

File Types Activity

1. Open Microsoft Word
2. Type your name at the top of the page
3. Add the title: File Types Activity
4. Press Enter twice

Step 1: Copy the text below

File types are important when using a computer. There are many different types of files that we use everyday. Some files are used for documents, images, music and videos.

Here is a list of common file types:

pdf files are used for documents

jpg files are used for pictures

mp3 files are used for music

mp4 files are used for videos

Sometimes files do not open because of error messages. This can happen if the wrong program is used.

Step 2: Fix mistakes

- Correct spelling mistakes
- Correct capital letters

Step 3: Format the list

- Turn the list into bullet points
- Change the colour of the bullet points

Step 4: Insert an image

- Insert a picture of file types or icons

Step 5: Apply formatting

- Change the title size
- Centre the title
- Make key words bold

Step 6: Search task

- Open the internet
- Search: USB memory stick
- Choose one product

Step 7: Take a screenshot

- Take a screenshot of the USB
- Paste it into your document

Step 8: Send your work

- Save your document
- Email it to your tutor

Different Types of File Systems
How Data is Stored, Organized, and Managed

FAT32 Used in: USB, SD Cards • High Compatibility • Max File Size: 4 GB	exFAT Used in: Flash Drives • Large File Support • Cross-Platform	NTFS Used in: Windows • Security & Permissions • File Encryption
ext4 Used in: Linux • Stability & Performance • Large Partitions	APFS Used in: macOS, iOS • Optimized for SSD • Encryption & Snapshots	HFS+ Used in Older Macs • Reliable & Fast • Predecessor to APFS
NFS Used in: Linux/Unix Networks • Remote File Sharing • Permissions & Access	SMB Used in: Windows Sharing • Easy File Sharing • Secure Access	File Systems Make Data Management Efficient & Secure Organize Store Secure
NFS Used in: Linux/Unix Networks	SMB Used in: Windows Sharing	

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