

SWITCHES

Switch begins with a front slash (/) and is followed by a letter or a number

There are two types

1. **INTERNAL COMMAND**
2. **EXTERNAL COMMAND**

INTERNAL COMMAND

Internal commands are those, which are loaded into the memory at the time of loading the operating system. **All** the internal commands are part of the system file command.com. As the internal commands get loaded into RAM at the time of booting

Eg:- CLS, DATE, TIME, COPY, CON, TYPE, REN, DEL, MD, CD, CD..., RD, DIR, COPY, PROMPT, VER, VOL, ETC

CLS COMMAND

This command is used to clear the screen.

```
C:\>cls↵
```

DATE COMMAND

This command is used to see, change the system date

```
C:\>Date↵
```

The current date is: wed 05/23/2019 Enter
the new date: (mm-dd-yy)

TIME COMMAND

This command is used to see and change the system time.

```
C:\>Time↵
```

The current time is 13:52:08.48

Enter the new time:

COPY CON COMMAND

This command is used to create a new text file.

```
C:\>Copy Con Filename↵
```

```
C:\>Copy Con sonu.txt↵
```

```
Ram is a good boy.↵
```

^z (press F6 function key OR Ctrl+Z & press

Enter Key to save file)

1 file(s) copied.

TYPE COMMAND

This command is used to see the text file contents

```
C:\>Type Filename↵
```

```
C:\>Type sonu.txt↵
```

```
Ram is a good boy.
```

```
C:\>
```

REN COMMAND

This command is used to rename the text file.

```
C:\>Ren old Filename New Filename↵
```

```
C:\>Ren sonu.txt monu.txt↵
```

DEL COMMAND

This command is used to delete the text file.

```
C:\>Del Filename↵
```

```
C:\>Del monu.txt↵
```

MD (Make Directory) COMMAND

This command is used to create a new Directory.

DIRECTORY:

To organize your files, DOS keeps track of each file by maintaining a list files on the disk. This is called a Directory. A Directory listing refers to the collection of files that reside on the disk.

```
C:\>MD Directory name↵
```

```
C:\>MD cat↵
```

CD COMMAND

This command is used to change the Directory.

```
C:\>Cd Cat↵
```

```
C:\cat>
```

CD.. COMMAND

This command is used to exit form sub-Directory and Directory one by one

```
C:\ai>cd..↵
```

```
C:\>
```

CD\ COMMAND

This command is used to exit form subdirectory Directory at a time.

```
C:\ai>cd\↵
```

```
C:\>
```

RD COMMAND

This command is used to remove the sub- Director/. Directory one by one.

```
C:\ai>cd..↵
```

```
C:\>Rd ai↵
```

Example :- MD and CD Command

```
C:\>MD ABC
C:\>CD ABC
C:\ABC>MD RAT
C:\ABC>CD RAT
C:\ABC\RAT>MD BAT
C:\ABC\RAT>CD BAT
C:\ABC\RAT\BAT>MD GOD
C:\ABC\RAT\BAT>CD GOD
C:\ABC\RAT\BAT\GOD>MD FAT
C:\ABC\RAT\BAT\GOD>CD FAT
C:\ABC\RAT\BAT\GOD\FAT>MD RAJU
C:\ABC\RAT\BAT\GOD\FAT>CD RAJU
C:\ABC\RAT\BAT\GOD\FAT\RAJU>_
```

Example :- CD.. Command

```
C:\ABC\RAT\BAT\GOD\FAT\RAJU>CD..
C:\ABC\RAT\BAT\GOD\FAT>CD..
C:\ABC\RAT\BAT\GOD>CD..
C:\ABC\RAT\BAT>CD..
C:\ABC\RAT>CD..
C:\ABC>CD..
C:\>
```

Example :- RD Command

```
C:\ABC\RAT\BAT\GOD\FAT\RAJU>CD..
C:\ABC\RAT\BAT\GOD\FAT>RD RAJU
C:\ABC\RAT\BAT\GOD\FAT>CD..
C:\ABC\RAT\BAT\GOD>RD FAT
C:\ABC\RAT\BAT\GOD>CD..
C:\ABC\RAT\BAT>RD GOD
C:\ABC\RAT\BAT>CD..
C:\ABC\RAT>RD BAT
C:\ABC\RAT>CD..
C:\ABC>RD RAT
C:\ABC>CD..
C:\>RD ABC
C:\>
```

DIR COMMAND

This command is used to see the all files and Directory form disk and also display the summary of disk

```
C:\>Dir↵
```

DIR Command with switch option

C:\>Dir/P↵ To See All Files And Directory With Page Wise With Full Summary.

