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Unit 2: Computer Hardware and Software

Storage

Introduction:

Learn more about different kinds of storage devices and how information is stored on your computer.

Directions:

Read the information below and apply what you learn to answer the questions. Check your work carefully, and click **Submit**.

Storage

There are several categories of computer storage that provide a place to keep, copy, or backup files, media, and software.

- Hard drive – the primary storage for most computer systems (on a personal computer using the Windows operating system, this is usually the C: drive);
- Portable storage – used not only to store, but also to transfer data from one computer system to another (flash drives, tape drives, Zip drives, and optical media such as CD-ROMs);
- Internet or Intranet storage – storage accessed online (network drives, virtual drives)
- Specialized storage – custom tools for various computer systems (memory cards and memory sticks used in laptop computers).

It is important to regularly back up files to a safe location. Not only will this safeguard valuable information in case of a computer crash, but it will also allow full hard drives to be cleared out for new data.

File Extensions

In many operating systems, a filename extension follows the period (dot) at the end of a filename. Extensions are typically three letters and indicate the kind of data stored in the file. Here are several common multimedia extensions:

- .bmp, .gif, and .jpg for graphics
- .wav and .mp3 for audio
- .mov for QuickTime video

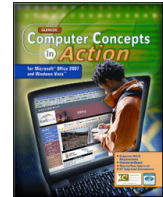
Common File Problems

It is important to know how to try and solve common problems that may arise when working with stored data and files, such as files that cannot be found, opened, or shared, and files to which a user is denied access.

- A "File Not Found" error indicates that file may have been moved or deleted, filename changed, or three-letter extension altered. Perform a search using the old filename or text that you know is in the file.
- Files that simply cannot be opened may be corrupted. This is not uncommon when downloading from the Internet. The solution is often as simple as deleting the corrupted file and downloading the file or attachment once again.
- Shared files may create problems when more than one person is trying to work on the same stored file. Coordinate with other users on the network to gain access to the file.
- When denied access to a file, check with an instructor or administrator to see if it has been stored with a password. Restricted file access is a security measure; the file is often not corrupted.

Assessment Questions

- 1 What type of storage device is ideal to transfer data from one computer system to another?



2 What is one three-letter extension for a graphics file?

3 What is a method of safeguarding data in the event of a virus or computer crash?

4 What is the primary storage for most personal computers?

Submit Answers



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