

## What is a File

A file stores information. Files used in computers are similar to that of paper documents used in library and office files. There are different types of files such as word documents, pictures, music, videos and executable files and many, many more. They are most frequently found in Folders.

Files have two parts a **Name** and a “**File Extension**” or “**File Type**”. The **File Type** defines what kind of file it is and **what program or App will open the file** so you can either read, see or hear the information inside. Executable files are different. When you open them, they start to load information or a program on your computer so you have to be careful with them. This is a common



Desert Fox.jpg



CA0Y7WF7.gif



Christmas cards 2022.docx

ScreenPalSetup.exe

way to load spam or viruses on your computer. You have to be careful. Here are some file types with a **name** and then a **file type**. The two are always separated with a dot.

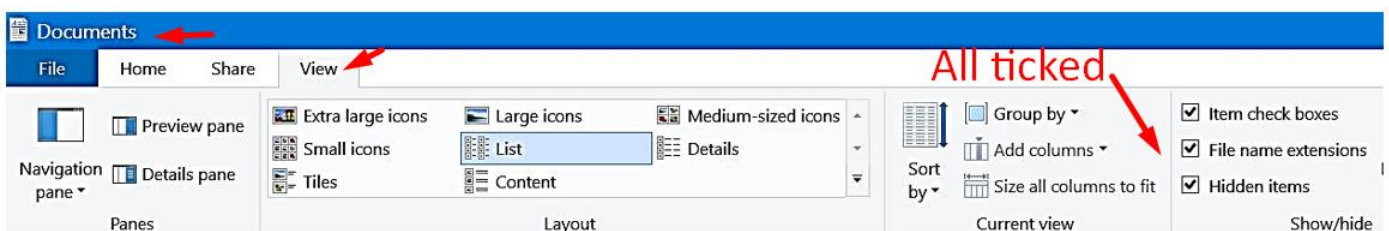
“Jpegs” are Picture files, “Gif’s” are animated pictures “doc or docx” are word files and “exe” run programs. But these are only a few. There are zillions of file types. I will show you some on your computer

File Extension	Type of File	Typical Software Used to Access
.txt	Text only	Notepad
.docx	Document processing	Microsoft Word
.pdf	Portable document file	Adobe Reader
.png	Image	Paint
.jpg or .jpeg	Image	Paint
.tif	Image	Paint
.wav	Audio	Windows Media Player
.mp3	Audio	Windows Media Player
.mp4	Video	Windows Media Player
.gif	Animation	Internet Browser
.avi	Video	Windows Media Player
.xls	Spreadsheet	Microsoft Excel
.zip	Compressed Folder	Operating System manager
.wmv	Video	Windows Media Player
.ppt	Slideshow	Microsoft PowerPoint
.pub	Publication	Microsoft Publisher
.mov	Video	Windows Media Player
.exe	Executable File	Self-Running

It is essential that you always see the file extension of a file and Microsoft doesn't often show it.

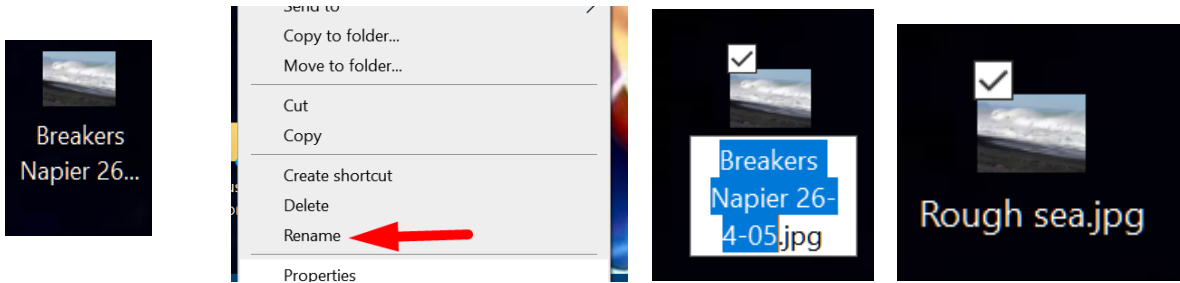
Here is how you make sure you see it.