C:\>Dir/W↵ To See All Files And Directory In Wide Display Without Summary.

C:\>Dir/Ad↵ To See Only Directory

C:\>Dir/Ah↵ To See All Hidden Files
 C:\>Dir/As↵ To See All System Files
 C:\>Dir/Ar↵ To See Read Only Files
 C:\>Dir/On↵ To See All Files And Directory Name In Ascending Order (A-Z)
 C:\>Dir/O-N↵ To See All Files And Directory Name In Descending Order (Z-A)
 C:\>Dir/Od↵ To See All Files According To Date i.e. Oldest To Latest
 C:\>Dir/O-D↵ To See All Files According To Date i.e. Latest To Oldest.
 C:\>Dir/Os↵ To See All Files According To Size i.e. Smallest To Largest.
 C:\>Dir/O-S↵ To See All Files According To Size i.e. Largest To Oldest
 C:\>Dir/B↵ To See All Files Without Summary
 C:\>Dir/L↵ To See All Files And Directory In Small Letter

DOS WILDCARDS

Dos wildcard allow you to perform an operation only on dos file those file names having a particular character such as all those that begin with a particular letter or have particular extension part. There are two character

? (Question mark) * (Asterisk Mark)

? (Question mark) wildcards replace one character whereas

* (asterisk) replace group of character

Example

C:\> Dir *.*↵ To see all files and Directories at a time.
 C:\> Dir s*. *↵ To See all files and Directories which name started with S
 C:\> Dir *.Txt↵ To See all files which extension part is txt.
 C:\> Dir ?. *↵ To See all files and Directories which name length is one character,
 C:\> Dir ?a? . *↵ To See all files which name length is 3 character but second letter a.

COPY COMMAND

This command is used to copy the file one name to another new name, root Directory to Directory, Directory to root Directory and one drive to another drive.

ONE NAME TO ANOTHER NEW NAME

C:\>Copy Old File Name New File Name ↵

ROOT DIRECTORY TO DIRECTORY

C:\>Copy Filename \Directory Name↵

DIRECTORY TO ROOT DIRECTORY

C:\>Cd Directory Name↵

C:\Directory>Copy File Name \↵

C:\Directory>Cd..↵

C:\>

COPY FILE ONE DRIVE TO ANOTHER DRIVE

C: to D:

C:\>Copy Filename D: ↵

D: To C:

C:\>D:↵

D:\> Copy Filename C:↵

VOL COMMAND

This command is used to see the volume label of disk drive

C:\>Vol↵

VER COMMAND

This command is used to see the version of operating system, which you are loaded in the hard disk

C:\>ver↵

PROMPT COMMAND

This command is used to change the dos prompt

C:\>Prompt Ram↵

EXTERNAL COMMAND

External commands are not part of command.com. They are separate executable file, which are loaded and executed by dos when the user type filename and press Enter key

EXP: - Label, Attrib, Move, Sort, Fc, Doskey, Deltree, More. Find. Edit etc.

LABEL COMMAND

This command is used to see, change and delete the volume label. C:\>Label ^

Volume in drive c: is ABC

Volume serial number is 242B-15D1

volume label (11 character, enter for none)

Suppose you press enter key without enter any volume label

Dos prompt display a message delete current volume label (Y/N)

Press 'y' to delete volume label otherwise N'

ATTRIB COMMAND

This command is used to set and change the file attribute.

To Apply Hidden Attribute

C:\>Attrib +H Filename↵

C:\>Dir/Ah ↵ : - To See Hidden File

To Remove Hidden Attribute.

C:\>Attrib -H File Name↵

To Apply Read-only file.

C:\>Attrib +R Filename↵

C:\>Dir/Ar↵: - To See Read-Only File

To Remove read-only file

C:\>Attrib -R File Name↵

MOVE COMMAND

This command is used to move the file one place to another i.e Root Directory-to-Directory, Directory to root Directory, one drive to another drive and it is used to change the Directory name

To Change Directory Name

C:\>Move Old Directory Name New Directory Name ↵

To Move File Root Directory To Directory

C:\>Move File Name \Directory Name↵

To Move File Directory To Root Directory

C:\>Cd Directory Name↵

C:\Directory> Move Filename \↵

To Move File One Drive To Another Drive

C: To D:
C:\>Move Filename D: ↵
D: To C:
C:\>D:↵
D:\> Move Filename C:↵
D:\>

MORE COMMAND

This command is used to see the file contents in page wise

C:\>More File Name ↵

C:\>

SORT COMMAND

This command is used to arrange the file contents in ascending or descending order

To Ascending

C:\>Sort Filename↵

To Descending

C:\>Sort/R Filename↵

CHKDSK COMMAND

This command is used to check the disk status and repair the minor disk problem

C:\>Chkdsk↵

FC CAMMAND

This command is used to see the two file content at a time

C:\>Fc Filename1 Filename2↵

EDIT COMMAND

It is a full screen dos editor which allows us to create, edit, save, print file and moving text, copying text, searching text and so on.

