



Jump Start

Circle the activities you perform to keep your home neat and tidy.

Arranging books



Arranging toys



Arranging flowers



Arranging clothes



Arranging shoes



At home we follow different ways to keep our home neat and tidy.

We keep all our things arranged, this helps us to locate them easily whenever required. We need some storage area or container which can be of different size and shapes. We arrange books together, grocery together, food items together and toys together. Just imagine if we keep books, grocery, food, toys together, how difficult it would be to find a particular thing?

While working on a computer, you come across different types of files such as image files or text files. Different types of files should be arranged in a different place so that it becomes easy to locate a file.



While saving a file, give an appropriate name to the file which tells something about the file



Folders

In Windows we have **File & Folder** system to store different files. A **folder** is a location that stores multiple files and other folders.



Paint File



Text File

Folder allows organizing related files together. As all the similar files are at one place it's easy to locate them.



File Extension

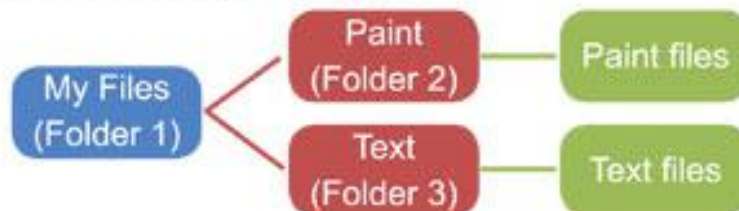


Often it is observed that when you save any file with a particular name, an extension such as .bmp, .txt, etc depending on the type of file is automatically added after your file name. This is called the file extension. The file created using MS Paint has file extension .bmp and the file created using notepad has file extension .txt.

Every filename has extensions. Extension is added to the name of the file by the software in which you are working. File extension helps to identify the type of content present in the file.



Sometimes to arrange the files systematically, you may require more than one folder. Look at the example given below.



To arrange the files of Paint and text, two folders have been created and a main folder created to store the two sub folders.

A folder inside a folder is called a sub-folder.
The main folder is called the parent folder.
Parent folders and sub folders help to organize data systematically.

