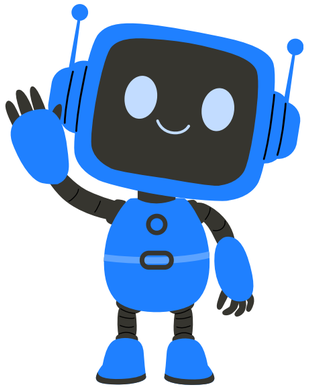


Alfabetizzazione informatica

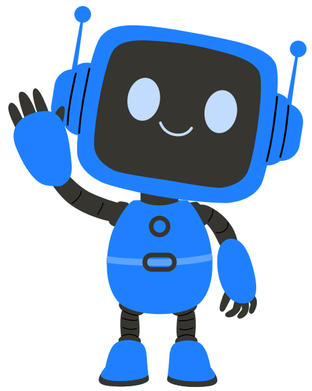
#2 - Gestione dei file e delle cartelle

-cosa sono file e cartelle

-il percorso di un file

-lavorare con i file e le cartelle

Un po’ di glossario



FILE: unità logica che contiene informazioni omogenee

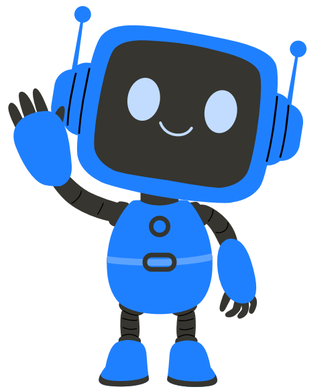
ESTENSIONE: la parte finale del nome del file, che indica qual è l’applicazione che lo gestisce (.docx, .txt, .xlsx, .pdf, .mp3, .mp4, .jpg, .png, ecc.)

CARTELLA: è un contenitore digitale di file e di altre cartelle

PERCORSO: indica la posizione di un file o di una cartella nel nostro dispositivo

ICONA: è l’immagine che contraddistingue il file all’interno di una cartella

Gestiamo file e cartelle



Programmi di gestione file nativi

Finder (macOS)

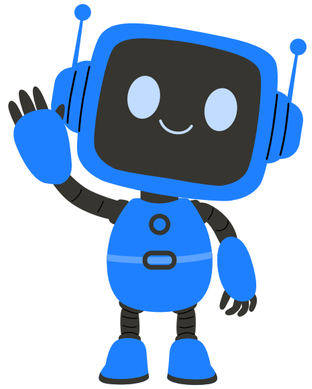
Esplora file (Windows)

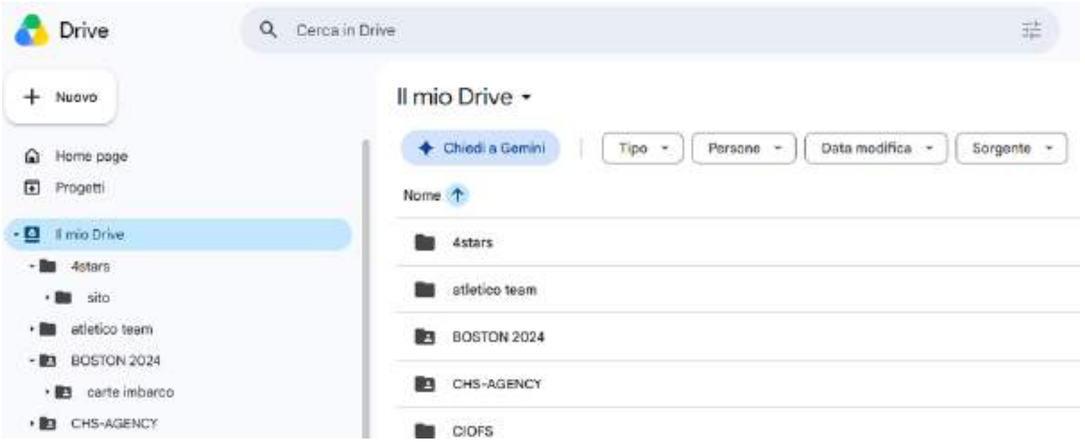
Drive (Google)

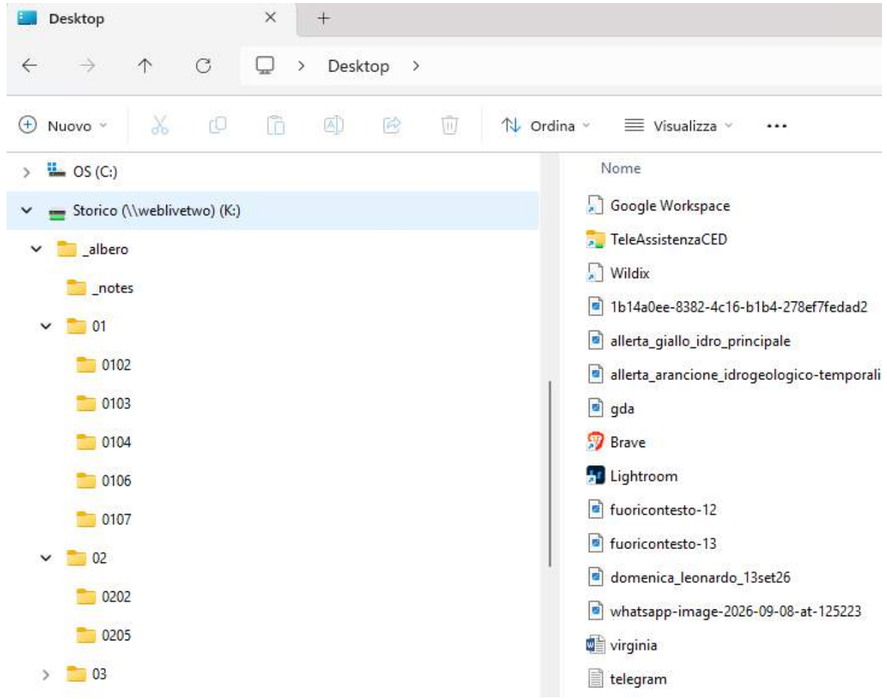
One Drive (Microsoft)

Gestiamo file e cartelle

Cartelle e sottocartelle: il concetto di *albero*...

