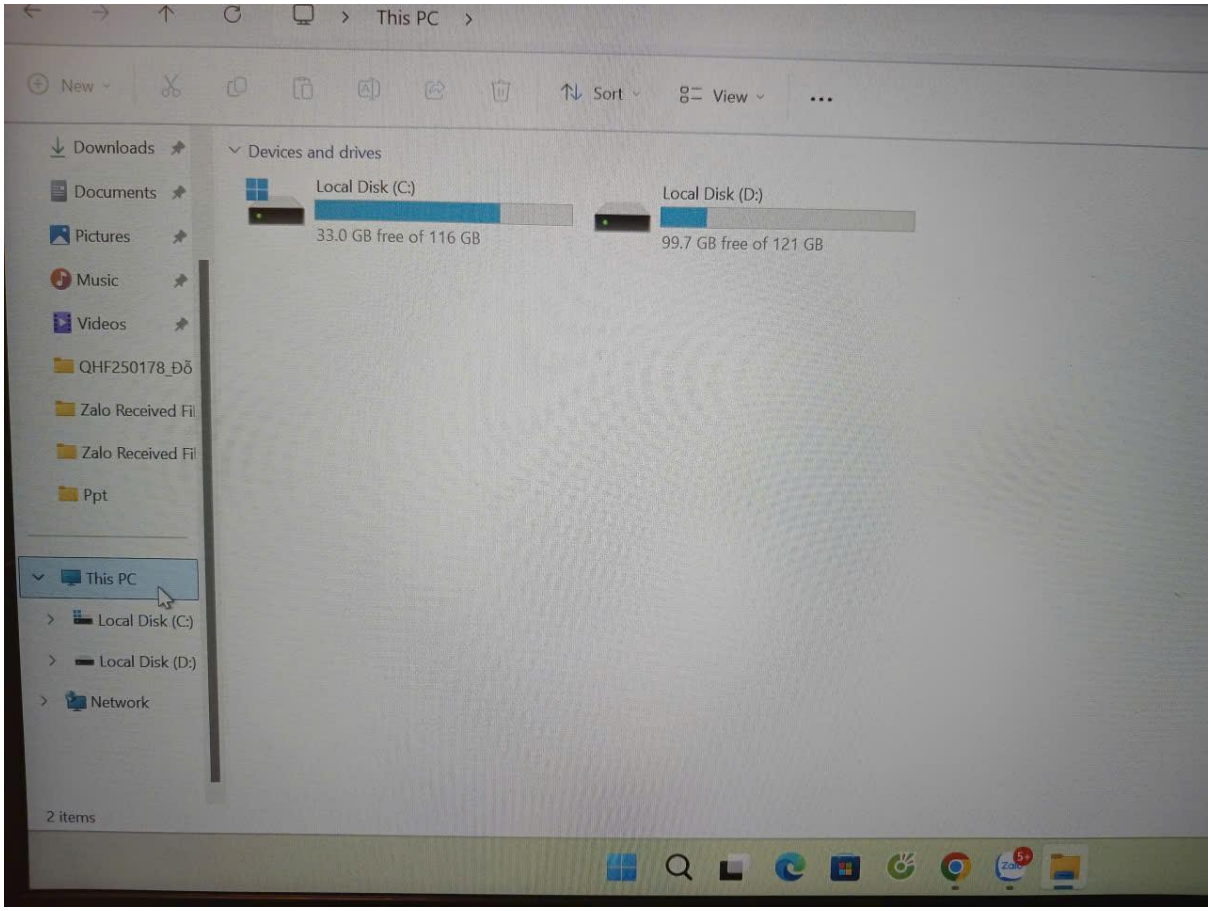
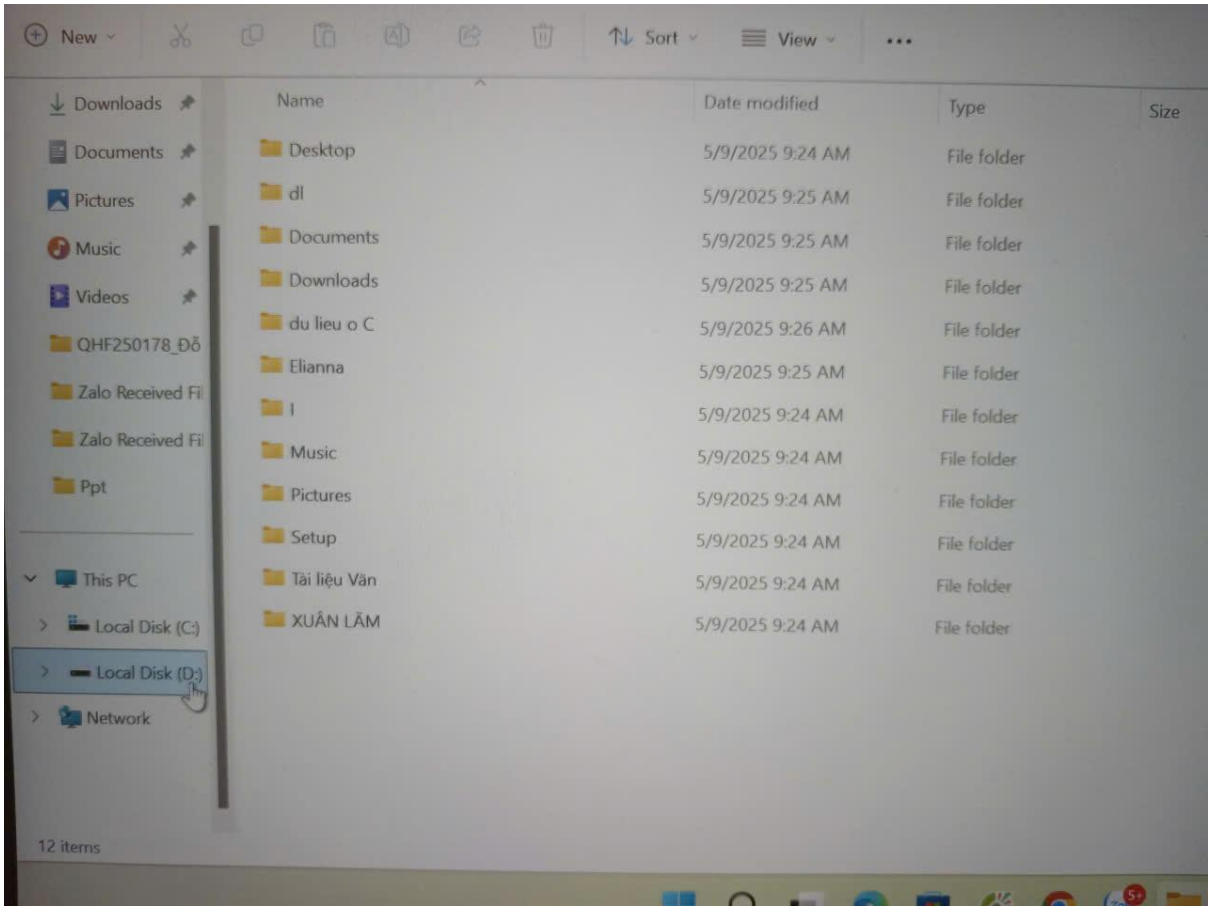
Thực hiện:

