



Files

- ▶ Every bit of information permanently stored on a computer is stored in a file
- ▶ There are many different kinds of files
- ▶ The Operating System consists of hundreds of files (system files)
- ▶ The MS Office suite consists of hundreds of additional files (application files)
- ▶ Finally, when you run MS Word and create a resume and a cover letter, you'll store each in a separate file (data files)

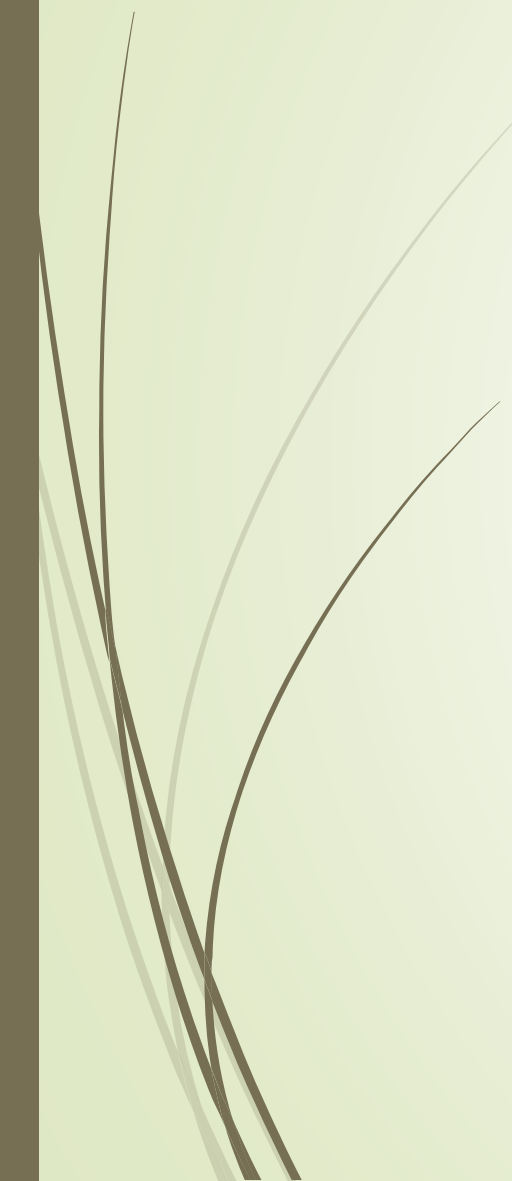


Drives

- ▶ The best analogy for a computer drive is a large filing cabinet
- ▶ All computer files are permanently stored on these filing cabinets we call drives
- ▶ The Windows Operating System (OS) assigns each drive a unique name
- ▶ The Windows OS uses a letter followed by a colon for each drive name (i.e. C:, D:, etc.)
- ▶ The Windows OS usually uses C: for the internal drive and D: for the DVD or BluRay drive
- ▶ When one inserts a USB thumb drive into a USB port, the computer recognizes the drive and assigns it the next available letter (i.e. E:)
- ▶ So, what happened to A: and B: drives?
 - ▶ They are reserved for the old floppy and diskette drives which we no longer use – historic reasons



Formatting Drives - continue

- ▶ To delete the drive content, wipe clean, and prepare the drive for usage, one could format the drive
 - ▶ Over and above deleting the content of the drive, the format command would also create the root folder (the first folder on each drive)
- 



