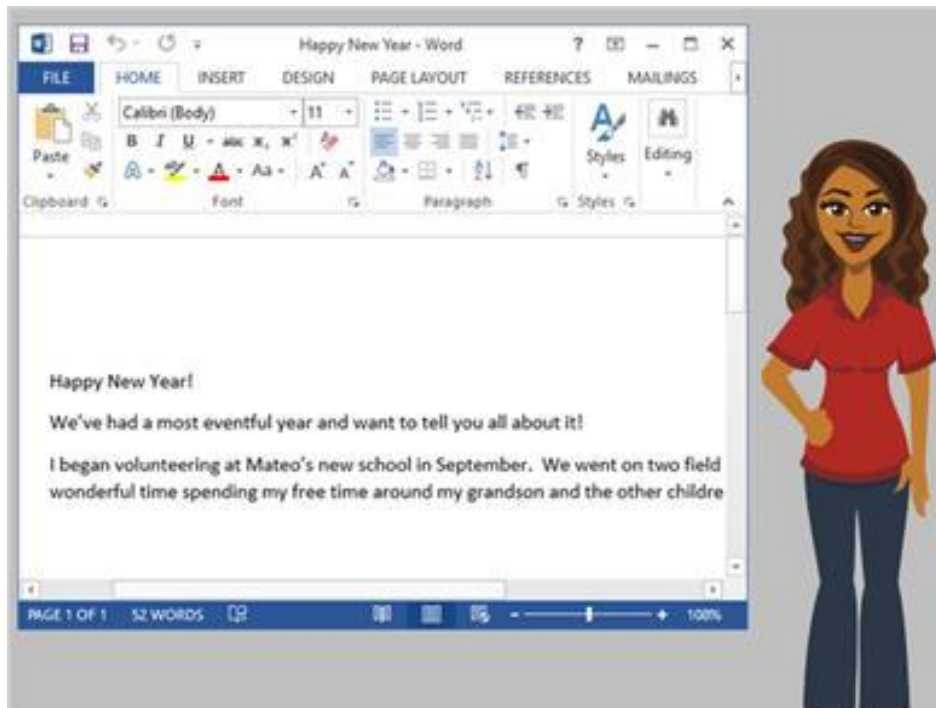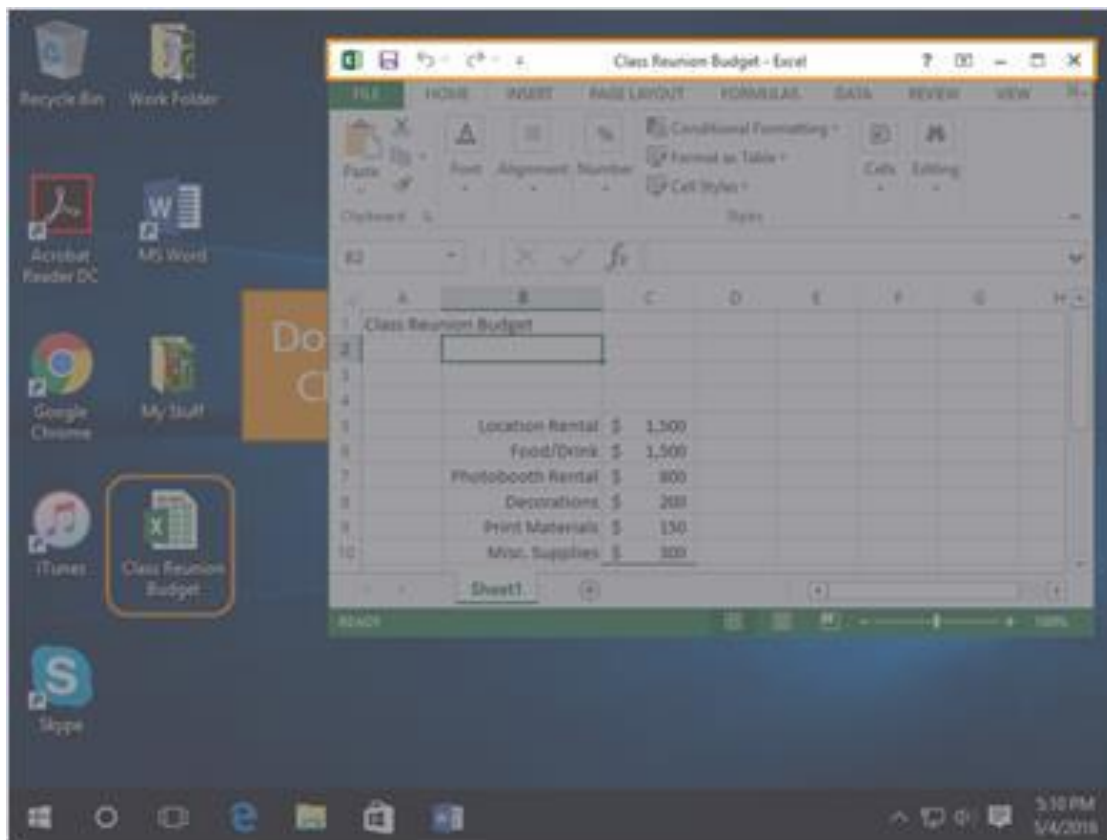