

NIELIT Gorakhpur

Course Name: O Level (1st Sem)

Subject: ITTNB

Topic: File and Folder Management

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WHAT IS A FILE:-

A file is a package of information with a name attached to it. Files can record data, such as text (a Word document) or numbers (an Excel document). A file can be a digital photo, a music clip, or any other piece of digital information.

WHAT IS A FOLDER:-

A folder is a container (the storage place) within a digital file system, in which groups of computer files and other folders can be kept and organized.

Management of files & folders: A file and folder management may do the following basic operations like-

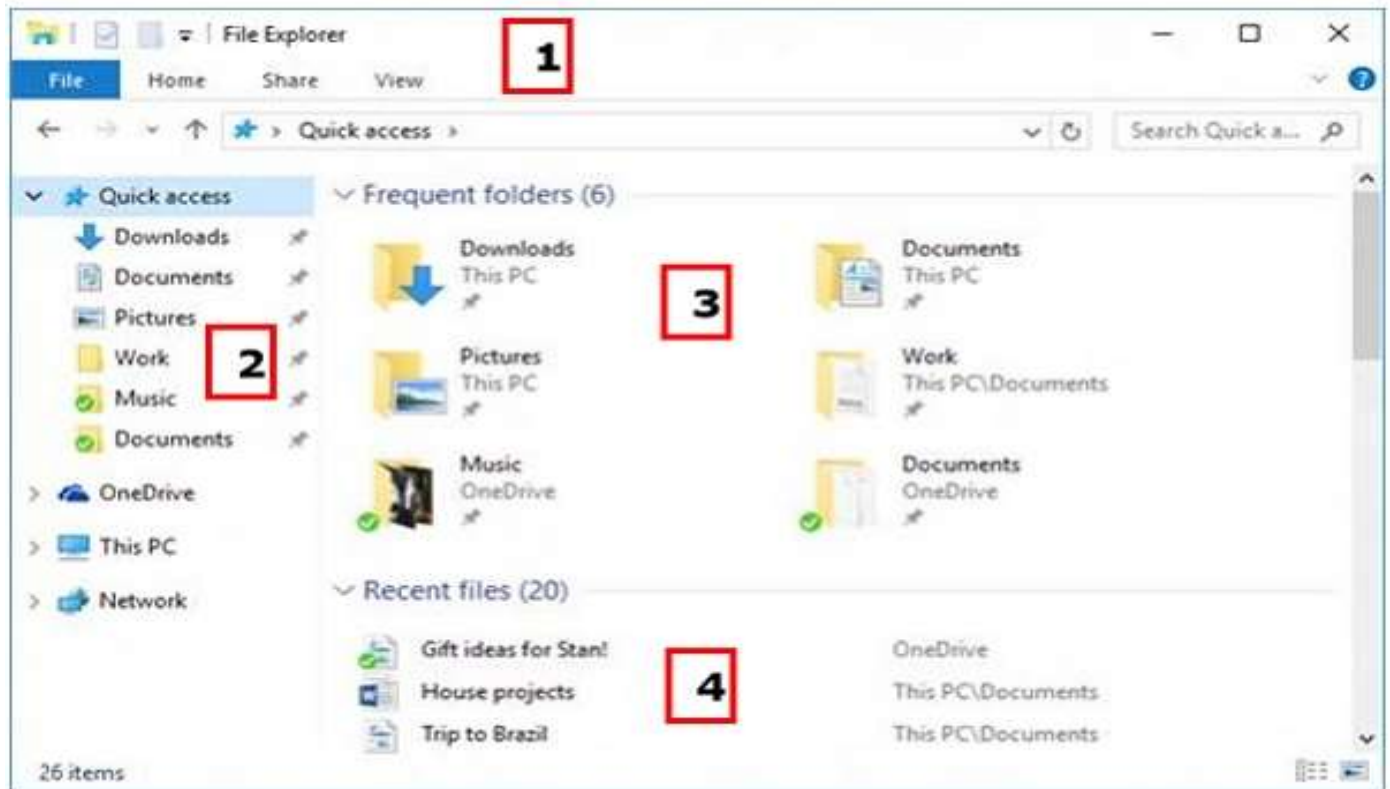
- Copying and pasting files and folders from one place to another.
- Moving files and folders to another location.
- Copying files and folders to another location.
- Deleting a file or folder permanently or sending it to the Recycle Bin.
- Renaming a file or folder.
- Creating a new folder or other new items.
- Verifying or modifying the Properties of a document or folder.
- Opening a file or folder.
- Different options to select one or various files and folders.

File Explorer window:-

The initial File Explorer window is comprised of the following sections –

- **The File Explorer ribbon**, which resembles the ribbon featured in Microsoft Office. The ribbon contains buttons for common tasks to perform with your files and folders.
- **The Navigation Pane** gives you access to your libraries of documents and pictures, as well as your storage devices. It also features frequently used folders and network devices.
- **The Frequent folders section** on the right features the folders you've worked with recently to allow for quick access to them.

- **The Recent files section** in the lower part of the window features files and documents that you've opened recently.



File Extension:-A file extension is an identifier used as a suffix to a name of the computer file in an operating system such as Microsoft Windows. It can be categorized as a type of metadata. A file extension helps the operating system to understand the characteristics of the file, and to some extent, its intended use.

File extensions also often indicate the file type, or file format, of the file, but not always. Any file's extension can be renamed but that won't convert the file to another format or change anything about the file other than this portion of its name. Some common file extensions are -

PNG, MP4, PDF, MP3, DOC, SVG, INI, DAT, EXE, TXT, and LOG.

The file name "myfile.txt" has a file extension of ".txt," which is a file name extension associated with text files. Some examples are sales_reports.xls, mydata.mp3, mydata.csv

Assignment:-

- 1- What is file and folder management?
- 2-Why file extension is necessary explain?