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| TYPES | FUNCTIONS | PROPERTIES | STORAGE CAPACITY |
| FLOPPY DISK | Floppy disks were widely used to distribute softwere,transfer files and create backup copies of data.when hard drives still very expensive, Floppy disks were also used to store the operating system in the computer. | The most common size of floppy disks is 31/2 inches.It has a jacket of hard plastic with a metal shutter protecting the read write slot. | 1.44 Storage capacity in Megabytes(MB)  Of the 3-1/2 inch ,high-density floppy disks introduced by IBM in 1986. |
| HARD DISK DRIVE | The drive is the technology that enables the reading, writing, deleting, and modifying of data on a computer storage disk,its either manage the input /output operations on disk. | It is much faster than the floppy disk.  It is the primary media for sorting data and programs.  It is more reliable than a floppy disk.  Data store on the hard disk is the safer than the floppy disk. | 16 GB ,32 GB and 64 GB.  This range is among the lowest for HDD storage space and is typically found in older and smaller devices.  120 GB, 256 GB. |

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| DVD | DVD or DVD-ROM is a discapable of storing a significant amount more data than a standard compact disc DVDs are widely used for storing and viewing data. | Over 2 hours of high-quality digital video.  Support for widescreen movies on standard or widescreen TVs  Up to 8 tracks of digital audio | 4.7 GB(single-sided-single-layer-common)  8.5 GB(single sided-double layer)  9.4 GB(double-sided-single-layer)  17.08(double-sided-double-layer) |
| ZIP DRIVE | Zip drives are used to store data similar to external USB drives, though zip drivers are relatively smaller in size | Zip disks looked similar to floppy disks, but were slightly larger and thicker, and had stronger plastic casing, making them easier to store and handle.zip disks were lightweight, portable and relied. | Zip drive introduced in 1994,Zip drives launched with storage capacities of 100 MB and then 750 MB |
| OPTICAL DISC | Optical disc drive in a computer system allows you to use CDs, DVDs ,and Blu-ray discs to listen to music or watch a movie. you can create your on music CDs, video DVDs or even create of back-up copy of your important data file. | The side of the disc contains the actual data and is typically coated with a transparent material , usually lacquer. | A CD can store up to up 700 megabytes of data. A single –layer DVD can hold 4.7 gigabytes (gb) of data , and a double layer disk can hold 8.5 GB . |