

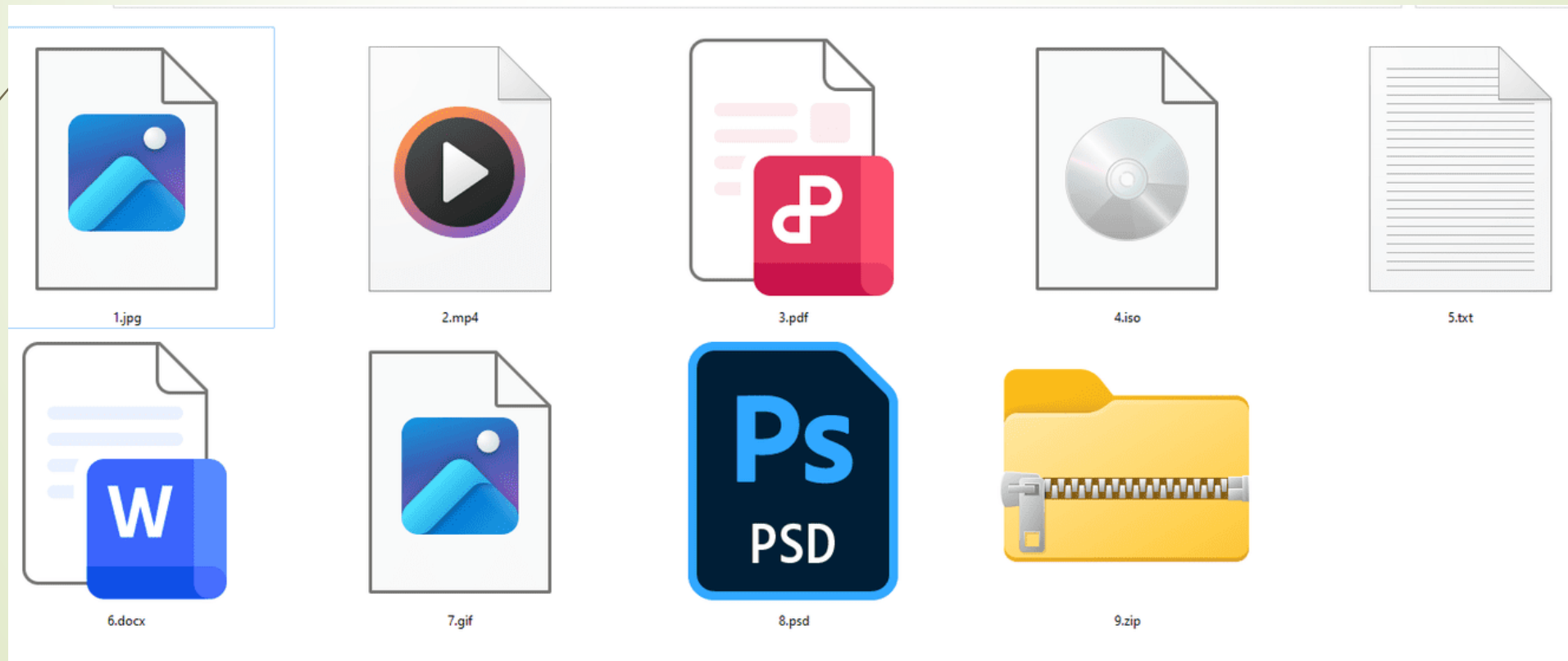
Practice File Management Techniques (Users & Accounts)

**Explore different account levels for users of
computer systems.**

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- 2. Explore different permission levels applied to
files and folders**

FILE MANAGEMENT TECHNIQUES

- A file in computing is an object that stores, data, information, settings, or commands used with a computer program.

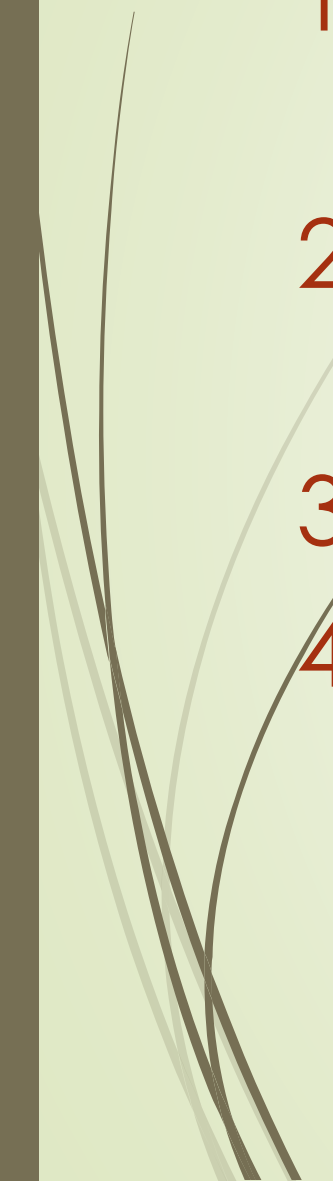




File Extension

- A file extension is a suffix at the end of a computer file name after the period.eg
- .png
- .jpeg
- .docx
- .xlsx
- .txt

Importance Of File Name Extension

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1. File name extension helps computer users easily identify the file.
 2. It helps users to know which type of program needed to run a file.
 3. It helps uses to appropriately group files.
 4. Knowledge of file name extension can help users identify virus from harmless files.

Folder

- ➡ A folder is a container for keeping programs, files and other folders.



New folder



How to create a folder

1. Right click on an empty space on the desktop.
2. Select “**New**” from the menu that appears.
3. Select “**Folder**” from the sub menu that appears.
4. A new folder will appear on the desktop.
5. Type a name for the folder newly created and press “**Enter**”

File and folder naming Conventions.

1. Maximum length(260 characters for windows).
2. Spaces and digit allowed.
3. Words such as “con, nul, prn” not allowed.
4. The following characters are also not allowed when naming a file or folder.

*** ? : “ ” < > | \ /**



Differences between a folder and a file

1. A file contains only one document but a folder can contain many files and programs.
 2. A file is a container of text but a folder is a container for files, folder and documents.
 3. A folder file's size is zero when created but a file has a larger capacity size.
 4. Files require special software to run but folder does not require any special software to run.
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User Account system in computing

- A user account is an identity created for a person in a computer or computing system



Types of Computer User Account

1. Administrator Account
2. Standard Account
3. School &work Account
4. Child Account
5. Guest Account.



Administrator

- Administrator account is an account that has the most control over a computer .
 - The account can be used for making changes to system settings or managing other people's accounts.
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Standard

- Standard accounts are the basic accounts you use for normal everyday tasks.
 - This account level allows users to do just anything you would need to do, such as running software or personalizing your desktop.
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School &work Account

- A work account is an account that is created by an organization or a school.



Child Account

1. A child account is a special account that can be created for children to restrict time, web browsing, adult site, etc



Guest accounts

- Guest accounts are intended primarily for people who need temporary use of a computer.
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How to create a user account

1. Click on **Start – Settings - Account – Family & other users**.
2. Select **Add Account**.
3. Select **“I don’t have this person’s sign =in information”**.
4. Select **“Add a user without a Microsoft Account”**.
5. Enter a **User name, Password** or **Password hint**.
6. Choose security questions and then select **Next**.



Reasons for Creating Computer user accounts?

1. User accounts allow computer users to save their own files, preferences and settings without affecting other computer users.
2. Account system is necessary for a monitored system.
3. Account system is necessary for a system control.



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