

KNOWLEDGE ORGANISER :: FILES AND FOLDERS

In your user area you can distinguish between files and folders by looking at the icons

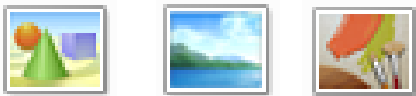
A folder is designated an icon similar to this ...



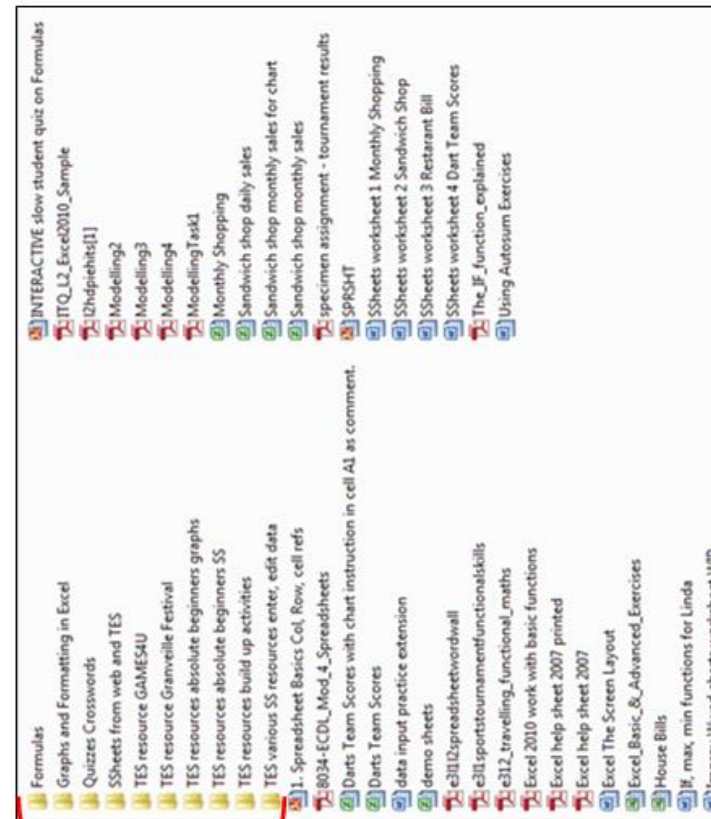
A file is designated by an icon that represents the program that made it, for example

Microsoft Word	Adobe Reader	Microsoft Excel	Microsoft PowerPoint

Or the type of file it is, for example picture file icons ...



Or plain Text documents



The file structure of a computer always displays folders first, listed in alphabetical order

After the folders, all other files will be listed in alphabetical order, regardless of the type of file