Formatting a pen drive is an essential maintenance task that ensures the device functions efficiently and remains free from corrupted files and viruses. A properly formatted pen drive not only clears old and potentially harmful data but also optimizes the drive's performance for storing new files. Depending on the user's needs, different file systems like FAT32, exFAT, or NTFS can be selected during the formatting process. FAT32 is widely compatible across various operating systems, making it ideal for general use, though it has a 4GB file size limit. On the other hand, exFAT supports larger files and works well with both Windows and macOS, making it suitable for transferring large videos or software between devices. NTFS, while offering advanced features like file permissions and compression, is more tailored for Windows environments. Regular formatting also helps detect and isolate bad sectors, preventing future data loss. However, it's important to back up all important data before formatting, as the process erases everything on the drive. Whether you're preparing the pen drive for personal use, bootable installations, or sharing files, formatting ensures a clean slate and enhances compatibility. In today’s digital world, knowing how to properly format and maintain storage devices is a basic yet valuable technical skill.