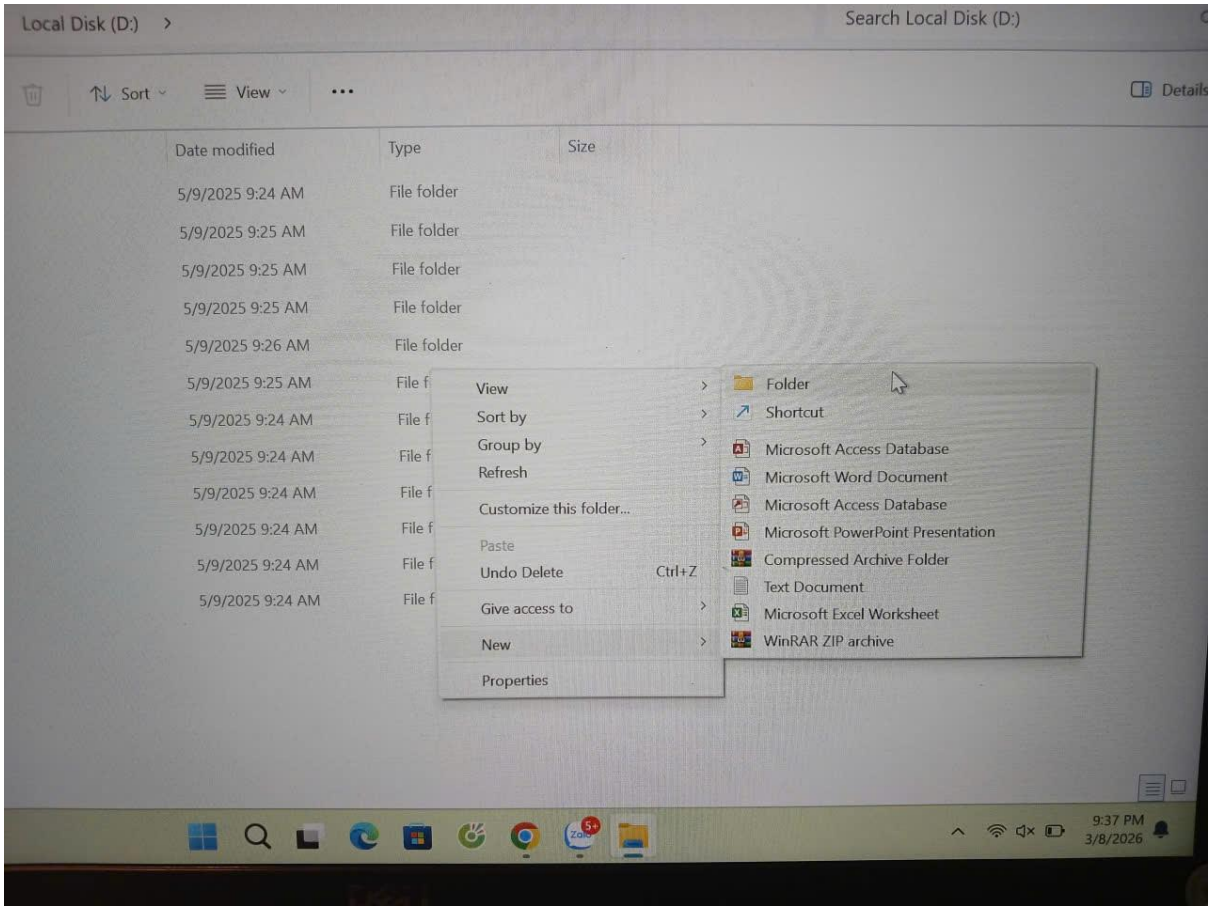
1. Mở File Explorer



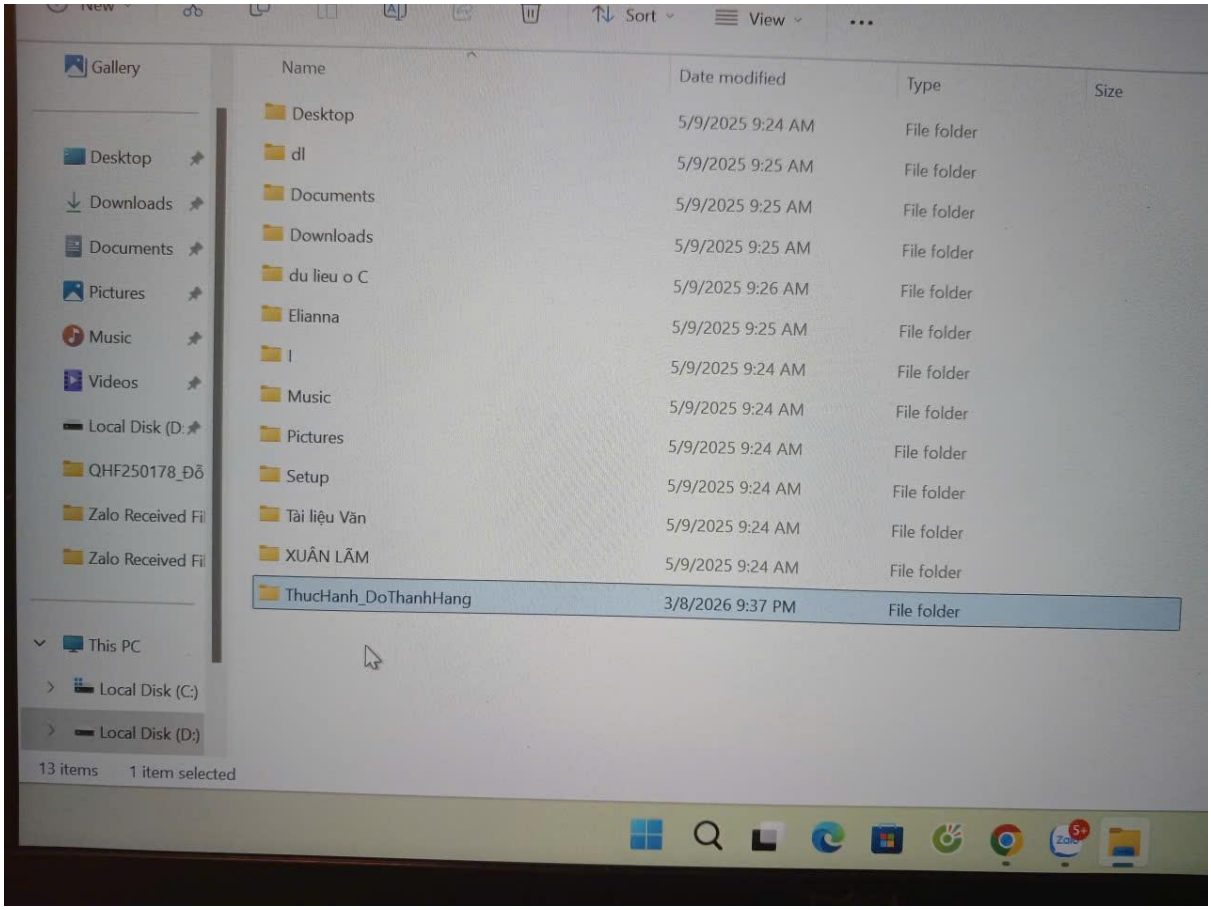
2. Truy cập ổ đĩa/thư mục



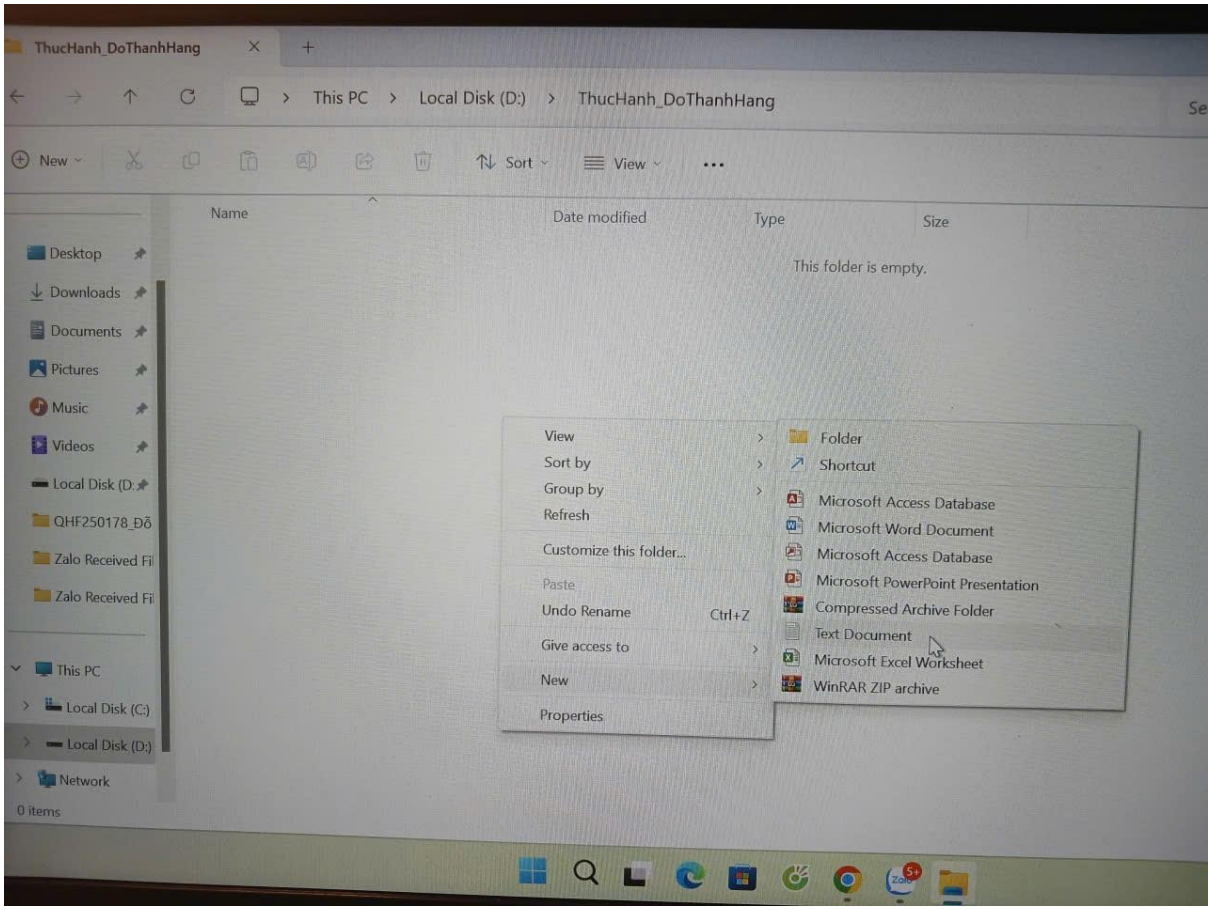
3. Tạo thư mục mới:

