Computer Basics: Files and Folders

Keep your files easy to find

Files

A file holds one thing, such as a photo or a document. Its name ends with a dot and a short code, like .jpg or .docx.

Folders

A folder holds files and other folders. Folders inside folders make a tree.

Good names

Use clear names such as 2026-science-report. Avoid names like new1 or final-final.

Copy, move, delete

Copy makes a second copy. Move takes the file to a new place. Deleted files usually go to the Trash or Recycle Bin first.

Downloads

Files you download land in the Downloads folder. Move the ones you want to keep into a folder you made.

Back up

Keep a second copy of important files on an external drive or a trusted cloud service.

Tip: Tidy once a month: delete what you do not need and file the rest.

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