

Understanding File Management

THE Secret to Successful Computer Use

Data Storage Terminology

- Computers store information in 'bytes'. One byte of information equals approximately 8 characters.
 - 1000 bytes = 1 kilobyte (kb)
 - 1000 kb = 1 megabyte (mb)
 - 1000 mb = 1 gigabyte (gb)
 - 1000 gb = 1 terabyte (tb)
- A one page typed letter = 25 kb
- One digital photo = 1000 kb (1 mb)
- One MP3 format song = 4 mb
- A DVD movie = 3 gb

Data Storage Comparisons

- Newer computers are capable of storing at least: 30,000 photos, 1.5 million word processing documents, or 10,000 songs
- CDR/RW disks can store 700 photos, 28,000 word processing documents, or 175 songs
- DVD+R disks store 6X that of a CD

What is a drive?

- Drives refer to the physical object where your information is stored
- Windows identifies your drive by letter
- More specifically, a drive reads the information from a disk placed into it...sometimes the drive and disk are one unit (hard drives, USB flash drives, etc)



Hard Drive

- Physical disk inside your computer that stores your programs and data
- Size is measured in GB (gigabytes)
- Most commonly, your “C drive”
- If a hard drive is partitioned, it could will be C, D, etc



CD Drive

- CD drives come in many flavors; DVD, CDR/RW, DVD-R, CDROM, etc
- CD disks store a maximum of 700 mb
- DVD disks store a maximum of 4.7 gb
- It's drive letter will usually start after the hard drive letter (D or E)

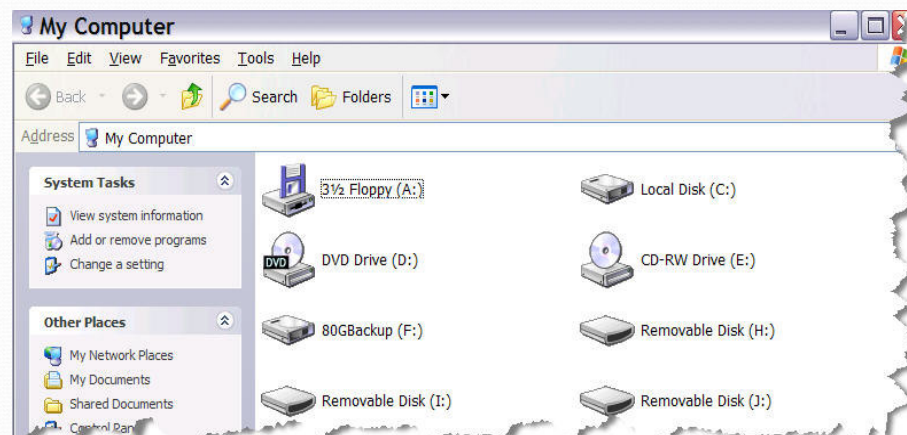


Other Drives


- There are many other types of drives from old floppies to new ‘thumb’ or flash drives
- All drives are assigned a letter by Windows to keep track of the various drives we connect

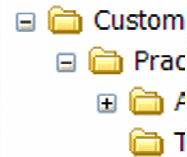


We can access all these drives and corresponding letters by Clicking or Double-clicking “My Computer”

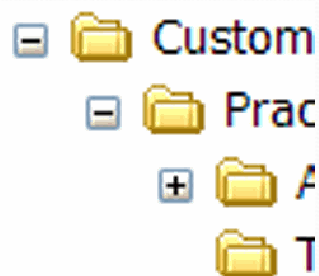


More Terminology...

- ALL drives/disks have the ability to maintain an organizational structure to help us find our data quickly
- This is done with FOLDERS 
 - Folders are the containers that keep our information separated and organized
 - Any folder can contain many other SUB-FOLDERS to further organize data

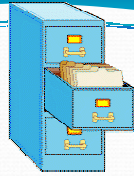


Folders, Sub-folders, & Files



- After your drive, folders offer the first layer of organization
- Sub-folders can be created to further organize data
- Files are the objects we or programs create like photos, word processing documents, spreadsheets, databases, etc.

Drives



Folders



Sub-folders



Files – data we create