Open “Documents” and click on the “View” tab



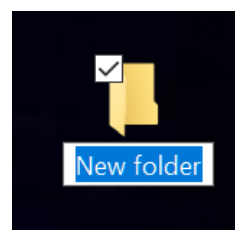
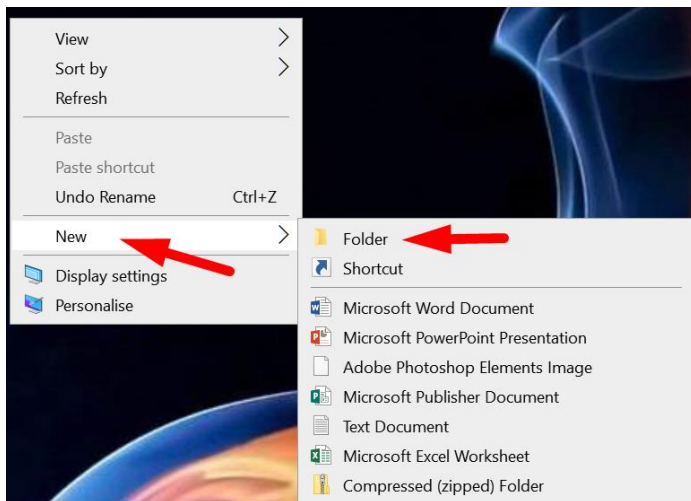
Make sure that there are three ticks in the little boxes.

**Renaming files.** If you wish to rename a file the easiest way is to **Right click** on the file and near the bottom of the Context Menu click on **Rename**.



I have changed the original name and not changed the file extension. If you change the file extension you will receive a warning not to do so for it makes the file unstable. There are ways of changing the file extension but this must be done in a photo or document etc. editing program.

**Putting files into a folder.** There are several ways of doing this. The first easy way is to have your file on your desktop and create a folder on the desktop. To create a new folder on your desktop, right click on an empty space and choose “New” and then Folder” in the context menus. A new folder will appear and the name



is in blue. If it is in blue you can now type a new name such as “Planes”. So long as the name part of a file or folder is blue you can type a new

name. Below I have photo of a plane and I have clicked down on the plane and by holding down I have dragged the plane into the folder

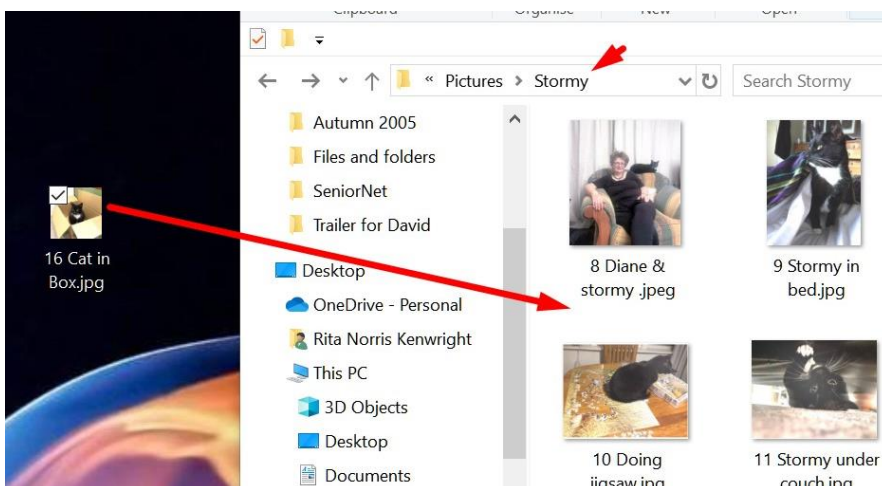
The plane is now in my planes folder



This is called “Drag and Drop” and it is a popular and powerful way of putting files into folders.

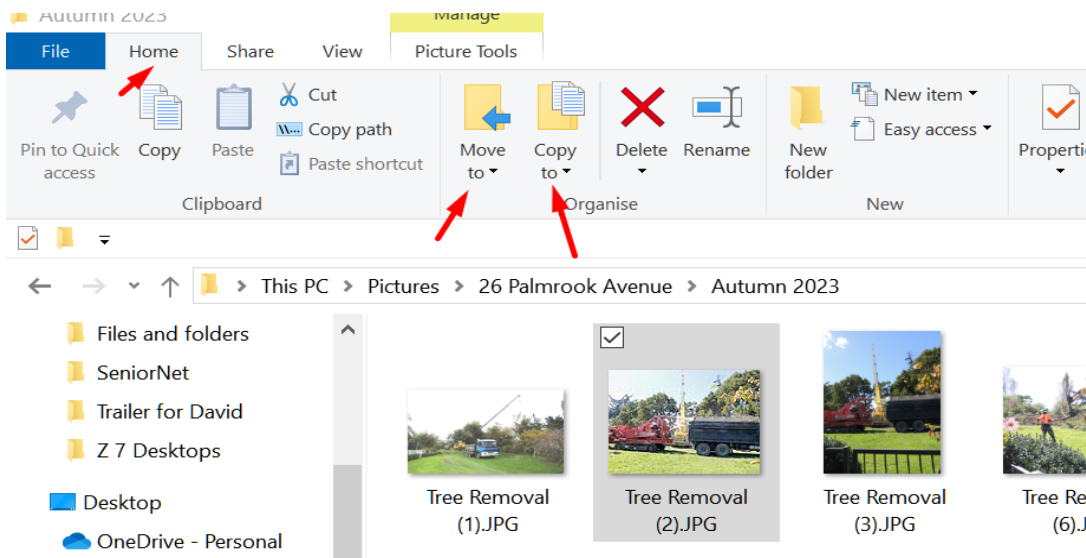
I am going to show you how to put a new file into an existing folder. My daughter has a cat called Stormy and

