



File Management

How a computer keeps information

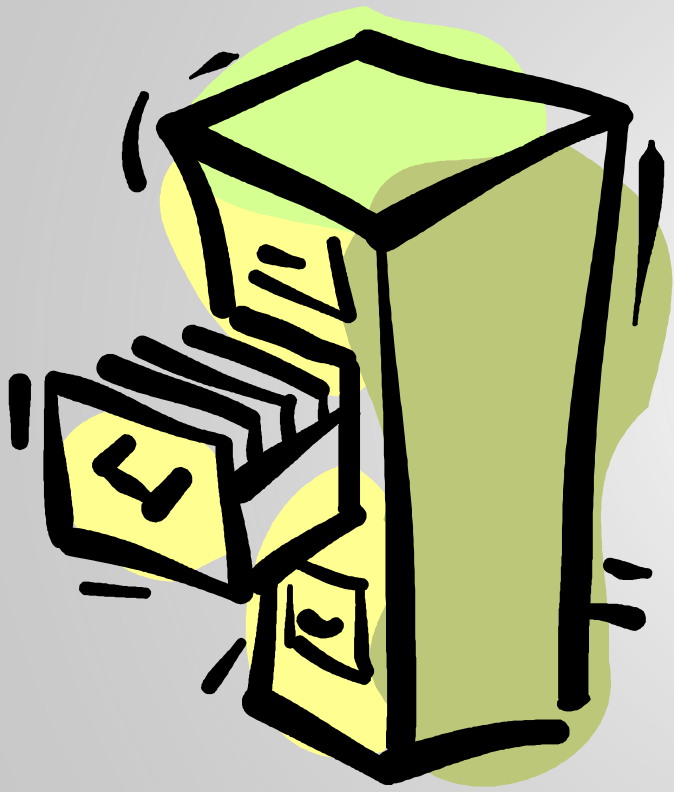
A Manual Filing System



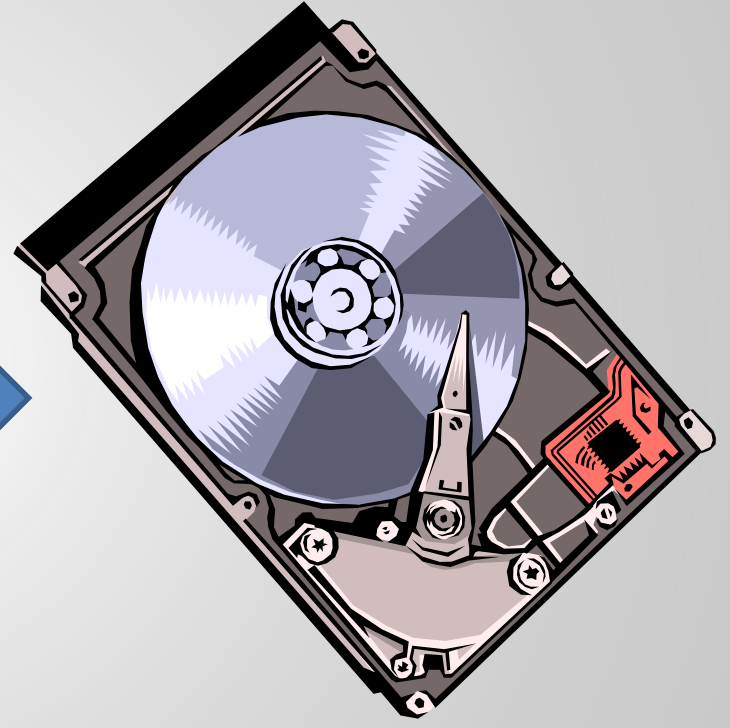
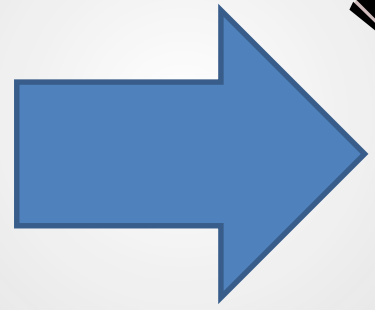
Suspension Pockets and papers/pictures



