Worksheet: Files and Folders

Level:	Middle School, 2nd Grade

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Lesson: Informatics, Files and Folders

Teacher: Harilaos Blatsios

Place: School computer lab

Infrastructure: 12 PCs, with Windows 7 (Operating System) and Microsoft Office Suite

Duration: 45 min

Lesson Aims:

- To recognize the basic storage units which we find in our Graphic Environment
- To understand what a file is and what content a file may contain
- To recognize different file types from their icons and extensions
- To be able to find the basic characteristics of a file (i.e. name, extension, size, date)
- To compare files based on their basic characteristics
- To select folder views.

Activities

1. Activate (*single click*) the **Windows Explorer** from the **Taskbar**.
2. Select (*single click*) from the left pane **Computer** to see the basic storage unit(s) (in our case is just one unit). What is the name of this unit and what information we have about its capacity?

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3. Select from the left pane **Libraries** and then **Documents**. Open (*double click on the icon*) the Folder **Collection of Files and Folders.** Describe the characteristic icon which represents a Folder:

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4. Open Folder **File Samples** and then open each file inside this folder. A file opens automatically with a specific application. ***Pay attention to this association, because you have to fill in a table in activity 9***. Can you figure out if this association depends on:
   a. the file name
   b. the file Icon
   c. the place of the file inside the folder
   d. …………………………………………………………..
5. The file name contains a short **extension** which may not be always visible. In order to reveal the extensions of the files, select from the Windows Explorer menu **Organize > Folder and Search Options > View**. Uncheck the **Hide extensions for known file types** checkbox.
6. Try to rename (right click on the file icon and select **Rename**) the file **Hamlet.txt** to **Hamlet.abc**. Write down what happened after this change.

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7. Is it safe to change the file extension for a file and why?

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8. Perhaps you should revise your answer in activity 4. Why?

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9. Fill in the following table:

Icon	File name	Extension	Contains	Associated application
	Hamlet	txt	Simple text	Notepad

10. Select the **William Shakespeare.jpg** file and make a copy:
    a. right click on the file icon and select **Copy**
    b. right click on the white space of the folder and select **Paste**

11. Rename the **William Shakespeare-Copy.jpg** file to **William Shakespeare.jpg**. Is it possible? If not, why?

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12. Rename the **William Shakespeare-Copy.jpg** to ***.jpg**. Is it possible? Write down which characters you can't use in a file name.

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13. We can change the way we see the files inside a folder. Select the
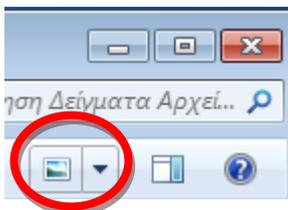
     and try the different file views.

14. Select **Details**. Write down the file name of the file which:

    has the biggest size ....

    has she smallest size ....

    was created first..

    was created last ....