

CHAPTER TWO

Managing Files and Folders

Module Name: ICT Tools and Digital Media
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Learning Objectives



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Organise Files and Folders

Describe file systems and develop organizational strategies

Manage Files and Folders

Create, move, copy, rename and delete files and folders

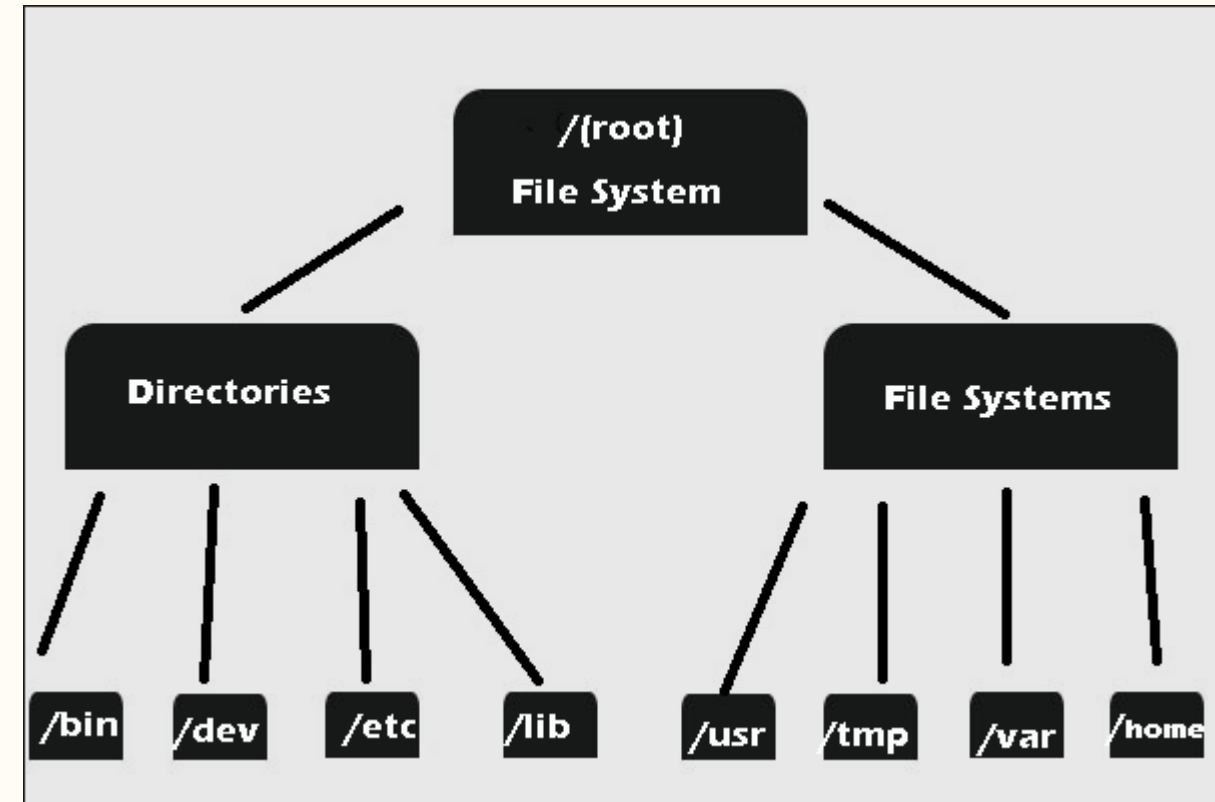
Work with Compressed Files

Describe file compression and extraction techniques

The Windows File System

Windows organizes folders and files in a **hierarchy**, or file system:

- The **root directory** is the top-most directory where Windows stores essential files
- Folders stored within other folders are called **subfolders**
- This hierarchical structure ensures system stability and helps users find files quickly



Screenshot captured by Shameera Lauthan (2025).