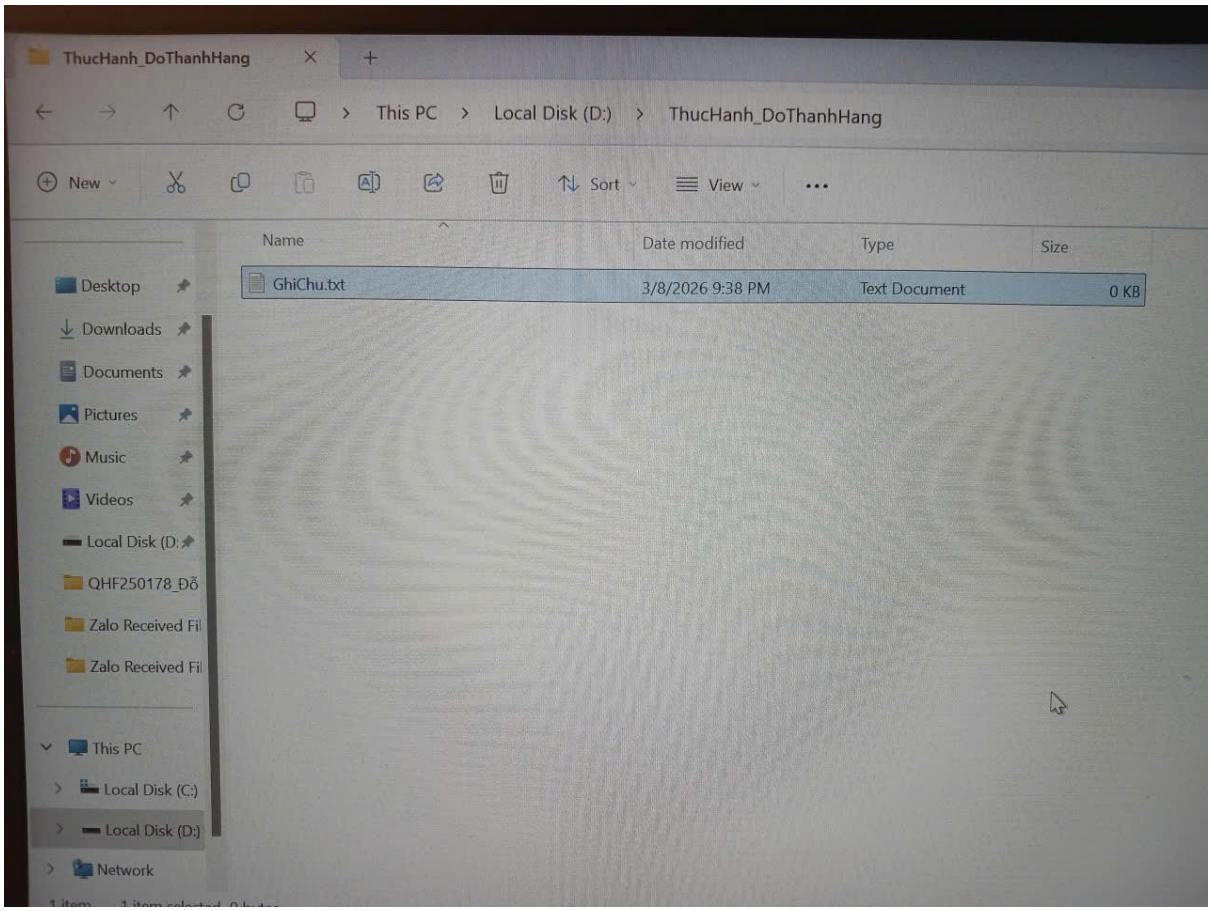


4. Vào thư mục vừa tạo:

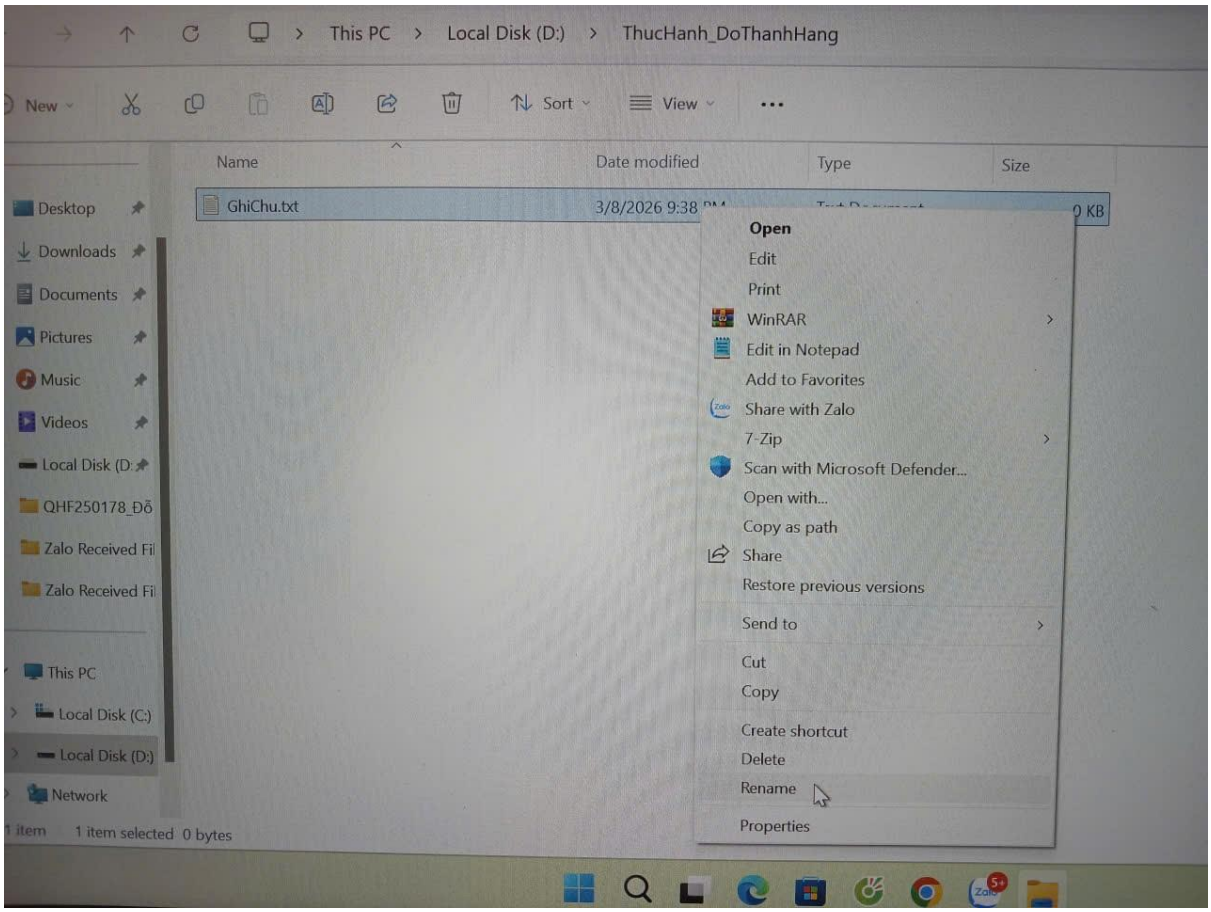


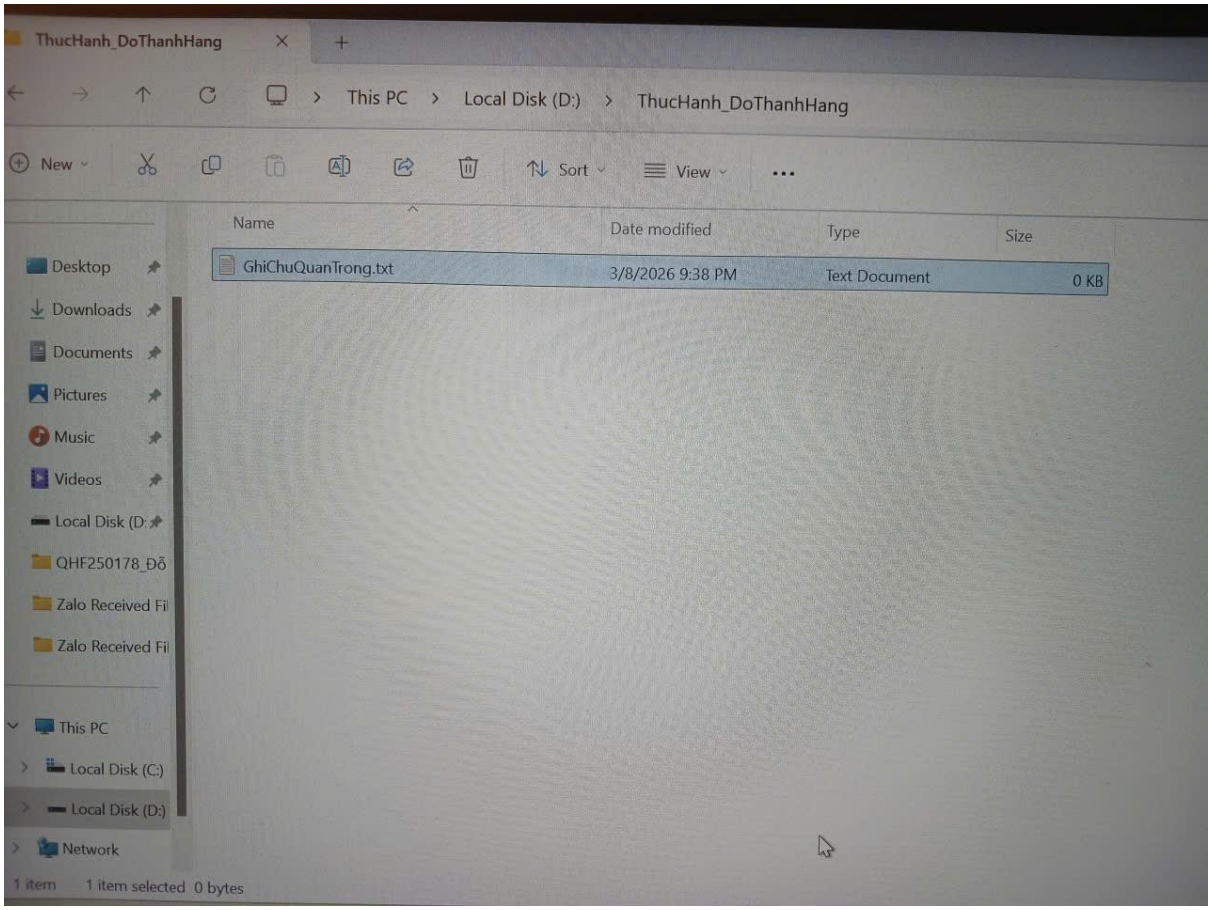
5. Tạo tệp tin văn bản:


ThucHanh_DoThanhHang
This PC
Local Disk (D:)
ThucHanh_DoThanhHang
New
Sort
View
Name
Date modified
Type
Size
This folder is empty.
Desktop
Downloads
Documents
Pictures
Music
Videos
Local Disk (D:
QHF250178_Đỗ
Zalo Received Fil
Zalo Received Fil
This PC
Local Disk (C:)
Local Disk (D:)
Network
0 items
View
Sort by
Group by
Refresh
Customize this folder...
Paste
Undo Rename Ctrl+Z
Give access to
New
Properties
Folder
Shortcut
Microsoft Access Database
Microsoft Word Document
Microsoft Access Database
Microsoft PowerPoint Presentation
Compressed Archive Folder
Text Document
Microsoft Excel Worksheet
WinRAR ZIP archive

