



Gurukul Technicals Institute

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FREE EBOOK

COMPUTER AND OFFICE SKILLS

Files, Folders, Backups and Cloud Storage

Keep your work organised, find it fast and never lose it

INSIDE THIS BOOK

- Files, folders and extensions
- Finding your way in File Explorer
- Naming files so you can find them
- Copying, moving, renaming and deleting
- ...and 7 more chapters, practice questions and a glossary

Beginner

Students and office staff with many files

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Files, Folders, Backups and Cloud Storage

A practical guide for students and office staff who handle many files on a Windows computer. Learn to name, sort, find, copy, zip and share files, use pen drives safely, keep backups with the 3-2-1 rule and use cloud storage such as Google Drive and OneDrive, then set up a tidy folder system and free up storage space.

WHO IT IS FOR	Students and office staff with many files
LEVEL	Beginner
SUBJECT AREA	Computer and office skills
WHAT IS INSIDE	11 chapters, practice questions with answers, and a glossary

HOW TO USE IT

Read one chapter at a time and try the examples as you go: on a computer, at your workbench or in your notebook. The boxes give tips, safety points and short activities. When you finish, test yourself with the practice questions and check your answers at the end. Words you may not know are explained in the glossary.



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Files, folders and extensions

Everything you save on a computer is kept as a **file**: a letter, a photo, a song, a spreadsheet, a project report. A computer can hold lakhs of files, so we keep them in **folders**, just as an office keeps papers in labelled files on a shelf.

A folder can hold files and also other folders. A folder inside another folder is called a **subfolder**. This way of keeping folders inside folders is called a **folder tree**, because it branches like a tree.

Drives and paths

Files live on a **drive**, which is a storage device. Windows gives each drive a letter. The main drive inside the computer is usually **C:**. A pen drive may appear as **D:**, **E:** or another letter.

The full address of a file is called its **path**. It lists the drive and every folder on the way to the file, separated by backslashes:

`C:\Users\Arjun\Documents\School\Science-Project.docx`

Read it like an address: on drive C, in the Users folder, in Arjun's folder, in Documents, in School, there is a file called Science-Project.docx.

File extensions

The letters after the last dot in a file name are its **extension**. The extension tells Windows what kind of file it is and which app should open it.

Extension	Kind of file	Usually opens in
.docx	Word document	Microsoft Word
.xlsx	Spreadsheet	Microsoft Excel
.pptx	Presentation	Microsoft PowerPoint
.pdf	Document that looks the same everywhere	A PDF reader or web browser

Extension	Kind of file	Usually opens in
.jpg, .png	Photo or picture	Photos app
.mp4	Video	A video player
.mp3	Sound or music	A music player
.txt	Plain text	Notepad
.zip	Compressed folder	File Explorer
.exe	Program that runs	Windows itself

Show the extensions

Windows hides extensions at first. Turn them on, because they help you stay safe.

- **Windows 11:** in File Explorer, click **View**, then **Show**, then **File name extensions**.
- **Windows 10:** in File Explorer, open the **View** tab and tick **File name extensions**.

SAFETY

A file called `marksheet.pdf.exe` is a program pretending to be a PDF. With extensions hidden, it would look like `marksheet.pdf`. Never open a file ending in `.exe`, `.bat` or `.scr` unless you know exactly where it came from.

How big is a file?

Unit	Roughly	Example
KB (kilobyte)	1,000 bytes	A short text file
MB (megabyte)	1,000 KB	A phone photo or a song
GB (gigabyte)	1,000 MB	A film
TB (terabyte)	1,000 GB	A large hard disk

TRY THIS

Find any file on your computer, right-click it and choose **Properties**. Note its type, its size and its location (path).

Finding your way in File Explorer

File Explorer is the Windows app for looking at drives, folders and files. Open it by clicking the folder icon on the taskbar, or by pressing the **Windows key + E**.

The parts of the window

- **Navigation pane** (left side): shortcuts to places such as Home or Quick access, Desktop, Documents, Downloads, OneDrive and This PC.
- **Address bar** (top): shows where you are. Click a folder name in it to jump back to that folder.
- **Search box** (top right): searches the folder you are in.
- **File list** (middle): the files and folders in the current folder.
- **Back** and **Up** arrows: go back to the last folder, or up one level to the folder that holds this one.

