Learner Full Name: _____

School: _____ **Class:** _____

Workstation Device: _____ **Station #:** _____

Session 5: File Operations & Typing Fluency

In Session 4, you built your first folder and saved your student profile inside. Today, you will learn the superpower tools used by computer experts around the world: **Copy**, **Cut**, **Paste**, **Rename**, and how to safely manage the **Recycle Bin** and **USB Flash Drives**.

1. Everyday Analogy: Photocopy Machine vs. Moving a Desk

📋 COPY & PASTE (The Photocopy Machine)

When you photocopy a syllabus sheet, the original paper stays in your hand, and a **brand-new identical twin** appears. You now have **TWO copies** in two different places!

Shortcut: `Ctrl` + `C` → then → `Ctrl` + `V`

✂️ CUT & PASTE (Moving a Desk)

When you pick up a wooden desk from JHS 1 and carry it into JHS 2, you did not create a second desk. You simply **moved the original**. It is gone from JHS 1!

Shortcut: `Ctrl` + `X` → then → `Ctrl` + `V`

2. Visual Comparison: Copy vs. Cut

Figure 5.0: The difference between Copying and Cutting. Notice how 'X' in Ctrl+X looks like a pair of scissors!

3. Two Quick Shortcuts: F2 (Rename) and Ctrl + Z (Undo)

💡 PRO TIPS: RENAME AND UNDO

Rename: click the file once, then press the `F2` key at the very top of your keyboard. The name highlights blue, so type the new name and press `Enter`!

Undo: made a mistake? Press `Ctrl` + `Z` straight away to reverse your last action.

1. What Happens When You Delete a File?

When you delete a file on your computer, **it does not vanish into thin air immediately**. The computer safely transfers it to a special temporary holding basket on your Desktop called the **Recycle Bin**.

Think of it just like the wastepaper basket in your classroom. If you accidentally throw your homework sheet into the wastepaper basket, you can easily reach in, pull it out, and smooth it flat again!

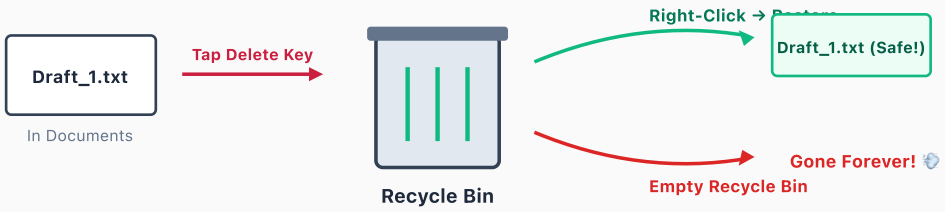

Figure 5.1: The Recycle Bin safety net. You can always Restore a deleted file unless the bin has been emptied, the file was on a USB pen drive (those are deleted straight away), or you used Shift + Delete.

2. How to Recover an Accidentally Deleted File

1. **Open the Recycle Bin:** Go to your Desktop screen and double-click the **Recycle Bin** icon.
2. **Find Your File:** Look through the list for the file you accidentally deleted.
3. **Click "Restore":** Right-click on the file name. Click **Restore** in the pop-up menu. The file magically jumps straight back into its original folder!

3. Check Your Knowledge

Scenario: Kwesi deletes his Social Studies project. He opens the Recycle Bin, clicks "Empty Recycle Bin", and confirms Yes. Can he still click "Restore" to get it back?

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1. What is a USB Flash Drive (Pen Drive)?

A **USB Flash Drive** (commonly called a *Pen Drive* in Ghana) is a thumb-sized storage device. Because it does not need internet or cables, students and teachers use it to carry school files from one computer to another.

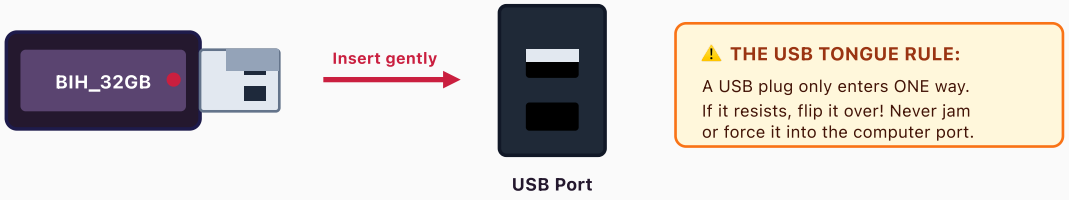

Figure 5.2: Gentle USB insertion. Align the hollow side with the internal plastic tongue of the port.

2. The Cardinal Rule: "Safely Remove Hardware" (Eject)

NEVER YANK OUT A PEN DRIVE WHILE IN USE!

If you pull a flash drive out while the computer is saving, the files on the drive can be **permanently corrupted and destroyed**! Always follow this ejection routine:

1. Look at the bottom-right corner of your screen (the **System Tray**).
2. Click the tiny upward arrow ^ to reveal hidden icons.
3. Click the small picture of a **USB drive with a checkmark**, then click **"Eject"** next to your drive's name.
4. Wait until the screen says *"Safe To Remove Hardware"* before pulling it out!

