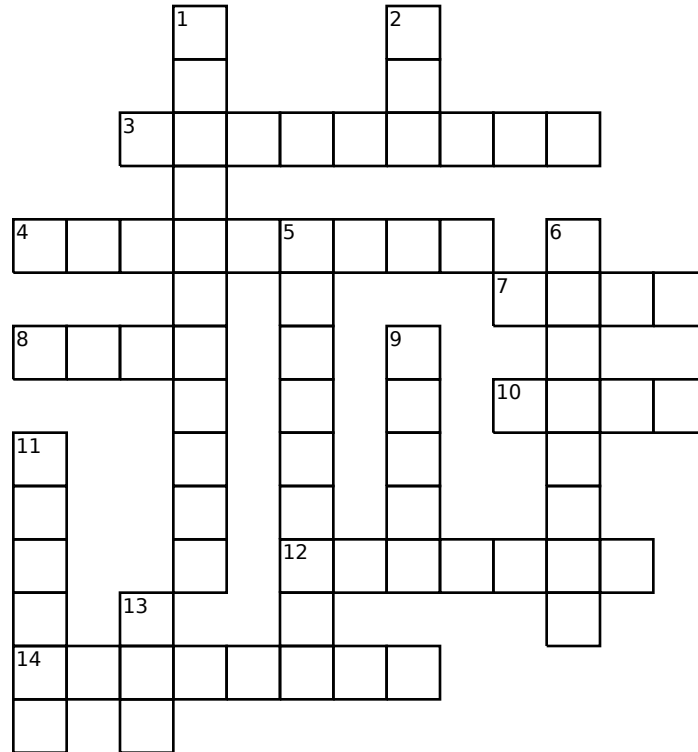


# File Management Terms

Jerry Smith

Computer File Management skills are important for any knowledge worker to possess. The terms in this puzzle all relate to Computer File Management.



## Across

- 3 another name for a folder
- 4 the part of the filename that helps the computer know what program to use to open a file
- 7 The operation that leaves the original and creates a duplicate
- 8 A collection of related information that is saved together
- 10 the file extension for most web pages
- 12 the view that shows the most information about each file or folder
- 14 the Windows program that allows users to see and manage files and folder

## Down

- 1 What is used to identify storage devices attached to a computer (2 words)
- 2 The operation that moves the original to a new location
- 5 A folder within a folder
- 6 the first word of the "PDF" extension
- 9 the kind of click that brings up a context menu
- 11 A virtual location that can hold files
- 13 Three letter file extension for a common full-color photograph format