Passerelles numériques
A Gateway for Life

Passerelles numériques Cambodia
Street 371 Phum Tropeang Chhuk (Borey Sorla), Sangkat Tek Thla
Khan Sek Sok P.O. Box 511 Phnom Penh, Cambodia
Tel: +855 23.99.55.00
info.cambodia@passerellesnumeriques.org
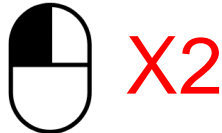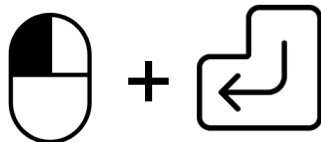
CHAPTER 4: FILES AND FOLDERS

Here are the 3 ways to open file

WAY 1:   X2   Double click on file

WAY 2:   +   Select and enter

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

What is File ?

AN EXCEL

AN IMAGE

A WORD DOCUMENT

A **file** contain **data** that represents specific **type of information**

A PDF

AN APPLICATION

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File Name, Size and Extension

- **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.

My name is Navath

Nivath

- **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.

file 4.pdf	2/4/2021
file 5.png	2/4/2021
file 6.jpg	Item type: PNG File	2/4/2021
file 7.png	Size: 4.27 KB	2/4/2021
file 8.mp3		2/4/2021
file 9.xlsx		2/4/2021
file 10.docx		2/4/2021
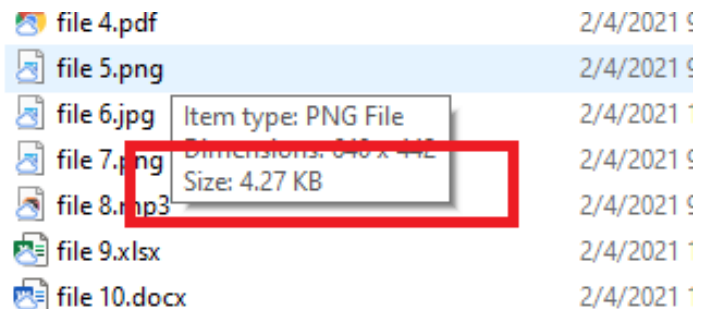
- **A file extension** or file name extension is the ending of a file that helps identify the type of file in operating systems, such as Microsoft Windows.

SLIDES.pptx

AFTER THE DOT (.)

IS THE EXTENSION

FILE TYPE is DEFINED BY ITS EXTENTION!
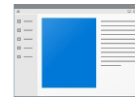
IMAGES	SOUND	VIDEO	APPLICATION	DOCUMENT
JPEG	MP3 WAV	MP4 AVI	EXE	WORD
GIF	WMA	MOV	BAT	PDF

What is Folder ?

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

myFolder
- myDocument1
- myDocument2
- myDocument3

My size is 20 KB

seiha
My size is 10 KB
- myDocument1   My size is 5 KB
- myDocument2
- myDocument3   My size is 5 KB

Where the files are stored ?