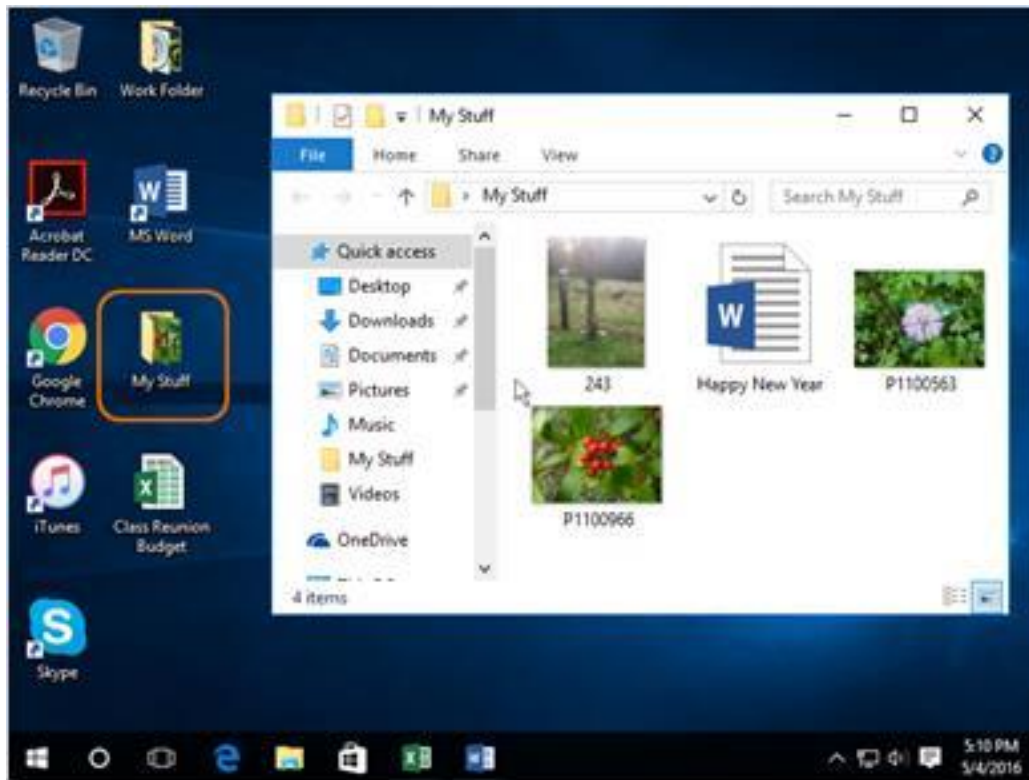# Files and Folders

