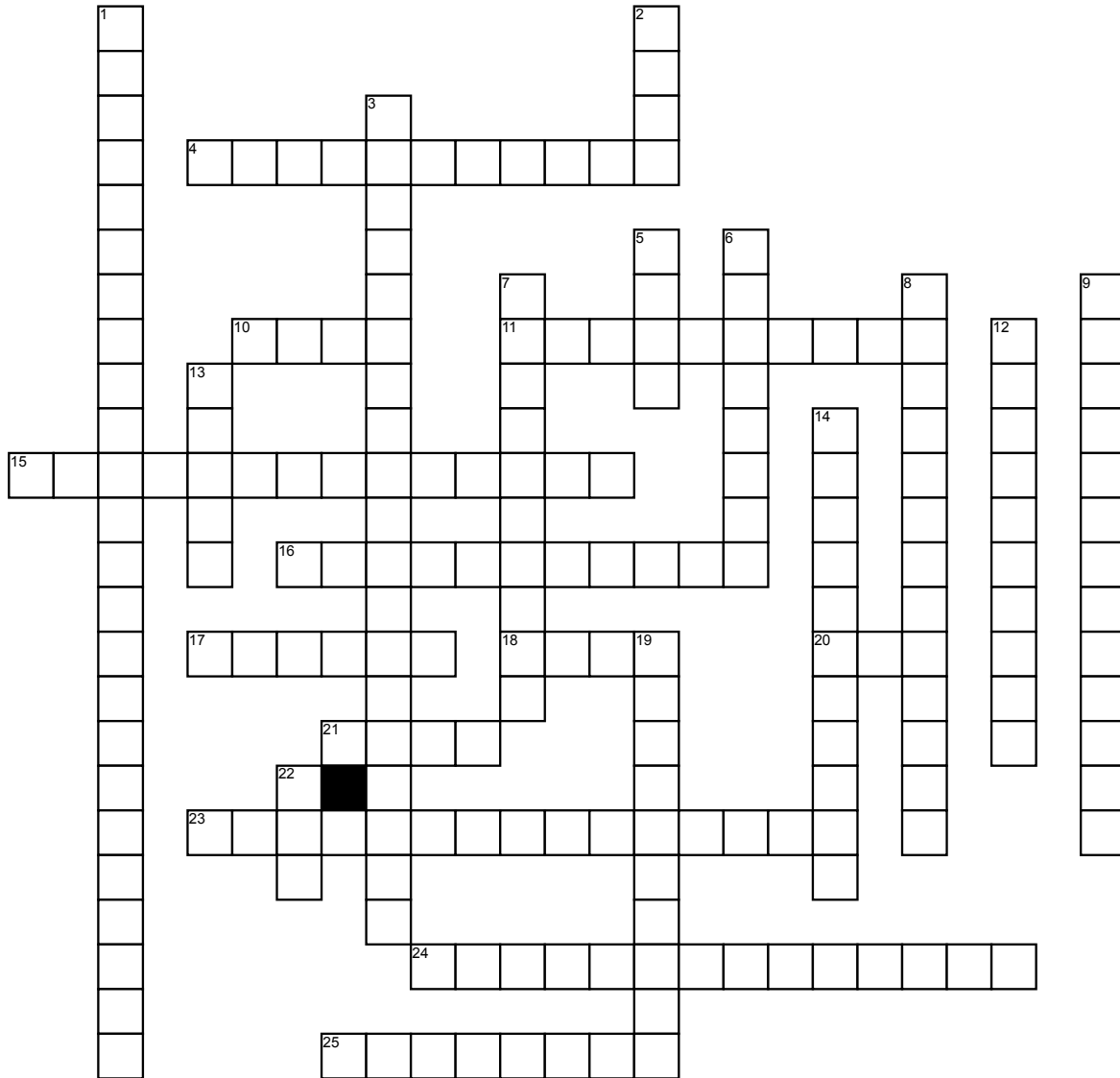


# File Management



**Across**

- 4. the original remains in the source location and a copy is placed in the destination location
- 10. e distribution of computer applications over the Internet.
- 11. critical to the operations of your computer and are designed to launch programs and specific procedures
- 15. For spreadsheets
- 16. Allow users to upload and store documents, spreadsheets and presentations to Google's data servers.
- 17. a collection area where files and programs are housed.
- 18. defined as an organization using servers in the cloud instead of buying and maintaining storage servers

- 20. Used for drawings and illustrations.
- 21. Motion Picture Experts Group
- 23. contain detailed instructions for the processor on what tasks to perform
- 24. Click the folder icon and press F2 to activate edit mode.
- 25. free cloud storage to anyone with a Microsoft account.

**Down**

- 1. Compressed files that are self - extracting.
- 2. an item that contains information
- 3. .pptx
- 5. Document format for Microsoft Word 2007 and above.
- 6. contain information you have entered and saved on a specific application on your computer.

- 7. is a storage area for files and folders you want to delete from a Windows computer's hard drive
- 8. select the file or folder by clicking on it and then press the F2 key.
- 9. You can change the way folders and files are viewed and how file types and extensions are displayed.
- 12. Included with the operating system
- 13. online data storage
- 14. it is deleted (cut) from its original storage location and copied (pasted) into the new storage location
- 19. It is important to be organized and to be able to save files in different areas on a device.
- 22. Common audio file extension