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Explaining Files and Storage



Files

A collection of data that has a name and is stored in a computer



Folders

Containers that help organize files in a logical structure



Storage Media

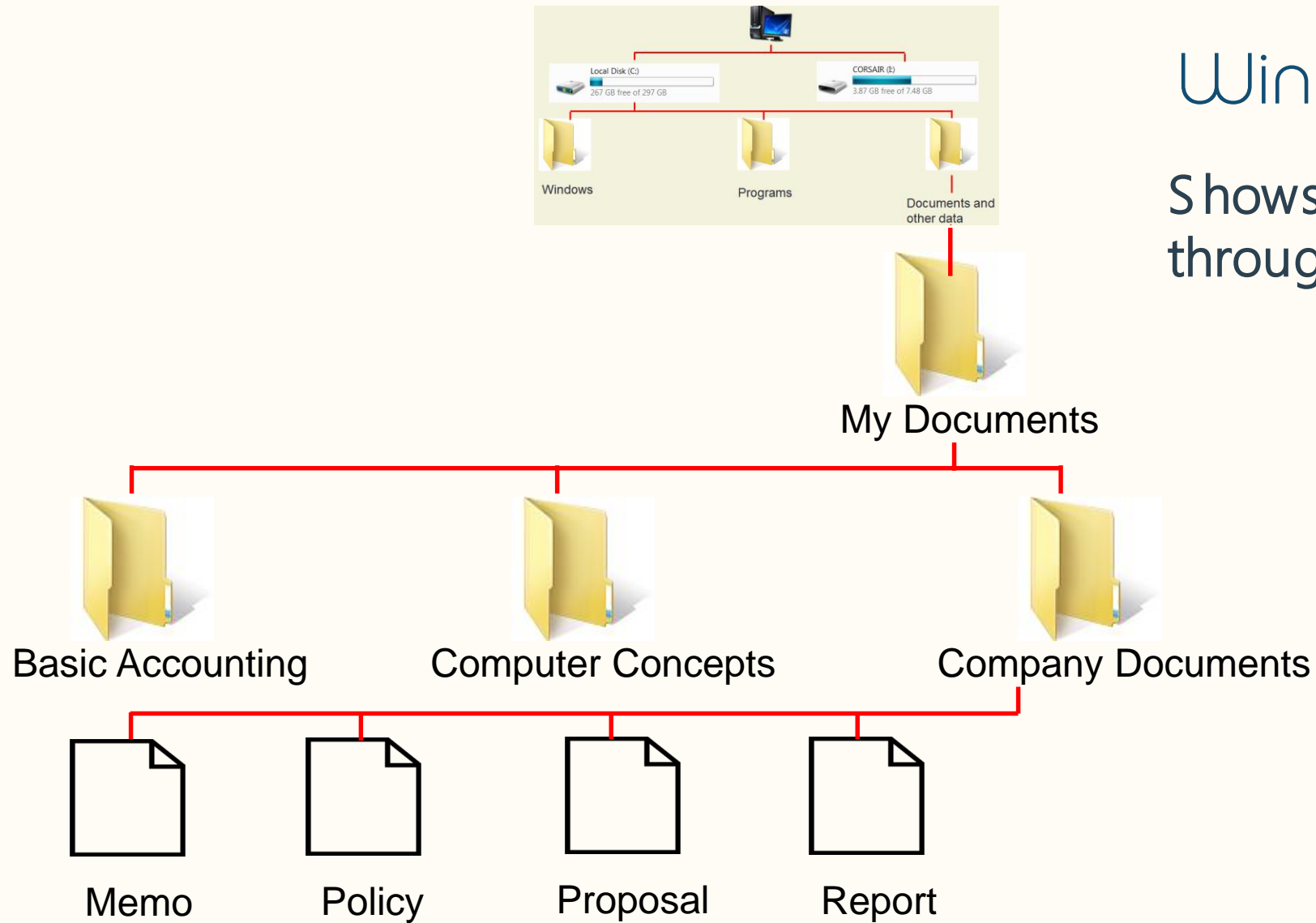
USB drives, CDs, DVDs, and hard disks that contain folders and files

Exploring Files and Folders

Windows Explorer

Shows the files, folders, and drives on your computer through:

- Navigation panes
- Expand and collapse icons
- "Computer" view showing all drives



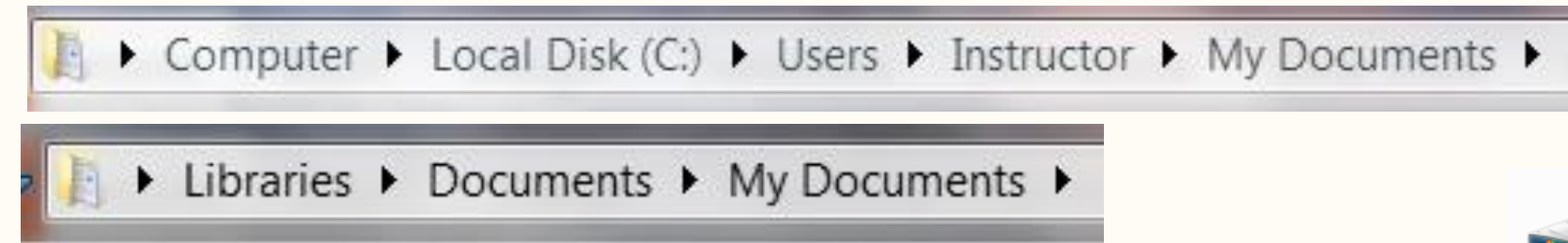
Screenshot captured by Shameera Lauthan (2025).

