MODULE 2
2.2 - GETTING STARTED WITH FILE MANAGEMENT

When searching for materials online you can get a bit confusing when you find different types of files and pictures or when you save your materials on your computer but you don't exactly remember where. All data in your computer is stored as files

There are many different kinds of files: audio files, video files, text files, image files and so on. You can recognize the kind of file by the extension, which is the part of the file name that comes after the dot. There are many file extensions for each kind of file. The extension determines the actions you can perform with that file and the kind of program or application that you can use to create and open that file.

Let's see the most common types of **file extensions and applications**:

- **Documents** which have commonly the file extensions: **.doc** or **.odt** are primarily created and opened through word processors like Microsoft Word or Libre Office that allow you to write texts, flyers and many other kinds of documents;

- **Pdf files** are primarily used to read or create finished documents that should not be edited by others. You can recognize them by the **.pdf** extension. They are created in Microsoft word, so they were first a document, but then converted to a pdf file. They can be opened through the application Adobe Acrobat Reader;

- **PowerPoint files** are presentation files with a **.ptt** extension, that you can open or create through Microsoft PowerPoint: It is used to make presentations. However did you know that you can also edit pictures and create images with PowerPoint? This will be further explained in the video "*Adapting and creating content*" further on in this module;

- **Excel files** are sheets with the **.xlsx** extension, that you can open or create through Microsoft Excel. It is mostly used to present data and figures, however it can also come in handy for participants lists, registration forms and to collect the results of a questionnaire;

- **Images** are usually stored as **.jpg** or **.png**: *.jpg files* take up less space and have lower quality, while *.png files* take up more space and have a higher quality. In the video "*Adapting and creating content*" we will explore further how to make your own images;

- **Audio files** are usually stored as **.mp3** or **.m4a** while **Video files** are usually **.mp4** or **.mov**. You can use applications like Media Player or VLC to listen to music, watch movies or videos that you have downloaded.

Files are organized in **folders**. You can create folders to organize your data in a way that makes sense to you, for example by creating a "*Pictures*" folder with all your pictures and other folders within the "*Pictures*" folder for each event or moment that is portrayed in your pictures.

You can also use the **search bar** of your computer, to find files that you have saved on your computer but you don't remember where.

We have looked at the basic components of computer software. If you need some more information about files and also about how to search for specific files on your computers, you can watch the tutorials in the next sessions. Otherwise you can try to make an exercise that will make you familiar with the structure of file organizations on your computer.