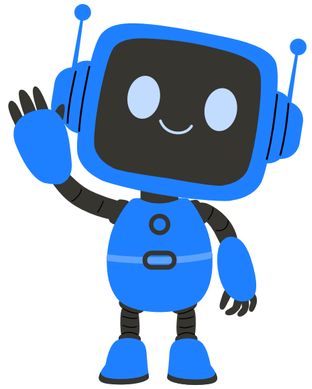


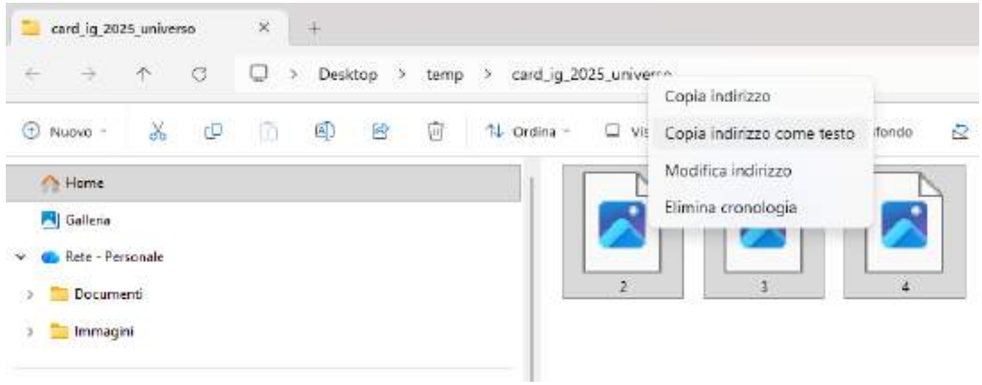




Gestiamo file e cartelle

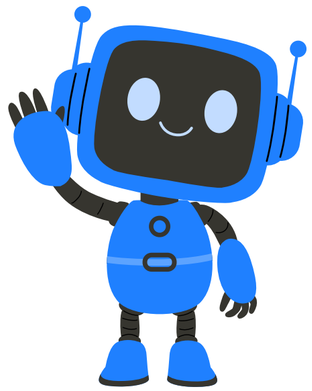
... che dà un'idea del concetto di
percorso

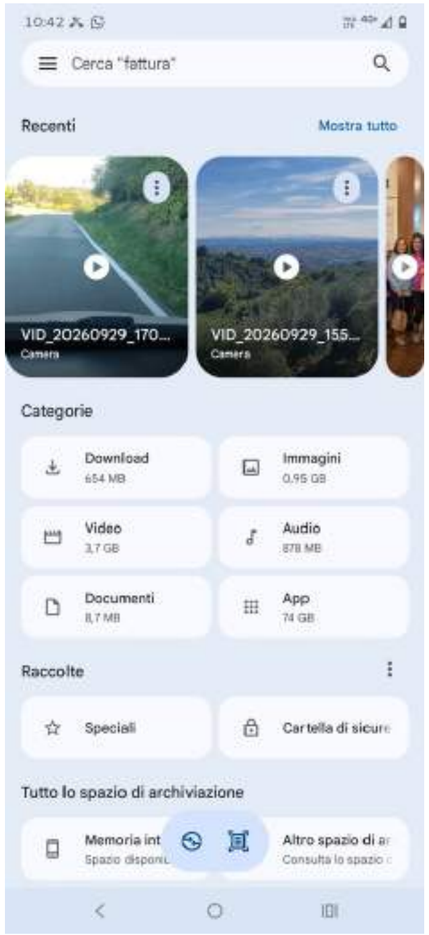


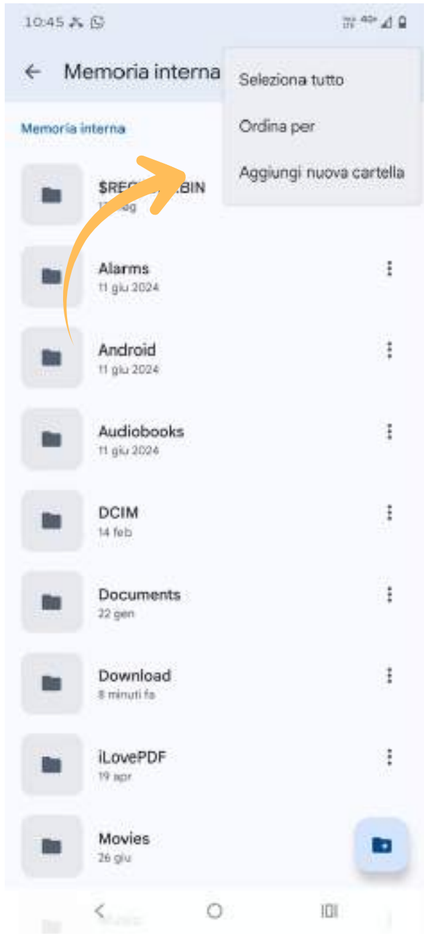


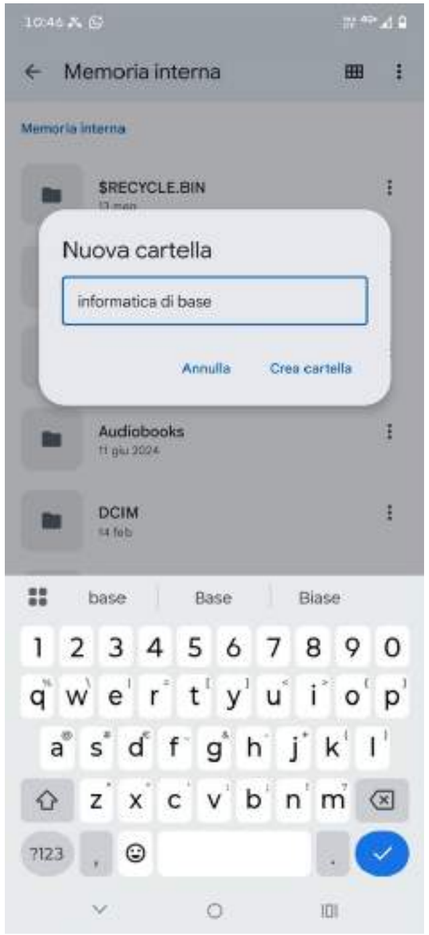
"C:\Users\c.santini\Desktop\temp\card_ig_2025_universo\3.jpg"
leggendo da sinistra, scorriamo l'albero da cima a fondo: nel disco *C* del nostro computer c'è la cartella *Users*, che contiene a sua volta la cartella *c.santini*, dentro la quale c'è la cartella *Desktop* e così via, fino alla posizione del nostro file