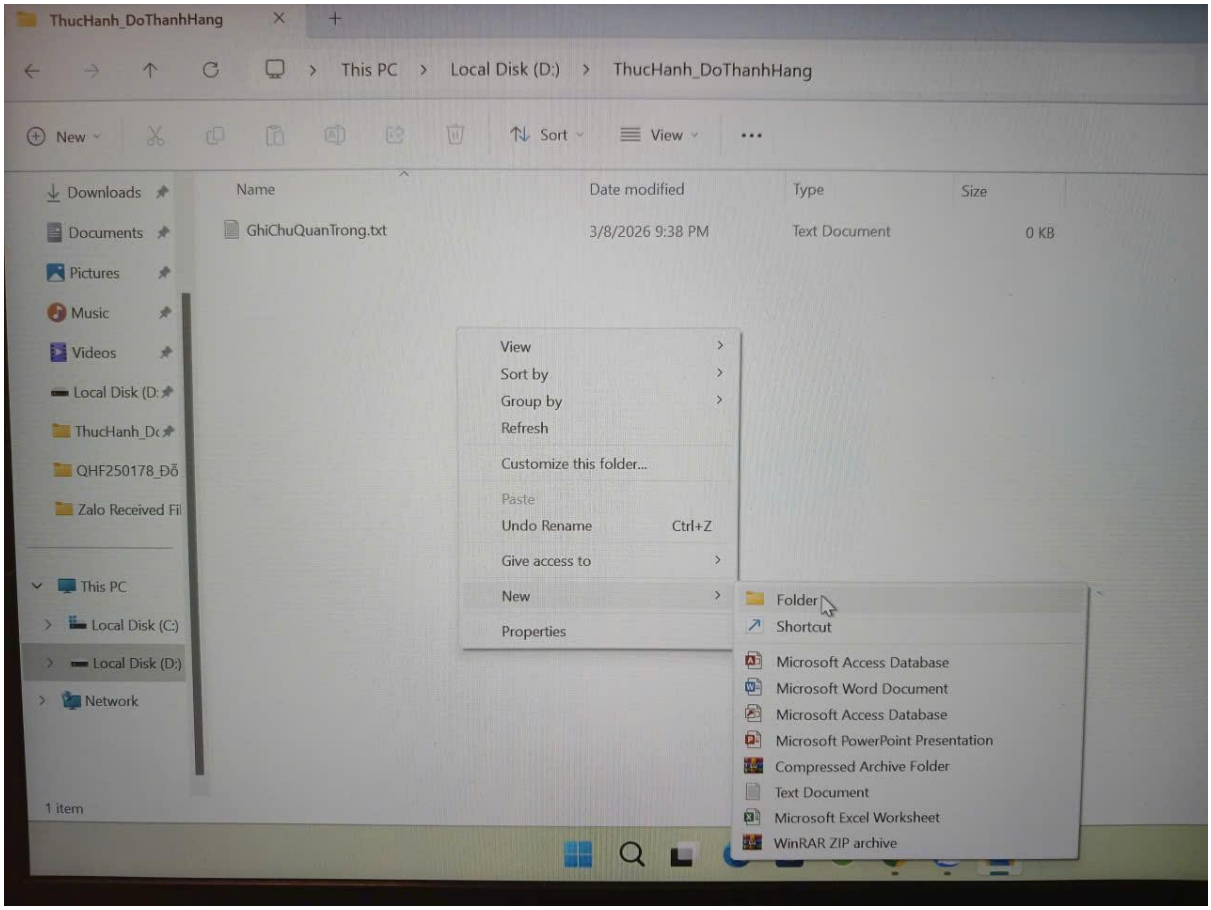

ThucHanh_DoThanhHang
This PC
Local Disk (D:)
ThucHanh_DoThanhHang
New
Sort
View
Name
Date modified
Type
Size
GhiChu.txt
3/8/2026 9:38 PM
Text Document
0 KB
Desktop
Downloads
Documents
Pictures
Music
Videos
Local Disk (D:
QHF250178_Đỗ
Zalo Received Fil
Zalo Received Fil
This PC
Local Disk (C:)
Local Disk (D:)
Network

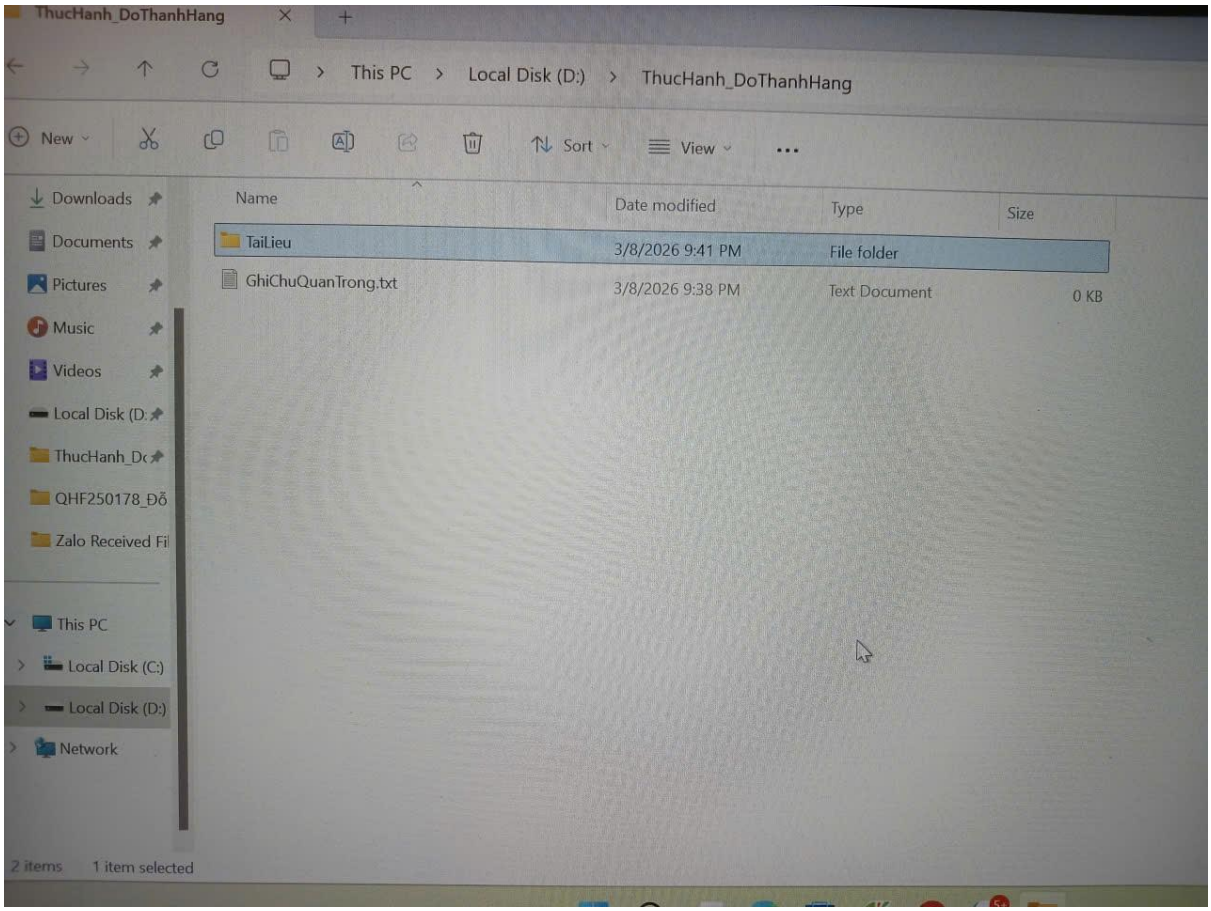
6. Đổi tên tệp tin:



