

**HOËRSKOOL STAAT PRESIDENT C R SWART
COMPUTER APPLICATION TECHNOLOGY
GRADE 10**

INSTRUCTIONS

1. Make sure to underline each heading and sub-headings, and also to rule of after each module.
2. All drawings must be included in your notes.
3. Please mail me at kleso@hspcrswart.co.za if you have any questions.



Date

Module 1.4: File Management

FILE MANAGEMENT

- Computers work is saved in FILES
- Electronic files need to be organised, just like a manual filing system.

WINDOWS EXPLORER

- Windows explorer is the file management software that is supplied with all windows operating systems.
- It consist of the following:
 - Back and forward buttons
 - Address bar
 - Search box
 - Toolbar and menu bar
 - Details or column headings
 - Left (navigation) pane
 - Right pane
 - Details pane

THE NEED TO ORGANISE

Tips on planning a logical folder structure:

- ✓ Plan your basic folder structure on paper
 - Main categories
 - Refine each level
 - Meaningful folder and file names
 - Keep same folder structure on all computers you use

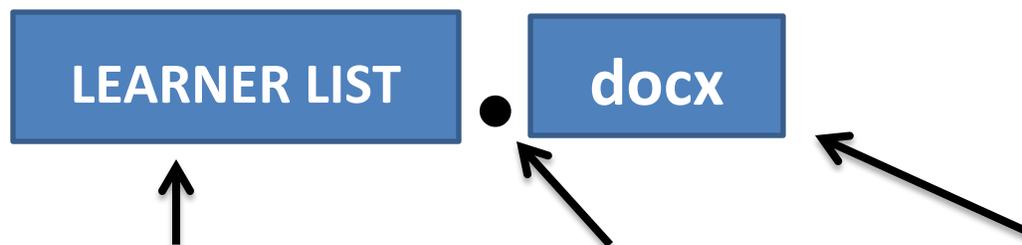
MORE ABOUT FILES

Each program stores the files that it creates in its own special way. Each of the file types that the computer can recognise and it is giving an unique icon.

TIP: You can delete a file or folder by selecting it either right clicking and selecting 'delete' or by simply pressing on the keyboard.

FILE NAMES

File name: three parts



name		extension
The name – as given by the user	dot	The file extension – a three or four letter code that identifies the file type
File names may consist of all alphabetical characters, some special characters (! @ # \$ % ^, etc.) and the digits (0-9) and even spaces		Automatically added by the program when you save the file.

THE IMPORTANCE OF FILE EXTENSIONS

The extension indicates:

- The type of file it is
- Which program should be used to open the file
- Never change the file extension of an existing file

WINDOWS CAN'T OPEN THIS FILE

To open this file you can:

- You can see a list of suggested programs by windows
- Search the Internet to find the suggested program to open it
- Change or set the default program that must be used
- Right-click on the file → open with command – programs available to try and open the file.

PATHS

The path to a specific file might be:

D:\Documents\Invoices\2012

For example:

D:	D-Drive
Documents	Documents
Invoices	Invoices (file)
2012	2012 (folder)

COMMON FILE TYPES AND EXTENSIONS

Graphic Files	jpeg, bmp, gif, wmf, tiff, png
Office	docx, xlsx, pptx, accdb
Audio files	mp3, mp4, wav, cda, wma
Video files	mpeg, asf, wmv, avi
Program files	exe, com
Portable document format	pdf
Compressed	zip, rar
Plain (text)	txt
Rich text format	rtf
Hypertext markup language	html, xml

FILE PROPERTIES

Windows explorer (in the details view) displays the following details about the files and folders listed in a folder:

- ✓ Name
- ✓ Date modified
- ✓ Type
- ✓ Size, etc

The typical operations we want to perform on files and folders are to:

- ✓ Rename them
- ✓ Sort them
- ✓ Copy or move them
- ✓ Delete them

RECYCLE BIN

- Deleted files from hard drive are automatically sent to the recycle bin
- The recycle bin enables you to recover a file if you have not emptied the recycle bin
- Files deleted from a drive on a network or from any portable / removable media such as a flash disk are not sent to the recycle bin.

CONVERTING BETWEEN FILE TYPES

- Save the files in a format that can be read by other types of programs
- This is often done to:
 - Share data
 - Access the data with an older operating system
 - Access data with older version of program

Homework

Written module activity on page: 48

Question 1 to 16