

# File Management

## What You Will Learn

- What is a file system
  - Bits & Bytes
  - Inverted one-sided tree
  - Card index or something like that
- What is a file manager
- Files & folders
  - Folders in folders
- Other ways to see the file system
- Good and bad file names
- Renaming files
- File extensions
- Using a file manager
- Side-by-side file managers
- File types
- File ‘views’
- Sorting files
- Searching for files
- Selecting files
- Create, copy & move (cut/paste) files
- Short-cut keys

## Keyboard Shortcuts

These should work on Mac, Linux & Windows

copy	Ctrl-c
cut	Ctrl-x
Paste	Ctrl-v
Switch Windows	Alt-tab

## Challenge

Note: wherever it says *yourName* put your name. For example, for me, *yourName*-project will be carl-project

1. Create a folder *yourName*-project with two sub-folders: 1) images-4 & 2) documents-1
2. Inside of 'pages' create two more files: 1) new-documents-3 & 2) old-documents-2
3. From 'practice-files' perform these operations
  1. copy 4 images to images-4
  2. copy 1 document to documents-1
  3. copy 3 documents to new-documents-3
  4. copy 2 documents to old-documents-2
4. In 'practice-files', delete the four .avi files whose name starts with 'boxed-'
5. Move ding.wav to new-documents-3
6. Rename course-outline.2.docx to course-outline.3.docx
7. Show your teacher the results

## Questions

Answer these questions

1. Can a file contain another file?
2. How many files can you have on your computer?
3. Name 2 'file views'?
4. What is a file extension and what is it for