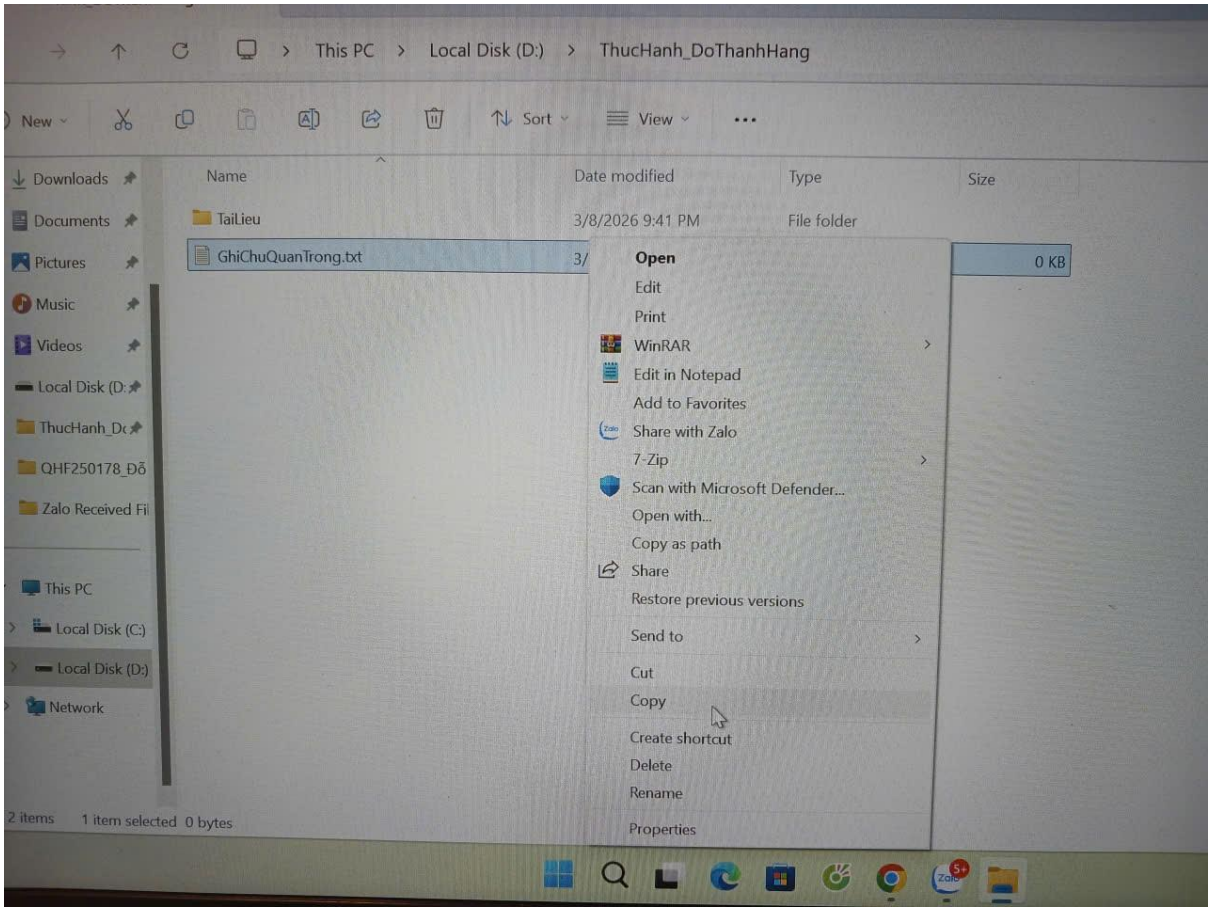


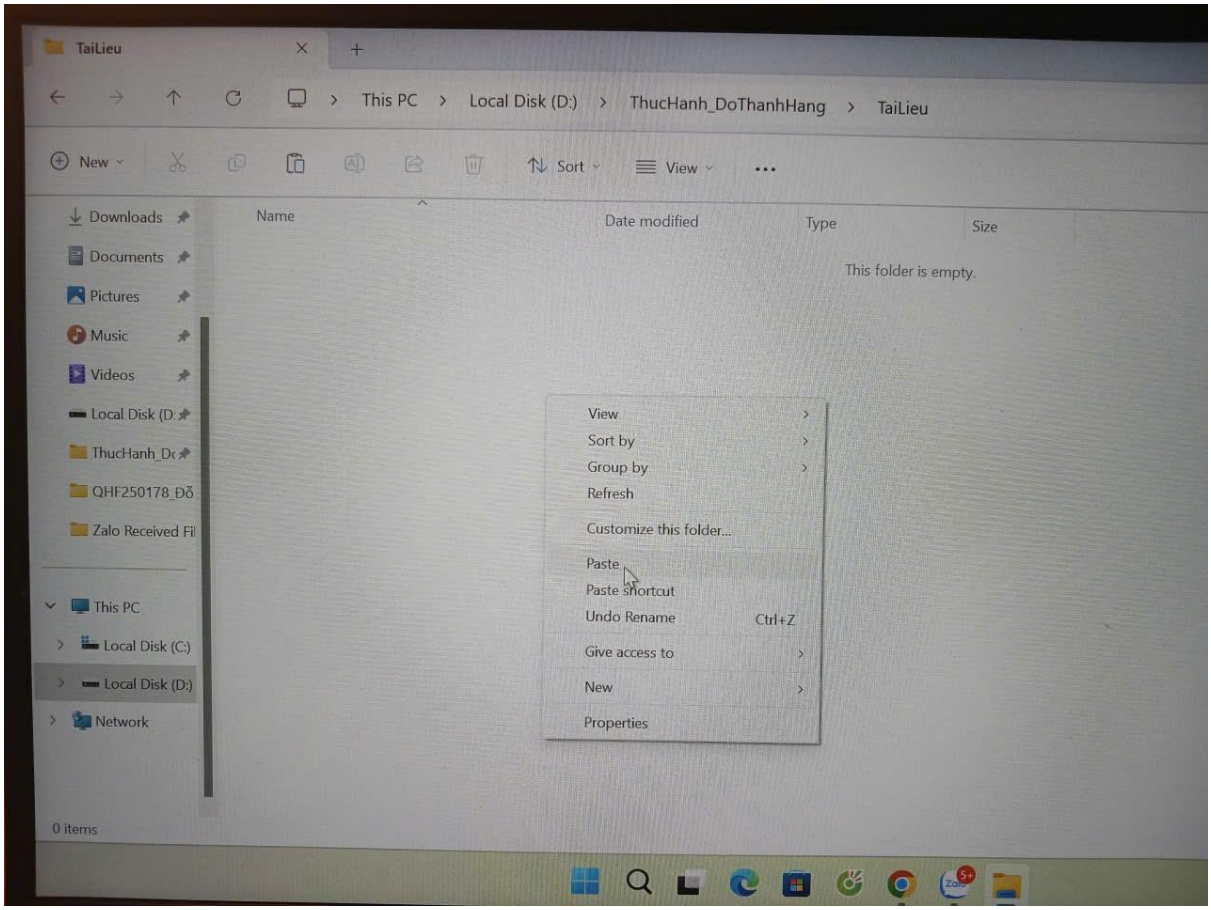
7. Tạo thư mục con:

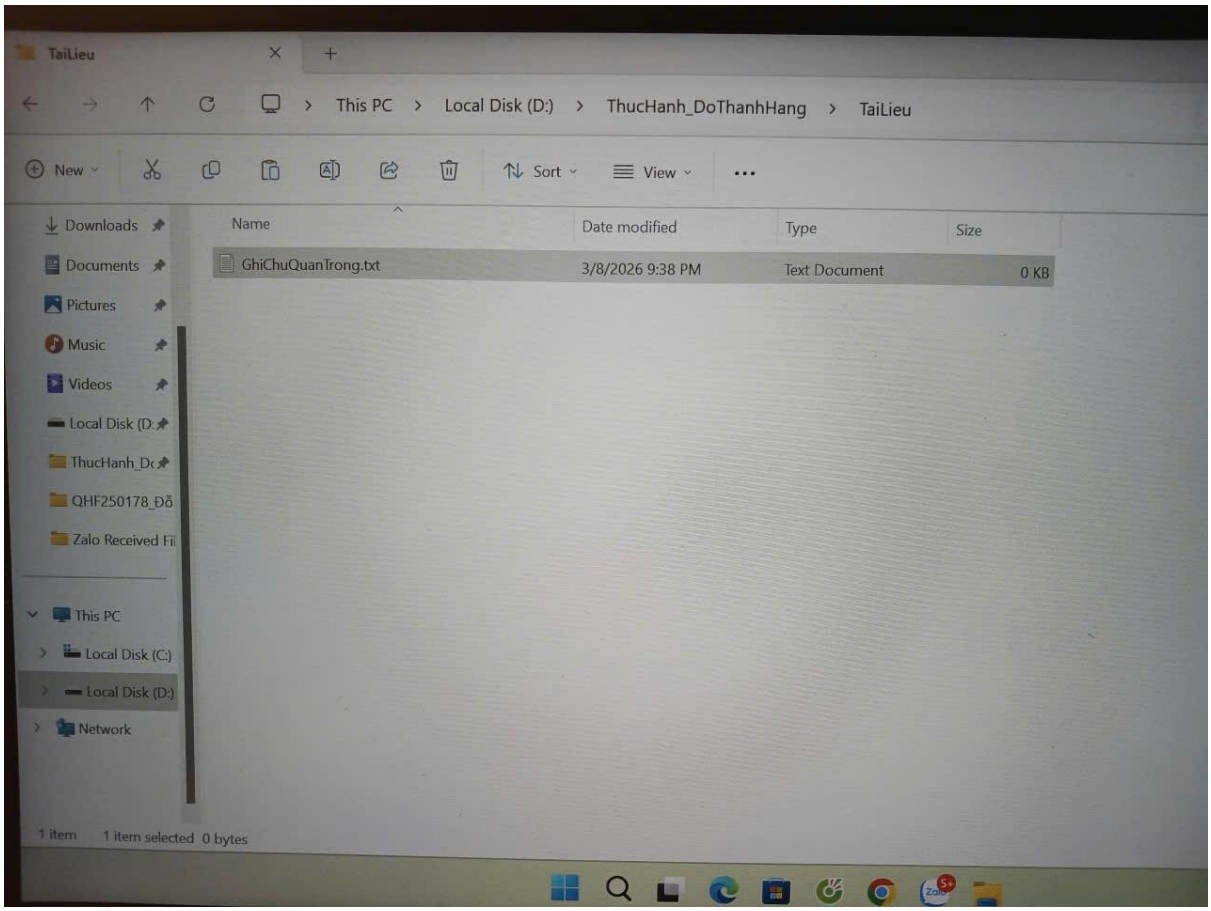

ThucHanh_DoThanhHang
This PC
Local Disk (D:)
ThucHanh_DoThanhHang
New
Sort
View
Downloads
Documents
Pictures
Music
Videos
Local Disk (D:
ThucHanh_D
QHF250178_Đỗ
Zalo Received Fil
This PC
Local Disk (C:)
Local Disk (D:)
Network
Name
Date modified
Type
Size
GhiChuQuanTrong.txt
3/8/2026 9:38 PM
Text Document
0 KB
View
Sort by
Group by
Refresh
Customize this folder...
Paste
Undo Rename
Ctrl+Z
Give access to
New
Properties
Folder
Shortcut
Microsoft Access Database
Microsoft Word Document
Microsoft Access Database
Microsoft PowerPoint Presentation
Compressed Archive Folder
Text Document
Microsoft Excel Worksheet
WinRAR ZIP archive
1 item


ThucHanh_DoThanhHang
This PC
Local Disk (D:)
ThucHanh_DoThanhHang
New
Sort
View
Downloads
Documents
Pictures
Music
Videos
Local Disk (D:
ThucHanh_D
QHF250178_Đỗ
Zalo Received Fil
This PC
Local Disk (C:)
Local Disk (D:)
Network
Name
Date modified
Type
Size
TaiLieu
3/8/2026 9:41 PM
File folder
GhiChuQuanTrong.txt
3/8/2026 9:38 PM
Text Document
0 KB
2 items
1 item selected

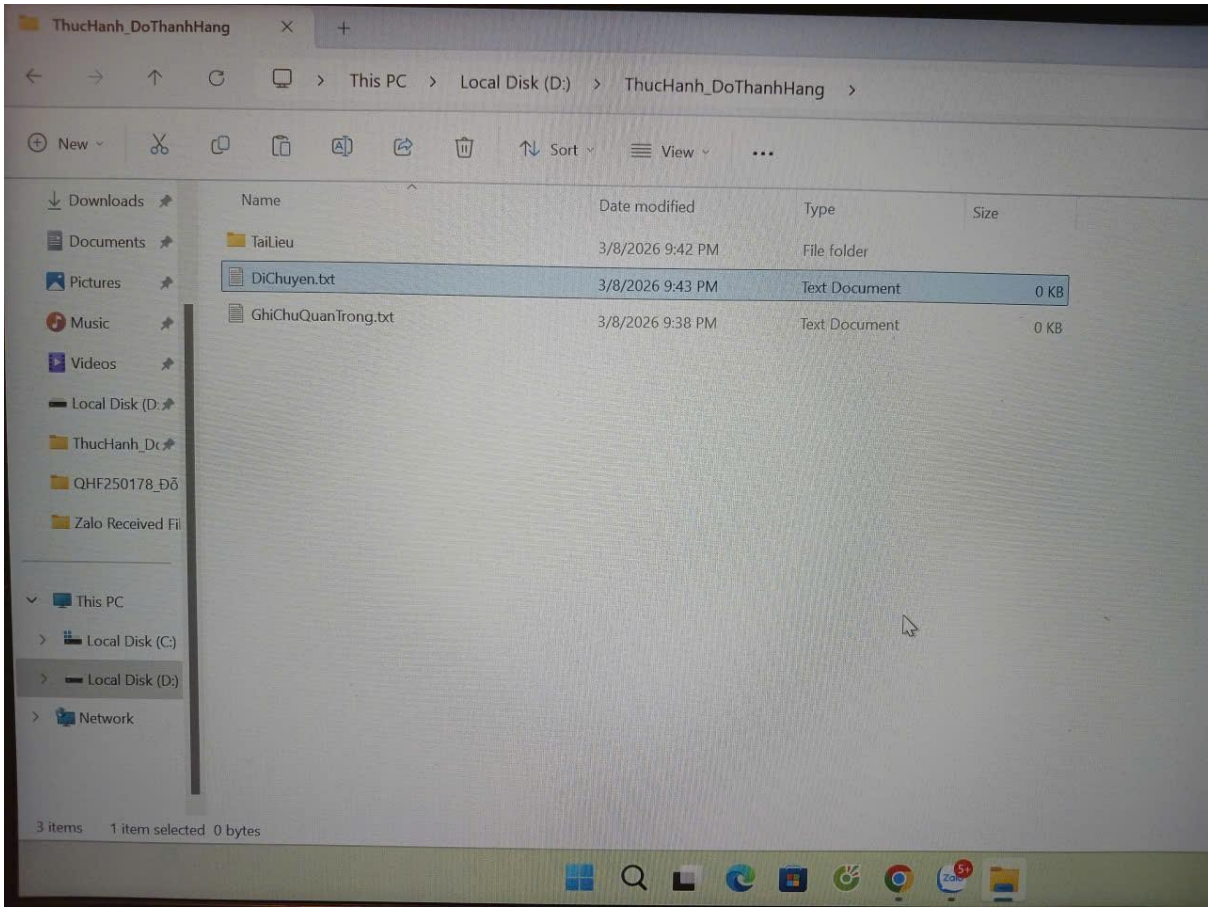
8. Sao chép tệp tin (Copy & Paste):

