

FILES AND FOLDERS

Computer Technology

Files and Folders

- ⦿ Computer hard drives hold an enormous amount of data or information.
- ⦿ It is very important that all of the data is well organized.
- ⦿ Knowing how a computer's organization system works will help *you* to find what you are looking for.
- ⦿ Computers use files and folders to organize data.

What is a file?

- A **file** is a collection of data that is stored together. Files can be stored on a hard drive, a flash drive, or a CD.
- Everything that a computer does is based on data stored in files.
- You can do lots of things with files - create them, name them, rename them, save them, or delete them.
- Certain files can even be looked at, listened to, and run.

Files

- ◎ In some ways, files are like television shows. All TV shows have 3 things, just like computer files:
 - Name
 - Location
 - Length

Files

- Just as you recognize your favorite TV program by its name, you can also recognize a file by its name.
- File names often consist of 2 parts: name and type.
- There are many different types of TV shows - comedies, dramas, cartoons, sports shows, game shows, etc. Similarly, computer files come in different types - text files, graphic files, program files, email files, etc.

Files

- In many computer systems, files are named so that you know what type of file it is just by looking at the abbreviation behind the name. A period is used to separate the name from the type, like this: "name.type".

- If TV show titles came in 2 parts like computer files, they would give the name of the program, followed by a period, followed by the type of show it is. It might look like this: "Sillykids.toon" or "EmergencyRoom.drama" or "Football.sport"!

File type = Extensions

- One important thing that you should know about file types or **extensions** is that they are always written as abbreviations, usually with 3 letters.
- For example, a text file is shown as **.txt** and an executable program file is shown as **.exe**.
- You may not always see the extension on a file name, because many PCs offer the option of turning off the extension. Even though you don't see it, the computer still does.
- Common extensions you'll see are **.docx** (MS Word) **.xlsx** (MS Excel) **.pub** (MS Publisher), **.pptx** (MS Powerpoint) **.pdf** (Adobe Acrobat file) **.htm** or **.html** (web pages), **.gif** for gif graphics, **.jpg** for jpg graphics and so on.

File Size

- ⦿ TV Programs, like files, have specific lengths. TV shows may be 30 minutes long, 1 hour long, or several hours long.
- ⦿ Files are not measured in time, but in bytes. A byte is a measurement of stored data.
- ⦿ Larger files may be measured in megabytes or gigabytes. The length of a file tells how much storage space that file is using within the computer .

Folders or Directories

- With so many thousands of files stored inside a computer, it is very important to keep them organized.
- Folders**, also known as **Directories**, keep files organized by grouping them together.
- Just like a filing cabinet. You name your folders with names pertinent to the information you will store inside.
- Example: You may have a folder named “English 1a” in this file you will store all of your English Assignments.

Folders or Directories

- Many times, the computer will automatically store files in certain folders in order to keep itself organized.
- However, when you create new files, you must decide which folders to put them in to keep them organized. You can even create new folders to store your files.

Folders or Directories

- On a designated drive, Adam creates a folder titled "Adam".
- Within that folder, he creates 3 new folders titled "stories", "drawings" and "jokes".
- Then, when Adam writes a story called "Alien Tap Dancing", he stores or **saves** that file that contains the story in the "stories" folder.

File Address

- ◎ The best way to keep up with a file is to know its address. The address basically tells you what drive and folders to look in for a file.
- ◎ For example, the address for Adam's story might look like this
- ◎ `C:\\Adam\\stories\\Alien Tap Dancing.txt`.
- ◎ Note, that the file address always includes the **drive**, **folder(s)**, and **file name in exactly that order**.

Be A Responsible Computer User

- ⦿ *Never delete, move or rename a file unless you are absolutely sure of what you are doing!*
- ⦿ A computer relies on many files to keep itself running correctly, so changing or deleting those files can cause major computer malfunctions!