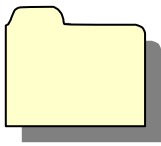


# Understanding files and folders

Name \_\_\_\_\_ Date \_\_\_\_\_

In My Documents you can distinguish between files and folders by looking at the icons:

A folder is designated an icon similar to:



A file is designated by an icon that represents the program that made it, for example

Microsoft Word

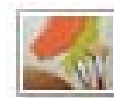
Adobe Reader

Microsoft Excel

Powerpoint



or the type of file it is, for example picture file icons:



Or plain text documents



The file structure of a computer displays folders first, listed in alphabetical order.

After the folders, all other files will be listed in alphabetical order, regardless of the type of file.