I already have a folder in my **pictures** for Stormy.



I open the folder of Stormy’s photos and resized the folder so it only covers part of my desktop. The new photo has been downloaded to my desktop and I can see both the file and folder. Now I drag the file into the folder.

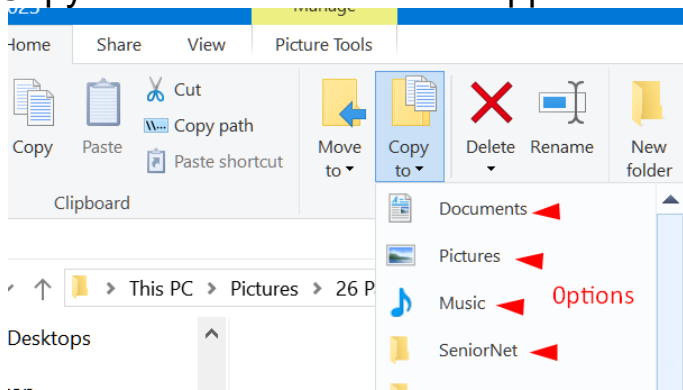
Another way of moving files is by using this option on the ribbon on the “Home” tab



**Select** or highlight a file in a folder. Here my folder is my house in the autumn 2023 when they were moving trees. On the ribbon the “move to” and “Copy to” options become available.

I have clicked on

“Copy to” and a context menu appears for where you want the file moved to.



Here you can see some of the options. Just click on one and it is either copied there or moved there as your choice.

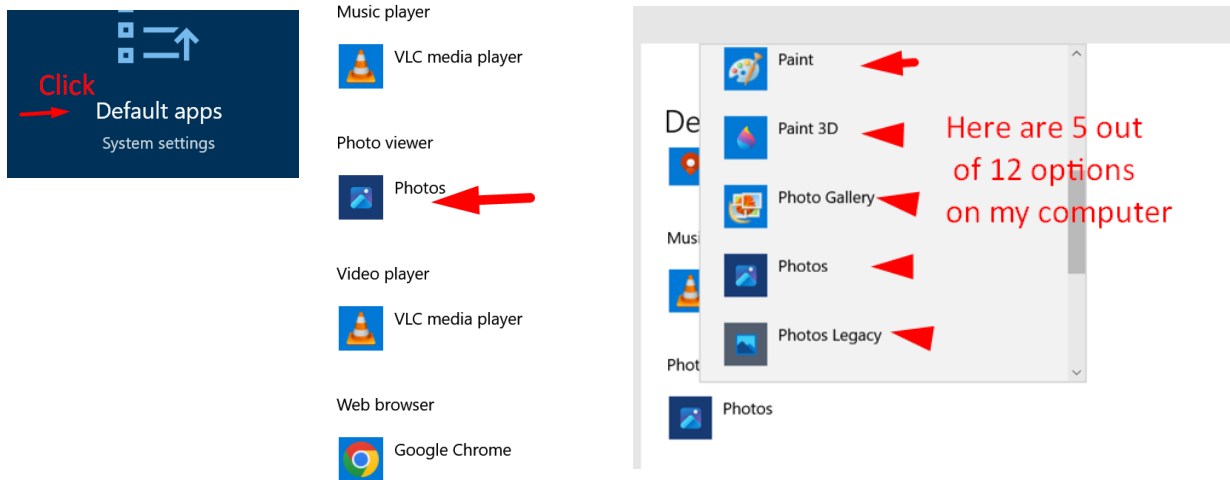
**Names on files.** When you name a file do it carefully for you may need to find it again and have forgotten where you put it. To find a forgotten file type put its name in the search bar. Since I have nearly 10,000 files on my computer I have to have a good system of finding files and I will talk more about this when I cover Folders. Files are put into folders in Alphabetical order unless you put a number first before the text. Numbers take precedence.