Views

The **View** menu changes how files are shown: extra large, large, medium or small icons, list, details, tiles and content.

- Use **large icons** for photos, so you can see them.
- Use **details** for everything else. It shows the name, the date modified, the type and the size in columns.

Sorting and grouping

In details view, click a column heading to **sort** by it. Click **Date modified** to bring the newest files to the top; click it again to reverse the order. Click **Size** to find the biggest files. **Group by** puts files in groups, such as by type, so all PDFs come together.

The preview pane

Press **Alt+P** to show or hide the **preview pane**. It shows what is inside a selected document or picture without opening it. This saves a lot of time when you are looking for one photo among hundreds.

Useful keys in File Explorer

Keys	What they do
Windows key + E	Open File Explorer
Ctrl+Shift+N	Make a new folder
F2	Rename the selected file
Alt+P	Show or hide the preview pane
Alt+Left arrow	Go back
Alt+Up arrow	Go up one folder
Ctrl+A	Select everything in the folder

TIP

Right-click a folder you use every day and choose **Pin to Quick access** (or **Pin to Home**, depending on your Windows version). It then stays at the top of the navigation pane.

TRY THIS

Open your Downloads folder in details view and sort it by date modified. What is the oldest file in it? Do you still need it?

CHAPTER 3

Naming files so you can find them

A good file name tells you what is inside without opening the file. A poor name, such as `New Document (3).docx`, tells you nothing. Every file you save is a small gift, or a small puzzle, for your future self.

Characters you cannot use

Windows does not allow these nine characters in a file name: `\ / : * ? " < > | .`. Avoid them, and avoid starting or ending a name with a space.

Put dates first, the right way round

Write dates as **year-month-day** with two digits for the month and day: `2026-04-05`, not `5-4-26`. When names begin with dates written this way, sorting by name puts them in true date order.

Poor name	Better name
<code>bill.pdf</code>	<code>2026-04-05_Electricity-Bill_April.pdf</code>
<code>photo1.jpg</code>	<code>2026-01-26_Republic-Day_School-Assembly.jpg</code>
<code>report final.docx</code>	<code>Science-Project_Solar-Dryer_v03.docx</code>
<code>5-4-26_invoice.pdf</code>	<code>2026-04-05_Invoice-0154_Mehta-Traders.pdf</code>
<code>Resume NEW new.docx</code>	<code>Resume_Sneha-Iyer_2026-06.docx</code>

Simple rules for names

1. **Short but clear.** Say what it is and who or what it is about.
2. **Same pattern every time.** For example: date, what it is, who it is for.
3. **Hyphens or underscores instead of spaces** in names that will be shared or uploaded. Some websites and programs handle spaces badly.
4. **Leading zeros in numbers.** Write `01`, `02` ... `10`. File Explorer sorts numbers sensibly, but many websites, phones and other programs do not, and there `10` can come before `2`.
5. **Version numbers, not "final".** Use `v01`, `v02`, `v03`. There is always one more change after "final", and soon you have `final-final-2`.

EXAMPLE

Priya teaches tuition in Jaipur and makes a weekly test for each class. She names them `Class-8_Maths_Test-07_2026-08-14.docx`. Sorted by name, all Class 8 tests sit together in order. When a parent asks about test 7, she finds it in seconds.

REMEMBER

Agree on one naming pattern with everyone who shares your folders. One person's careful pattern is lost if others save files any way they like.

TRY THIS

Rename three files in your Documents folder using the pattern date, what it is, who it is about.

CHAPTER 4

Copying, moving, renaming and deleting

These four jobs are what you will do most often with files. Learn the keys, and you will work twice as fast.

Selecting files

- Click once to select one file.
- Hold **Ctrl** and click to select several files one by one.
- Click the first file, hold **Shift** and click the last, to select everything in between.
- Press **Ctrl+A** to select everything in the folder.