Salviamo file e creiamo cartelle

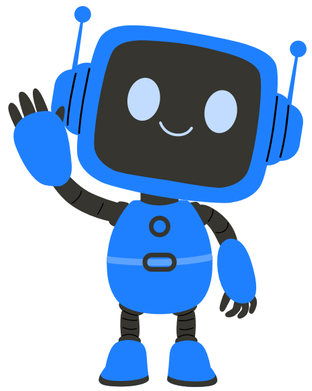


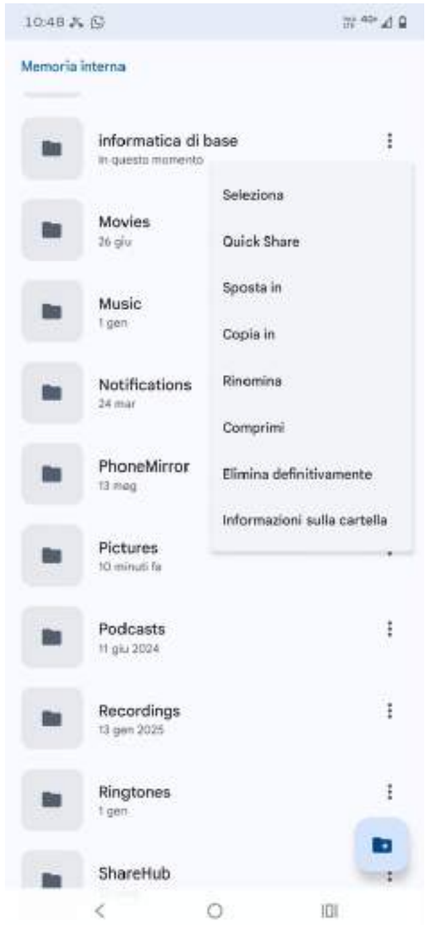


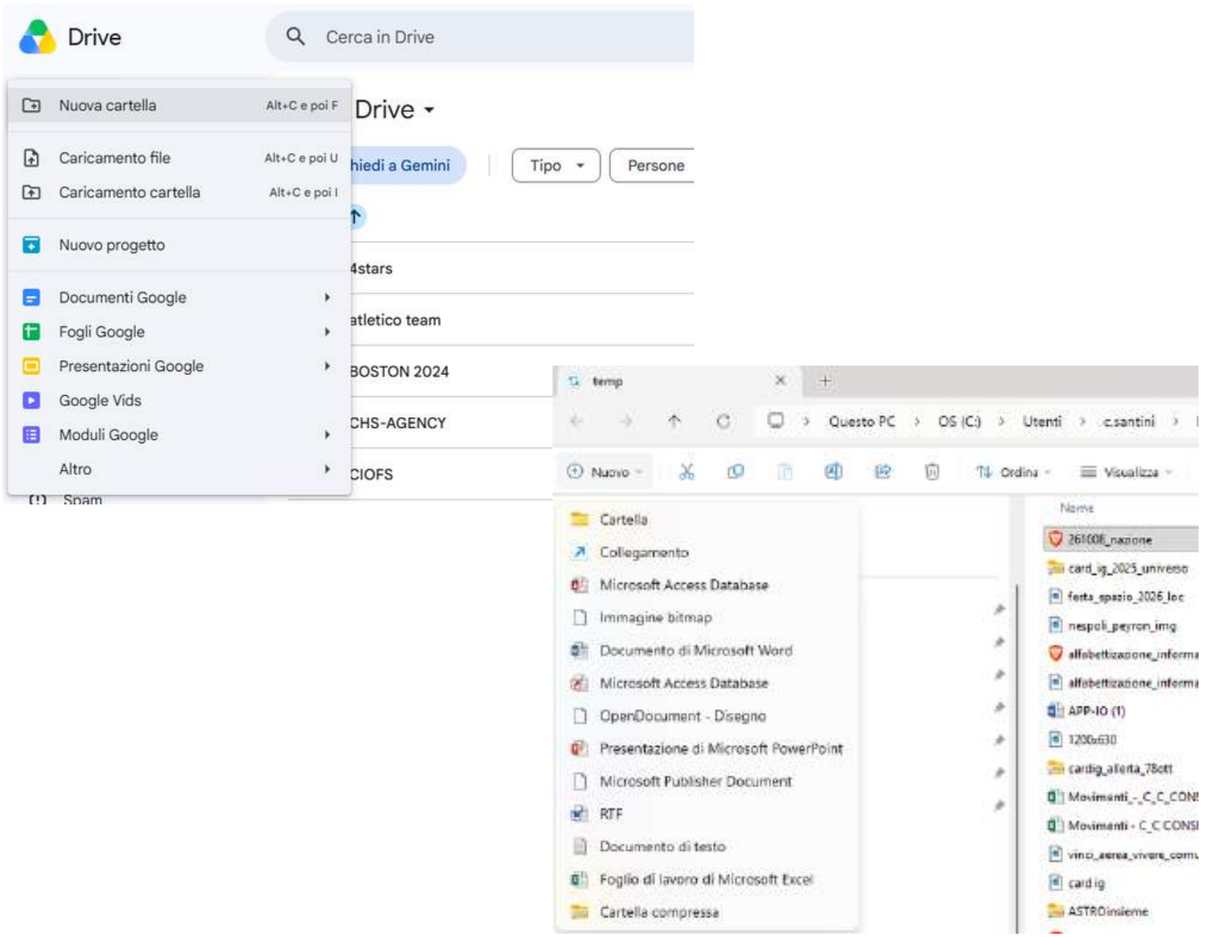




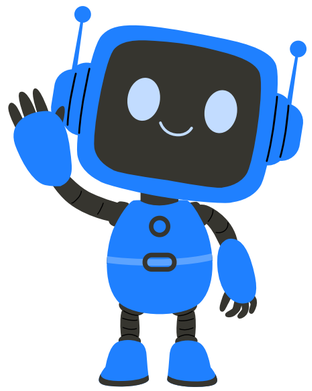
Salviamo file e creiamo cartelle

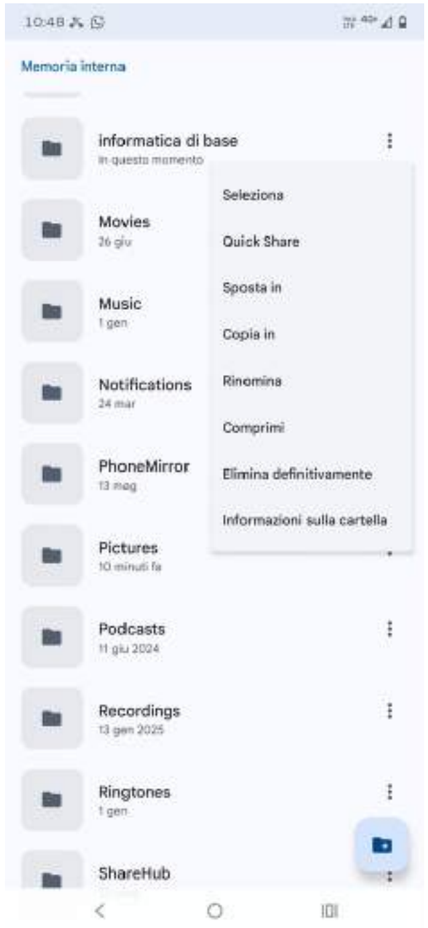






Salviamo file e creiamo cartelle

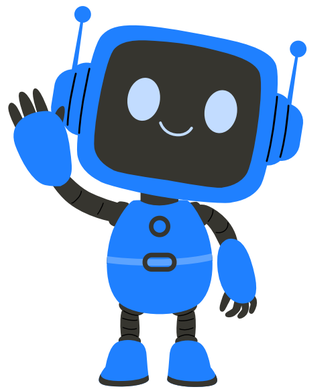


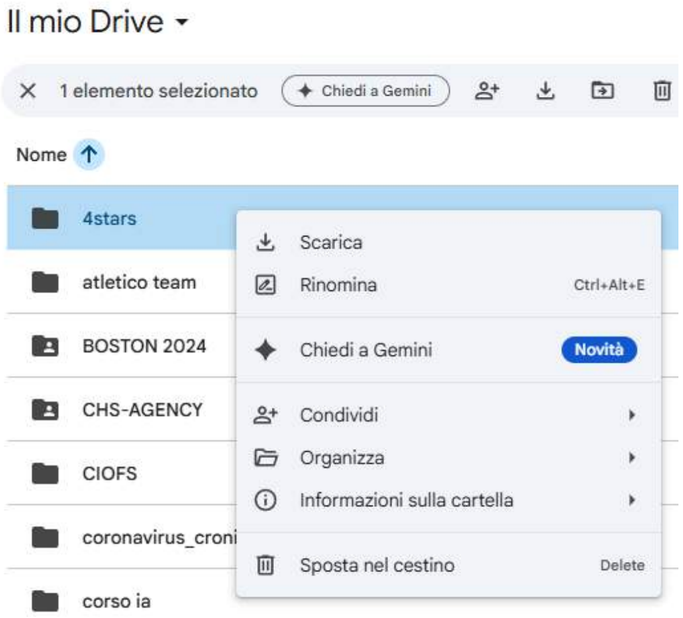


