

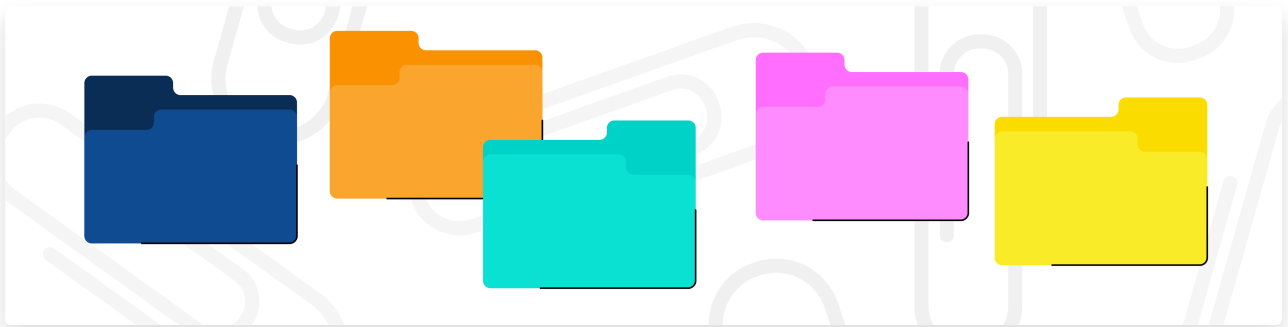
# File Management

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## Textbook

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# File Management



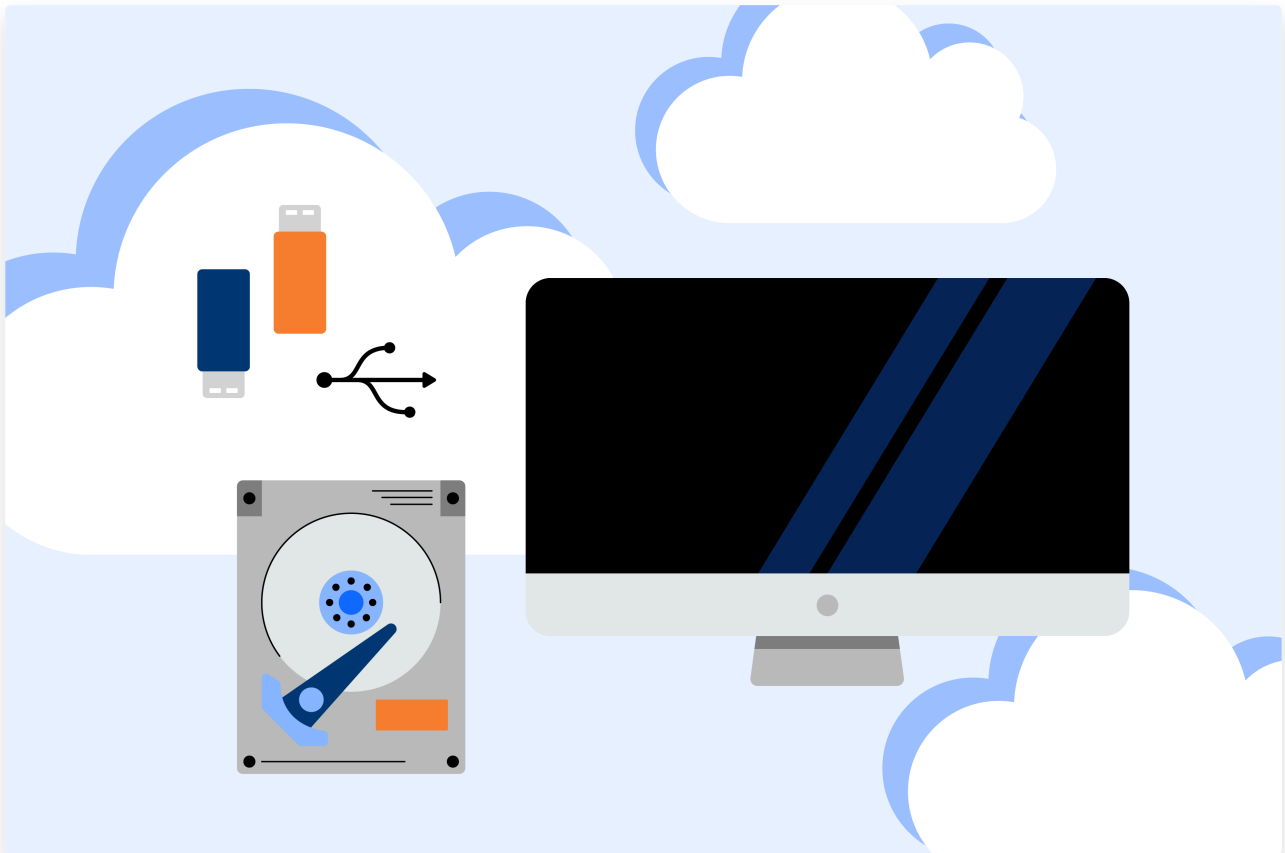
Your computer is like a giant library, filled with books, pictures, videos, and music. But instead of shelves, it uses folders to keep everything organized. What happens if you don't put the books back in the right place or label them correctly? It becomes a mess, and finding what you need takes forever! File management is like being the librarian for your computer—it helps you keep everything in order so you can find and share your files easily.

