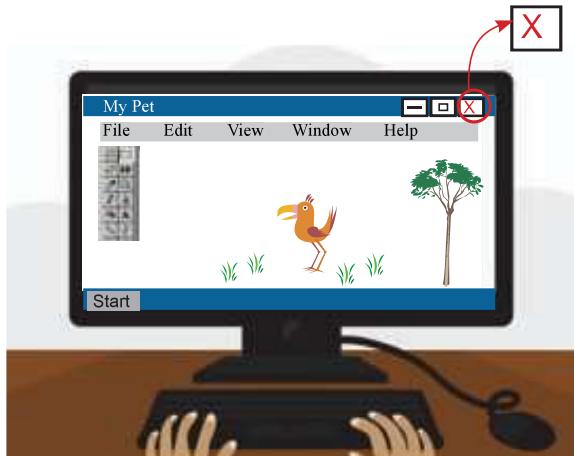


Figure 3.10 - Resizing a Window

When you click the  button, you will see a query window asking whether to save the document or not.

If you want to save the document, to use it later, Select 'Yes' command or if you do not want to save it, click the "No" command.

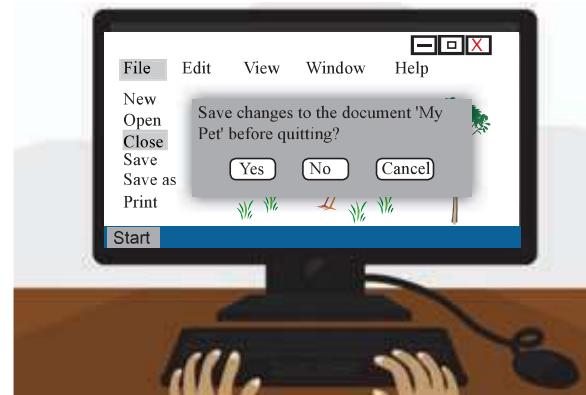
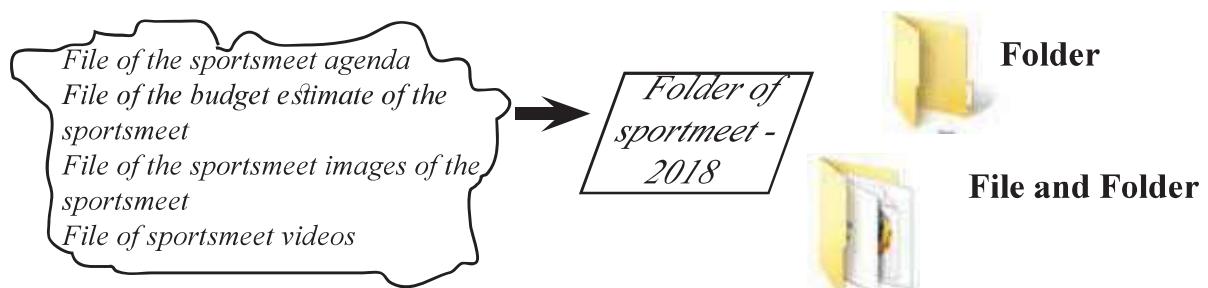


Figure 3.11 - Saving a Document before closing a Window

### 3.2.3 / Let's learn about File Folder

Folders are used to keep files in order.



Following facts about folders and the working window will be useful to you.



Symbols like ; < > ... can be used to name a file or a folder.

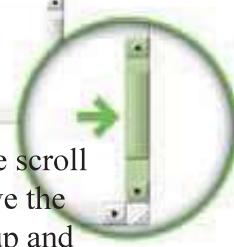
### Folder and Working Window



A folder contains files like documents, images, etc.



When you double click on a file or a folder, its content is displayed on a working window.



You can use scroll bars to move the document up and down as well as from left to right.

### Menu Bar

#### Title Bar

The name of the file, document or the programme will be shown on the title bar.

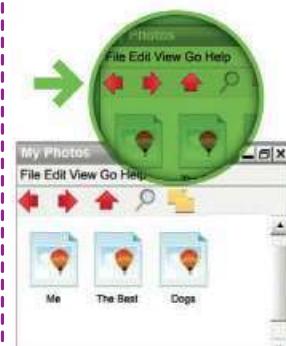


The menu bar contains commands to carry out tasks in a folder, a document or a programme.



#### Tool Bar

The tool bar contains several commands that are derived from the menu bar.





Multiple working windows can be opened simultaneously.

The active window is visible in front of the other windows and its title bar is highlighted.



To switch between windows, click on the relevant window or the button on the task bar.



The opened windows are displayed as buttons on the task bar. The button related to the active window is displayed in another colour.

## Create a File

Consider the simple art drawn above. When you close the window, if you give a command to save it, it creates a file and saves the document.

