



MODULE 2

2.2 - GETTING STARTED WITH FILE MANAGEMENT

All computer data is saved as **files**. There are many types of files: **audio files, video files, text files, images** and so on. You can recognise the type of file by the extension, which is the part of the file name written after the dot. There are many extensions for each type of file. The extension indicates the actions you can perform with that file, but also the programme or application you can use to create and open that file. Let's look at the most common types of file extensions and applications:

- Documents that normally have the file extensions **.doc** or **.odt** are mainly created and opened by word processors such as **Microsoft Word** or **Libreoffice**, which allow you to write texts, handouts and many other types of documents;
- **PDF files** are mainly used to read or create finished documents, which do not have to be edited by others. You recognise them by their **.pdf** extension. They are created in **Microsoft Word**, so they were first a document, but then converted into a .pdf file. They can be opened using the **Adobe Acrobat Reader application**;
- **PowerPoint files** are presentation files with the extension **.ppt**, which you can open or create via **Microsoft PowerPoint**. This is used to create presentations. However, did you know that you can also edit and create images with PowerPoint? This will be explained further in the video '[Adapting and Creating Content](#)' later in this module;
- **Excel files** are sheets with the extension **.xlsx**, which you can open or create using **Microsoft Excel**. They are mainly used to present data and figures, but can also be useful for participant lists, registration forms and to collect the results of a questionnaire;
- **Images** are usually stored as **.jpg** or **.png** files. .jpg files take up less space and are of lower quality, while .png files take up more space and are of higher quality. In the video 'Adaptation and Content Creation', we will go into more detail on how to create your own images;
- **Audio files** are usually stored as **.mp3** or **.m4a**, while video files are usually **.mp4** or **.mov**. You can use applications such as **Media Player** or **VLC** to listen to music, watch films or videos that you have downloaded.

Files are organised in **folders** on the computer. You can create folders to organise your data in a way that makes sense to you, e.g. by creating a 'Photos' folder with all your photos and other folders within the 'Photos' folder for each event or moment that is portrayed by these. You can also use your computer's search bar to find files that you have saved on your computer, but cannot remember where.

We have reviewed the basic components of the software. If you need more information on files and also on how to search for specific files on your computer, you can watch



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the tutorials in the following sessions. Otherwise, you can try an exercise to familiarise yourself with the structure of file organisations on your computer.