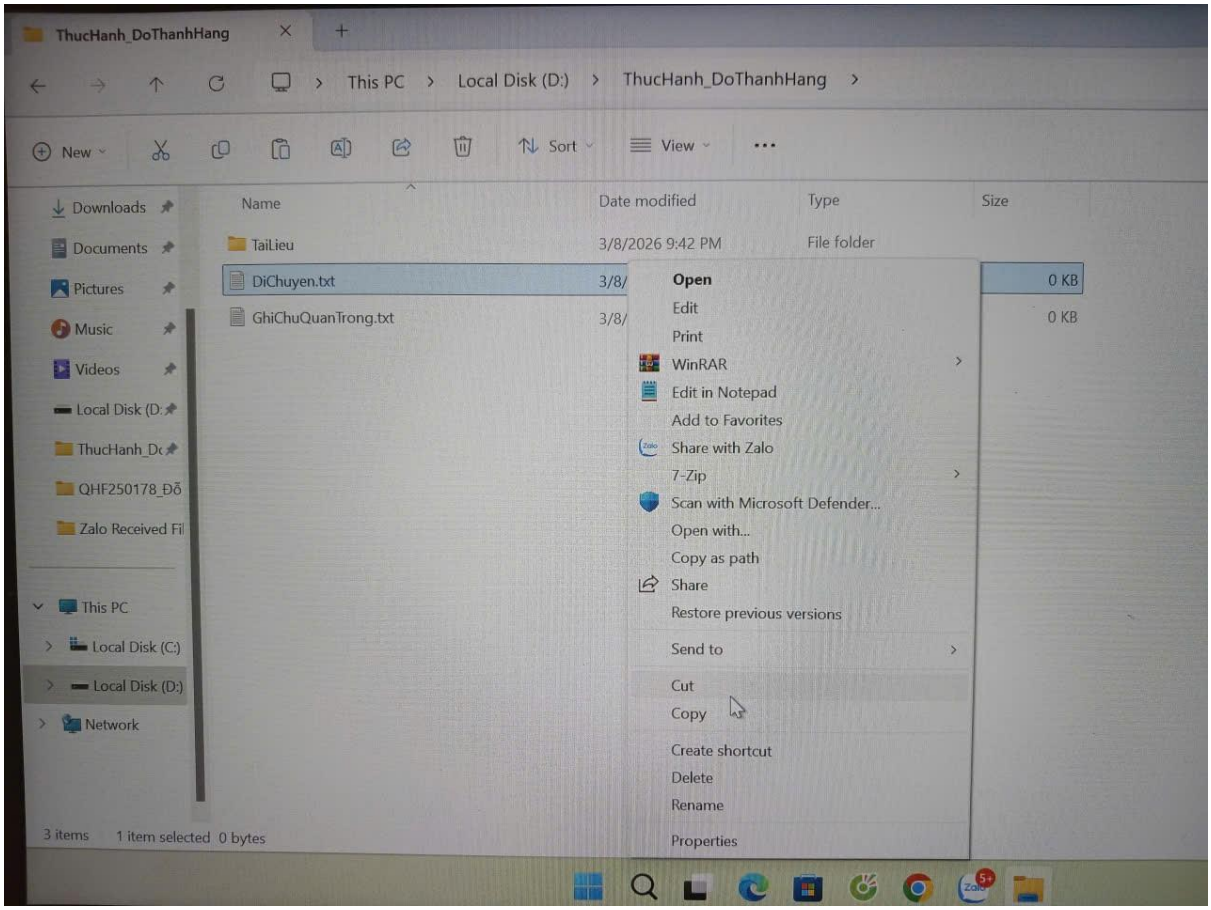


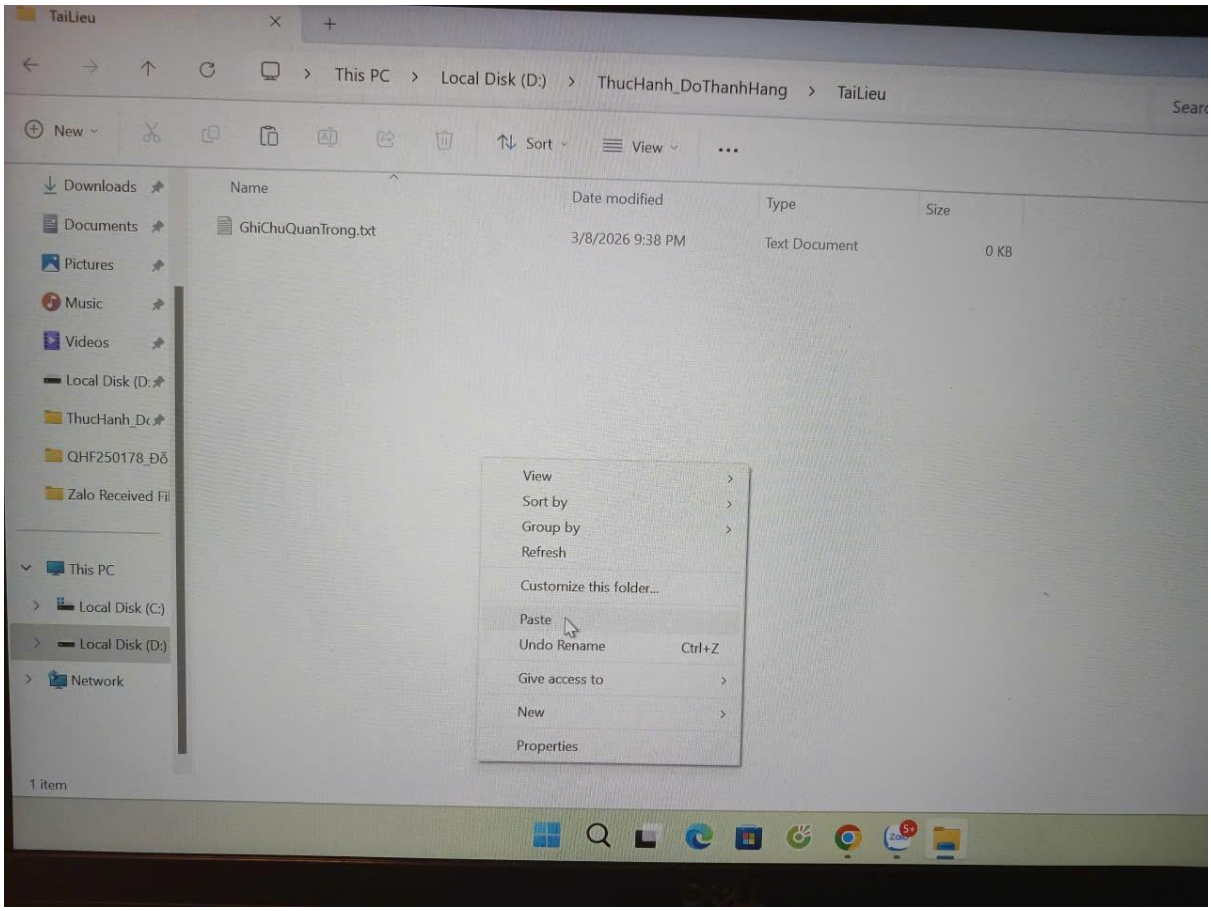

TaiLieu
This PC
Local Disk (D:)
ThucHanh_DoThanhHang
TaiLieu
New
Sort
View
Downloads
Documents
Pictures
Music
Videos
Local Disk (D:
ThucHanh_Dc
QHF250178_Đỗ
Zalo Received Fil
This PC
Local Disk (C:)
Local Disk (D:)
Network
Name
Date modified
Type
Size
This folder is empty.
View
Sort by
Group by
Refresh
Customize this folder...
Paste
Paste shortcut
Undo Rename Ctrl+Z
Give access to
New
Properties
0 items