A Computer Filing System



Filing Cabinet

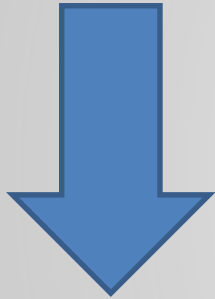


Computer Hard Drive

A Computer Filing System

Manual System

Papers & pictures



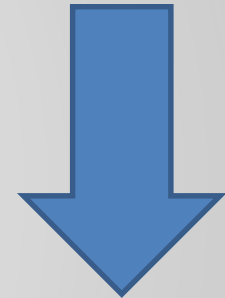
Suspension pocket
/Folder/Binder

But with a
computer you can
also put folders
into folders



Computer System

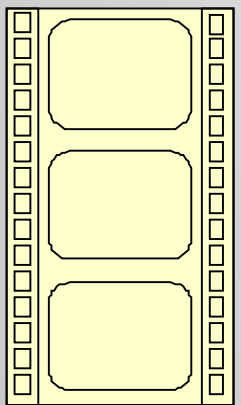
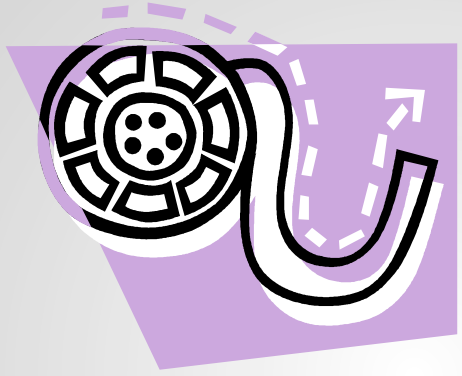
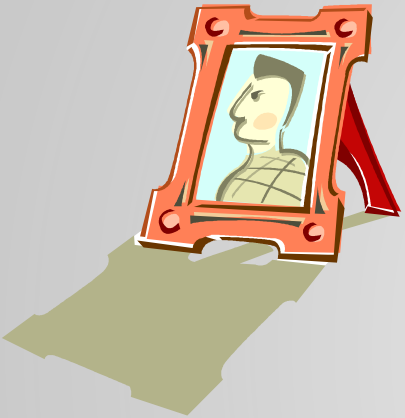
Papers & pictures
(Files)



Folders

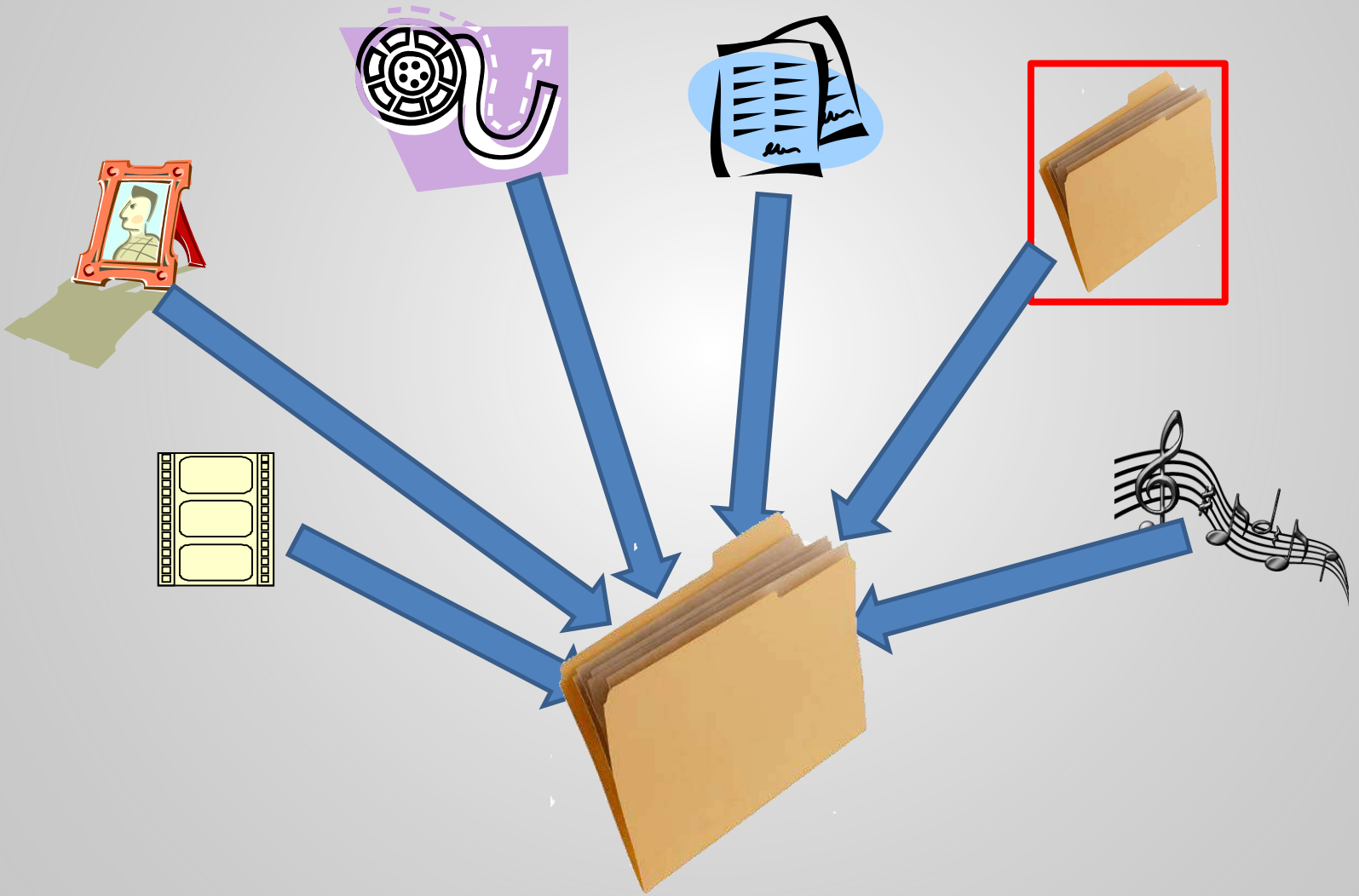
Where do you think
a computer gets its
papers and pictures
from?

