



C2- S1-HANDOUT

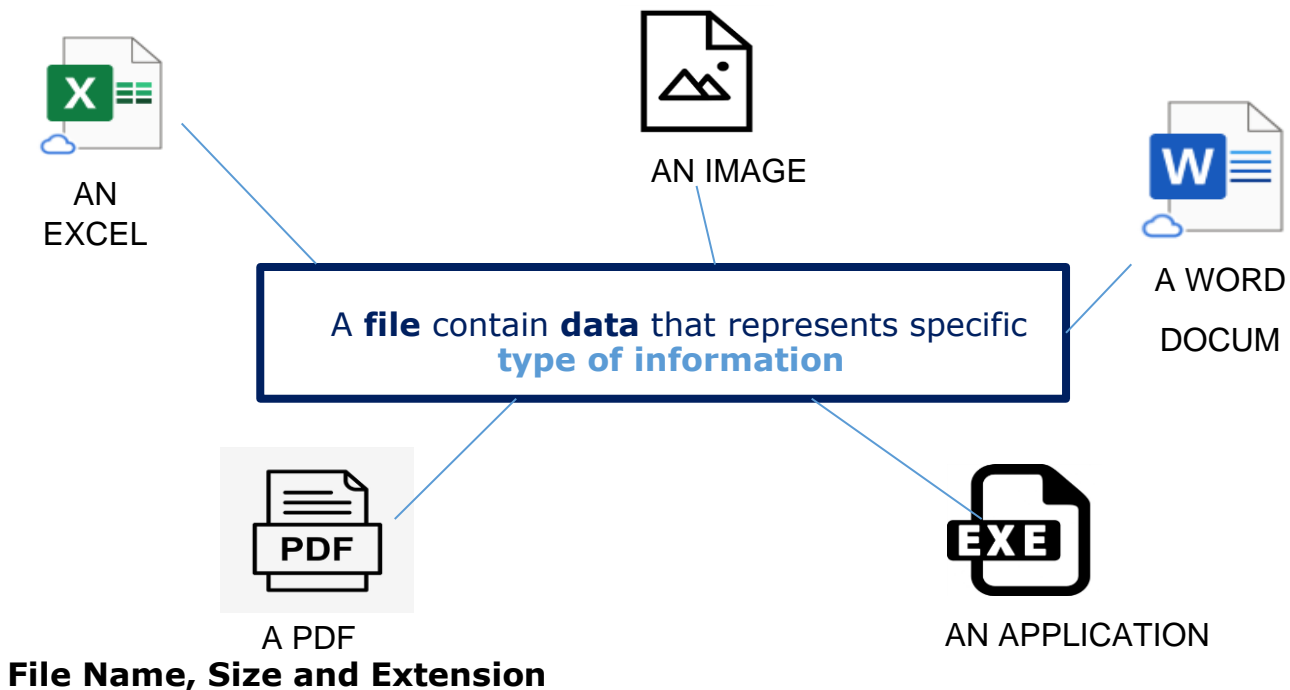
Here are the 3 ways to open a file

WAY 1:  **X2** Double click on file

WAY 2:  +  Select and enter

WAY 3:  +  Right click and click on **Open** in the menu

What is a File ?



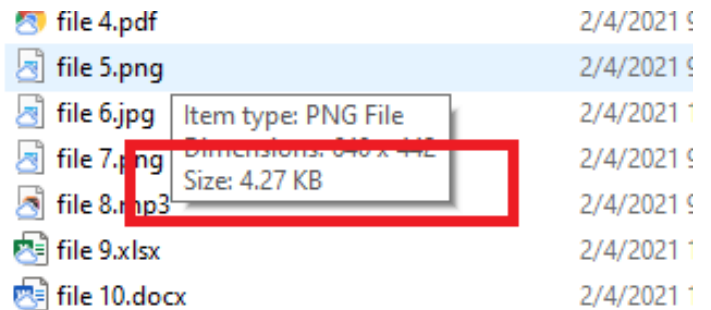
- **A file name** is the complete title of a file and file extension. For example, "readme. txt" is a complete file name. A file name may also describe only the first portion of the file.