Navigating to Files

1

File Paths

Shows the location of a file on a computer and leads you through the file and folder organization

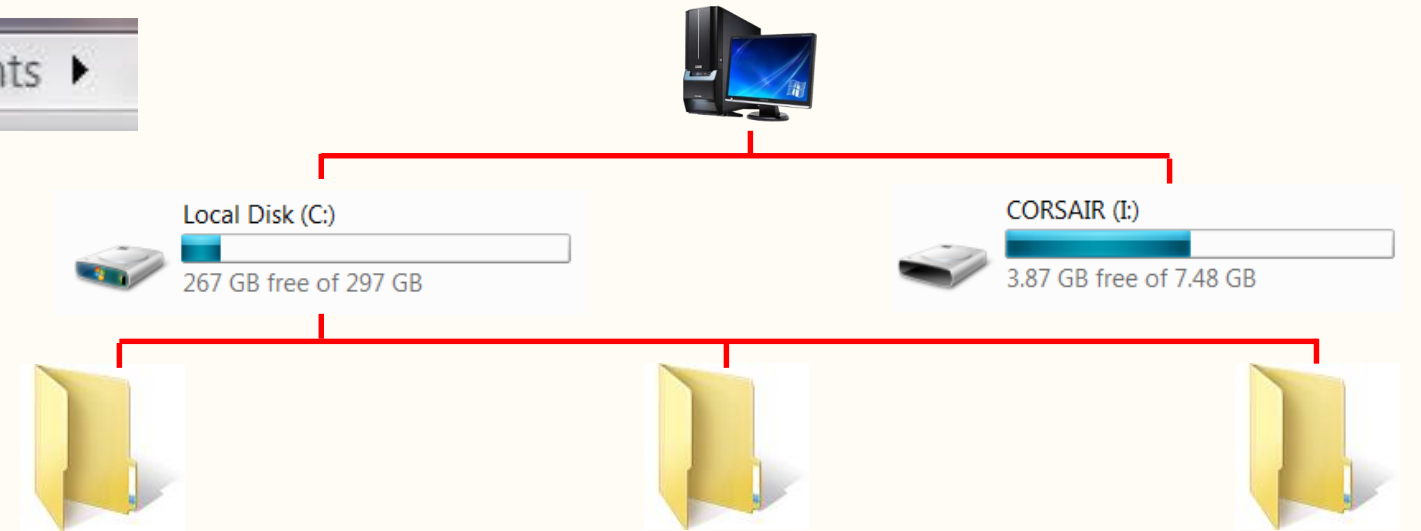


Screenshot captured by Shameera Lauthan (2025).

2

Path Components

Drive name, top-level folder, subfolder, and full file name including extension



Screenshot captured by Shameera Lauthan (2025).

Documents and other data

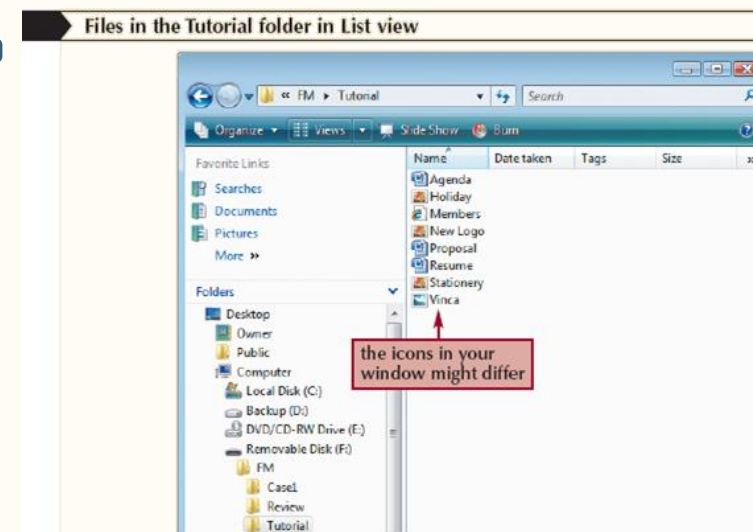


My Documents

3

Navigation Tools

Address bar, breadcrumb navigation, and folder tree view help locate files



Screenshot captured by Shameera Lauthan (2025).