Come vediamo dai comandi, ce ne sono diversi che possiamo fare con i nostri file o cartelle. Se ci troviamo su un dispositivo mobile, ci basta toccare la cartella per aprirla e vedere il contenuto, o i tre puntini in alto per decidere cosa vogliamo fare.

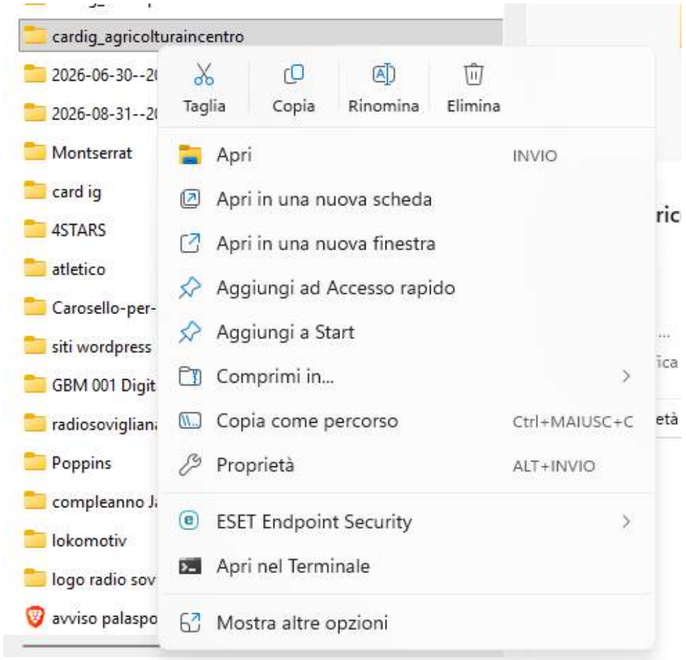
Allo stesso modo, su pc apriamo la cartella o il file con il tasto sinistro del mouse, e con il destro scegliamo alcune delle operazioni che possiamo fare con un file o una cartella.

Salviamo file e creiamo cartelle

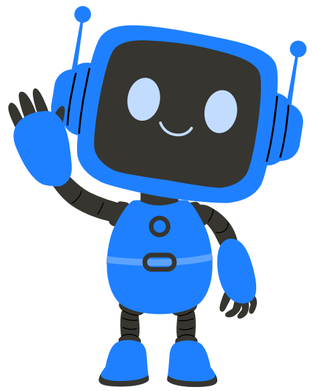


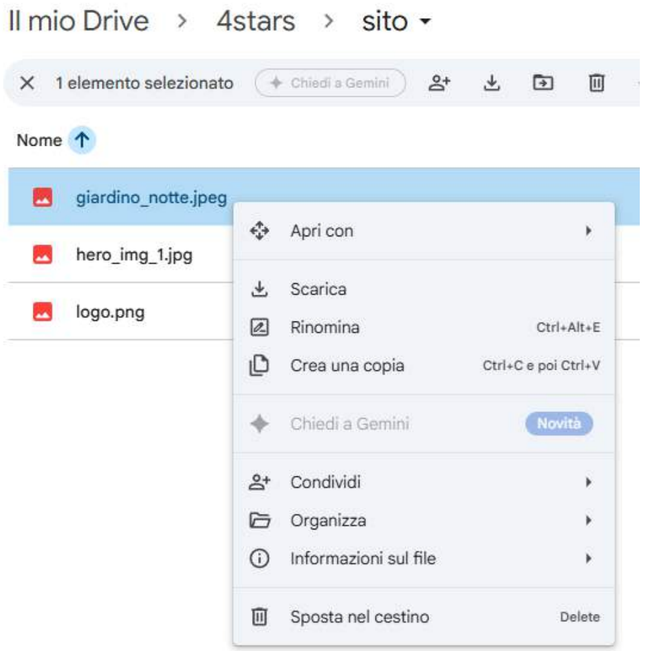


Tasto destro sulla cartella

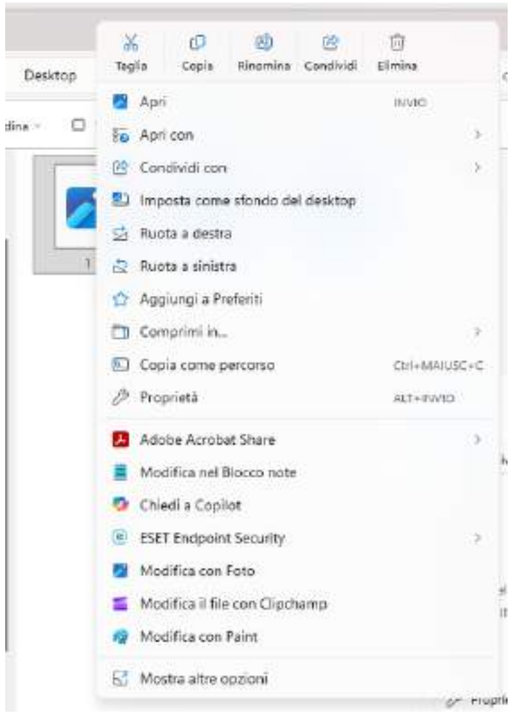


Salviamo file e creiamo cartelle





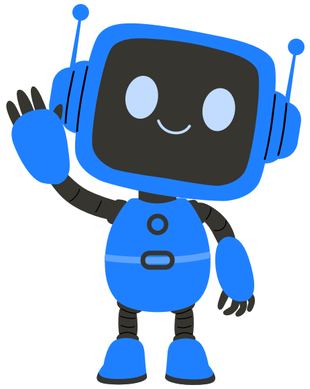
Tasto destro sul file



A seconda del file o della cartella su cui lavoriamo, se clicchiamo con il tasto destro avremo alcune operazioni specifiche per quel tipo di file o cartella.