Nivath

My name is Navath

- **A file size** is the measure of space a file takes up on a storage medium, such as a computer hard drive. File sizes can be measured in bytes (B), kilobytes (KB), megabytes (MB), gigabytes (GB), terabytes (TB), and beyond.



- **A file extension** or file name extension is the ending of a file that helps identify the type of file in operating systems, such as Microsoft Windows.



SLIDES.pptx



AFTER THE DOT (.)
IS THE EXTENSION

FILE TYPE is DEFINED BY ITS EXTENSION!

IMAGES



JPEG



GIF

SOUND



MP3



WAV



WMA

VIDEO



MP4

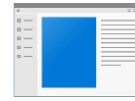


AVI



MOV

APPLICATION



EXE



BAT

DOCUMENT



WORD



PDF

What is Folder ?

- **A folder** is a container where many files can be placed.



myFolder



myDocument1



myDocument2



myDocument3



seiha

My size is 20 KB



myDocument1

My size is 10 KB



myDocument2

My size is 5 KB

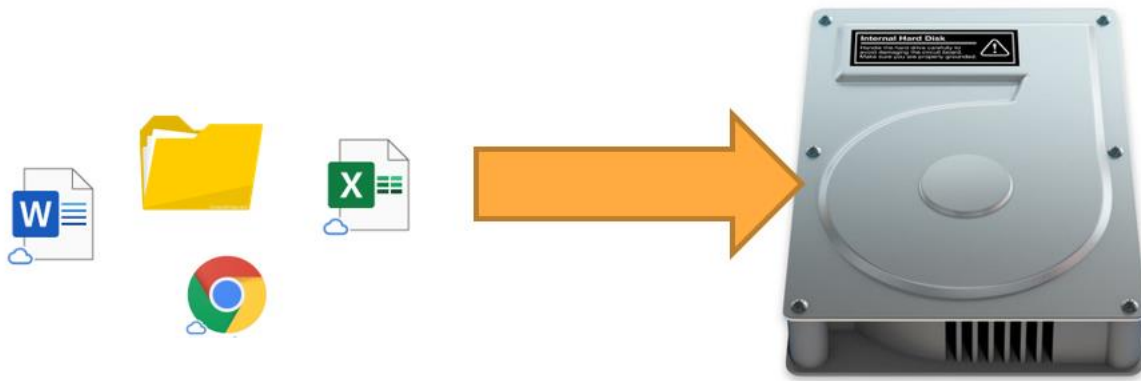


myDocument3

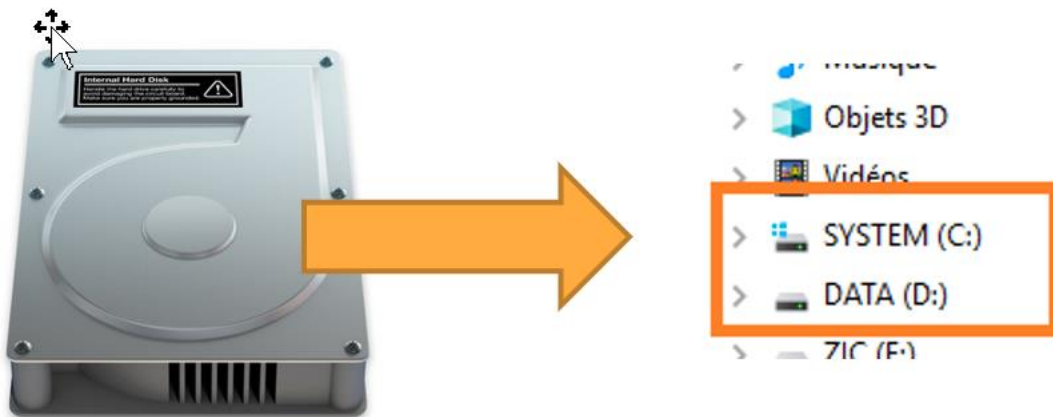
My size is 5 KB

Where are files stored?

