# What is a file?

File

The main function of a computer is to manage data and information. The stored data and information on your computer are called files. There are many types of files. A file can be text, a photo, an audio track, a presentation or a video.

Each type of file has a specific icon, which helps you to recognize what kind of file it is.

To create a file, you have to use the right program. For example, with Microsoft Word, you can create a document, while with Paint you can create an image,

Presentation file   Text file

Image File   Document file
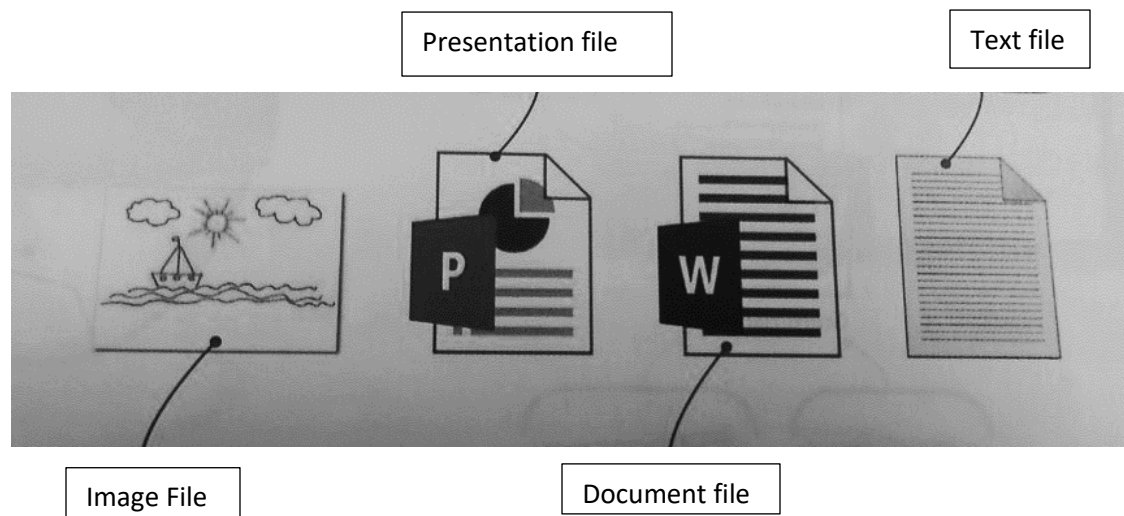
Transfer files

Files are stored on your computer and even on your smartphone, digital camera, MP3 player and other digital devices. You can transfer files from your computer to a device and vice versa, just by connecting the device to your computer.
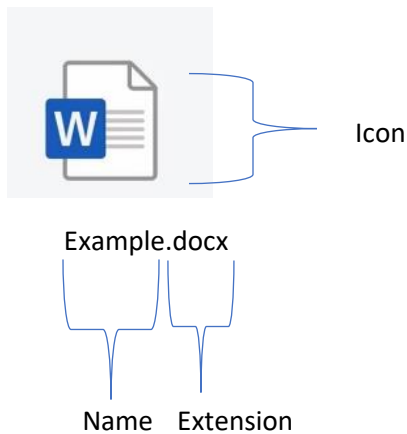
Filename

On your computer there are many files. In order to know which file is which, give them unique names. The name of the file is called filename.

To be able to find your files more easily, it's a good idea to give them a filename that is related to its contents. Don't use filenames like File1, File2, File3, etc., but choose names that describe the file's contents.

Extension

Apart from its icon and its name, each file has an extension which shows the type of the file.

This is what a filename looks like:

Icon

Example.docx

Name   Extension

There is always a dot between the name and the extension.

Open a file
You can open a file to edit it or, if you don't want it anymore, delete it.

To open a file:
➢ Locate the file on your computer and double-click it.
➢ The file has opened.

You can also right-click a file and click O**pen** to open it.

Delete a file
If you don't want a specific file any longer, you can delete it.

