

File Explorer and File Extensions

Overview

As a computer technician, you must be more aware of details when working with the computer than a regular user. For example, as a Computer Technician, you must always read and try to understand error messages. Use all available information, collect as many clues as you can to solve problems.

In our file systems, we have a few options that you as a Computer Technician should always use. Also, there are special locations in our file system that we should be aware of.

File Explorer

This is a program built into Windows that allows us to browse files stored on storage devices. It is a helpful utility that most computer users do not use much, if at all especially in these days of cloud storage.

- Open File Explorer
- Review layout
- Explore sidebar
- Turning on File Extensions and Hidden Items
- Managing multiple File Explorer windows via taskbar

Special Locations

- Location of user profiles → `c:\users\username`
- Test out what you see on your desktop vs what is in your profile “desktop” folder
- Try turning Hidden Items off and on. What is hidden?

File Extensions

- Always turn on File Name Extensions
- Tells the OS what type of data a file contains
- If you change a file extension the data in the file does not change!
- List: <https://it.nmu.edu/docs/common-windows-file-extensions>
- Example: .doc, docx, .pdf vs renaming the file