Ensuring that File Extensions are not Hidden

1. Right click **Start**. Click **File Explorer**. Click **View**. Make sure that both the **File name extensions** and **Hidden items** are checked. Close the window.
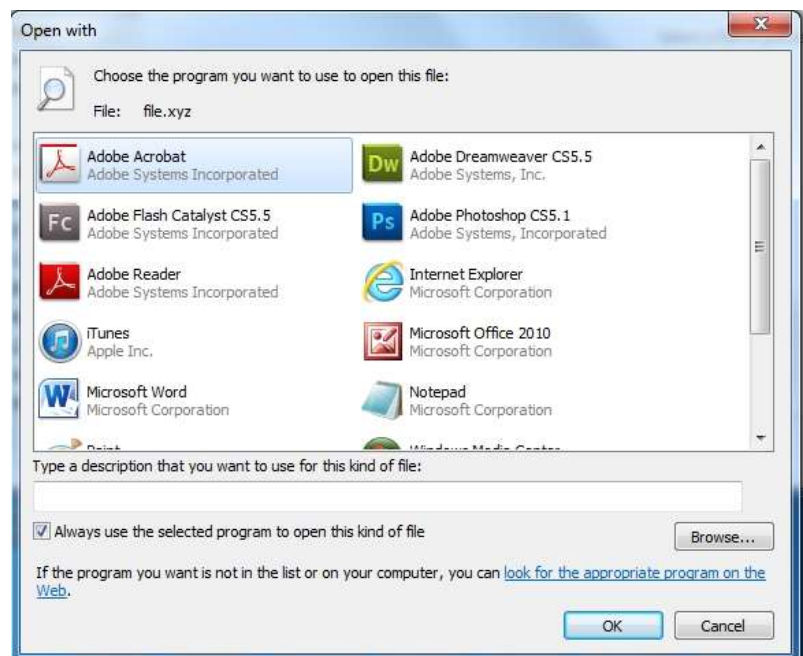
Creating a New File Type: .xyz

2. Right-click the desktop and select **New**, **Text Document**. A new document appears with the name **New Text Document.txt** highlighted so you can change it. Type in the new name **File.xyz** and press Enter . A **Rename** box pops up warning you **If you change a file name extension, the file may become unusable**. Click **Yes**.

3. Notice that the **File.xyz** icon is the generic icon, as shown to the right on this page. That's because Windows does not know what application should be used to open this file – the extension **.xyz** has no **association** with any installed program.

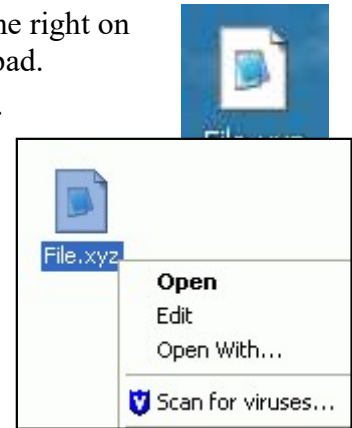## Associating the .xyz Extension with Notepad

4. Right-click **File.xyz** and select **Open.**

5. A **Windows** box opens saying **Windows cannot open this file**. Click **Select the program from a list** and click **OK**.

6. In the **Open With** box, scroll down to **Notepad** and click it. Verify that the **Always use the selected program to open this kind of file** box is checked, as shown to the right on this page. Click the **OK** button.

7. The file opens in Notepad. Type in some text, and click **File**, **Save** to save the file. Close Notepad.

8. Notice that the **File.xyz** icon now has a little Notepad on it, as shown to the right on this page. That's because the extension **.xyz** is now associated with Notepad.

9. Double-click **File.xyz**. It opens in Notepad immediately. Close Notepad.

Using the Context Menu

10. Right-click **File.xyz**. A list of choices appears, as shown to the right on this page. This is the **Context menu**.

11. In the **context menu**, left-click **Open**. The file opens in Notepad. Close Notepad.

12. Right-click **File.xyz**. In the **context menu**, left-click **Edit**. The file opens in Notepad. Close Notepad.

Changing the Program Association for .xyz Files

13. Right click **Start**.

14. Type **File association**. Click **Change the file type associated with a file extension**.

15. Read explanation at top of page. Scroll down to the. xyz extension and note the Description and Current default.

16. Click **Change program** to change the program associated with this extension. Click **More options** and pick from the list generated or click **Look for another app on this PC**.

Question for this assignment:

What program would you use to see a file with the following extensions? Use google to try and find what program / programs are associated with the following extensions.

- DOC
- XLS
- TXT

Reflection: