**File Names & File Extensions**

1. Sketch and summarize the "myFile.txt" presentation slide below. Make sure to label the following parts:
   1. File Name
   2. Separator
   3. File Extension

1. Summarize the presentation slide on how to enable viewing of file extensions for files listed in your folders.

1. Create a file called "myFile.txt" in your student ID folder on the school network.
   * Use Right Click => New => File to create a new text file.
   * Open “notepad” and use “File => Save As…” to create the text file
   * Double click to open the file. What application is automatically used to open the file?
   * Type some text into the file and save and close the file.

1. Change the extension of "myFile.txt" to "myFile.doc" for the file you just created.

* Make sure that View => File extensions is set for your folder.
* Single click on your file and change the file extension to "doc".
* Double click to open the file. What application is automatically used to open the file?
* What else happens? Can you still see the text file contents?

1. Research the limitations that apply to user defined Windows file names.
   * File name length:
   * Special (or reserved) Characters:

1. Research the file extensions used for some common Windows applications:
   * Word (list the variations):
   * PowerPoint (list the variations):
   * Image Files (list the variations):
   * Sound Files (list the variations):
   * Executable Files (list the variations):
2. Find three less common Windows applications and list the file extensions associated with the applications.

**Disk Drive Letters & Partitions**

*Download and read the "Windows Files Introduction" presentations slides package form the class GitHub repository (in folder Topic A).*

1. Sketch and summarize the "Windows File Path Format" presentation slide below. Make sure to label the following parts:
2. Drive Letter
3. Folder Name(s)
4. File Name
5. Summarize the "Attached Disks & Devices" presentation slide below. Clearly indicate how to find the available device letters and names using Windows File Explorer.

1. Summarize the "Windows Disk Partition" presentation slides below. Include a diagram that shows how a physical disk can be partitioned into two logical disk drives.

1. List the advantages of partitioning a large physical disk into smaller logical disks.
2. Research the Windows "Disk Defragmentation System Tool" and report on the following:
   1. Summarize why you would use this tool.
   2. Summarize when you should use this tool.
   3. Summarize how the tools works.