So what is a computer file.....

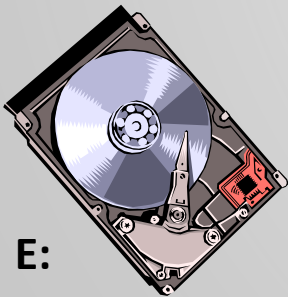
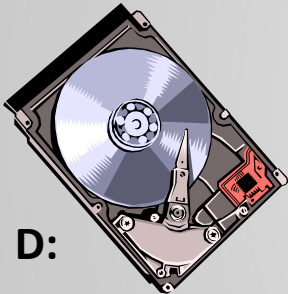
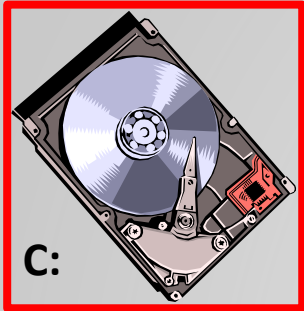


Also the operating instructions that allows your computer to work are also kept in files.

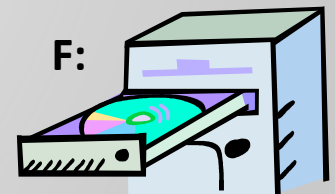
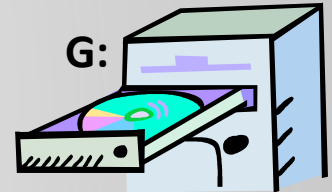
.....and folders



Drives



- Drive come in many flavours
- Today all computers will have a C: drive
- Most computers will have one DVD/CD drive
- Letters are usually assigned in the order which drives are connected starting from the next free letter
- So the simplest computer will have one hard drive (C:) and one DVD/CD drive (D:)
- The C: drive is a special drive as it is usually the one that contains the operating system software which is what makes the computer work
- One physical hard drive can be made to look like two or more hard drives on you computer



Devices

K:



P:



O:



J:



I:



H:



- There are many Devices you can connect to a computer
- To a computer Devices look like Drives
- A computer treats both the same
- So if you can manage Drives you can also manage Devices
- Again letters are assigned in the order which drives/devices are connected starting from the next free letter
- Devices/Drives plugged into your computer with a cable are often referred to as “external” drives
- You should not just unplug an “external” drive/device without first telling the computer (we will cover how to do this later)

N:



M:



L:

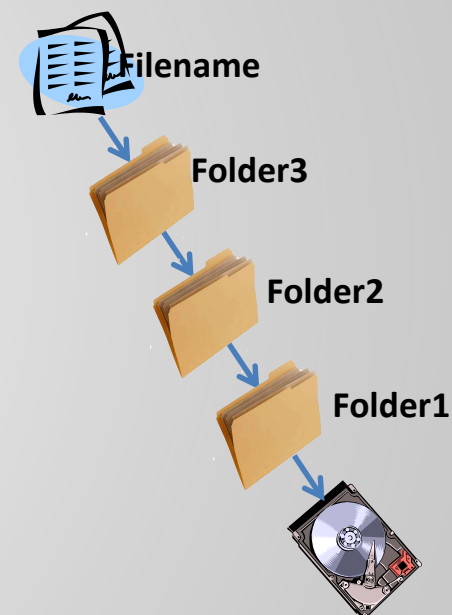


File Names

A full filename looks like:

C:\folder1\folder2\folder3\filename.type

- Where:
- C: - indicates the drive that the file is stored on
- \ - is a marker to show when one name ends and another begins
- folder1, folder2, folder3 are the names of three different folders
- filename is the name of the file
- Type indicates what type of file it is.