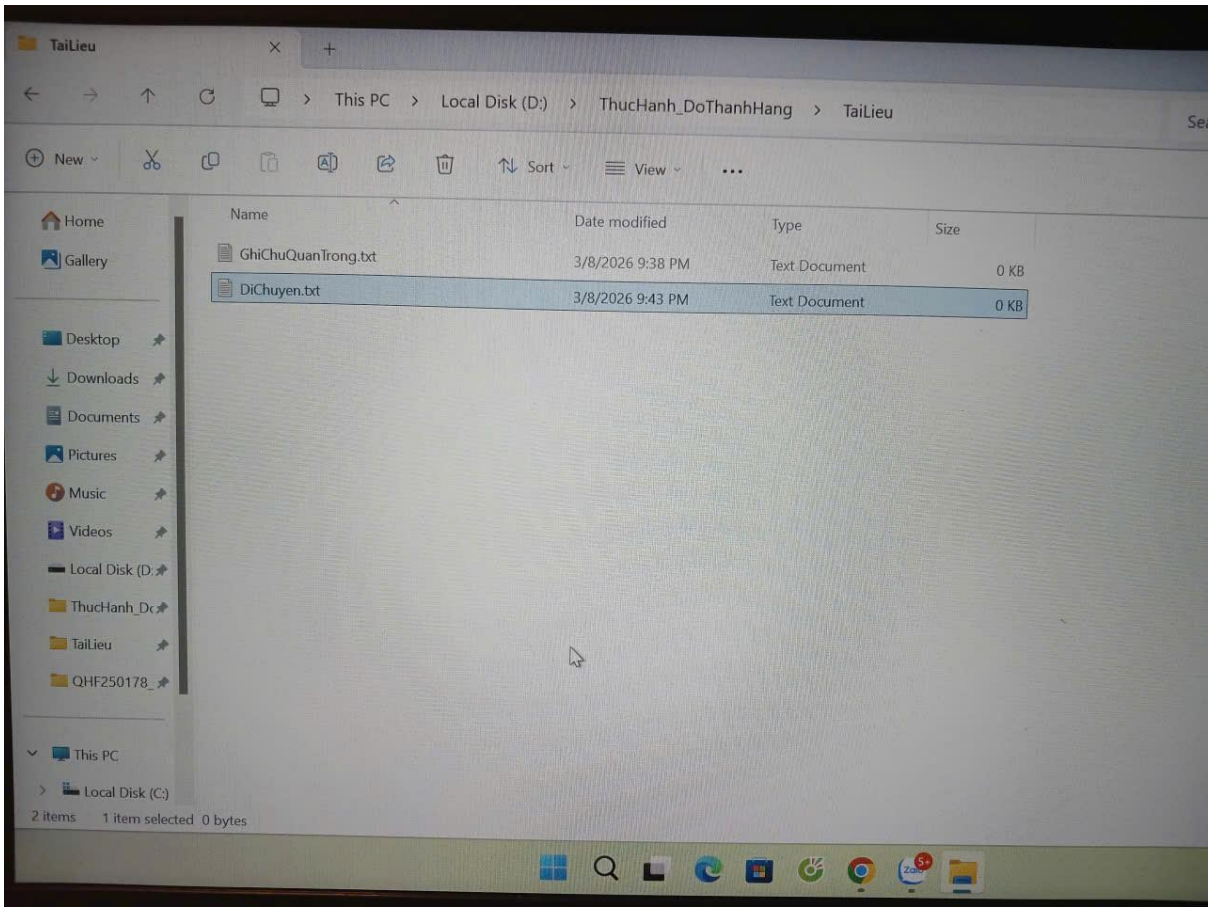

TaiLieu
This PC
Local Disk (D:)
ThucHanh_DoThanhHang
TaiLieu
New
Sort
View
Downloads
Documents
Pictures
Music
Videos
Local Disk (D:
ThucHanh_Dc
QHF250178_Đỗ
Zalo Received Fil
This PC
Local Disk (C:)
Local Disk (D:)
Network
Name
Date modified
Type
Size
GhiChuQuanTrong.txt
3/8/2026 9:38 PM
Text Document
0 KB
1 item
1 item selected 0 bytes

9. Di chuyển tệp tin (Cut & Paste):

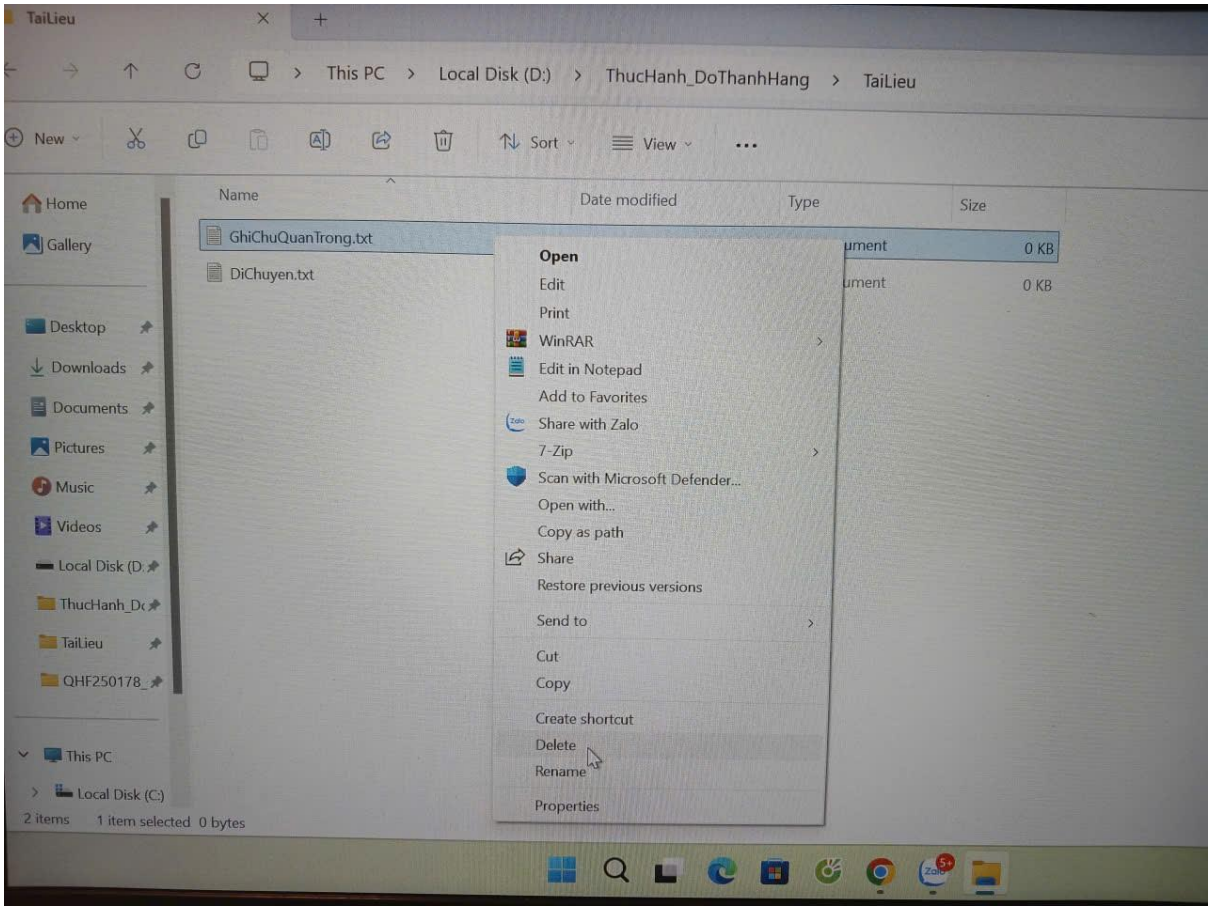



ThucHanh_DoThanhHang
This PC
Local Disk (D:)
ThucHanh_DoThanhHang
New
Sort
View
Downloads
Documents
Pictures
Music
Videos
Local Disk (D:)
ThucHanh_Dc
QHF250178_Đỗ
Zalo Received Fil
This PC
Local Disk (C:)
Local Disk (D:)
Network
Name
Date modified
Type
Size
TaiLieu
3/8/2026 9:42 PM
File folder
DiChuyen.txt
3/8/
0 KB
GhiChuQuanTrong.txt
3/8/
0 KB
Open
Edit
Print
WinRAR
Edit in Notepad
Add to Favorites
Share with Zalo
7-Zip
Scan with Microsoft Defender...
Open with...
Copy as path
Share
Restore previous versions
Send to
Cut
Copy
Create shortcut
Delete
Rename
Properties
3 items
1 item selected 0 bytes

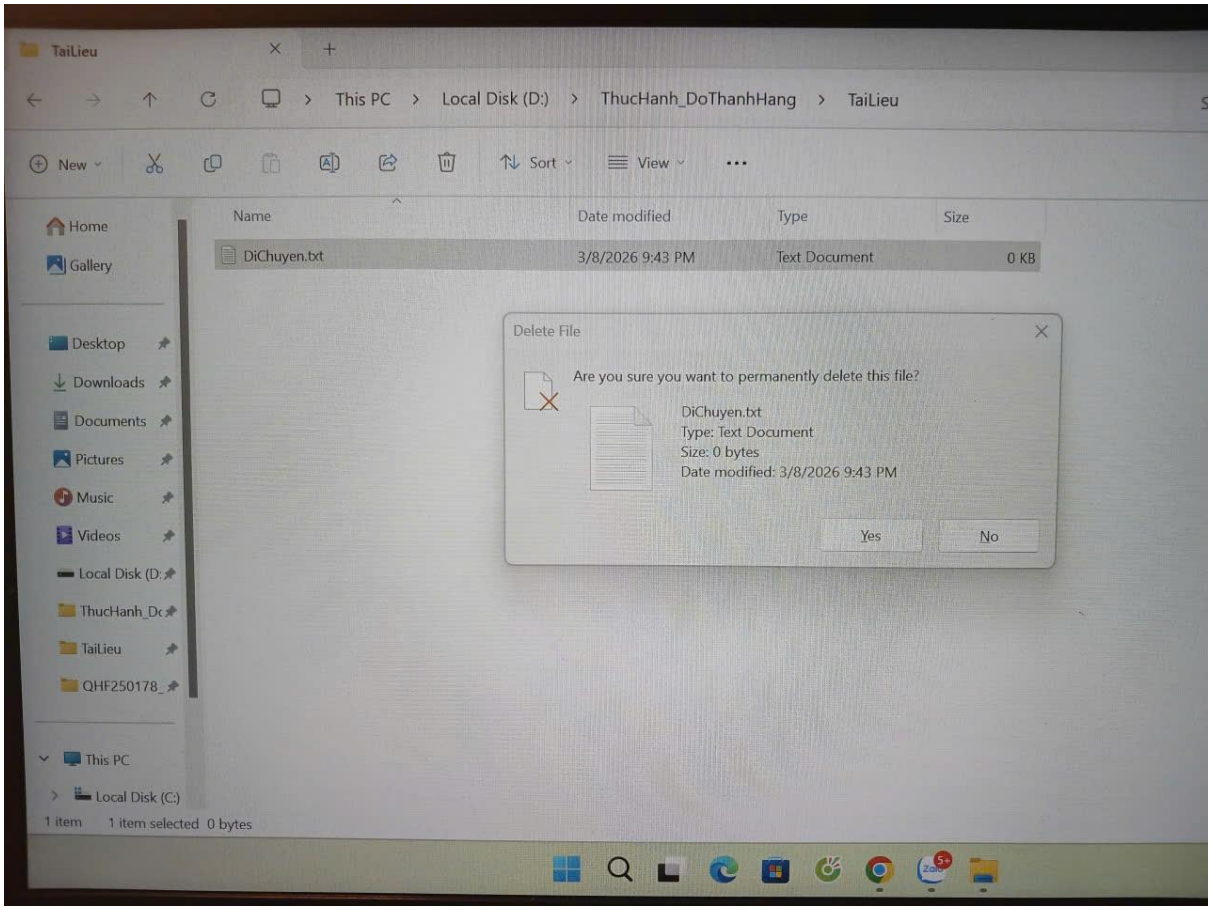

TaiLieu
This PC
Local Disk (D:)
ThucHanh_DoThanhHang
TaiLieu
New
Sort
View
Downloads
Documents
Pictures
Music
Videos
Local Disk (D:)
ThucHanh_Dc
QHF250178_Đỗ
Zalo Received Fil
This PC
Local Disk (C:)
Local Disk (D:)
Network
Name
Date modified
Type
Size
GhiChuQuanTrong.txt
3/8/2026 9:38 PM
Text Document
0 KB
View
Sort by
Group by
Refresh
Customize this folder...
Paste
Undo Rename
Ctrl+Z
Give access to
New
Properties
1 item