Copy, cut and paste

1. Select the files.
2. Press **Ctrl+C** to copy, or **Ctrl+X** to cut.
3. Open the folder where they should go.
4. Press **Ctrl+V** to paste.

Copying leaves the original where it was and makes a second copy. **Moving** (cut and paste) takes the file away from its old place and puts it in the new one.

Dragging with the mouse

When you drag a file to another folder **on the same drive**, Windows moves it. When you drag it to a **different drive**, such as a pen drive, Windows copies it. To choose for yourself, hold **Ctrl** while dragging to copy, or **Shift** to move.

TIP

Drag with the **right** mouse button. When you let go, Windows asks whether you want to copy or move. No surprises.

If a file with the same name is already there, Windows asks whether to replace it, skip it, or compare the two. Read this box carefully. Replacing a newer file with an older one is a common way to lose work.

Renaming

Select the file and press **F2**, type the new name and press **Enter**. Keep the extension as it is. If you select several files and press F2, Windows gives them all the name you type, with a number in brackets after each.

Undo

Pressed the wrong key? Press **Ctrl+Z** straight away to undo the last copy, move, rename or delete.

Deleting and the Recycle Bin

- Press **Delete** to send a file from the computer's own drive to the **Recycle Bin**. It is not gone yet.
- Press **Shift+Delete** to delete it permanently, without the Recycle Bin. Windows asks you to confirm.

To bring a file back, open the Recycle Bin from the desktop, right-click the file and choose **Restore**. It goes back to the folder it came from. **Empty Recycle Bin** deletes everything in it for good. The Recycle Bin has a size limit; when it fills up, the oldest files are removed to make room.

SAFETY

Files deleted from a **pen drive** or memory card usually do not go to the Recycle Bin. They are gone at once. Copy files off a pen drive before you tidy it.

Searching for lost files

Everyone loses files. A good search finds them in seconds.

Searching in File Explorer

1. Open the folder where the file probably is. If you have no idea, open **This PC** or your user folder.
2. Click the **search box** at the top right.
3. Type a word from the file name. Windows searches that folder and all the folders inside it.

Searching from the Start menu

Press the **Windows key** and start typing. The results include apps, settings and files. This is quickest for files you used recently.

Search tricks

- Type a word from the name. `invoice` finds `Invoice-0154_Mehta-Traders.pdf`. Capital letters do not matter.
- Use a star (*) to stand for "anything". `*.pdf` finds every PDF file in the folder and its subfolders.
- In most versions of Windows, you can add filters, such as `datemodified:this week` for files changed this week, or `size:>100MB` for very large files.
- Windows can also find words **inside** documents in your main user folders, because it keeps an index of their contents.

When search fails

1. Look in **Recent** or **Home** in File Explorer, which lists files you opened lately.
2. Open the app you used. Word and Excel show a list of recent files on their opening screen, with the path of each.
3. Check the **Downloads** folder. Files from the internet and from WhatsApp on the computer often land there.
4. Check the **Recycle Bin**.

5. Check your cloud storage, if you use one. Its website has its own search box.

EXAMPLE

Sneha, an accounts assistant in Kochi, cannot find a supplier's quotation that came by email last week. She opens Downloads, sorts by date modified and finds Quotation_KTR.pdf near the top. She renames it 2026-07-21_Quotation_KTR-Traders.pdf and moves it to the Quotations folder, so the next search will be easy.

REMEMBER

The best search is the one you never need. Good names and a tidy folder tree mean you find files by looking, not searching.

CHAPTER 6

Zip files

A **zip file** is a single file that holds other files and folders inside it, usually packed into less space. Making one is called **compressing** or **zipping**. Taking the files out is called **extracting** or **unzipping**.

Why use zip files?

- **Sending many files as one.** Twenty photos of a project are easier to attach and download as one zip file.
- **Saving space.** Documents, spreadsheets and text files often become much smaller.
- **Keeping a folder together.** The folder structure inside the zip is kept as it was.

Making a zip file

1. Select the files or folder.
2. Right-click the selection.
3. In Windows 11, choose **Compress to ZIP file** (in some newer versions, choose **Compress to**, then **ZIP File**). In Windows 10, choose **Send to**, then **Compressed (zipped) folder**.
4. Type a name for the new zip file and press Enter.

