

# File Management

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## Textbook

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# File Management



Imagine if your computer had a giant, messy drawer where everything just piled up—photos, documents, videos, and all sorts of files. It would be nearly impossible to find anything! That's where file extensions come in.

Just like labels on folders or tags on your backpack, file extensions help organize and identify what's inside your digital "folder," so you can quickly find what you're looking for. Let's take a deeper dive into how these little endings—like .doc, .jpg, and .mp4—play a huge role in keeping everything neat and tidy on your computer.

## Files

A file is like a virtual folder where we can keep pictures, stories, videos, or anything else on a computer. It's a way to organize and store information on the computer. Just like you have a backpack to keep your school things, a computer has files to keep its digital things!

The letters on the end of a file are important, because they tell you what kind of information is in the file. Depending on what kind of file you create, the letters on the end may change. For example, if you were to download a word document and save it as "My Story," the file will say "My Story.doc." The .doc is at the end, because it is a document.

Below you will see different file extension examples and what kinds of files they are used for.

File Extension	File Description
.doc	Used for documents
.png	Used for images
.jpg	Used for images
.ppt	Used for slideshow presentations
.mp4	Used for audio and video files
.pdf	Used for documents when you want them to look like an image
.gif	Used for images or animations

## Critical Thinking Questions

1. Why do you think it's important to use different file extensions for different types of files, like documents and images? How does this help you when you're looking for something on your computer?
2. If you didn't have file extensions on your computer, how might it be more difficult to organize or find your files? Can you think of any examples where this would cause problems?
3. Imagine you have a video file named MyVacation.mp4. If you accidentally changed its name to MyVacation.png (which is for images), what do you infer might happen when you try to open it? Why do you think the computer would react that way?

## Questions (5)

### 1. What is a file on the computer?

MULTIPLE CHOICE

Choose the correct answer:

- A. A virtual folder where we can keep pictures, stories, videos, or anything else on a computer.
- B. A virus protection software
- C. A way to use the internet

### 2. What do the letters at the end of a file mean?

MULTIPLE CHOICE

Choose the correct answer:

- A. The letters tell you the file name
- B. The letters tell you how big the file is
- C. The letters tell you what kind of information is in the file

MULTIPLE CHOICE

### 3. Which of these lists of file extensions and file types are correct?

Choose the correct answer:

- A. .doc for images, .png for documents, .mp4 for documents with images
- B. .doc for documents, .png for images, .mp4 for audio and video files
- C. .doc for audio and video files, .png for slideshow presentations, .pdf for images

### 4. True or False: Different file types take up different amounts of the computer's storage.

MULTIPLE CHOICE

Choose the correct answer:

- A. True
- B. False

MULTIPLE CHOICE

### 5. What kind of file format would your teacher want if you were writing an essay?

Choose the correct answer:

- A. .mp4
- B. .doc
- C. .jpg

## Games (2)

### 1. File Management Typing Game



Full Screen

Audio

Instructions

Restart

Pause



0s 100%

Files on a computer are c

### 2. File Management Matching Game

Full Screen

Audio

Instructions

Answer Key

Pause

Clear All

Check Matches

Attempts: 0

doc

jpg

ppt

Used for images

Used for images or animations

Used for audio and video files

mp4



pdf

gif

Used for documents when you want them to look like an image

Used for documents

Used for slideshow presentations



# Blocks Pro Challenges (1)

## 1. File Types

### File Types

Create an animation that presents at least 5 different file types:

1. .jpg
2. .png
3. .pdf
4. .ppt
5. .mp4

As part of each presentation, name what kind of file each file type is used for. For example, ".jpg is used for images."

#### Requirements

0/2

5 Looks

5 Event

Blocks must be connected to an Event block in order to pass the requirements

The image shows the Scratch code editor interface. On the left, the 'Code' tab is selected, displaying a sequence of motion blocks for a cat sprite. The blocks are: 'move 10 steps', 'turn 15 degrees', 'turn 15 degrees', 'go to random position', 'go to x: 0 y: 0', 'glide 1 secs to random position', 'glide 1 secs to x: 0 y: 0', 'point in direction 90', 'point towards mouse-pointer', 'change x by 10', 'set x to 0', 'change y by 10', 'set y to 0', 'if on edge, bounce', and 'set rotation style left-right'. The 'Sprite' panel on the right shows the cat sprite, and the 'Stage' panel shows the stage with a cat sprite. The 'Requirements' panel on the left shows 0/2 requirements met.

## Answer Keys & Solutions

### Questions

#### 1. What is a file on the computer?

MULTIPLE CHOICE

Correct Answer:

- A. A virtual folder where we can keep pictures, stories, videos, or anything else on a computer. ✓ Correct
- B. A virus protection software ✗ Incorrect
- C. A way to use the internet ✗ Incorrect

#### Explanation:

Files can hold documents, images, and more!

#### 2. What do the letters at the end of a file mean?

MULTIPLE CHOICE

Correct Answer:

- A. The letters tell you the file name ✗ Incorrect
- B. The letters tell you how big the file is ✗ Incorrect
- C. The letters tell you what kind of information is in the file ✓ Correct

#### Explanation:

.doc means document, .mp4 means music, and .jpg means image

#### 3. Which of these lists of file extensions and file types are correct?

MULTIPLE CHOICE

Correct Answer:

- A. .doc for images, .png for documents, .mp4 for documents with images ✗ Incorrect
- B. .doc for documents, .png for images, .mp4 for audio and video files ✓ Correct
- C. .doc for audio and video files, .png for slideshow presentations, .pdf for images ✗ Incorrect

**Explanation:**

Images can be both .jpg or .png files

**4. True or False: Different file types take up different amounts of the computer's storage.**

MULTIPLE CHOICE

**Correct Answer:**

A. True

✓ Correct

B. False

✗ Incorrect

**Explanation:**

Example: a video usually takes up more space than a text document

**5. What kind of file format would your teacher want if you were writing an essay?**

MULTIPLE CHOICE

**Correct Answer:**

A. .mp4

✗ Incorrect

B. .doc

✓ Correct

C. .jpg

✗ Incorrect

**Games****1. File Management Typing Game**

*Typing game - no answer key needed. Students practice typing the provided content.*

**2. File Management Matching Game****Matching Game Solutions:**

1. →

2. →

3. →

4. →

5. →

6. →

*Students must drag items from the left to match with corresponding items on the right.*