

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## 4.4 File Utilities

Grading:

Notes: \_\_\_\_\_/20

Lesson Review: \_\_\_\_\_/20

Application Ext: \_\_\_\_\_/20

Recycle Bin \_\_\_\_\_/20

Zip file: \_\_\_\_\_/20

Total points: \_\_\_\_\_/100

### Essential Question

- How would society be impacted if social media websites did not back up their data?

### Section 4.4 Learning Goals

After completing this section, you will be able to:

- Use the Windows help system.
- Explain the properties associated with a file.
- Describe the process of backing up files and folders.
- Discuss file compression methods.

### Competencies

- 6670.52 Manage various file types
- 6670.67 Back up files.

### Terms

- backup
- extracting
- file attribute
- file compression
- file properties
- help
- system image

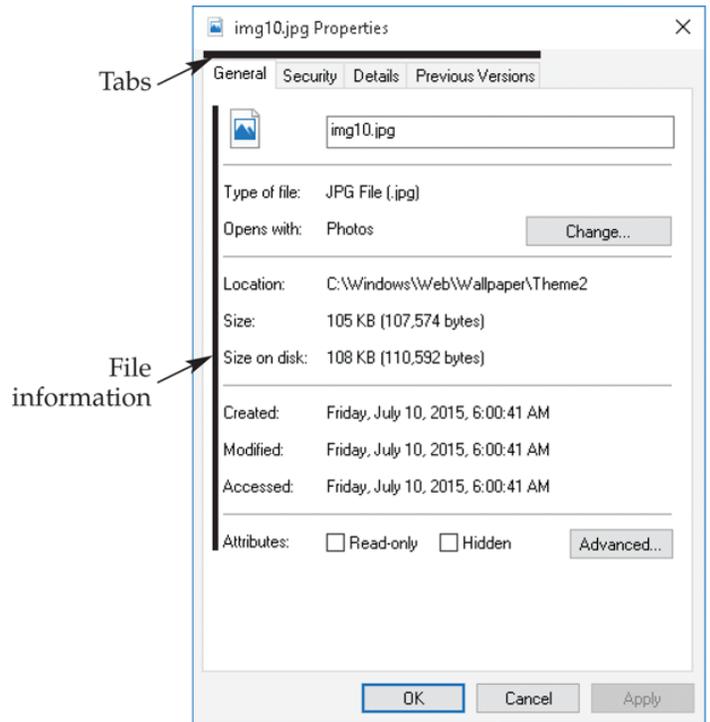
### Windows Help

- **Help** is resource to \_\_\_\_\_ the user in learning how to use a feature of the program
- Provided by almost all software programs, including the Windows OS
- \_\_\_\_\_ button is a question mark (?)
- Windows Help and Support has search feature
- Click on results to read full article

### File Properties

- **File properties** are all information \_\_\_\_\_ the file, but not the data contained within the file
- **Properties** dialog box
  - **General** tab
  - **Security** tab

- **Details** tab
- **Previous Versions** tab
- File properties
- \_\_\_\_\_ tab
  - Information such as file type, size of data, size of file
  - Created date, modified date, accessed date
  - **File attributes** are characteristics about the \_\_\_\_\_, archiving, and save status of files
- **Security** tab
  - \_\_\_\_\_ author to modify permissions for sharing
  - Allows restricted access
- File properties
  - **Details** tab
    - Extra data about the \_\_\_\_\_ of the file and information related to authorship
    - Title and subject, rating, tags, comments, author's name
    - Context-sensitive and differs by file format
  - **Previous Versions** tab
    - Lists when the file was \_\_\_\_\_ up
    - Earlier versions can be retrieved

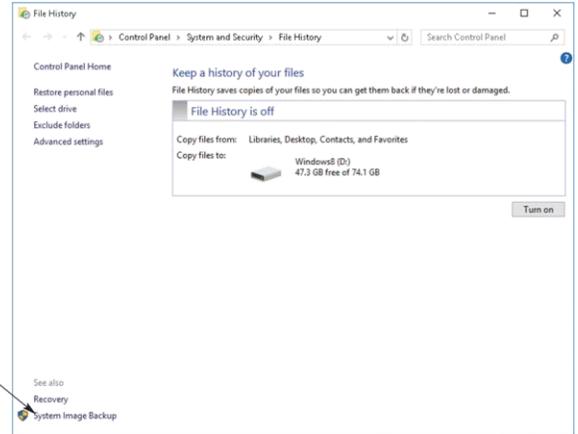


#### File Backups

- **Backup** is a copy of a file that can be safely \_\_\_\_\_ if anything unfortunate happens to the most recent version of the file
  - \_\_\_\_\_ can be accidentally deleted, overwritten, modified, or corrupted
  - Saving Copies of Files
    - Save on different media or to cloud
    - Offsite is best
- File Backups
  - Saving Versions of Files

