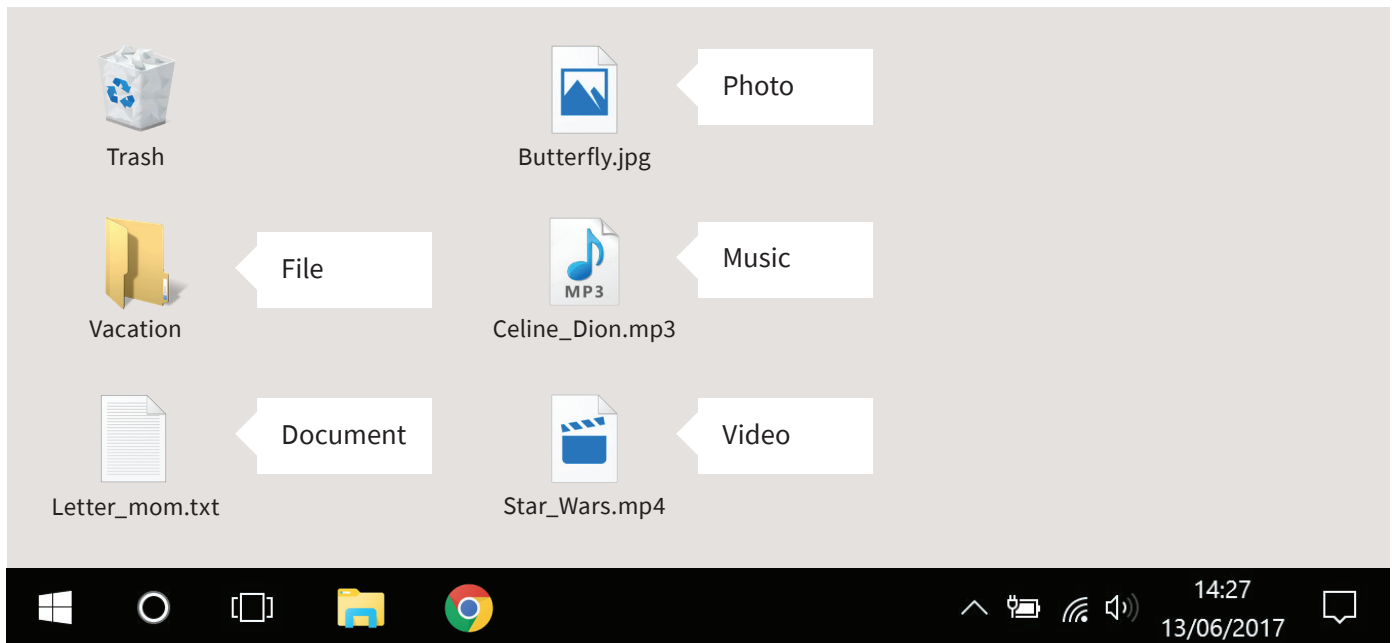


What is a file?

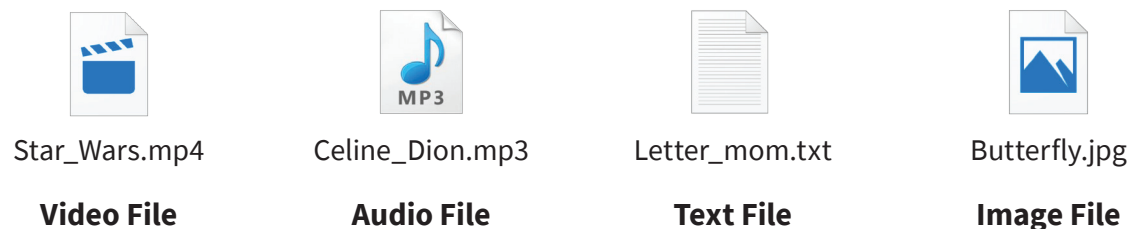
A file can be a video, a photo, a piece of music or a written document... It can be stored in a folder or left on the computer's desktop.



File names are generally written like this: **“Name of the File” Dot “File extension”**
For example: Letter_mom.txt

Recognizing File Types

You can recognize a file based on its **icon**, its **name** or its **extension**.



Most Common File Extensions

Text files: .txt, .doc

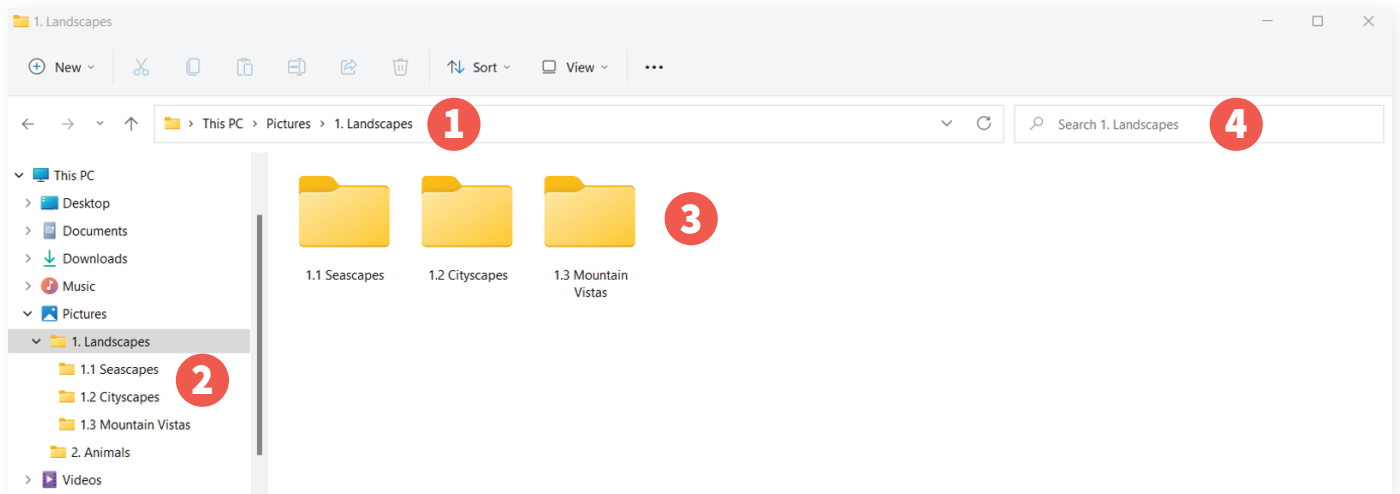
Audio files: .mp3

Video files: .mp4, .avi

Image files: .jpg, .png

File Explorer

File Explorer is like a huge file folder where you can store, sort and organize your personal documents.

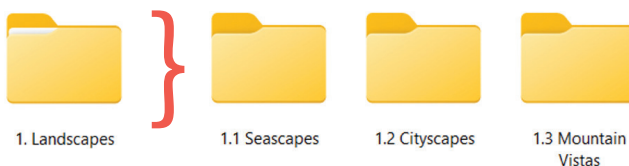


1 This section shows your location within the computer. In this case, you're in the "Landscapes" folder, which is located in the "Images" section of the computer:

This PC > Pictures > 1. Landscapes

2 This section also shows your location within the computer. It allows you to directly access different folders. By clicking on the small arrows, you can scroll through the contents of a folder. In this case, you can see that the "Images" section includes a folder called "1. Landscapes." In turn, the folder contains three subfolders: "1.1. Seascapes," "1.2 Cityscapes" and "1.3 Mountain Vistas."

3 This section of File Explorer shows what's inside a folder! In this case, you can see that the "Landscapes" folder contains three subfolders:



4 Forget where you put a particular file? This bar makes it easy to find!

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