

## Q. What is File and Folder?

A. A file is the common storage unit in a computer, and all programs and data are "written" into a file and "read" from a file. A folder holds one or more files, and a folder can be empty until it is filled. A folder can also contain other folders, and there can be many levels of folders within folders. Folders within a folder are technically known as "subfolders," but this distinction is often disregarded.

Folders provide a method for organizing files much like a manila file folder contains paper documents in a file cabinet. In fact, files that contain text are often called documents.

Folders are also called "directories," and they are created on the hard drive (HD) or solid state drive (SSD) when the operating system and applications are installed. Files are always stored in folders. In fact, even the computer's desktop is a special kind of folder that displays its contents across the screen (see [desktop](#)).