Extracting a zip file

1. Right-click the zip file.
2. Choose **Extract All**.
3. Choose where the files should go and click **Extract**.

You can double-click a zip file to look inside it. But do not edit files while they are still inside the zip. Your changes may not be saved where you expect. Extract first, then work.

What shrinks and what does not

Kind of file	Shrinks much?
Word documents, spreadsheets, text	Often a lot
JPG photos, MP4 videos, MP3 music	Very little, because they are already compressed
PDF files	Varies; often a little

EXAMPLE

Arjun has a science project folder of 12 photos and 3 documents. He zips the folder and attaches `Solar-Dryer-Project.zip` to one email instead of fifteen attachments. His teacher extracts it and sees the same folder, with the same files inside.

SAFETY

Zip files from strangers can hide harmful programs. Do not open a zip file that arrives unexpectedly, even if it seems to come from someone you know. Ask them first.

DID YOU KNOW

Windows cannot put a password on a zip file by itself. Separate programs can. If you send a protected zip, share the password by a different route, such as a phone call, never in the same email.

Pen drives, memory cards and viruses

Pen drives (also called USB drives) and memory cards are handy for carrying files. They are also easy to lose, easy to damage, and a common way for viruses to spread.

Using a pen drive

1. Plug it into a USB port. Windows gives it a drive letter and it appears under **This PC**.
2. Copy files to it or from it like any other folder.
3. Wait until the copying has completely finished.
4. **Eject** it before you pull it out.

Safe removal

To eject, click the **Safely Remove Hardware and Eject Media** icon near the clock on the taskbar (it may be hidden under the small up arrow) and choose the drive. Or right-click the drive in File Explorer and choose **Eject**. Wait for the message that it is safe to remove the hardware.

Windows is set up to make sudden removal less risky, but if a copy is still going on, files can be damaged or the drive can become unreadable. Ejecting first is the safe habit.

Drive formats

A drive is prepared in a format called a **file system**. Formatting a drive erases everything on it.

File system	Points to know
FAT32	Works almost everywhere, but cannot hold a single file bigger than 4 GB
exFAT	Holds big files and works on most computers; good for pen drives
NTFS	The usual format for Windows's own drives

Viruses on pen drives

A **virus** is a harmful program that copies itself and damages files or steals information. Pen drives that go from computer to computer, such as those taken to print shops, often pick them up.

One common kind is the **shortcut virus**. Your folders seem to turn into shortcuts. The real files are hidden, and clicking a shortcut runs the virus.

Staying safe

1. Keep **Windows Security** (Microsoft Defender) switched on and up to date.
2. Scan a pen drive before opening files from it: right-click the drive and choose **Scan with Microsoft Defender** (in Windows 11, it may be under **Show more options**).
3. Open files from inside File Explorer. Do not double-click strange shortcuts or programs on a pen drive.
4. Never plug in a pen drive you found lying around. It may be a trap.
5. If your files seem to have vanished, turn on **Hidden items** in the View menu and look again, then scan.

SAFETY

If a print shop or cyber café computer asks you to run a program from your pen drive, refuse. Carry your files as PDFs where you can; they are what print shops usually need.

TIP

Memory cards for cameras, and some pen drives, have a small lock switch. Slide it to "lock" before plugging into a computer you do not trust, so nothing can be written to the card.

Backups and the 3-2-1 rule

A **backup** is an extra copy of your files, kept somewhere else, so that you can get them back if the original is lost. Files are lost more often than people think:

- a hard disk or phone stops working,
- a laptop is stolen or dropped,
- a file is deleted or overwritten by mistake,
- a virus locks the files and demands money to unlock them (this is called **ransomware**),
- water, fire or a power surge damages the computer.

The 3-2-1 rule

A simple rule used by computer professionals all over the world:

- **3** copies of every important file: the original and two backups.
- **2** different kinds of storage, such as the computer's own drive and an external hard disk.
- **1** copy in a different place, such as cloud storage, or a disk kept at home rather than in the office.