1 Digital Photo course leaflet 2021.docx	11/01/2021 3:09 pm	Microsoft Word D...	367 K	00 USA Committee 2023	Bay Bins
2 List of members 02 2021.xlsx	4/03/2021 10:06 am	Microsoft Excel W...	14 K	0 Tutorials 1	Birdwoods
Automatic Maintenance Windows 10...	8/01/2021 10:50 pm	Genius PDF Docu...	121 K	1 Mail Folders	Canon printer
Changing the Start Menu.docx	30/11/2020 8:12 am	Microsoft Word D...	848 K	2 Family History photos & Birthdays	Car Licence
Christmas Fonts.zip	28/12/2020 9:09 am	Compressed (zipp...	14,444 K	3 Christmas Newsletters & others	Cloud Eight
Data usage on computer.docx	1/12/2020 8:57 am	Microsoft Word D...	60 K	AA Insurance	Comic animations
File explorer tips.docx	10/12/2020 9:02 am	Microsoft Word D...	288 K	Abbyy Fine Reader	Cowley School
Folderico.doc	12/10/2008 8:19 am	Microsoft Word 9...	121 K	Address Bk & Favourites	Custom Office Templates
Leaflet for 2021.docx	27/01/2021 9:43 am	Microsoft Word D...	24 K	Address Lists	Dominion Post
List of members 2021.xlsx	4/05/2021 2:19 pm	Microsoft Excel W...	14 K	Adobe PDF converter	Elive computing
PDG Dates 2021.docx	28/11/2020 10:14 am	Microsoft Word D...	21 K	Airpoints™ Store Online	Email settings
Register 2021.xlsx	5/08/2021 11:10 pm	Microsoft Excel W...	26 K	Alba Electrical	Emirates
Reset Apps Windows 10.docx	6/12/2020 11:41 am	Microsoft Word D...	110 K	All Alphas	Excel Tips

Here you can see examples of files and folders arranged.

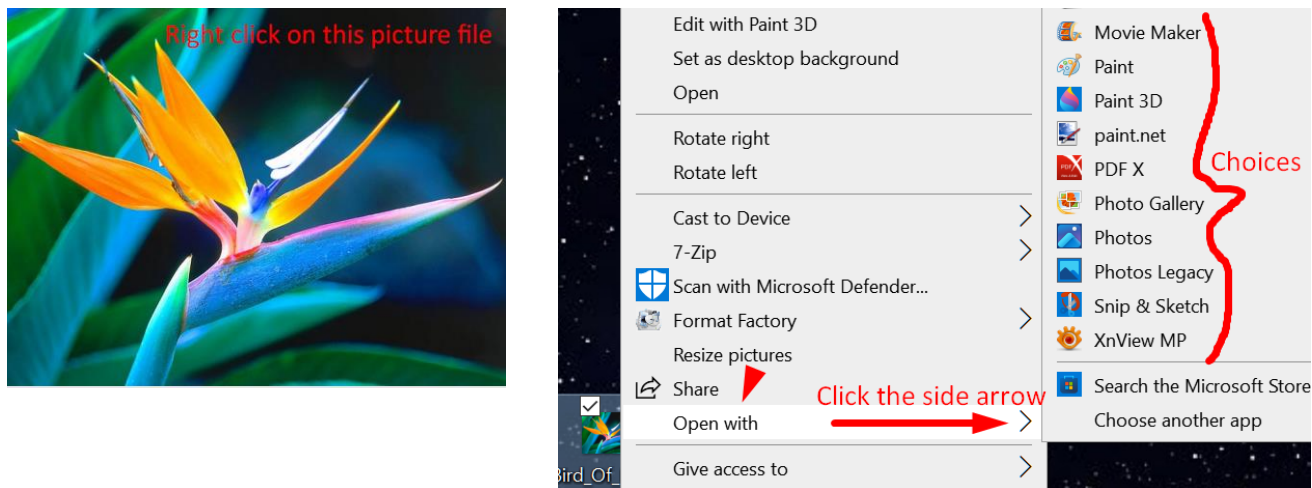
**Finally what program opens a file and can you change it.** This is determined by the file extension.

Microsoft will initially choose this for you but sometimes I like to have a different program than their choice. If you type “Default Apps” in your search bar click on the result. Here Microsoft has chosen the Photos app to open my pictures. That is OK but for videos I want VLC. To change an app for a file click on app and a list of options appears. There is another method but it is advanced.



Again a little more advanced

But you can always choose a temporary method to open a file in a different app and I use this frequently. Choose a file and “right” click on it and in the context menu hover over “open with”. Click on the side arrow and you have a multitude of apps to open that file. You can click on one and the file will open in that program. I use this in photo editing (like Princess Catherine but only better!!!)



Cheers

Norris