

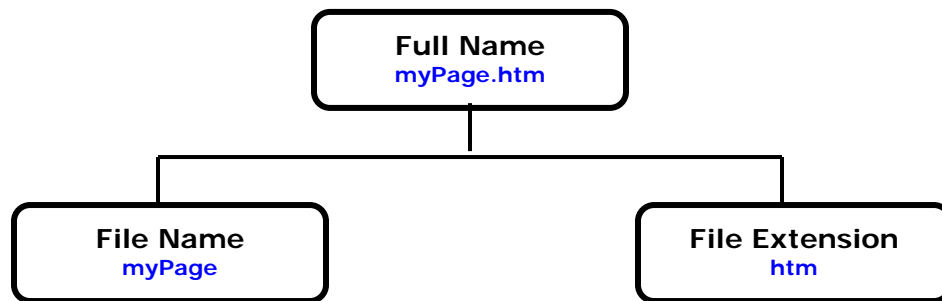
# INTRODUCTION TO FILE MANAGEMENT

## INTRODUCTION

All information stored on computers is stored in files. A file is a collection of information organized for a particular format. The difference between a Word file and a PowerPoint file is simply the way the information is organized.

## FILE NAMES

Early DOS-based computers used a file naming system based upon a file name and an extension. The file name could be up to eight (8) characters and the extension up to three (3) characters. If written the file name was shown before a period and the extension after. For example:



## THE USE OF THE EXTENSION

Current operating systems allow the use of longer file names. Still many software applications use a three- or four-character extension to identify their documents. For example, **docx** is used by Microsoft Word, **txt** is used to denote a text file. Windows can be set up to match extensions with applications, called a **file association**, such that double clicking on a file will start the application and load that file. There are also some longer extension standards such as java which identifies a java program file or html which identifies a web page.

## FILE MANAGEMENT EDIT OPTIONS

The following are the most common file management operations:

**COPY** Copy a file from one location to another location:

1. Select File/Folders with mouse
2. Select **Copy** from Edit Menu
3. Navigate to new location
4. Select **Paste** from Edit Menu

**MOVE** Move a file from one location to another location:

1. Select File/Folders with mouse
2. Select **Cut** from Edit Menu
3. Navigate to new location
4. Select **Paste** from Edit Menu

**DELETE** Delete a file:

1. Select File/Folders with mouse
2. Select **Cut** from Edit Menu or press **Delete** key

**RENAME** Replace an existing name with a new name:

1. Select file or folder
2. Click again to enter edit mode
3. Enter new name

## FILE MANAGEMENT EXERCISE

1. In the Classroom Rosters directory, you will find a folder called **File Lab**.
2. In the File Lab folder you will find three folders called **Stuff**, **Some Stuff**, and **Other Stuff**. Determine the types of files that are in the folders (remember to check all the folders).
3. Move the files from the three folders into the **File Lab** folder.
4. Rename the folders as **Word**, **Web** and **Misc**.
5. Move the files to the new folders according to the following requirements:



- This folder must contain Microsoft Word documents only
- Microsoft Word documents end with the file extension **docx**



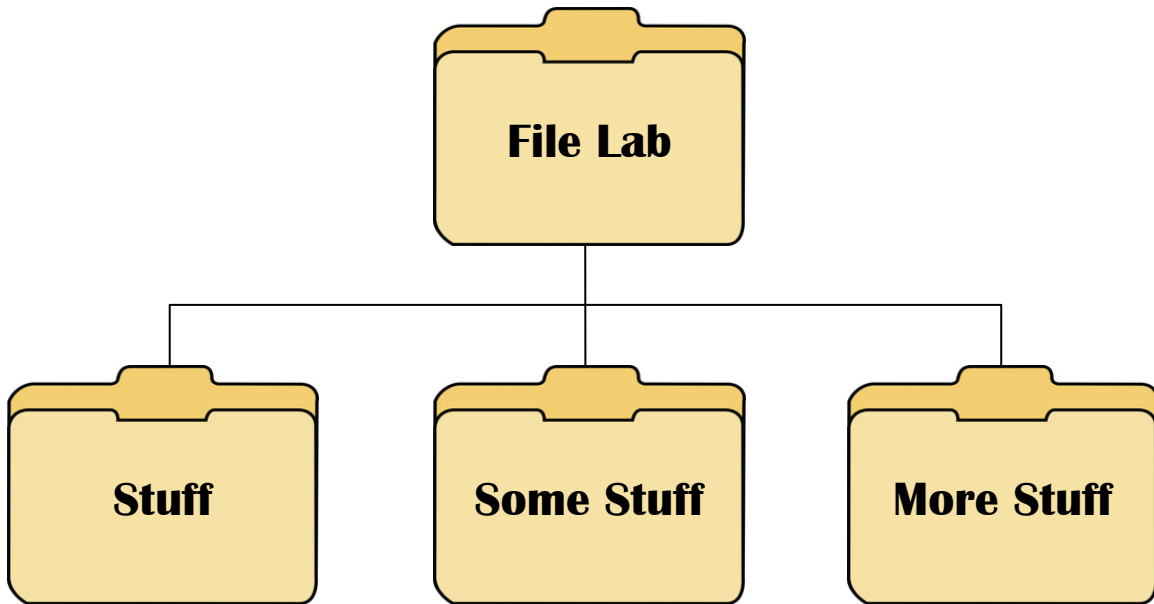
- This folder must contain web files and graphics files
- Web files end with the file extension **html** or **htm**
- Graphics files end with the file extension **jpg**, **gif**, **png** or **bmp**



- All other files should be moved to the **Misc** folder

6. Once you have completed Steps 1-5, the **File Lab** folder should be organized as follows:

Start



Finish