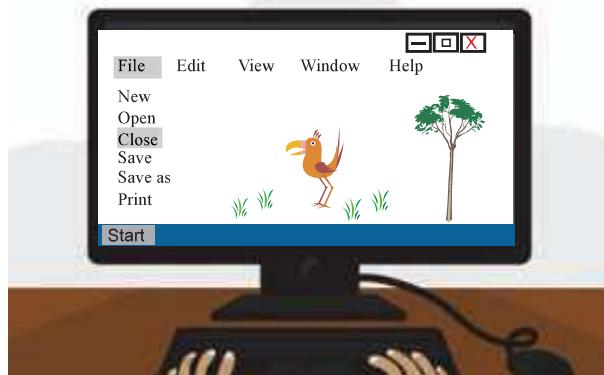


Figure 3.12 - Creating a File



Activity 4 - See 3.4 in the Workbook.

## Saving a File



Figure 3.13 - Saving a File

Created files should be saved for reuse. These can be stored in a folder for convenience and order. Here you can use the 'Save' or 'Save as' command to save the file.

When saving the file for the first time, despite the selected command, the "Save as" command window will be opened.

Here, the operating system suggests a name for the file. The user can change it and give a suitable name. Also, determining the location of the file to be stored can be done in the same manner.

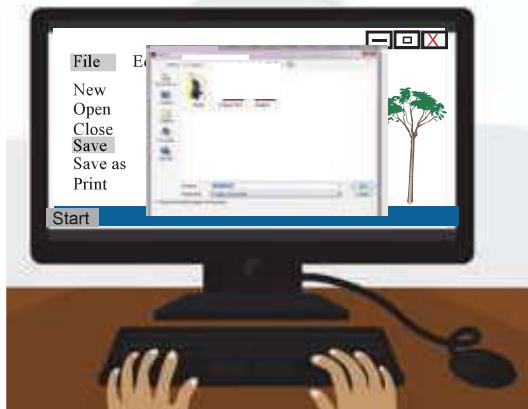


Figure 3.14 - Selecting a Location and giving a Name to save a File

When giving a name to a file, give a name that hints the content of the file. It makes it easier to find the file easily.



It is not allowed to save two files with the same file name which are created by the same software in the same folder. The operation system gives an identity to the file by doing that.

It's also difficult for you to identify several friends who have the same name. Similarly, the same problem affects the operating system. Therefore, it does not allow multiple files to be saved under the same file name in the same folder.

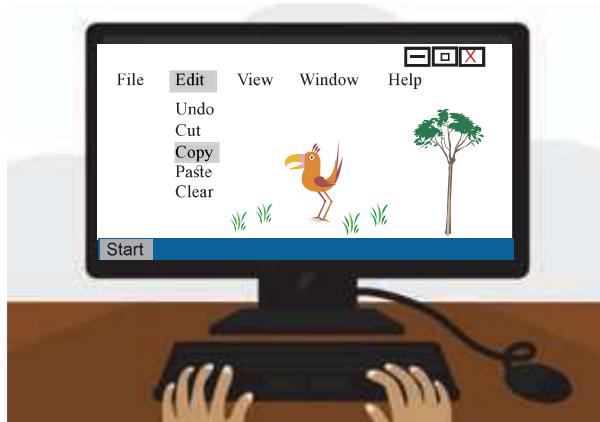
## Open a File



To open a saved file, find the file location and the name. Then, click on it.

Figure 3.15 - Opening a File

## Edit a File



You will be able to edit the saved file after opening it.

Here, it should be saved once you edit it. For that, 'Save' command can be used. If you want to save the file in a different location, then use the 'Save as' command.

Figure 3.16 - Editing a File



## Activity 5 - See 3.5 in the Workbook.



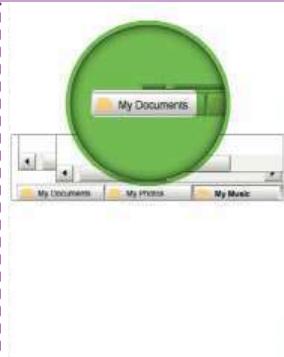
### Summary

- ★ The operating system is a bridge that connects the user and the computer.
- ★ File manipulation is a major function of the operating system.
- ★ Creating a file, editing and closing a file can be done through an operating system. In addition, it is possible to maximize, minimize and resize a window.
- ★ A file is a collection of data and information whereas a folder is a collection of files.
- ★ A file name contains a name and an extension whereas a folder contains only a name.

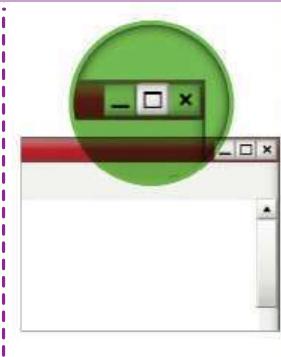
To minimize the screen click the minimize button on the top right hand corner of the screen.



To restore the window, click the relevant button on the task bar.



Click the maximize button to enlarge the screen and to fit the window to the entire screen.



To close the window, click the close button.