EXAMPLE

Priya keeps her tuition notes on her laptop (copy 1). Every Sunday she copies the Tuition folder to an external hard disk (copy 2, a different kind of storage). Her laptop also syncs the folder to her cloud storage (copy 3, in a different place). When her laptop was stolen on a bus, she lost the laptop but not a single test paper.

How often?

How much work you would lose	How often to back up
Daily office work, accounts	Every day, or automatically
School projects in progress	Every time you finish a working session
Family photos	Once a month, and after every big event

Tools that help

- Windows includes backup tools, such as **File History**, which can copy your folders to an external drive on a schedule. Look for backup in Windows Settings or Control Panel.
- Cloud storage can copy chosen folders automatically, as the next chapter explains.
- Phones have their own backup settings for photos and chats. Switch them on.

Test your backup

A backup you have never opened may not work. Once a month, open the backup, pick a few files at random and check that they open properly.

SAFETY

Keep at least one backup disk **unplugged** when you are not using it. Ransomware can lock every drive that is connected to the computer, including a backup disk that is always plugged in.

REMEMBER

A copy in the same folder, or on the same drive, is not a backup. If the drive fails, both copies go together.

CHAPTER 9

Cloud storage and syncing

Cloud storage means keeping your files on a company's computers, called **servers**, and reaching them over the internet. Two common services are **Google Drive**, which comes with a Google account, and **OneDrive**, which comes with a Microsoft account. Both give a limited amount of space free, and charge for more. Google's free space is shared with Gmail and Google Photos.

Three ways to use cloud storage

1. **On the website:** sign in through a browser, then upload, download and organise files.

2. **On a phone:** the Google Drive or OneDrive app lets you see your files anywhere and back up photos.
3. **On the computer:** a desktop app (Google Drive for desktop, or OneDrive, which comes with Windows) shows your cloud files as a folder in File Explorer.

What syncing means

Syncing keeps the same files the same in every place. Change a file in your OneDrive folder on your computer, and the copy in the cloud and on your phone changes too. Work on the office computer, and the file is ready at home.

Files only online, or kept on the computer

Both services can save space on your computer by keeping some files only in the cloud until you open them. In File Explorer, OneDrive shows small status icons:

Icon	Meaning
Blue cloud	The file is online only. It downloads when you open it, so you need internet.
Green tick in a white circle	The file is on this computer too and opens without internet.
Solid green circle with a white tick	You chose to always keep this file on this computer.
Two curved arrows	The file is syncing now.
Red cross	Something is wrong; the file is not syncing.

Right-click a file or folder for options such as **Always keep on this device** or **Free up space**. Google Drive for desktop has similar choices, called **streaming** and **mirroring**.

REMEMBER

Syncing is **not** a backup. If you delete a file in a synced folder, it is deleted from the cloud and from your phone too. Luckily, both services keep deleted files in their own bin for a limited time, and keep older versions of files (look for **Version history**). Learn where these are before you need them.

Before you rely on the cloud

- Use a strong password and switch on **two-step verification**, so that a stolen password alone cannot open your account.
- Remember that you need the internet to reach online-only files.
- Keep an eye on the storage meter. When the space is full, new and changed files stop reaching the cloud, and it is easy to miss the warning.

TRY THIS

Sign in to your Google Drive or OneDrive on the website. Find the storage meter, the bin, and the version history of one file.

CHAPTER 10

Sharing files and links safely

Cloud storage makes sharing easy: instead of attaching a big file to an email, you send a **link**. But a link is like a key. Anyone who has it may get in, so share with care.

Two ways to share

- **With named people.** You type their email addresses. Only they can open the file, after signing in.
- **Anyone with the link.** Anyone who gets the link can open the file, even if it is forwarded to strangers.

Use named people for anything private. Use "anyone with the link" only for things you would happily pin on a notice board, such as a class timetable.

Choose what they can do

Permission	What the other person can do
Viewer, or Can view	Open and read only
Commenter	Read and add comments (Google Drive)
Editor, or Can edit	Change the file, and often share it with others too

Give the smallest permission that does the job. Most people only need to view.

