



## Lesson 5: File Management with Windows Explorer

### Definitions of Key Words

- **8.3 alias:** Windows will assign a short filename, called an “alias,” to each file with a long name so these files can be used with programs that don’t support long filenames. The short filename can have a maximum of eight characters and a three-character extension.
- **Application file icons:** Icons that start an application, such as a word processor or spreadsheet program.
- **Copy:** To duplicate a selection, file, folder, and so on so that you can place it in another position or location.
- **Destination:** When copying or moving a file, the location (disk and/or folder) where the copied or moved file will reside.
- **Disk Cleanup:** A program that enables you to clear your disk of unnecessary files.
- **Disk Defragmenter:** Rearranges disk files, storing each file in contiguous blocks.
- **Document file icons:** Icons that share the same distinctive feature, a piece of paper with a superimposed graphic, that help create a link between a document and an application.
- **Extension:** The part of a filename that comes after the period, called a “dot”; it usually has two or three characters in older operating systems and up to four characters in Windows 95 and following; typically identifies the type of file.
- **Filename:** A name assigned to a file for identification.
- **Fragmented files:** Files that are not stored in contiguous clusters, but rather are divided into subparts that are stored in different disk locations. It takes longer for a disk drive to access fragmented files than unfragmented files.
- **Move:** To cut or remove a selection, file, folder, and so on from one position or location and place (paste) it in another position or location.
- **Parent folder:** A folder containing one or more subfolders.
- **Source:** When copying a file, the file that is being copied.
- **Subfolder:** A folder within another folder.