Spostiamo file e cartelle

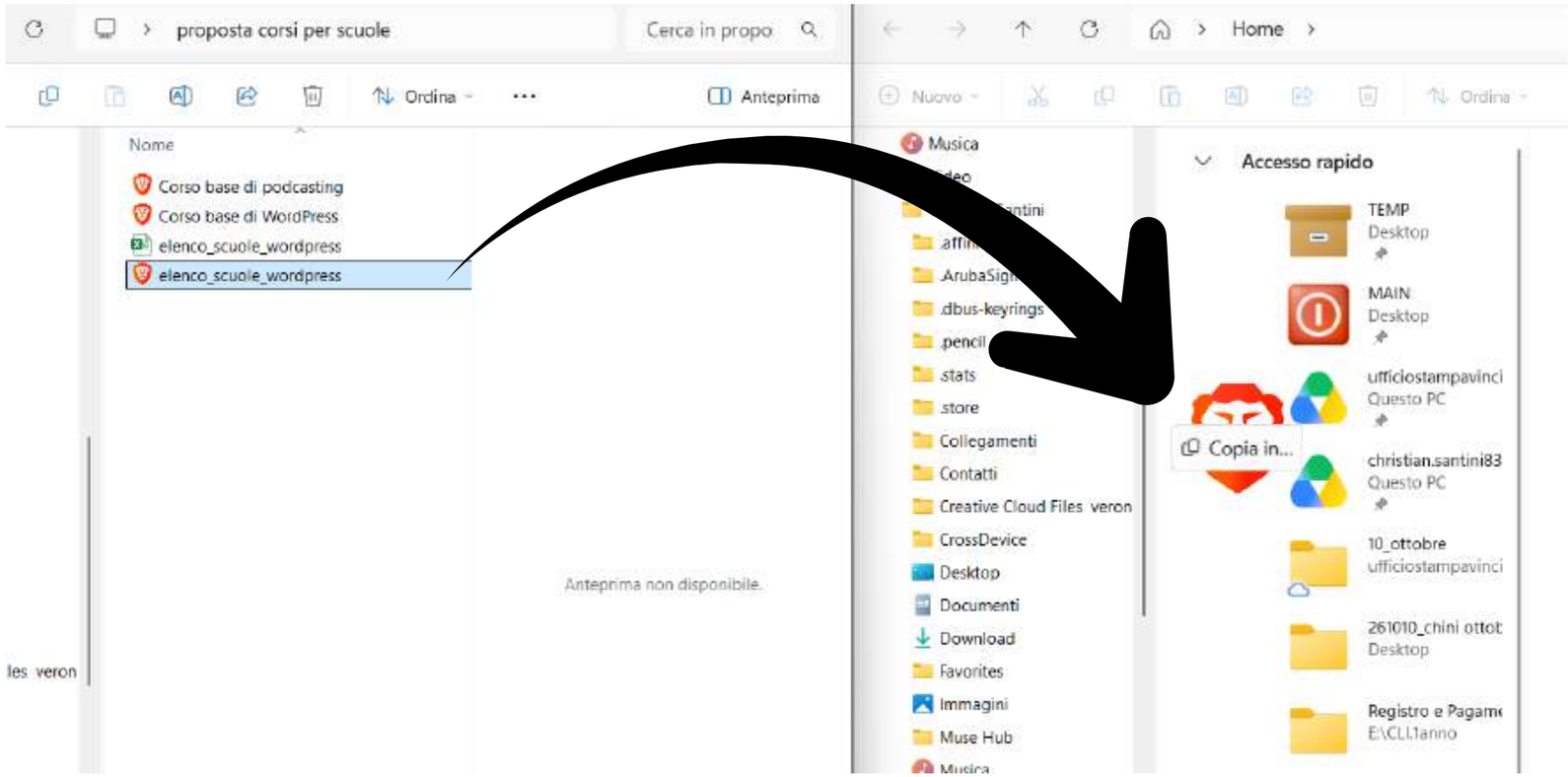




Tasto destro sul file, quindi:
-taglia (CTRL + X): togliamo il file da una cartella per incollarlo in un’altra;
-copia (CTRL + C): copiamo il file, duplicandolo, per incollarlo altrove;
-rinomina (F2): cambiamo il nome del file;
-condividi;
-cestino.

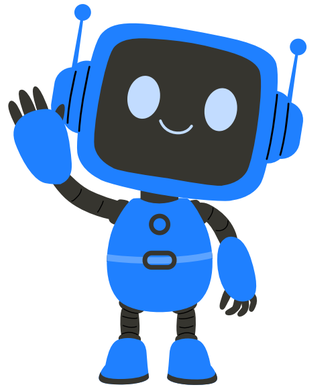
Spostiamo file e cartelle

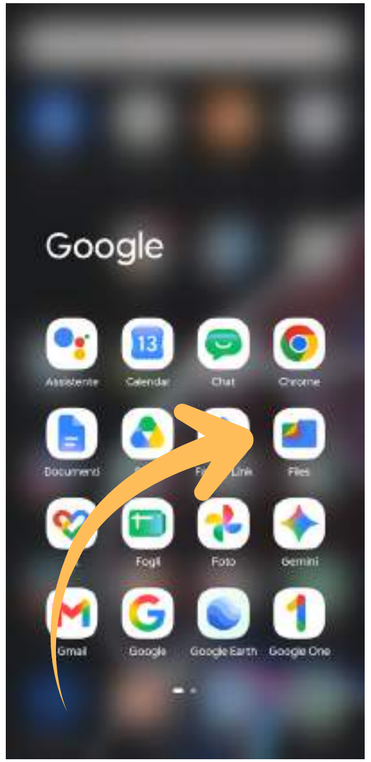
È possibile trascinare i file da una cartella a un’altra, tenendo il tasto sinistro del mouse premuto

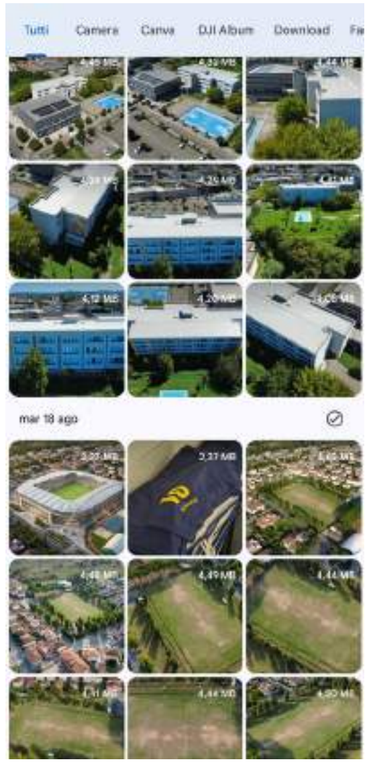


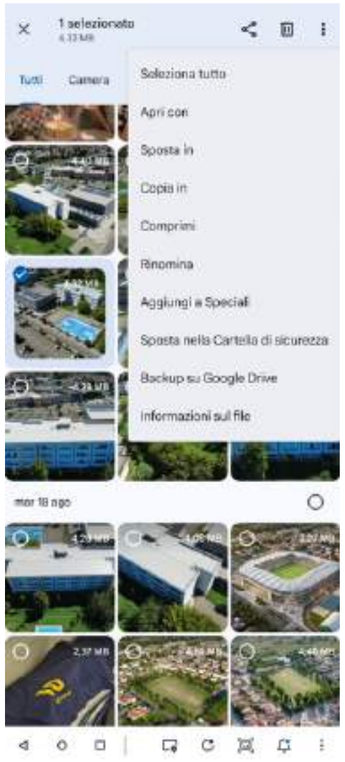
Spostiamo file e cartelle su tablet o cellulare

Di solito, selezionando un file qualsiasi, possiamo operare cliccando sui tre puntini in alto a destra per decidere come procedere

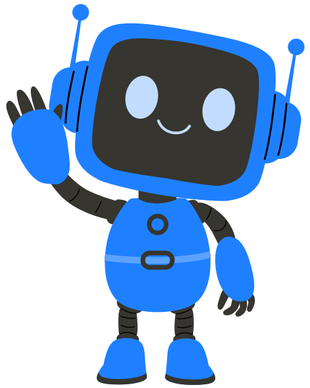








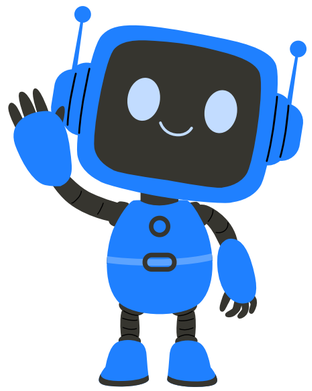
E se cancelliamo?



