Files

A file is a collection of data or information (text, pictures, sound, records, etc.) that has a name (file name).

The following diagram shows what can be done with a file:

Different types of files store different types of information, e.g. plain text, sound, video, etc.

The following table provides a list of the more common file types you are likely to encounter.

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| **File type** | **File extension** | **Program or type of program associated with the file** |
| Graphics files | *jpeg, bmp, gif, wmf, tiff, png* | Any graphics program (including *Paint*)  These files can be inserted into a file by most programs such as *Word*, etc. |
| Office | *docx, xlsx, pptx, accdb* | Microsoft Office suites files for word processing *(Word)*, spreadsheet *(Excel)*, presentations *(PowerPoint)* and database *(Access)*.  Open Office opens files with the extensions *odt*, *ods*, *odp* and *odb* respectively. |
| Audio files | *mp3, mp4, wav, cda, wma* | Any media player program such as Windows Media Player. |
| Video files | *mpeg, asf, wmv, avi* | Any media player program such as Windows Media Player or video editing software. |
| Program files | *exe, com* | These are actual programs, not data files, that run (execute) when opened. |
| Portable Document File | *pdf* | You just need is a free utility program called Adobe Reader to read it. This is a file format often used to distribute document files as it does not require the program in which the document was created to be installed to read it. The document cannot be edited unless you have the Adobe writer program. |
| Compressed | *zip,rar* | Program that can zip/unzip files, such as WinZip or WinRar. Files or folders compressed to save space. The files in the compressed or ‘zipped’ folder have to be decompressed or ‘unzipped’ in order for one to open them and use them. |
| (Plain) text | *txt* | Plain text files contain lines of plain text with no formatting. Text files can be opened by any word processing application or simple text editing utilities such as WordPad and Notepad. They are often used to quickly and easily store information because of their relative ease of use and simple layout. |
| Rich Text Format | *rtf* | Rich text files support ‘rich text’ which includes text formatting, such as bold and italics, fonts and font sizes, page setup and tab settings and even images. They are widely used and supported by most word processing programs. |
| Hypertext Markup Language | *html, xtml* | A web page which can be opened in a web browser. HTML is used to define the structure and layout of a web page. |

Files are permanently stored in folders and sub-folders on storage media (hard disks, flash disks, DVDs, SD Cards) indicated by drives (C:\, F:\ and even the cloud (Skydrive))

A file has a logic ‘address’ (a place where it resides) – the file path, e.g.

