

Files and Folders



While an application is a tool, such as the writing application that Jane will use to write her letter, the letter itself is stored in a file.

A file is a package of information.

That package could include text, like a letter or a recipe, or a photograph, a video, or music.



You can open a file icon that is on the desktop by double-clicking on it.



When you open a file, it will open in the default application that file works in.

For example, by double-clicking the budget file, it will automatically open Microsoft Excel since that is the application it works in.



Folders on the computer are like the folder that was on Jane’s wooden desk.

Just as the folder on her wooden desk contains letters, pictures, and other documents, the folder on the desktop contains the files we just mentioned.

Jane double-clicks the folder now to open it.



Double-clicking the folder will open a window that show the files in the folder, just as opening a paper folder allows you to sort through the documents in that folder.

Double-clicking on a file in a folder will open it. Jane double-clicks the file called Happy New Year 2013.