Working with Folders and Files

Creating

Right-click > New > Folder or use the Organize button

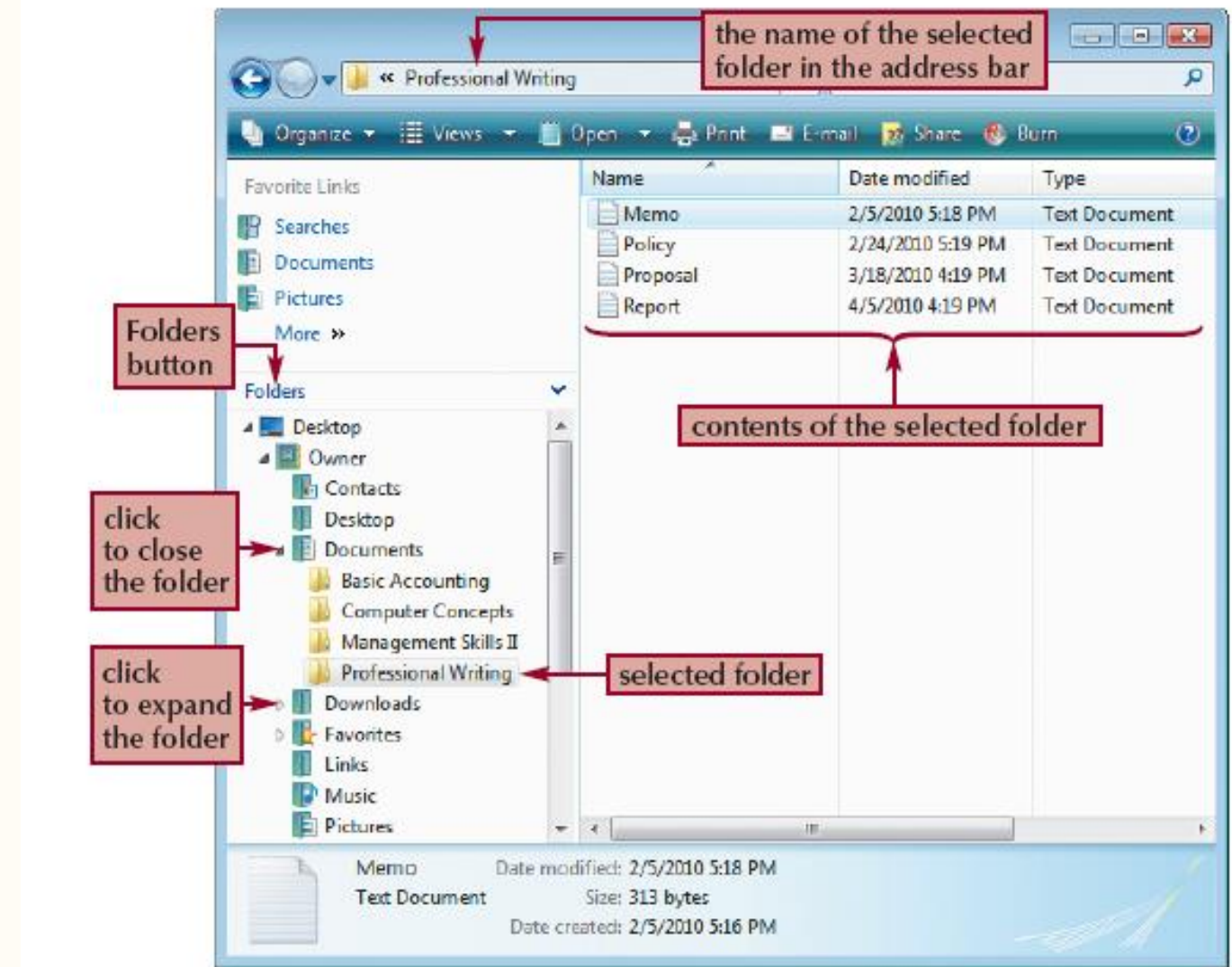
Moving/Copying

Moving removes files from original location; copying places them in both locations

