

Files and Folders

In order to save and retrieve documents, you must become familiar with the “file and folder” system. This is the method Windows uses to store information on your hard disk drive or CD Rom/USB Flash Drive. This will be similar to the way documents are stored in an office.

Files: Any information that is stored on your computer is stored in a file. Files may be part of the windows program that makes your computer work. Files will also be created when you install a new program on your computer. You can create files yourself when you save a picture to your computer, or a letter. There are thousands of files on your computer, and we need some way to keep them organized.

Folders: Folders is the method Windows uses to organize the files on your computer. If you open “My Documents” you will see a number of Folders. “My Music” and “My Pictures” are folders created by Windows for your music files and photos. Other folders may have been created to help organize documents. The icon looks just like a file folder you would find in any office. Folders can contain both files and more folders. You will see how this works as we continue with the following exercises.

Now, let’s use Wordpad to create a file.