## Understanding Files and File Extensions

Files are like digital containers that store information. Each file has a name and an extension that tells your computer what kind of file it is. Here are some examples:

- **Documents:** For writing and editing text (e.g., essays, notes). Extensions: `.docx` , `.pdf` , `.txt` .
- **Pictures:** For storing images (e.g., photos or artwork). Extensions: `.jpg` , `.png` , `.gif` .
- **Videos:** For storing moving pictures with sound. Extensions: `.mp4` , `.avi` , `.mov` .
- **Music:** For storing audio files. Extensions: `.mp3` , `.wav` , `.aac` .

# Storage and Data



Your computer stores files in two main ways:

- **Hard Drives:** These are like filing cabinets that keep your files safe and accessible.
- **Cloud Storage:** This is like an online locker where you can store files and access them from anywhere with an internet connection.

**Data Backup:** Always make copies of important files. This protects your data in case your computer stops working.

## File Sharing

There are several ways to share files with others:

1. **Email Attachments:** Great for sending small files like documents or photos.
2. **Cloud Sharing Services:** Platforms like Google Drive or Dropbox let you upload and share links to large files.
3. **Network Sharing:** If you're on the same network as someone else (e.g., at school), you can directly share files without the internet.

## Tips for File Management

- **Organize Folders:** Create specific folders (e.g., "Schoolwork," "Vacation Photos").
- **Rename Files:** Use clear names like "Science\_Project.docx" or "Summer\_Camp\_Photo.jpg."
- **Delete Old Files:** Clean out unneeded files to save space and keep things running smoothly.

## Critical Thinking Questions

1. Why is it important to use clear names and folders for your files? How might this help you in school or a future job?
2. What are some situations where cloud storage could be more useful than a hard drive? Can you think of any drawbacks to using the cloud?
3. You saved a picture you drew on the computer and named it `My_Art.txt`. Later, when you try to open it to show a friend, it looks like a bunch of scrambled letters and not your picture. Based on what you learned about file extensions, what can you **infer** is the problem?

## Questions (5)

### 1. What is a file extension?

MULTIPLE CHOICE

Choose the correct answer:

- A. The name of the person who created the file
- B. The size of the file in megabytes (MB)
- C. The type of file that tells your computer how to open it
- D. The date and time the file was last modified

### 2. Where can you store your files to access them from anywhere with an internet connection?

MULTIPLE CHOICE

Choose the correct answer:

- A. Hard drives
- B. Cloud storage
- C. USB flash drives
- D. CDs

### 3. Which file extension is commonly used for image files?

MULTIPLE CHOICE

Choose the correct answer:

- A. .docx
- B. .jpg
- C. .mp3
- D. .pdf

**4. True or False: It's important to regularly delete files you no longer need to keep your computer running smoothly.**

