



3. Files and storage

Hierarchical file structure / folder structure	Drives, folders and files are organised by the operating system into a hierarchical structure. This structure comprises parent and child folders. Meaningful names make it easier to find and manage files.
File extensions	File extensions often indicate the type of file. Examples: Documents: .docx, .pdf, .txt Images: .jpg, .png Audio/video: .mp3, .mp4 Executable programmes: .exe
Storage sizes	Bit, byte, kilobyte (KB), megabyte (MB), gigabyte (GB) and terabyte (TB). 1 byte = 8 bits.
Backup / Data backup	A backup is a copy of data stored on an additional storage medium, e.g. an external hard drive, a USB stick or online storage. Backups enable data to be restored in the event of damage. Important backups should also be stored at a different, physically separate location.
Restore	The process of restoring data from a backup.
Cloud storage	Storage space on external servers that can be accessed via the internet. Files can be accessed from various devices and are often shared for collaborative work. Many cloud services also allow files to be used offline, with the files being synchronised again later (when an internet connection is available). Examples: Microsoft OneDrive, Google Drive, Apple iCloud.
Network drive	A folder on a server that has been shared with users. It can be displayed as a drive in File Explorer and is particularly suitable for collaboration in schools or businesses.