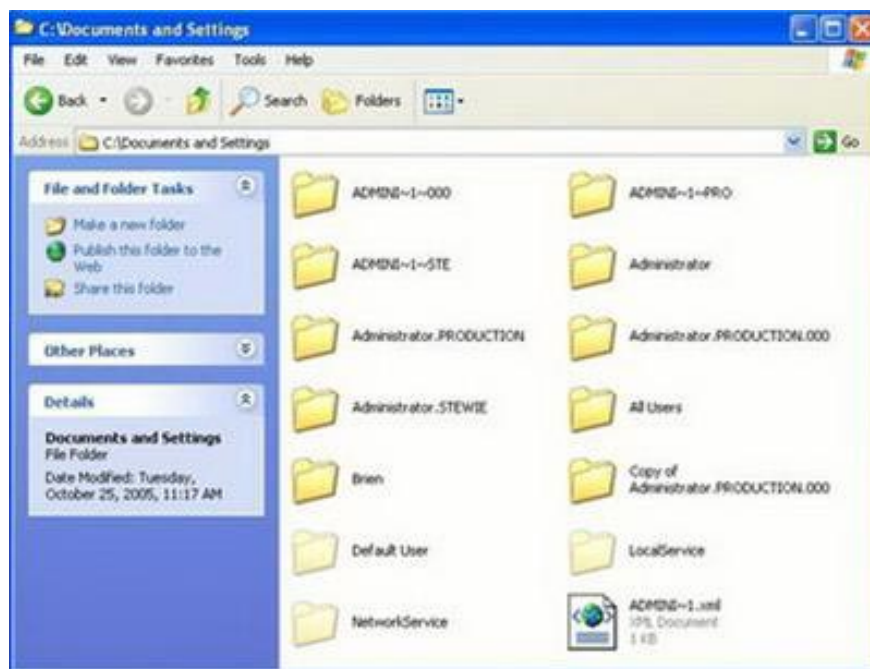


# What are files and folders in the computer?

What are directories, what files are, what directories and files are, what their nature is. This article will help you out

This article helps beginner computer users have more knowledge to access and use the computer in the best way. Let's find out "What are the files and folders on the computer?"



## 1. What is a file? (File)

### a) Concept:

**File (File)** is a collection of related information together stored on external memory. Specific **files** are programs and data stored on disk. To distinguish between **files**, **each file** has a name.

### b) File naming rules: The file name looks like this.

= File name [ . ] extension

- Where the **main name of the file** (file name) is **required**.

- Extensions are used to define **file types** and **may or may not**.

- The file extension is separated by a name by a period (.)

For example: **1.xls** **Quyét (EXCEL file)**, **Tong-ket-quy1-2004.doc**, **Turbo.exe**

Attention :

- Characters cannot be used to **name files** as / \*? >;

- Files with extensions of **EXE, COM, BAT** are usually program files.

- Files with the extension **SYS** are usually system files containing information related to hardware, device declaration, etc.

- Files with extensions of **DOC, TXT, HTM** are usually text files.

- **PAS, PRG, C** file extensions are source program files of **PASCAL, FOXPRO, C**.

In the main name or **file extension** can use \* or? to refer to a **file family** instead of a file.

- The \* character represents an arbitrary group of characters from the position of \*.

- Character ? Represents an arbitrary character at the position of?.

**For example:** \* **.PAS** is a **group of files** with the extension **PAS** , and the main name is optional. **DATA?** **.DOC** is the name of the file with an arbitrary 5th character, it is a group of files with names such as: **DATA1.DOC, DATA2.DOC, DATAT, .**

- MS-DOS and Windows reserved the following names for some peripheral devices, do not use these names for **the file name**.

**Reserved name** CON **device** Keyboard, monitor (Console) LPT1 (PRN) Parallel Port 1 (Parallel printer 1) LPT2, LPT3

Parallel Port 2,3 (Parallel printer 2, 3) COM1 (AUX) Serial Port 1 (Serial port 1) COM2 Serial Port 2 (Serial port 2) CLOCKS NUL 's clock Dummy Device clock

## 2. What is a directory? (Folder / Directory)

Picture 2 of What are files and folders in the computer?

- **A folder** is a formatted partition on disk to store systematic files. Users can divide a disk into separate areas, each of which can be a storage of certain software or individual files of each user . **Each area is called a directory** .

- Each disk on the machine corresponds to a **directory** and is called **the root directory (Root Directory)** . The root directory may contain files or **subdirectories (Sub Directory)**. Each **subdirectory** may contain other **files** or **subfolders** . This structure is called a **directory tree**.

- The name of **the directory (Directory Name)** is set according to the naming rules of the file, usually **the directory name does not place the extension**.

### Picture 3 of What are files and folders in the computer?

- **The root directory** is the highest directory organized on the disk and is created during formatting the disk using the Format command, so we cannot delete this directory.
- **Current directory (Working Directory)** is the directory in which we are currently selecting or working.
- **Empty Directory (Empty Directory)** is a directory in which does not contain files or subfolders.

**For example: According to the structure diagram of the directory tree above, we see:**

- **C root folder** : contains folders BC4, BP, DYNEDWIN, .
- In **sub-level directory 1** WINDOWS contains sub-folders ALL USERS, APPLICATION DATA, .
- In **level 2** subdirectory COMMAND contains sub-level 3 sub-directory EBD and files ANSL.SYS, ATTRIB.EXE,...

## 3. Path (Path):

1. Once there is a **folder organization** on the disk, it's easier to **manage the files** . However, when the user wants to access an object (a file or a subfolder), it is not simply a matter of naming it (since there may be multiple files or **subfolders with the same name** on the different folders) that must be very clear about the location of the object to access.

**For example** : The location of the **ANSL.SYS** file is fully defined as follows:

**C: WINDOWSCOMMANDANSL.SYS**

**Where** : Drive letter is C, folder name is **WINDOWS** , **COMMAND** . The file name to access is **ANSL.SYS**.

**Path**: A **string of folders** that we need to go through to get to **the file we are using** . In the **path the directory names** are separated by a slash (left slash), where the folder right after is the child of the folder immediately preceding it.

**For example:**

- **C: WINDOWSASYMRUNTIME** is the path to the **RUNTIME** folder in the directory

**C: WINDOWSASYM.**

- **C: WINDOWSCOMMANDANSL.SYS** is the path to the **ANSL.SYS** file in the **C: WINDOWSCOMMAND** directory .

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