To delete a file:
➢ Right click it
➢ Click delete

History
The word File was first used publicly in the context of computer storage as early as February in 1950, in a RCA (Radio corporation of America) advertisement in Popular science Magazine

File size
A file takes up some storage space on your computer. This Space is the file size and is counted in bytes. 1kb is 1024 bytes and 1 mb is 1048567 bytes

To check the size of a file:
➢ Find the file and point to it with your mouse.
➢ Check the size in the box that appears.

Organize my folders

Put your files into folders

A folder is a location on the hard disk drive of your computer where you can save and organize your files and programs.

To create a new folder:

➢ Click the Start button and click Documents
➢ Right-click an empty area where you want to create a new folder.
➢ Click New and click Folder
➢ Type a name for the new folder and press Enter

You can use letters, numbers or symbols in the name of a folder. Font use the symbols /\:*?<>"\. The same goes for filenames.

Folder name

The name of each folder should describe the contents of its files

To rename a folder:

➢ Right-click the folder.
➢ Click Rename.
➢ Type a new name and press Enter > The folder has been renamed.

Folders and subfolders

Sometimes, you may have a lot of files in one folder. To organize your files, so that you can easily find them, you can create subfolders.

A subfolder is a folder inside a folder.

Move or copy a folder

You can move a folder wherever you like in your computer and even to a connected device.

To move a folder (or file):

➢ Right-click the folder and click Cut.
➢ Right-click the desired location you want to move it to and click Paste.
➢ The folder will move to the new location.

If you want to copy a folder so that you can have two identical folders, instead of Cut, click Copy.

If you drag a folder or file to a new location on your computer, the object will be moved. But if you drag it from your computer to another device it will be copied.

Search and Find

Each time you work on your computer, the number of files and folders increases. If you're not sure where a file or a folder is saved, use Search to find it easily. You can use Search to find files or folders through the Search button or File Explorer.

Search using the Search button

Search for a file or folder anywhere on your computer.

To search for a file or a folder:

➢ On the taskbar, click the Search button.
➢ Type a word or part of a word that you want to search for in the Search box e.g. Subjects.
➢ Find the file or folder in the search results.
➢ Click a search result to open it.

Search with File Explorer

With File Explorer, you can search in a specific file or folder. This will make your search much faster, because you are looking only in one place.

To find a file or a folder:

➢ Click File Explorer and click the Search box (in the top right corner of the window). 2
➢ Type the name of the file or folder you are looking for e.g. Subjects. 3
➢ A list of results containing the name of your folder or file will appear. 4
➢ Double-click a search result to open it.

To make the search faster: Open the folder you want to search in and type the filename in this folder's Search box. This way, Windows does not search outside the folder you have opened.

Using search filters

Search filters allow you to search for a file or folder using details such as its size and date modified.

To apply search filters:

➢ Click the Search box and click on the Search tab. The filters will appear below.
➢ Click a filter. There are a few options such as Date modified and Size.
➢ If click Date modified, click an available option.
➢ If you click Size, click the size value of your file.

If you don't know the exact name of the file you are looking for, use a wildcard. The asterisk (*) is a wildcard which represents any character or number in the filename. For example, if you type *ology, the results will be words that end in these letters, for example: biology, geology or physiology.

Start a program

Using programs

Apart from files and folders on your computer, there are some programs that you can use for work or for fun. Let's see how you can start them!

Calculator

You can use the Calculator to make simple or advanced calculations.

To open the Calculator:
- ➢ Click the Start button.
- ➢ Scroll down the sidebar with the applications and click Calculator.
- ➢ The Calculator program will open.
- ➢ Now do a calculation.

You can also use your numeric keypad to type numbers and operators. Just make sure you have pressed Num Lock and that the corresponding LED of your keyboard is on.

I need help!

To search for Help:

Click the Start button.

- ➢ Scroll down the sidebar with the applications and click Get Help.
- ➢ The Get Help application will open.
- ➢ Describe your issue e.g. "cannot print" and press the Send message button.
- ➢ Click one of the results e.g. "My printer isn't printing".
- ➢ Read and follow the steps carefully, to solve your problem.