Sharing step by step (Google Drive)

1. Right-click the file and choose **Share**.
2. Type the person's email address.
3. Choose Viewer, Commenter or Editor.
4. Check **General access**: keep it on **Restricted** for private files.
5. Click **Send**.

OneDrive works in a similar way through its **Share** button. Some services and plans also let you set an expiry date or a password on a link.

Never share these with a public link

- Aadhaar, PAN, passport or bank documents.
- Marksheets, certificates and photos of children.
- Salary slips, client lists and office accounts.

Stop sharing when the job is done

Open the file's sharing settings and remove people who no longer need it, or turn the link off. Do this when a project ends or a staff member leaves.

SAFETY

Fake "a document has been shared with you" emails are a common trick. They lead to a page that looks like a sign-in page and steals your password. Open shared files from the Drive or OneDrive website or app, where your "Shared with me" list shows what was really shared with you.

EXAMPLE

Mr. Fernandes, an office manager in Panaji, shares the monthly sales sheet with his accountant as an **Editor**, and with the sales team as **Viewers**. When an intern's training ends, he removes her from the list the same day.

Organising folders and cleaning up storage

A good folder tree is like a well-labelled cupboard: everyone knows where things go and where to find them.

Rules for a good folder tree

1. **Few top-level folders.** Five to ten big folders are easier to scan than fifty small ones.
2. **Not too deep.** Three or four levels are usually enough. Clicking through eight folders is tiring.
3. **Number the folders** you open most, so they stay in a fixed order: 01, 02, 03.
4. **A folder per year** for records that pile up, such as invoices or class work.
5. **An Archive folder** for old work you must keep but rarely open.

A student's folders

```
School
  2026-27 Class-10
    01 Maths
    02 Science
    03 English
    04 Social-Science
    05 Computer
  Certificates
  Projects
  Archive
```

A small office's folders

```
Office
  01 Accounts
    2026-27
      Sales-Invoices
      Purchase-Invoices
      Bank-Statements
  02 Clients
    Mehta-Traders
    Sharma-Builders
  03 Staff
  04 Templates
  99 Archive
```

Write the folder rules on one page and keep it in the top folder, so new staff follow the same system.

Cleaning up storage

When the computer says the disk is nearly full, or it feels slow, clean up in this order:

1. **Downloads.** Sort by date and delete installers and files you have already saved elsewhere.
2. **Big files.** Search with `size:>100MB` or sort by size, and move old videos to an external disk.
3. **Duplicates.** Delete extra copies, after checking that the one you keep is the latest.
4. **Recycle Bin.** Empty it after you are sure nothing in it is needed.
5. **Windows tools.** Open **Settings**, then **System**, then **Storage**. Windows shows what is using space and can remove temporary files. **Storage Sense** can do this automatically.
6. **Apps you never use.** Uninstall them from Settings.

On phones, chat apps are often the biggest users of space. Most have a storage section in their settings that lists large files and forwarded videos.

TIP

Put a monthly reminder in your phone: "Clean Downloads, empty Recycle Bin, check backup." Ten minutes a month keeps the mess from ever growing big.

REMEMBER

Never delete files from folders you do not understand, such as Windows or Program Files. Clean only your own files and the tools Windows offers.

CHECK YOURSELF

Practice questions

1. What is the difference between a file and a folder?
2. In the path `C:\Users\Arjun\Documents\Marks.xlsx`, which drive is the file on, and what kind of file is it?
3. Why should you turn on file name extensions?
4. Which keys open File Explorer?
5. Which view shows the date modified and size of files in columns?
6. How do you find the biggest files in a folder?
7. Name four characters that cannot be used in a Windows file name.
8. Rewrite the date 7 March 2026 the way it should appear at the start of a file name.
9. Why is `v02` better than `final` in a file name?
10. What happens when you drag a file to a folder on a different drive?
11. What is the difference between pressing Delete and Shift+Delete?
12. You deleted a file from a pen drive by mistake. Will you find it in the Recycle Bin?
13. What would you type in the search box to find all PDF files in a folder?
14. Give two reasons for making a zip file.
15. Why do JPG photos hardly shrink when zipped?
16. Why should you eject a pen drive before pulling it out?
17. A pen drive is in FAT32 format. Can it hold a 6 GB video file?