In the previous lesson, we learned that an application is a tool, such as Microsoft Word. Celine has used this to write her letter. After she saves it, the letter itself is stored in a file.
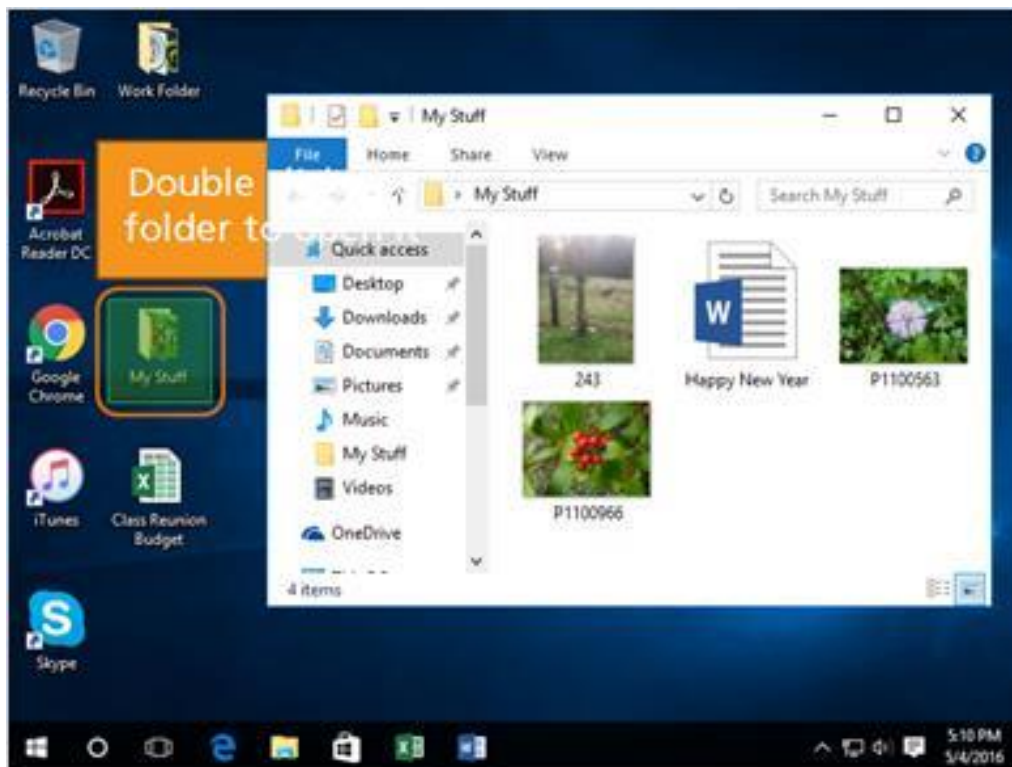
A computer file stores information that an application can access. The information could include text like Celine's letter, a picture, a video, or music.
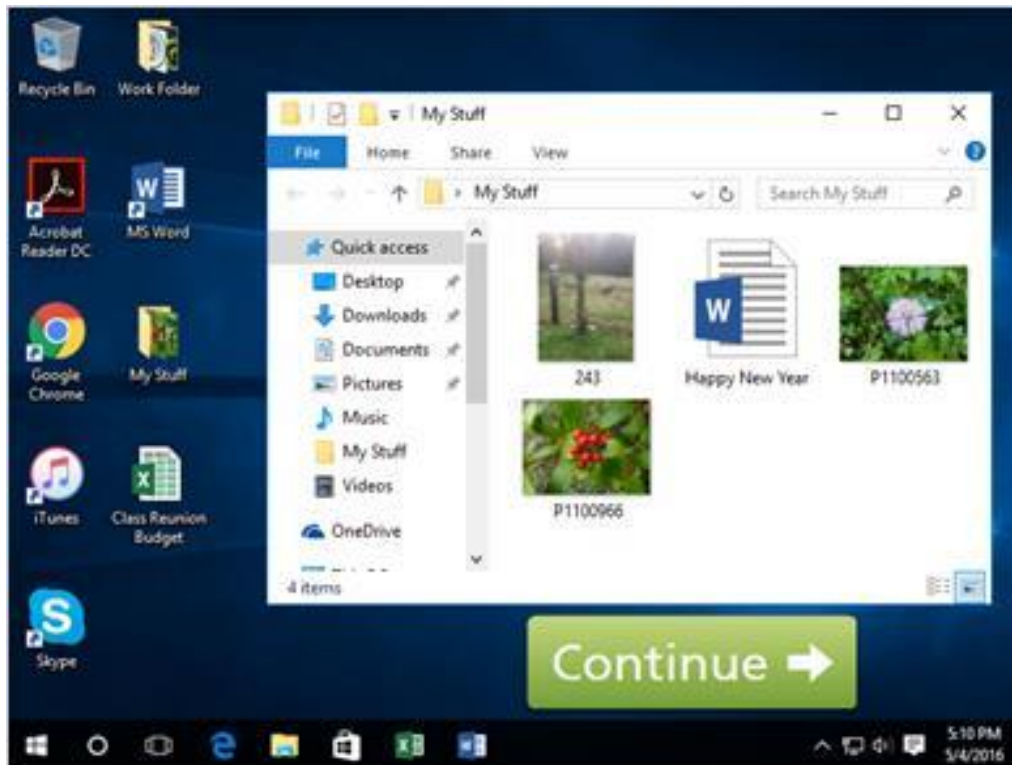
Just like an application, there are a number of ways you can open a file. We can open files from the desktop, from folders, or other shortcuts on the computer. Celine will double click this file icon on the desktop to open it. Any time you open a file, it will open inside a related software application. For example, this budget file opens Microsoft Excel, since that was the application was used to create it. Sometimes files can be **opened by several different applications on the computer. If that's the case, the default** application is automatically used.

A folder provides a method for holding and organizing files, just like the folders you'd find on a wooden desk. Double clicking a folder will show you the files inside that folder.

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Celine has saved her letter inside this folder. Help Celine access her file by opening the folder now.

Good job! Let's continue on and learn about working with the window.

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