- File and folders are stored in the hard drives of your computer.
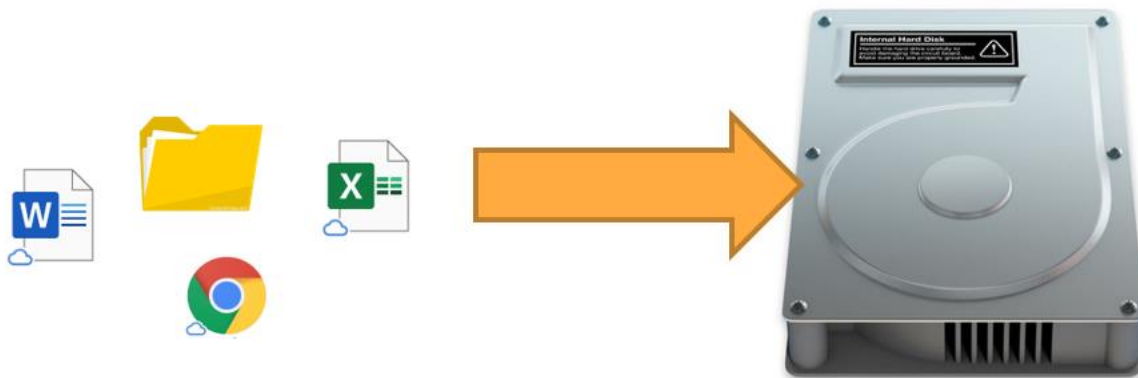
- Hard drives in Windows are represented with a letter (C: or D:)
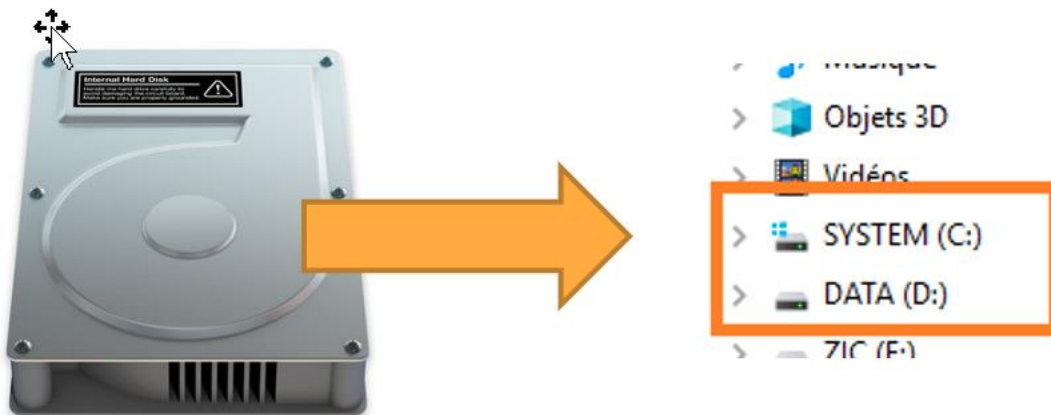
Duplicate a file : COPY + PASTE

- **Delete file**
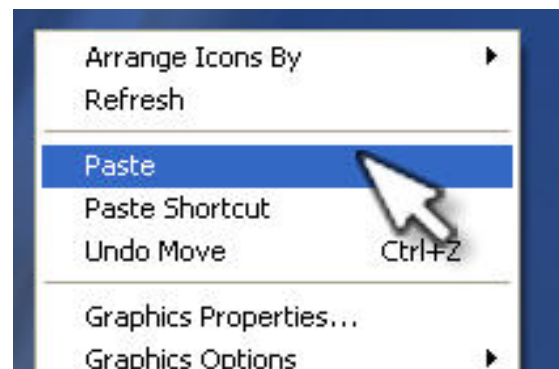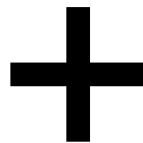
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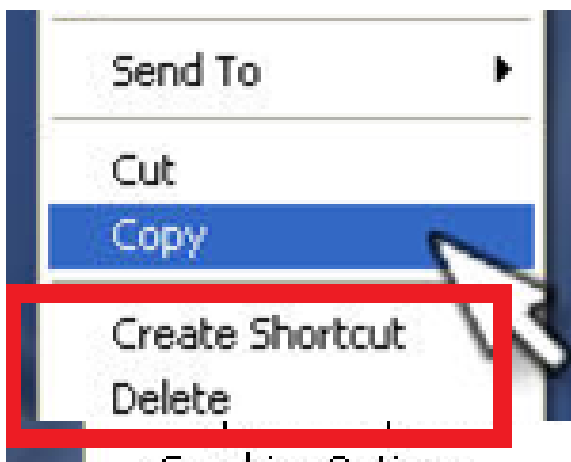
Summarize

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

Put Your Answer Here

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