- Use **Save As** function to \_\_\_\_\_ new version
  - Reflect version in file name (FileNameV2.docx)
- Windows Backup and Restore
  - *Disk volume* acts like a separate physical drive, but is really contained on the same drive
  - **System image** is a backup that is an exact \_\_\_\_\_ of all data on the drive, including the drives required from Windows to run, your system settings, programs, and document files

Click to create a system image



### File Compression

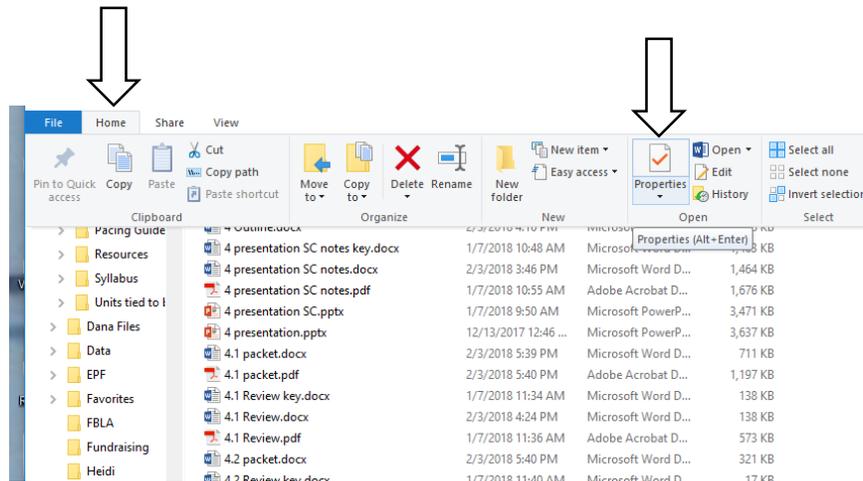
- **File Compression** is a process of \_\_\_\_\_ the data in a file or group of files to reduce the overall size
- Compress Files using Windows File Explorer
  - Use shortcut menu
  - **Send to>Compressed (zipped) folder**
- Extract files Using Windows File Explorer
  - **Extracting** is what Windows calls the process of taking a file out of a ZIP file
  - Double-clicking compressed file icon \_\_\_\_\_ files

### Section 4.4 Review

1. How is help launched for Windows Explorer?
  
2. What are file properties?
  
3. Read-only and hidden are examples of file \_\_\_\_\_.
  
4. List three ways to back up your work.

5. How do you compress a group of files selected in Windows Explorer?
6. File properties are displayed in the \_\_\_\_\_ dialog box.
7. Match the correct term with its definition.
- A. Subfolder
  - B. Rename
  - C. Sort
  - D. Copy
  - E. Backup
- \_\_\_\_\_ Make copies of files in case of loss.
- \_\_\_\_\_ Put a file in a new location while keeping the original file in its place.
- \_\_\_\_\_ Nested within the parent folder.
- \_\_\_\_\_ Arrange files based on their properties.
- \_\_\_\_\_ Single-click twice on the file or folder in the file list.

### Application and Extension of Knowledge



Display the **Properties** dialog box for the Folder labeled “!Students”.

1. What is the size of the file?
2. When was the file created?
3. Is the file a read-only file?
4. Examine the information provided and **write one paragraph** summarizing what is provided. You may use the same document to answer the Zip File project.
5. Provide a screen shot of the information

## **Zip File**

Minimum of one paragraph (5 sentences) explaining how zip files work and how you can create them on your computer. (you may use the same document as above project, make sure to label each project)

## **Recycle Bin Project**

You will create a PowerPoint/Google Slide showing a younger child what the Recycle Bin is and how it used.

### **Required:**

1. Minimum of 5 slide (Including a title slide)
2. Where it can be found
3. How you can see what is in it
4. How you can “un”delete a file
5. Any additional info you feel would be useful for them to have
6. Include screen shots or pictures of the recycle bin
7. Share or email to teacher when done.