10. Xóa tệp tin:

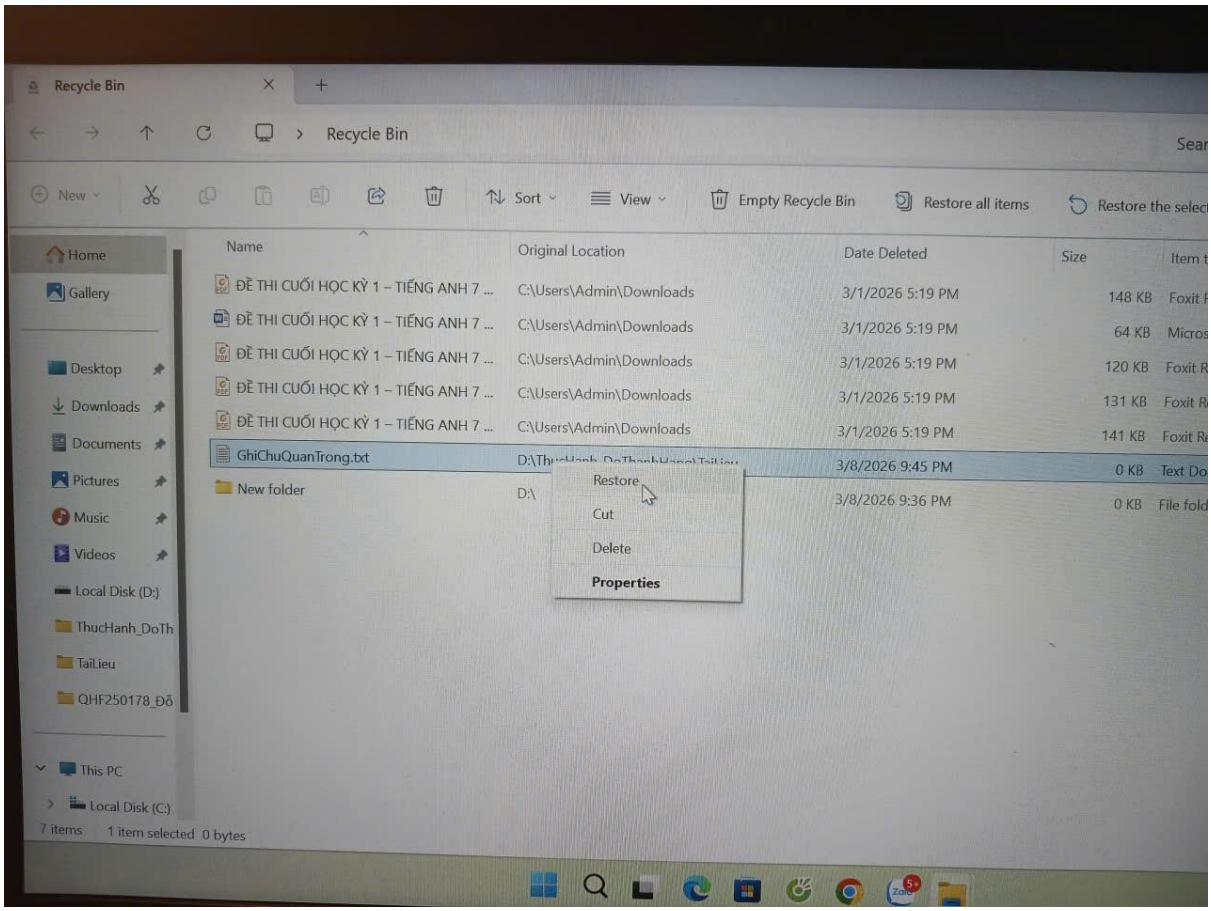


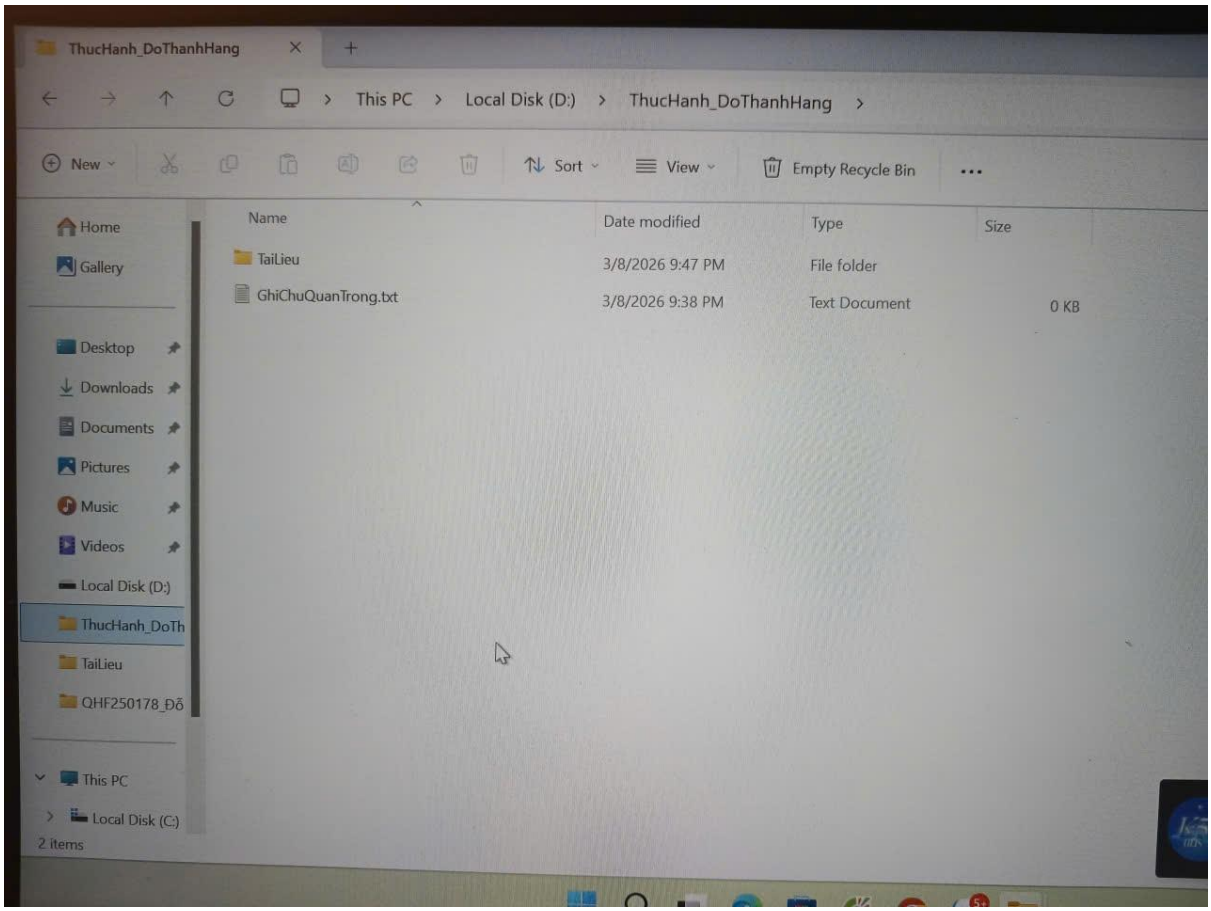
11. Xóa vĩnh viễn:



12. Khôi phục từ Thùng rác (Tùy chọn):


Microsoft Edge
Temp Cleaner
Obsidian
AnyDesk
Excel
Cốc Cốc
Zalo
EVKey
FSCapture
Zoom Workplace
Bluebook
PowerPoint
Spotify
20 - Đỗ Thanh Hằng
Recycle Bin
Tool
Obsidian
Contains the files and folders that you have deleted.
Google Chrome
Word
22


Recycle Bin
Recycle Bin
New
Sort
View
Empty Recycle Bin
Restore all items
Home
Gallery
Desktop
Downloads
Documents
Pictures
Music
Videos
Local Disk (D:)
ThucHanh_DoTh
TaiLieu
QHF250178_Đỗ
This PC
Local Disk (C:)
Name
Original Location
Date Deleted
Size
ĐỀ THI CUỐI HỌC KỲ 1 – TIẾNG ANH 7 ... C:\Users\Admin\Downloads 3/1/2026 5:19 PM 148 KB
ĐỀ THI CUỐI HỌC KỲ 1 – TIẾNG ANH 7 ... C:\Users\Admin\Downloads 3/1/2026 5:19 PM 64 KB
ĐỀ THI CUỐI HỌC KỲ 1 – TIẾNG ANH 7 ... C:\Users\Admin\Downloads 3/1/2026 5:19 PM 120 KB
ĐỀ THI CUỐI HỌC KỲ 1 – TIẾNG ANH 7 ... C:\Users\Admin\Downloads 3/1/2026 5:19 PM 131 KB
ĐỀ THI CUỐI HỌC KỲ 1 – TIẾNG ANH 7 ... C:\Users\Admin\Downloads 3/1/2026 5:19 PM 141 KB
GhiChuQuanTrong.txt 3/8/2026 9:45 PM 0 KB
New folder D:\ 3/8/2026 9:36 PM 0 KB
Restore
Cut
Delete
Properties
7 items
1 item selected 0 bytes


ThucHanh_DoThanhHang
This PC
Local Disk (D:)
ThucHanh_DoThanhHang
New
Sort
View
Empty Recycle Bin
Home
Gallery
Desktop
Downloads
Documents
Pictures
Music
Videos
Local Disk (D:)
ThucHanh_DoTh
TaiLieu
QHF250178_Đỗ
This PC
Local Disk (C:)
2 items
Name
Date modified
Type
Size
TaiLieu
3/8/2026 9:47 PM
File folder
GhiChuQuanTrong.txt
3/8/2026 9:38 PM
Text Document
0 KB