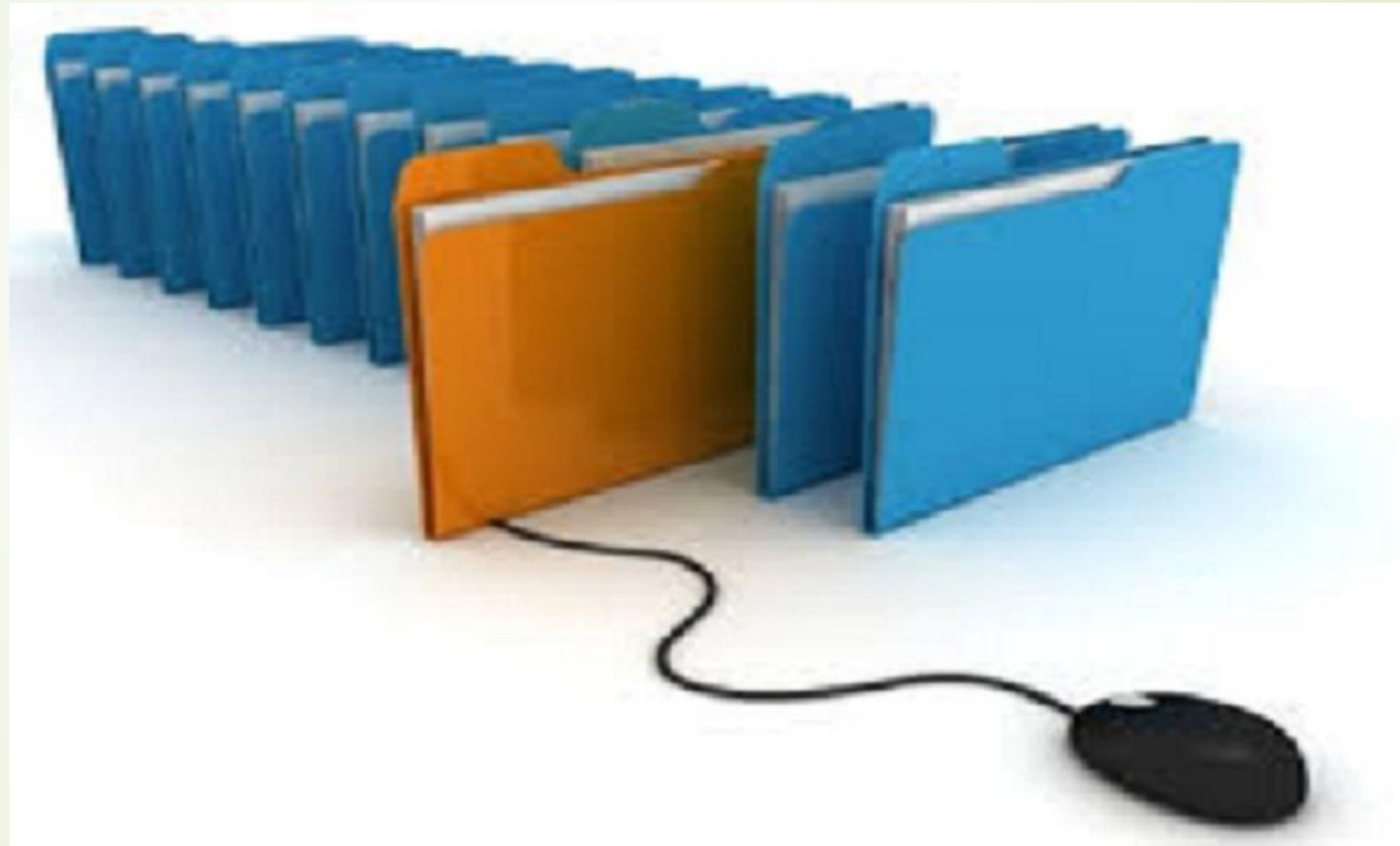
Folders/Directories

- ▶ Folders are also files (special kind of file)
- ▶ Folders are used to organize your drive
- ▶ If we are to store all files, thousands of file, onto the root folder:
 - ▶ The root folder would be very messy
 - ▶ Hard to find the file you are looking for
 - ▶ Hard to delete the files you no longer need
 - ▶ Hard to backup your data files
- ▶ The answer is to create different folders for different purposes:
 - ▶ For example, one folder for CS120 and another folder for MTH111
 - ▶ To keep our drives structured, we would create the CS120 and the MTH111 folders under the School folder
 - ▶ C:\
 - ▶ C:\School
 - ▶ C:\School\CS120
 - ▶ C:\School\MTH111

Messy Folders/Directories



Organized Folders/Directories





Folders/directories - continue

- ▶ The drive structure resembles a tree structure:
 - ▶ Root folder – created when the drive is formatted
 - ▶ First level sub-folders – created in root folder
 - ▶ Second level sub-folders – created in first level sub-folder
 - ▶ And so on
- ▶ NOTE: It's best not to have more than 4-5 nested folder layers



Windows Explorer/File Explorer

- ▶ Windows 7 comes with a special utility to manage drives, folders and files called Windows Explorer (folder icon on the Taskbar)
 - ▶ Windows 8 and Windows 10 come with a similar utility to manage drives, folders and files and is called File Explorer (folder icon on the Taskbar)
 - ▶ Both utilities are very similar and perform the same functions
- 