

Secondary storage device is divided into two parts on the basis of computer power is on

1. online secondary storage device
2. offline secondary storage device.

1. online secondary storage device is working on when the computer is started. Ex - Hard disk.

2. offline secondary storage device is working off when the computer is started.

Ex - CD ROM

Floppy Disk

Paint Drive

File Management Commands:-

Start → Run Typed cmd

directory
or
अंतर
directory

```
Ms dos 6.0
-----
C:\> MD Kriti \
C:\> CD Kriti \
C:\> Kriti \> MD Farhat \
C:\> Kriti \> CD Farhat \
C:\> Kriti \ Farhat \
```

\ → backslash

/ → forward slash

MD (Make Directory)

It is used to make directory

C:\> MD Kriti \

or

MD Dirname

CD (Change Directory)

(i) It is used to go to current directory.

Ex:- C:\> CD Dirname \

or

C:\> CD Kriti \

(ii) It is used to return that directory.

(Remove Directory)

It is used to remove that directory.

Ex- C:\> RD Dname ↵

or

C:\> RD Kriti ↵

CIS

It is used to clear the screen

C:\> CLS ↵

Copy Con → It is used to make a file

```
MS DOS 6.0
C:\> MD Kriti ↵
C:\> CD Kriti ↵
C:\> Kriti\> Copy Con Farhat ↵
-----
-----
-----
-----
-----
-----
Ctrl Z ^
```

Ctrl+Z → It is used to store the file.

Type → It is used to see the contents of file.

Copy con file name ↵

Ctrl Z

Type file name ↵

Edit command

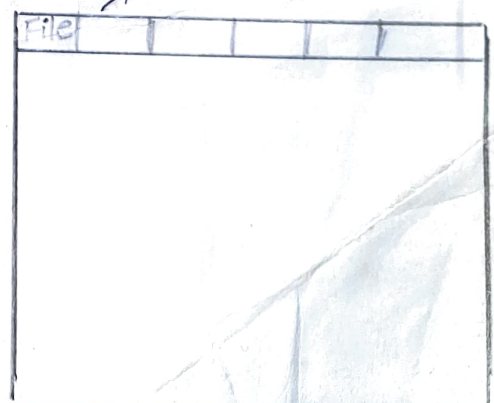
(i) It is a menu driven text editor.

(ii) It is used to make correction in a file.

edit file name ↵

```
MS DOS 6.0
C:\> Kriti\> EDIT Farhat ↵
```

It is not mouse based



It is mouse based

del/Delete/Erase → It is used to delete a file from the disk default to drive.

C:\>Kriti\>Del Farhat ←

Ren command

It is used to rename the file

C:\>Kriti\>Ren Farhat Priya

Copy command

It is used to copy one file to another

Copy filename1 filename2

C:\>Kriti\>Copy Priya Ruchi ←

Date command

```
Ms-dos 6.0
C:\Kriti\>DATE ←
11-13-2009
Enter the date
MM-DD-YY
```

It is used to see the date and also change the date.

Time command

```
Ms-dos 6.0
C:\Kriti\>Time ←
10:20:23 am
Enter the new time
HH:mm:ss am/pm
```

~ THE END ~