MULTIPLE CHOICE

**Choose the correct answer:**

- A. True
- B. False

**5. True or False: Email attachments are a common method for sharing large files with others.**

MULTIPLE CHOICE

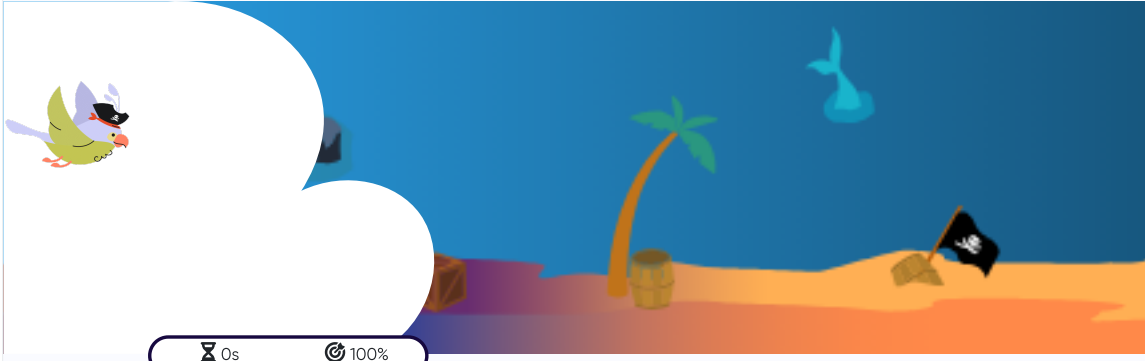
**Choose the correct answer:**

- A. True
- B. False

## Games (3)

### 1. File Management Typing Game

Full Screen Audio Instructions Restart Pause



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

mp4

pdf

gif

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

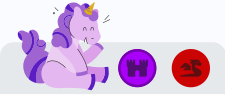
Used for audio and video files

Used for images or animations

Used for slideshow presentations

Used for documents

Used for images



## 3. File Management Matching Game 2

Full Screen

Audio

Instructions

Answer Key

Pause

Clear All

Check Matches

Attempts: 0

Hard Drives

Cloud Storage

Data Backup

Email Attachments

Network Sharing

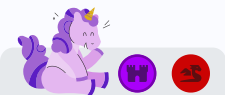
Lets you save files on the Internet, so you can access them from anywhere with an internet connection.

It's important to make copies of your important files in case something happens to your computer.

These are like your computer's filing cabinets where it stores all your files permanently.

If you're connected to the same network as another computer you can share files directly between computers.

You can attach files to an email and send them to someone else.



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## Answer Keys & Solutions

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### Questions

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#### 1. What is a file extension?

MULTIPLE CHOICE

**Correct Answer:**

- A. The name of the person who created the file ✗ Incorrect
- B. The size of the file in megabytes (MB) ✗ Incorrect
- C. The type of file that tells your computer how to open it ✓ Correct
- D. The date and time the file was last modified ✗ Incorrect

**Explanation:**

Consider the definition provided in the textbook entry.

#### 2. Where can you store your files to access them from anywhere with an internet connection?

MULTIPLE CHOICE

**Correct Answer:**

- A. Hard drives ✗ Incorrect
- B. Cloud storage ✓ Correct
- C. USB flash drives ✗ Incorrect
- D. CDs ✗ Incorrect

**Explanation:**

Think about the storage option that allows remote access to your files.

#### 3. Which file extension is commonly used for image files?

MULTIPLE CHOICE

**Correct Answer:**

A. .docx

✗ Incorrect

B. .jpg

✓ Correct

C. .mp3

✗ Incorrect

D. .pdf

✗ Incorrect

#### Explanation:

Images are typically saved with this extension.

**4. True or False: It's important to regularly delete files you no longer need to keep your computer running smoothly.**

MULTIPLE CHOICE

**Correct Answer:**

A. True

✓ Correct

B. False

✗ Incorrect

#### Explanation:

Consider the tip provided for file management.

**5. True or False: Email attachments are a common method for sharing large files with others.**

MULTIPLE CHOICE

**Correct Answer:**

A. True

✓ Correct

B. False

✗ Incorrect

#### Explanation:

Think about how email attachments are used to send files.

## 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.*

## 3. File Management Matching Game 2

### Matching Game Solutions:

1. →
2. →
3. →
4. →
5. →

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