

Title: Renaming a Group of Files

Description: In this activity, students will learn how to rename multiple files to keep them organized and easy to identify. Renaming files in a group helps students quickly identify related documents, images, or other file types.

Purpose: To help students understand how to rename files in batches for better organization and to learn the importance of consistent file naming.

Steps:

1. Open the Documents Folder:

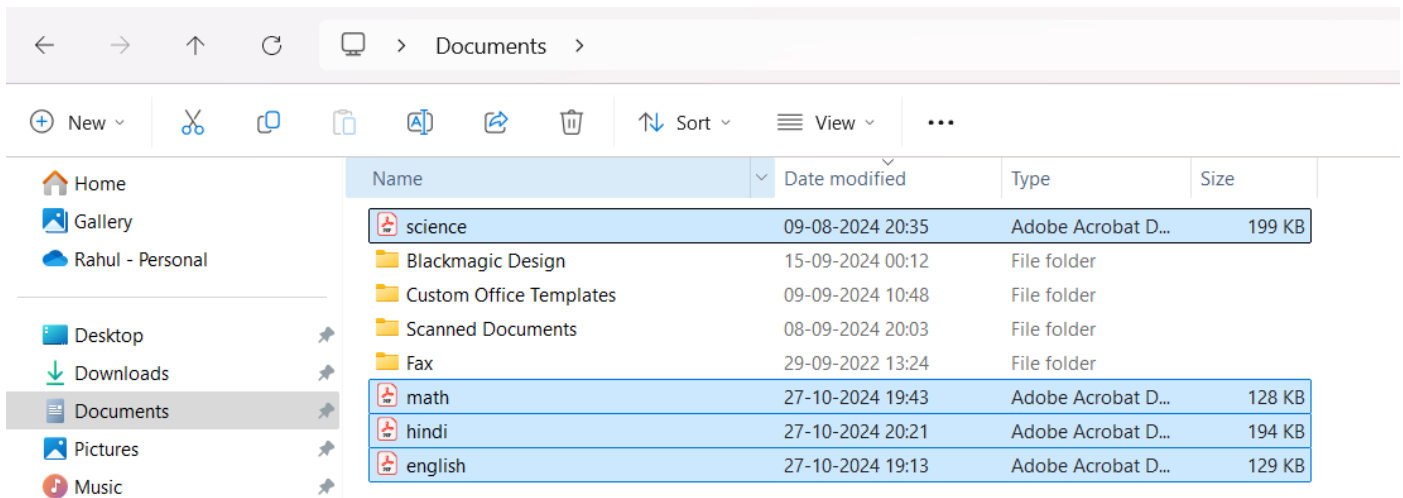
- On your computer, go to the **Documents** folder, where you can create or save files. This folder is a common place to keep your work organized.

2. Create or Add Sample Files to Rename:

- **Option 1:** Create Sample Files
 - Open **Notepad** or **Paint** and create three sample files. For example:
 1. In Notepad, create a simple text document, save it as **File1.txt**
 2. Create two more documents named **File2.txt** and **File3.txt**
 3. Save each file in the **Documents** folder
- **Option 2:** Download Sample Files
 - Download any three sample images, pdf or text files from the internet. When saving, choose the **Documents** folder and name the files temporarily, such as **science**, **hindi**, and **math etc**

3. Select Files to Rename:

- Go to your **Documents** folder.
- Click and drag with your mouse to select all the files you want to rename, making sure they are all highlighted.
- Alternatively (Or), Select the **Ctrl** key on your keyboard, then click each file you want to rename. This should highlight all selected files.



4. Rename All Selected Files at Once:

- With all the files selected, right-click on the first highlighted file and choose **Rename**.
- Type a new name, such as **Homework** or **Photos**, and press **Enter**.
- Windows will automatically rename each file in sequence, adding numbers to the end of each file name (e.g., **Homework (1)**, **Homework (2)**, etc.).