C:\>Edit Filename↵

C:\>Edit Santosh↵

SAVING FILE

1. From File menu, choose save and click.
Save as dialog box appear on the screen
2. Type your desired file name in File name box
3. Click on ok button.

SAVING FILE WITH A NEW NAME

- 1) From File menu, choose SAVE AS option and click Save as dialog box appears on the screen.
- 2) Type your desired new filename in the File name box
- 3) Click on ok button.

CLOSING FILE

1. From File menu, choose close and click

OPENING FILE

1. From File menu, choose open and click Open dialog box appears on the screen
2. Select file name from file list
3. Click on ok button.

PRINTING FILE

1. From File Menu choose print and click.
Print dialog box appear on the screen.
2. Click on OK button.

TO PRINT SELECTED TEXT ONLY

1. At First, select your desired text.
2. From File menu, choose Print and click.
Print dialog box appear on the screen.
3. Select Selected Text only option
4. Click on OK button.

HOW TO MOVE TEXT ONE PLACE TO ANOTHER

1. Select the text
2. From Edit menu, choose cut and click or press Ctrl + x form keyboard
3. Move the cursor on your desired position.
4. From Edit menu, choose paste and click or press Ctrl + V from keyboard.

HOW TO COPY TEXT ONE PLACE TO ANOTHER

1. Select the text.
2. From Edit menu, choose copy and click or press Ctrl + c form keyboard
3. Move the cursor on your desired position.
4. From Edit menu, choose paste and click or press Ctrl + V from keyboard.

HOW TO FIND TEXT/WORD?

1. At First move the cursor on the beginning position of the document? Or. Press Ctrl+Home key form keyboard.
2. From Search menu, choose Find and click.
3. Find dialog box appear on the screen.
4. Type your desired word in the Find what box
5. Click on ok button.
6. If you want to search next similar word then press F3 Function key

HOW TO REPLACE THE WORD?

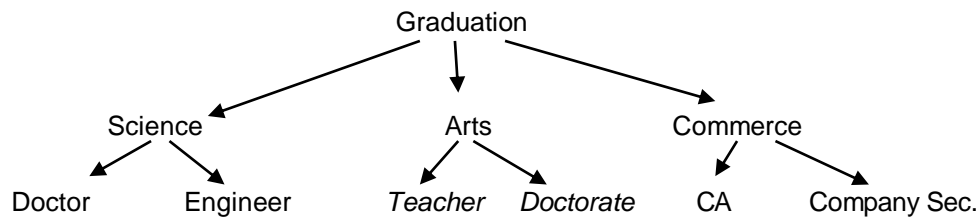
1. At first move the cursor on the beginning position of the document? Or Ctrl + Home key form keyboard
2. From Search menu, choose Replace and click
3. Replace dialog box appear on the screen
4. Type changeable word in the Find what box
5. Type new word in the Replace with box
6. Click on Replace button, to replace the word one by one
7. If you want to replace all similar word at a time then click on Replace all button.

HOW TO CHANGE EDIT SCREEN COLOR?

1. From Option menu, choose color and click
Color option dialog box appear on the screen.
2. Select Background color form background color list
3. Select Foreground color from Foreground color list
4. Click on ok button.

Questions

1. Define MS-Dos
2. What are the functions of Operating System ?
3. Define DOS commands. Name two kinds of DOS Commands
4. Define Internal Command
5. Explain the uses of following commands with suitable example
 - a)CLS
 - b) DATE
 - c)TYPE
 - d) COPY CON
 - e)REN
 - f) DEL
 - g)MD
 - h)CD
 - i)RD
 - j)DIR
 - k) COPY
6. Define External Commands. Name any four external command. Explain them with examples.
7. Create the following directory structure :-



8. Create two file in each directory.
9. Copy all the files from the Doctor directory to the Doctorate Directory and delete the files from the CA directory
10. Change the extension of all the files in the engineer directory to eng
11. State the difference between XCOPY and COPY