

11.1.1 Managing Files

Syllabus 2026 - 2028

WHAT YOU NEED TO KNOW

- Locate stored files; open and import files of different types
- Save files in a planned hierarchical directory/folder structure and with appropriate file names
- Save and print files in a variety of formats (document, screenshot, database report, data table, graph/chart, web page in browser view and HTML view)
- Save and export in application file formats and in generic file formats

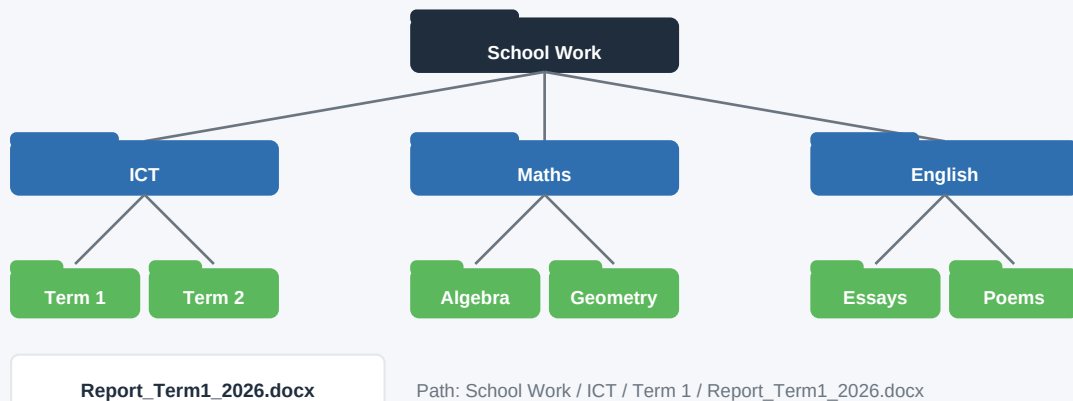
Locating, opening and importing files

- **Locate** a file with File Explorer: browse the folder structure, or use **search** by name, type or date modified
- **Open** a file by double-clicking it, or by File, Open inside the application
- **Import** brings data from another file into the current one, for example a CSV file into a spreadsheet or database, or an image into a document
- A file of a different type may need the right program, or may need to be saved in a format your application can read

Planned folder structure

A **hierarchical** structure arranges folders in levels, with main folders containing sub-folders, so related files are stored together and found quickly.

Figure 46: A planned hierarchical folder structure



- Group files by subject, project or date and keep a similar structure throughout
- Make backups, and avoid keeping everything on the desktop or in one big folder

Appropriate file names

Figure 47: Choosing an appropriate file name

Poor names

doc1.docx new file (2).pdf
final FINAL!!.xlsx

Good names

ICT_Budget_Term2_2026.xlsx
Grade9_Poster_Recycling_v2.pdf

- Make names **meaningful** and describe the content

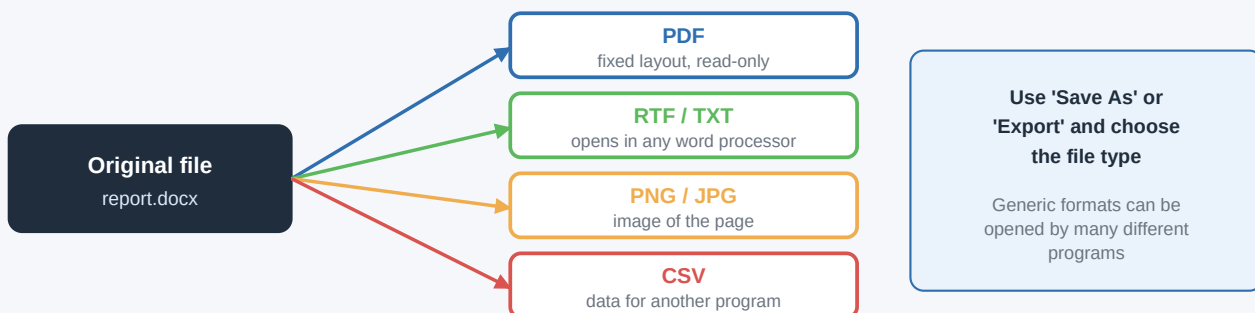
- Add a date, term or version number, such as v2, to separate versions
- Avoid special characters (such as / \ : * ? " < > |) and keep the correct extension
- Follow a consistent naming convention, for example Subject_Topic_Date

Saving and printing different types of output

Output	How to save or print
Document	Save in the application's format; print or save as PDF
Screenshot	Capture the screen (Print Screen or snipping tool) and save as an image such as .png
Database report	Run the report, print it or export it as PDF
Data table	Print, or export to CSV or a spreadsheet
Graph or chart	Print, or copy into a document or save as an image
Web page in browser view	Print or save as PDF to keep how it looks
Web page in HTML view	Save as .htm to show the tags and source code

Saving and exporting in different formats

Figure 48: Saving and exporting in different formats



Type	Examples	Notes
Application file formats	.docx, .doc (word processor); .xlsx, .xls (spreadsheet); .sdb, .accdb, .odb (database); .sdc (spreadsheet in OpenOffice); .pptx, .ppt (presentation)	Keep all features but need the right program
Generic file formats	.csv, .txt, .rtf, .pdf, .css, .htm, .jpg, .png	Can be opened by many different programs

EXAM TIP

When asked about saving, name the **folder structure** and **file name** you would use, and state why the chosen format is suitable, for example 'save as PDF so the layout stays the same on any device'.

Key terms

Term	Meaning
File extension	The letters after the dot in a file name that show its type.
Folder	A container that holds files and other folders.
Hierarchy	A structure of folders in levels.
Import	Bring data from another file into an application.
Export	Save data in a format another program can use.
File name	The name given to a saved file.
Screenshot	An image of what is displayed on the screen.
Naming convention	An agreed pattern for naming files.

Practice questions

Answer each question in full sentences. Command words used: State (give a short answer), Describe (say what it is like), Explain (give reasons), Analyse (break it down and examine it), Suggest (apply your knowledge to a situation), Compare and contrast (similarities and differences), Evaluate (weigh up and reach a judgement).

No.	Question	Marks
1	State two things that make a file name appropriate.	[2]
2	Describe how a hierarchical folder structure helps a user to find files.	[3]
3	Explain why a database report might be saved as a PDF before it is emailed.	[3]
4	Suggest a suitable folder structure for a learner's ICT work for one year.	[3]
5	Analyse the benefits of using a planned folder structure and consistent file names.	[4]

Total: 15 marks