

FILE is an item that contains data, for example text, an image or music

A filename is made up of three parts, the NAME - SEPARATOR - EXTENSION

letter.doc A Microsoft Word document called "LETTER"
a full stop " ." is used between the name and extension
The extension "DOC" means it was created with Word

It does not matter if you use lower or upper case for file naming and each program will save the file it has created with it's default extension

The program used to create files can be easily identified by the extension used. There are hundreds of file types and the most common ones are

.DOC	Microsoft Word	.DOCX	Microsoft Word 2007 onwards
.XLS	Microsoft Excel	.PPT	Microsoft PowerPoint
.PUB	Microsoft Publisher	.PDF	Portable Document Format
.TXT	Unformatted text file	.CSV	Comma separated variable
.JPG	Compressed image	.TIFF	Lossless image
.WAV	Microsoft music	.MP3	Compressed music
.EXE	An executable program	.ZIP	a group of compressed files
.HTML	Web page	.HTM	Web page

READ http://en.wikipedia.org/wiki/List_of_file_formats

FOLDER is a container where you store your files

Think of how you would organise hundreds of pieces of paper in an office. You would organise them in subject folders and put them in a filing cabinet. On your computer, folders work in in the same way. You can have folders within folders called sub folders.

There are four default folders in all Windows versions as follows

Save all your documents in	MY DOCUMENTS	folder
Save all your photos in	MY PICTURES	folder
Save all your music in	MY MUSIC	folder
Save all your videos in	MY VIDEOS	folder

Think of them as 4 filing cabinet drawers which contain many subject labelled sub folders

LIBRARIES Windows 7 and 8 go one step further with libraries, but is just a smarter way for finding any file you are looking for

Documents library stores files in the	MY DOCUMENTS	folder
Pictures library stores files in the	MY PICTURES	folder
Music library stores files in the	MY MUSIC	folder
Videos library stores files in the	MY VIDEOS	folder

READ <http://windows.microsoft.com/en-GB/windows7/Working-with-files-and-folders>