***A picture containing text, clock

Description automatically generated***

This project was supported by the Cybersecurity and IT Pathways grant from the Florida Department of Education through Cyber Florida, project number 291-1231C-2C001, funding authority 84.425C-D CRRSA ACT ESSER II 84.425D & GEER II 84.425C, FAIN#: S425C210052. More information at cyberflorida.org/pathways/

**Terms and Definitions**

Chapter 6 File Management

The Chapter Terms and Definitions was written for the Florida Public School System DIGITAL INFORMATION TECHNOLOGY (8207310) course. Funded by the Cyber/IT Pathways Program, Cyber Florida, and the Florida Department of Education.

# Chapter 6 File Management

| **Term** | **Definition** |
| --- | --- |
| Activity Monitor | A utility provided by the Macintosh operating system that is designed to report how your Macintosh computer is distributing and processing disks, memory, or network communication |
| Cloud-Based File Management | The process of storing data with a cloud service provider while working with the data as if it were stored on the local computer |
| Copy and Paste | To transfer text or some other type of content, such as an image to another location in the same or different document; for example, in Microsoft Windows this can be done with “Control + C” to copy and “Control + V” to paste content |
| Cut and Paste | Similar to copy and paste, but instead of leaving the original text or content intact, the original content is removed and transfered to a new location |
| Drag and Drop | Using a mouse button to click and hold onto a software object such as an image or file, drag it across the screen, and then release the button to relocate the object |
| File Backup | The process of creating and storing a copy of data in such a way that the copy may be used to restore the original in case of data loss |
| File Compression | A process that reduces the space a file takes up in storage and increases the speed in which it can be transferred from one computer to another; for example, a ZIP file contains one or more files from a folder that has been compressed |
| File Decompression | The process of restoring a compressed file, such as a ZIP, to its original content form |
| File Extension | After the name of a file, followed by a period is a sequence of letters that indicate the format of the file; operating systems use the file extension to locate a default program which will be used to open and execute the file |
| File Management | Creating an organized structure to store information on your computer for easy retrieval and use |
| File Manager | The User Interface (UI) in which you can interact with the files and store them |
| File Operations | A computer operating system allows for the manipulation of files; such as create, edit, and delete |
| File Path | The absolute directory on a computer where a file is located; for example, the absolute file path for a file named hello\_world.docx located in the Documents folder of a Microsoft Windows computer could be: C:\Users\Clinton\ Documents\hello\_world.docx |
| Mac Finder | The file manager UI used by the Macintosh operating system |
| Recycle Bin | Where Microsoft Windows stores the files deleted by a user before they are permanently removed; it offers an opportunity for a user to recover files before they are permanently deleted |
| Task Manager | A utility provided by the Microsoft Windows operating system that is designed to report how your PC is distributing memory, disk space, and processing applications |
| Trash | Where Macintosh stores the files deleted by a user before they are permanently removed; it offers an opportunity for a user to recover files before they are permanently deleted |
| User Interface (UI) | Any medium that allows users to interact with computers |
| Windows File Explorer | The file manager UI used by the Microsoft Windows operating system |