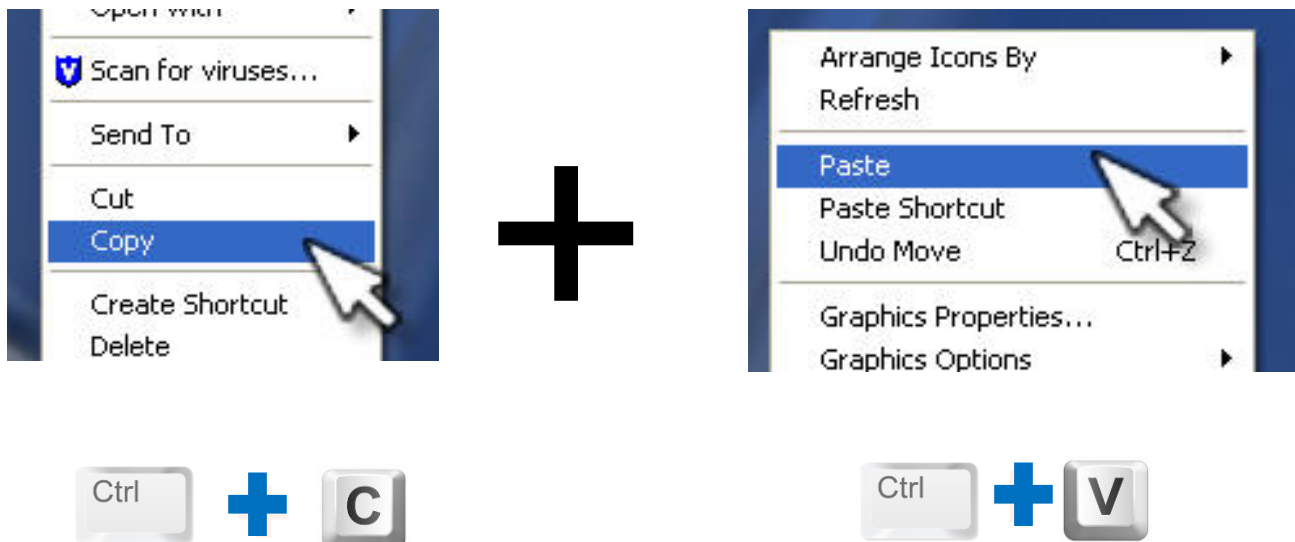
- File and folders are stored in the hard drives of your computer.



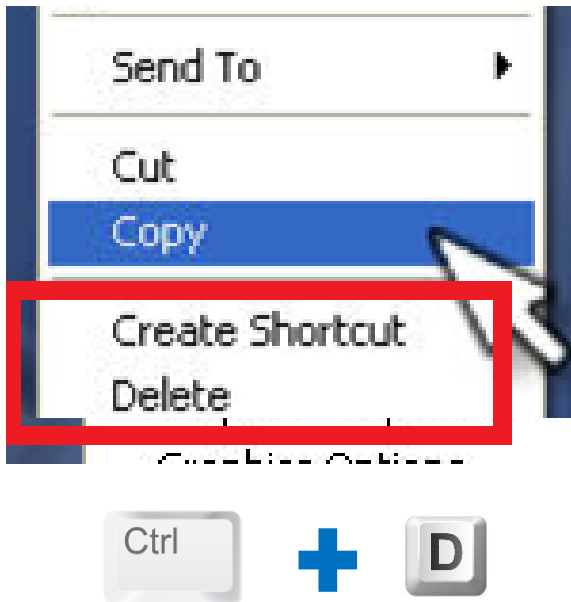
- Hard drives in Windows are represented with a letter (C: or D:)



Duplicate a file : COPY + PASTE



- **Delete file**



Summarize

1. What is a file?
2. What is file size?
3. What is file extension?
4. What is a file name?
5. What is a folder?
6. List three way to open a file?
7. List down at least 5 extensions that you know for Images, Audio, Video, Document.

Answers on Note book