For “User” files and folders you can have any names you wish

Now you can file all that away for future reference because as you will see it is not used that much



File Names

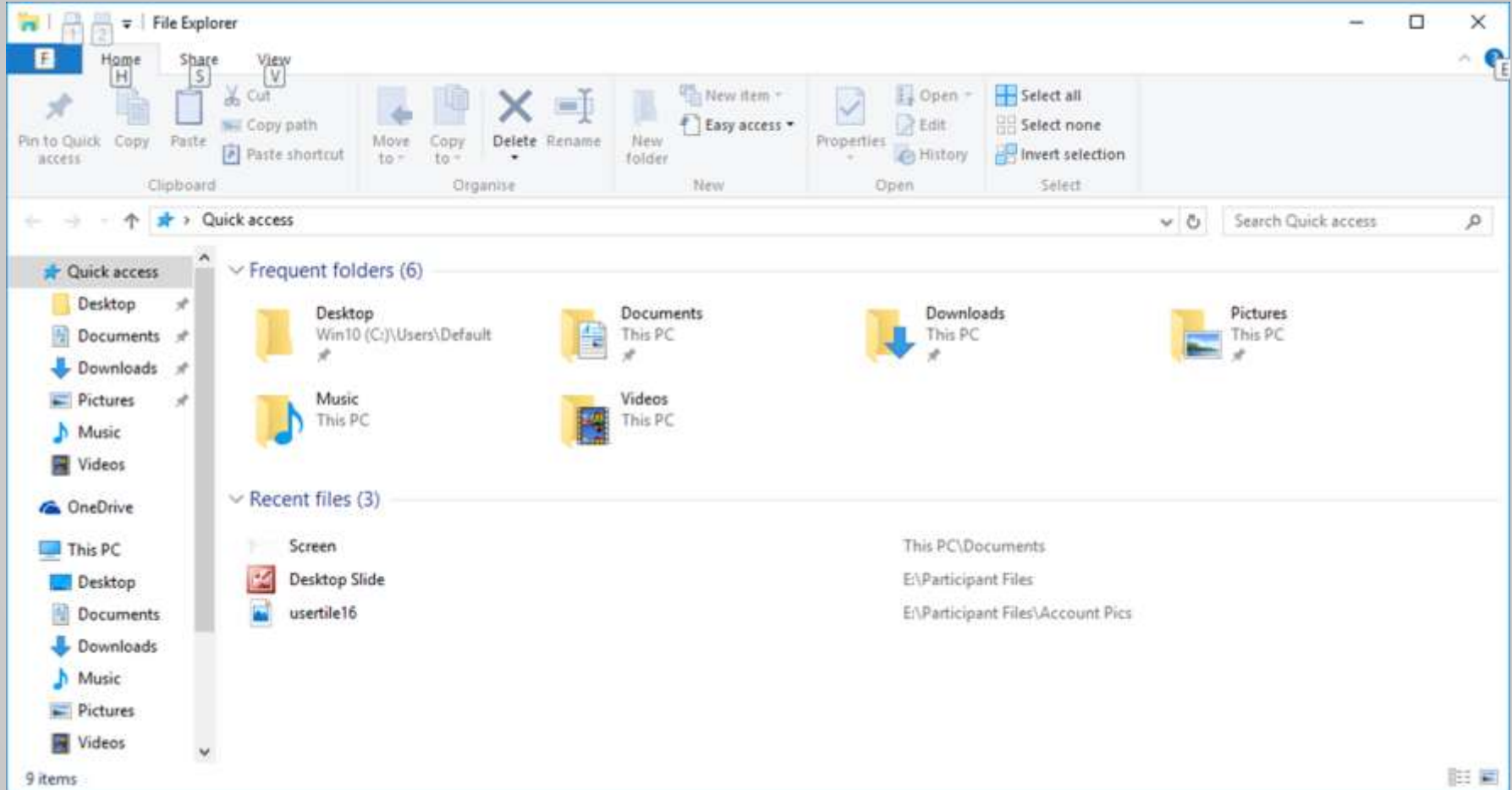
You normally see file names like this:

filename.type

- Common types of file you may come across are:
- doc, xls, pdf, jpg, avi, ppt, psd, exe
- docx, xlsx, pptx
- There are lots more
- They are important as they tell the computer the bit of software that is needed to open/read the file
- The default setting on computers is to not display them. You can change this if you wish

Never mess with files that you find in folders that have the name “Program Files” or “Windows”. These are files are needed to run you computer. Change or delete them and you will have a problem!

File Explorer



Don't confuse this with Internet Explorer