Name _____ Date _____

Files, Folders and File Types: Keeping Your Work Organized

Directions: These questions are about how a computer keeps files in folders. Use what you know about file names, extensions and folders to choose each answer.

1. Match each word to what it means for files on a computer.

Write the letter of the matching answer on each line.

1. _____ File
2. _____ Folder
3. _____ File name
4. _____ File extension
5. _____ Path
6. _____ Save

Choices for question 1

A. A container that can hold files and other folders

B. The whole name a file is saved under, such as list.txt

C. The part of a file's name after the last dot, such as txt in list.txt

D. One saved item, such as a story, a photo or a song

E. Keep your work as a file so you can open it again later

F. The list of folders you open, in order, to reach a file

2. Ms. Grant emails the class a file named field_trip_form.pdf. What does the .pdf extension suggest about the file?

A. It is a folder full of photos.

B. It is a song.

C. It is a video game.

D. It is a document, like a form or a worksheet.

3. Tess has four files with similar names. Which one is most likely a song?

A. drums.pdf B. drums.txt C. drums.mp3 D. drums.html

4. Willa is looking for her river photos. Which two of these files are most likely pictures? Choose 2.

☐ A. river.png ☐ B. river.jpg ☐ C. river.txt

☐ D. river.pdf ☐ E. river.mp3

5. Andre renames his song file from beat.mp3 to beat.jpg. What happens to what is inside the file?

A. The file turns into a folder.

B. Nothing changes: it is still the same song inside.

C. The song plays twice as fast.

D. The song turns into a picture.

6. Bea drags a photo from the folder Trip into the folder Best Photos. Now the photo is in Best Photos and is no longer in Trip. What did Bea do?

A. She moved the photo to a new folder.

B. She renamed the photo.

C. She deleted the photo.

D. She copied the photo, so now there are two.

7. The folder Projects holds a folder named Art, a folder named Music and a file named plan.txt. Art holds a file named sun.jpg and a folder named Sketches. Sketches holds two files, cat.png and dog.png. Music holds one file, drum.mp3. How many files are inside Projects in all, counting the files inside every folder?

_____

8. Harper's report is in a folder named Science. Science is inside a folder named School, and School is inside a folder named Documents. In these paths, > means "go inside." Which path leads to her report?

A. School > Documents > Science > report.pdf

B. report.pdf > Science > School > Documents

C. Documents > School > Science > report.pdf

D. Science > School > Documents > report.pdf

9. Paul's Documents folder is a jumble: 30 photos from a class trip are mixed in with his homework files. What is the best way to organize them?

A. Make 30 new folders and put one photo in each.

B. Make a folder named Class Trip and move the photos into it.

C. Give every photo a name that starts with homework.

D. Change every photo's extension to .txt.

10. Gia is saving her science report about how plants grow. Which file name will be easiest to find later?

A. aaaa.pdf

B. untitled.pdf

C. plants_science_report.pdf

D. document7.pdf