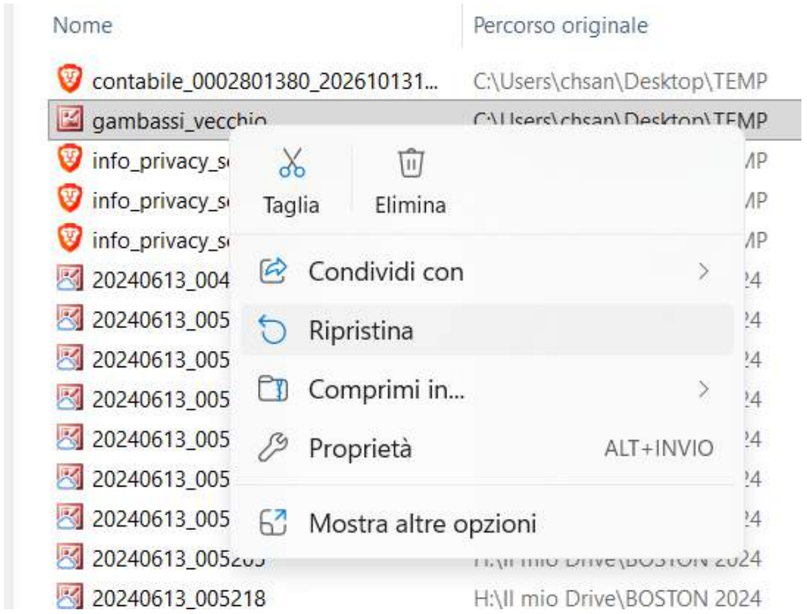


Esiste la cartella ‘Cestino’, che è l’ultima tappa prima di eliminare definitivamente un file. Dal cestino possiamo recuperare il file

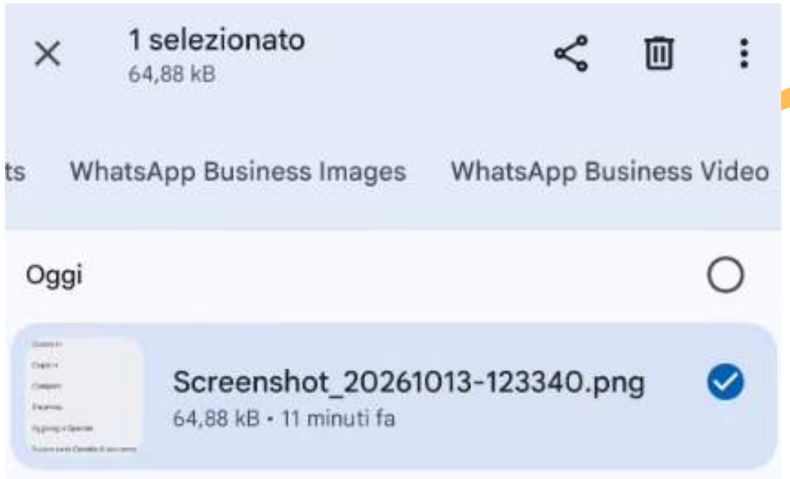
E se cancelliamo?



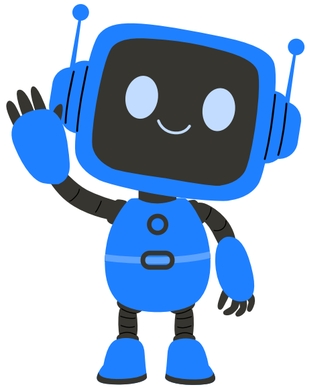
Da PC, tasto destro e poi *Ripristina* (possiamo anche svuotare il cestino... e a quel punto non possiamo più recuperare i file cancellati.

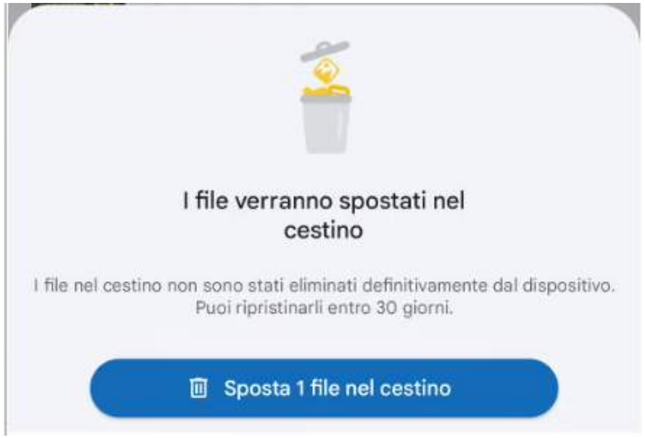


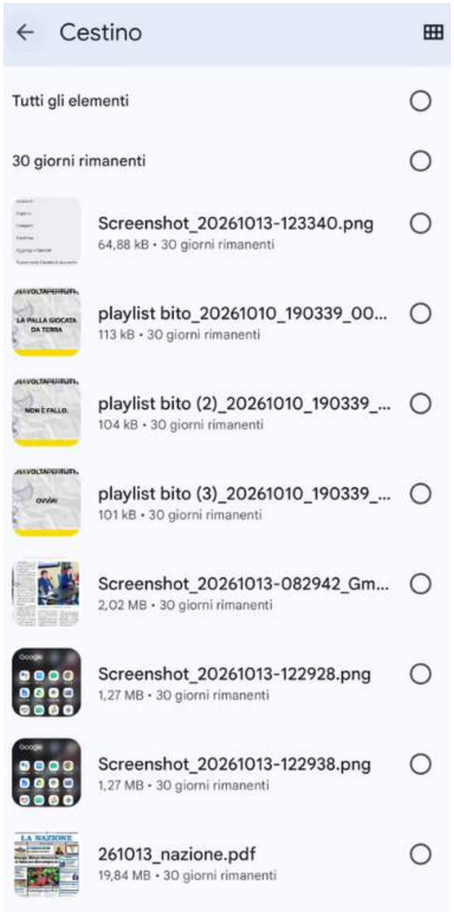
Da cell/tablet, seleziono il file (pressione prolungata) e poi tocco il cestino



E se cancelliamo?

