Activity Monitor: A utility provided by the

Macintosh operating system that is designed

to report how your Macintosh computer is

distributing and processing disks, memory, or

network communication

Cloud-Based File Management: The process of

storing data with a cloud service provider while

working with the data as if it were stored on the

local computer

Copy and Paste: To transfer text or some other

type of content, such as an image to another

location in the same or different document; for

example, in Microsoft Windows this can be done

with “Control + C” to copy and “Control + V” to

paste content

Cut and Paste: Similar to copy and paste, but

instead of leaving the original text or content

intact, the original content is removed and

transferred to a new location

Drag and Drop: Using a mouse button to click

and hold onto a software object such as an image

or file, drag it across the screen, and then release

the button to relocate the object

File Backup: The process of creating and storing

a copy of data in such a way that the copy may

be used to restore the original in case of data loss

File Compression: A process that reduces the

space a file takes up in storage and increases

the speed in which it can be transferred from

one computer to another; for example, a ZIP file

contains one or more files from a folder that has

been compressed

File Decompression: The process of restoring

a compressed file, such as a ZIP, to its original

content form

File Extension: After the name of a file, followed

by a period is a sequence of letters that indicate

the format of the file; operating systems use the

file extension to locate a default program that

will be used to open and execute the file

File Management: Creating an organized

structure to store information on your computer

for easy retrieval and use

File Manager: The User Interface (UI) in which

you can interact with the files and store them

File Operations: A computer operating system

allows for the manipulation of files; such as

create, edit, and delete

File Path: The absolute directory on a computer

where a file is located; for example, the absolute

file path for a file named hello\_world.docx

located in the Documents folder of a Microsoft

Windows computer could be: C:\Users\Clinton\

Documents\hello\_world.docx

Mac Finder: The file manager UI used by the

Macintosh operating system

Recycle Bin: Where Microsoft Windows stores the

files deleted by a user before they are permanently

removed; it offers an opportunity for a user to

recover files before they are permanently deleted

Chapter 6—File Management 109

Task Manager: A utility provided by the Microsoft

Windows operating system that is designed to

report how your PC is distributing memory, disk

space, and processing applications

Trash: Where Macintosh stores the files deleted

by a user before they are permanently removed;

it offers an opportunity for a user to recover files

before they are permanently deleted

User Interface (UI): Any medium that allows

users to interact with computers

Windows File Explorer: The file manager UI used

by the Microsoft Windows operating system