Naming/Renaming

Filenames include main part, dot, and extension that identifies file type

Viewing folder contents in Windows Explorer



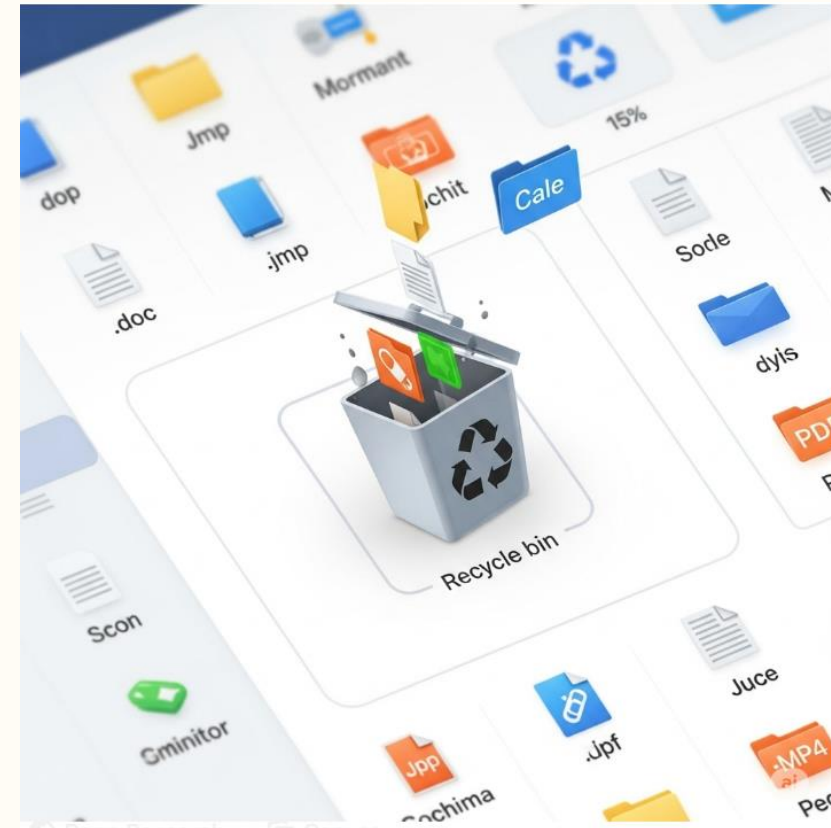
Screenshot captured by Shameera Lauthan (2025).

Deleting Files and Folders

The Recycle Bin

An area on your hard disk that temporarily holds deleted files until you remove them permanently.

- Periodically delete unneeded files to prevent clutter
- Files can be recovered from the Recycle Bin until it's emptied
- Files deleted from external devices (USB drives) bypass the Recycle Bin



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Working with Compressed Files

Benefits

Files stored in compressed (zipped) folders take up less disk space and transfer more quickly

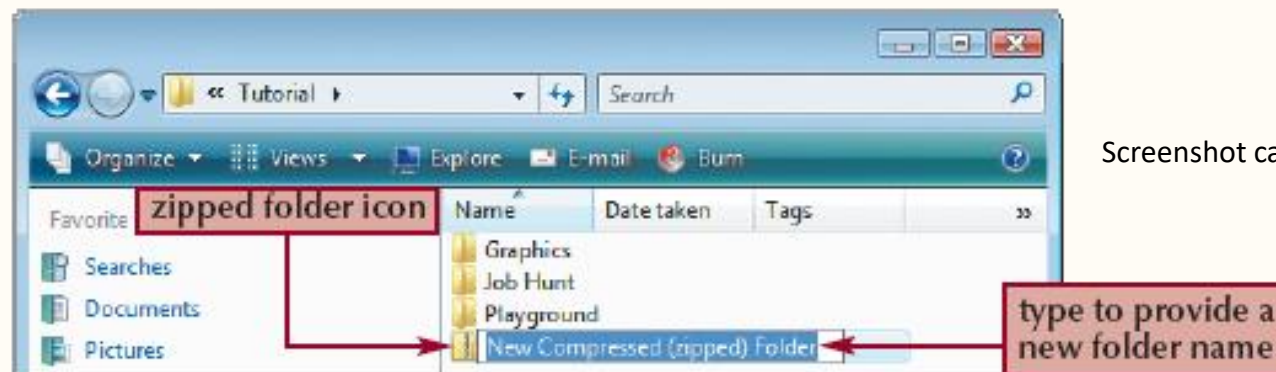
Extraction

Creates an uncompressed copy while the original remains in the compressed folder

Programs

Windows has built-in compression tools; third-party options include WinZip and PKZIP

Creating a compressed folder



Screenshot captured by Shameera Lauthan (2025).