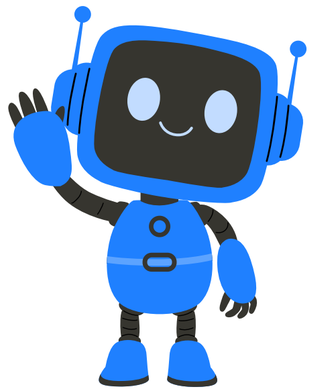






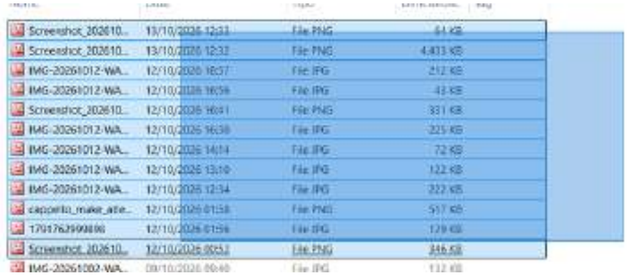
Quindi, dal cestino, tocco, seleziono ed elimino.

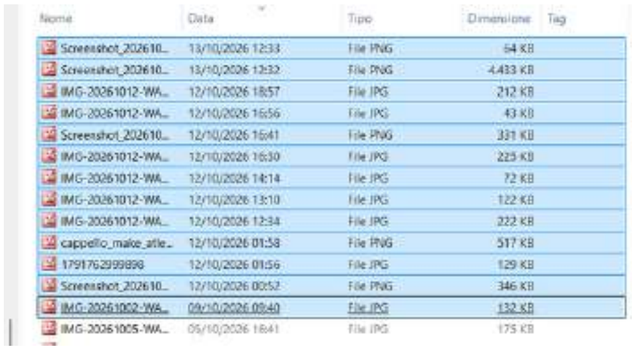
Selezionare i file



Possiamo selezionare i file, possiamo passare il mouse sopra i file, se lavoriamo con il pc; oppure, con la tastiera, selezioniamo i file con **click+Tasto freccia in su** per selezionarli in gruppo o click+Ctrl per selezionarli in ordine sparso







Nome	Data	Tipo	Dimensione	Tag
Screenshot_202610...	13/10/2026 12:33	File PNG	64 KB	
Screenshot_202610...	13/10/2026 12:32	File PNG	4.433 KB	
IMG-20261012-WA...	12/10/2026 18:57	File JPG	212 KB	
IMG-20261012-WA...	12/10/2026 16:56	File JPG	43 KB	
Screenshot_202610...	12/10/2026 16:41	File PNG	331 KB	
IMG-20261012-WA...	12/10/2026 16:30	File JPG	225 KB	
IMG-20261012-WA...	12/10/2026 14:14	File JPG	72 KB	
IMG-20261012-WA...	12/10/2026 13:10	File JPG	122 KB	
IMG-20261012-WA...	12/10/2026 12:34	File JPG	222 KB	
cappello_make_atle...	12/10/2026 01:58	File PNG	517 KB	
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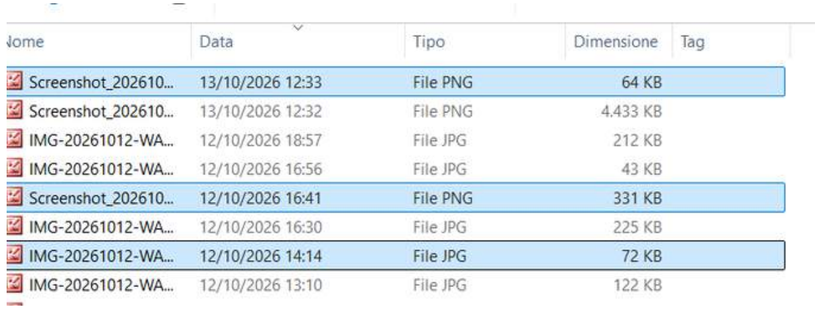
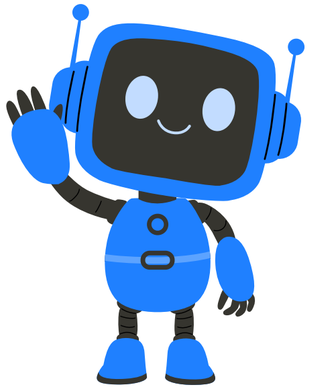


Nome	Data	Tipo	Dimensione	Tag
Screenshot_202610...	13/10/2026 12:33	File PNG	64 KB	
Screenshot_202610...	13/10/2026 12:32	File PNG	4.433 KB	
IMG-20261012-WA...	12/10/2026 18:57	File JPG	212 KB	
IMG-20261012-WA...	12/10/2026 16:56	File JPG	43 KB	
Screenshot_202610...	12/10/2026 16:41	File PNG	331 KB	
IMG-20261012-WA...	12/10/2026 16:30	File JPG	225 KB	
IMG-20261012-WA...	12/10/2026 14:14	File JPG	72 KB	
IMG-20261012-WA...	12/10/2026 13:10	File JPG	122 KB	

Organizzazione dei file

Criteri di organizzazione dei file: per data, argomento, tipo di file...

Buone pratiche di salvataggio dei file...



Strumenti utili

Barra di ricerca...

Compressione e decompressione di una cartella...

Riconoscere lo spazio disponibile sul disco...