1. Expanding Beyond Home Row: Reaching the Vowels

Your fingers always rest anchored on the Home Row (`A S D F` and `J K L ;`). But the most common vowels in the English language—**E, I, O, U**—live on the **Top Row**!

To type a top-row letter: reach up with the assigned finger, strike the key once, and **immediately snap the finger back home**!

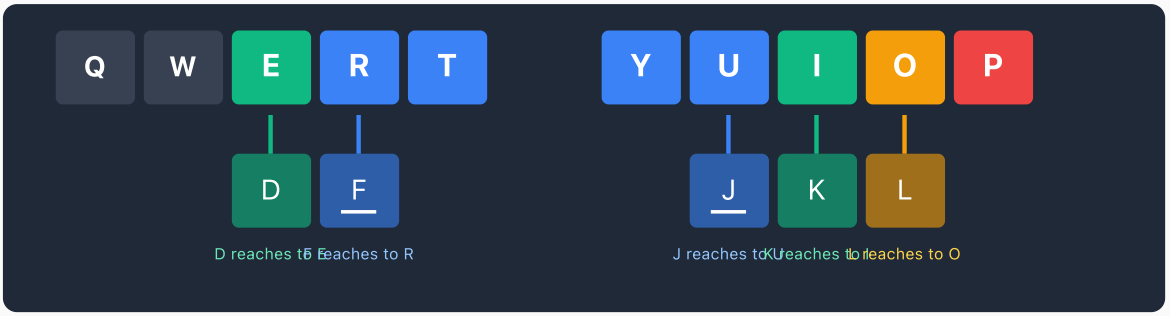

Figure 5.3: Reaching up from the Home Row anchors to the Top Row vowels and letters. Always snap fingers back home!

2. The Gold Standard: Accuracy Over Speed

🏆 **WHY SLOW AND ACCURATE WINS**

Never rush to type fast! If you type 40 words a minute with 10 mistakes, you will waste time erasing and fixing typos. A calm student who types 20 words a minute with zero errors often finishes first!

1. Lab Workout: Copy, Rename, Move, and Recover

Follow these 5 practical challenges inside your BIH_Practice folder:

1. **Navigate:** Press `⊞ Win` + `E` to open File Explorer.
   Go to **Documents → BIH_Practice**. Find your Profile_AmaMensah.txt file from Session 4.
   Inside BIH_Practice, right-click an empty space → New → Folder, and name it Notes.

2. **Make a Duplicate (Copy & Paste):**
   Click your profile file once. Press `Ctrl` + `C` (Copy).
   Then press `Ctrl` + `V` (Paste).
   Observation: A duplicate named Profile_AmaMensah - Copy.txt appears!

3. **Rename the Duplicate:**
   Click the copy file once. Press the `F2` key at the top of your keyboard.
   Type: Profile_Backup and press `Enter`. (Windows keeps the .txt ending for you.)

4. **Move It (Cut & Paste):**
   Click Profile_Backup.txt. Press `Ctrl` + `X` (Cut). Notice how the icon fades slightly.
   Double-click your Notes subfolder to open it.
   Press `Ctrl` + `V` (Paste). The backup file is now safely inside Notes!

5. **Delete & Restore Drill:**
   Create a scrap file: Right-click → New → Text Document → Name it TrashMe.
   Select it and tap the `Delete` key. It vanishes!
   Go to the Desktop, open the **Recycle Bin**, find TrashMe.txt, right-click it, and click **Restore**. Check your folder—it is back!

2. Fluency Typing Workout (Top Row Vowels)

Open **Notepad** and type each drill line 3 times using the correct finger reaches:

Drill	What You Must Type in Notepad	Fingers Used
Drill 1: Reach E & I	ded kik ded kik did kid led	Middle finger reach
Drill 2: Reach U & O	juj lol juj lol you out pour	Index & Ring reach
Drill 3: Full Sentence	Our youth use computers to build Ghana.	All Home & Top Row

SESSION 5 REVIEW & VERIFICATION

1. Match the Keyboard Shortcut

Draw a line connecting each essential keyboard shortcut to its correct command:

[Ctrl + C]	• Paste the item you copied or cut.
[Ctrl + X]	• Undo the last mistake immediately.
[Ctrl + V]	• Copy (duplicate) the selected file.
[Ctrl + Z]	• Rename the highlighted file instantly.
[F2 Key]	• Cut (move) the selected file.

2. Written Review Questions

Question 1: You want to put a copy of your science homework onto your friend's pen drive, but you still want to keep your own copy on the school computer. Should you use **Copy & Paste** or **Cut & Paste**?

Question 2: Why should you always click "Eject" before pulling a USB flash drive out of a computer?

Question 3: Which finger is responsible for reaching up from the Home Row to strike the letter **E**?

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3. Self-Assessment & Mentor Sign-Off

Tick the column that reflects your confidence at the end of Session 5:

File Operations & Typing Competency	With Help	Almost Alone	All By Myself!
1. I can explain the difference between Copying and Cutting a file.	○	○	○
2. I can delete a file and safely recover it from the Recycle Bin.	○	○	○
3. I know how to insert and safely eject a USB flash drive.	○	○	○
4. I can reach up from the Home Row to strike top-row vowels (E, I, O, U).	○	○	○

Mentor Signature: _____ **Date Completed:** _____