18. What is a shortcut virus?
19. Explain the 3-2-1 backup rule.
20. Why should one backup disk be kept unplugged?
21. Why is syncing not the same as a backup?
22. In OneDrive, what does a blue cloud icon on a file mean?
23. What is the difference between sharing with named people and "anyone with the link"?
24. Name three documents you should never share with a public link.
25. Name three places to clean when your computer's storage is full.

ANSWER KEY

Answers

1. A file holds one piece of work, such as a document or photo. A folder holds files and other folders.
2. Drive C. It is an Excel spreadsheet, because the extension is .xlsx.
3. So you can see what kind of file each one is and spot a program pretending to be a document, such as photo.jpg.exe.
4. Windows key + E.
5. Details view.
6. Use details view and click the Size column heading, or search with a size filter such as size:>100MB.
7. Any four of: \ / : * ? " < > | .
8. 2026-03-07.
9. Version numbers sort in order and show which copy is newest. "Final" is rarely final.
10. Windows copies it, leaving the original where it was.
11. Delete sends the file to the Recycle Bin, where it can be restored. Shift+Delete deletes it permanently.
12. Usually not. Files deleted from pen drives and memory cards usually skip the Recycle Bin.
13. *.pdf
14. Any two of: to send many files as one, to save space, to keep a folder's structure together.
15. JPG photos are already compressed, so there is little left to squeeze.

16. To make sure all copying has finished, so files are not damaged and the drive stays readable.
17. No. FAT32 cannot hold a single file bigger than 4 GB. Use exFAT instead.
18. A virus that hides your real files and puts shortcuts in their place. Clicking a shortcut runs the virus.
19. Keep 3 copies of important files, on 2 different kinds of storage, with 1 copy in a different place.
20. Ransomware can lock every drive connected to the computer, including a backup disk left plugged in.
21. Syncing copies every change everywhere, including deletions and mistakes. A backup is a separate copy that is kept safe from such changes.
22. The file is stored online only and downloads when you open it, so you need the internet.
23. Named people must sign in with the invited email address. Anyone who gets a public link can open the file, even strangers.
24. Any three of: Aadhaar, PAN, passport, bank documents, marksheets, certificates, children's photos, salary slips, client lists, office accounts.
25. Any three of: the Downloads folder, big files, duplicates, the Recycle Bin, temporary files (through Settings and Storage), unused apps.

WORD LIST

Glossary

Backup

an extra copy of files kept somewhere else, to recover them if the original is lost.

Cloud storage

keeping files on a company's servers and reaching them over the internet.

Compress

to pack files into a zip file, usually taking less space.

Drive

a storage device, such as the computer's main disk or a pen drive, shown with a letter like C:.

Eject

to tell Windows you are about to remove a drive, so it can finish writing to it.

Extension

the letters after the last dot in a file name, which show the type of file.

Extract

to take files out of a zip file.

File

a single saved piece of work, such as a document, photo or song.

File Explorer

the Windows app for viewing and managing drives, folders and files.

File system

the format a drive is prepared in, such as FAT32, exFAT or NTFS.

Folder

a container that holds files and other folders.

Path

the full address of a file, from the drive through every folder to the file.

Pen drive

a small storage device that plugs into a USB port.

Preview pane

a part of File Explorer that shows what is inside a selected file without opening it.

Ransomware

harmful software that locks your files and demands money to unlock them.

Recycle Bin

the place where files deleted from the computer's own drive wait before being removed for good.

Server

a powerful computer that stores files or runs services for many users over a network.

Subfolder

a folder inside another folder.

Sync

to keep the same files the same in several places, such as a computer, a phone and the cloud.

Two-step verification

a sign-in that needs a second proof, such as a code on your phone, as well as the password.

Version history

a record of earlier versions of a file, which lets you go back to an older one.

Virus

a harmful program that copies itself and damages files or steals information.

Zip file

a single file that holds other files and folders inside it, usually compressed.



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