Backing Up Your Data

⚠ To protect against fires and other natural disasters, you should store backup media in a physical location other than where your computer is located.

Manual Backups

Back up on a random basis to CD/DVD/Blue Ray disks, internal or external hard drives

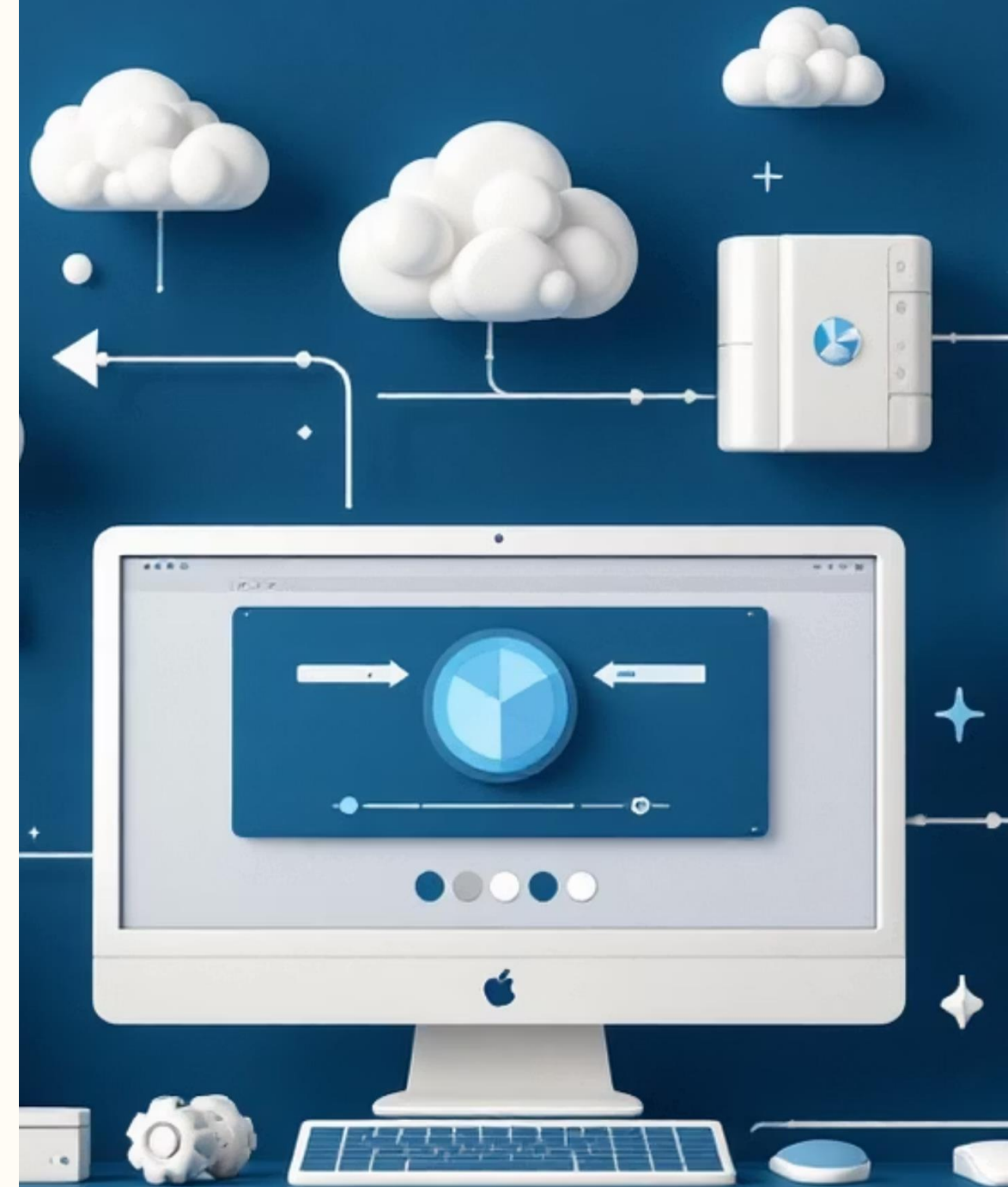
Automated Backups

Set up automatic backups to internal drives or cloud storage

Disaster Recovery

Always maintain offsite backups for critical data protection

[Link to Assignment on Managing files and folders](#)



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