

BASIC COMPUTER USAGE

FILES AND FOLDERS





05 MIN



What is a **file** ?

A file is a **set of data** representing a specific type of information



AN EXCEL
DOCUMENT



A PDF FILE



A WORD
DOCUMENT



AN APPLICATION



AN IMAGE



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A file has a name

A name

An extension

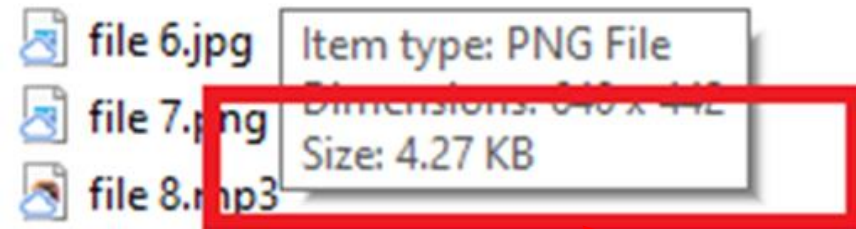
A size



HELLO.XLS

File name

File extension



Move the mouse to the file
You will see its size



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The file **extension** can tell you what is the file **type**

IMAGES



JPEG



GIF

SOUND



MP3



WAV



WMA

VIDEO



MP4

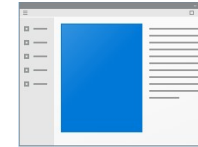


AVI



MOV

APPLICATION



EXE



BAT

DOCUMENT



DOCX



PDF



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What is a **folder** ?

A folder is a container of files
A folder can also contain other folders



HELLO

Folder name



myDocument1



myDocument2



myDocument3

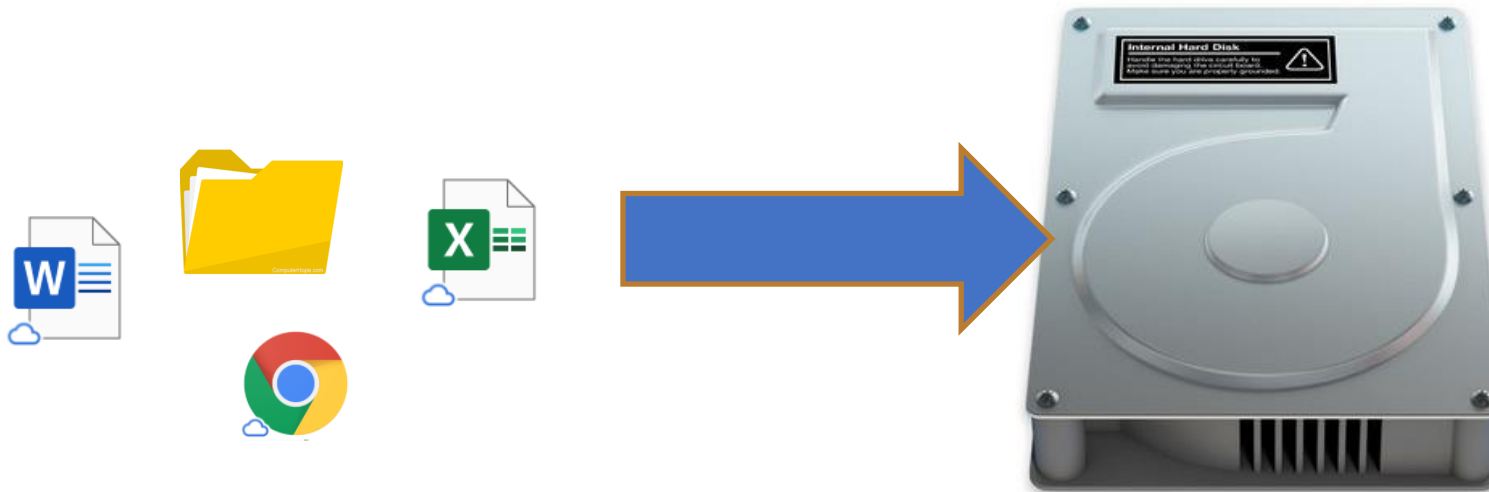


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File location

File and folders are stored in the **hard drive** of your computer





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File location

Hard drives in Windows are represented with a letter (C: or D:)



> Images

> Objets 3D

> Vidéos

> SYSTEM (C:)

> DATA (D:)

> 71C (E:)



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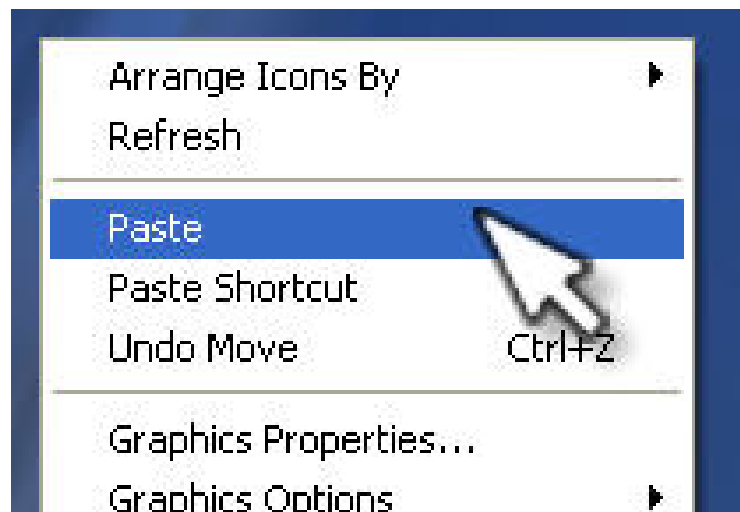


File manipulation

Copy file



Paste file



Delete file

