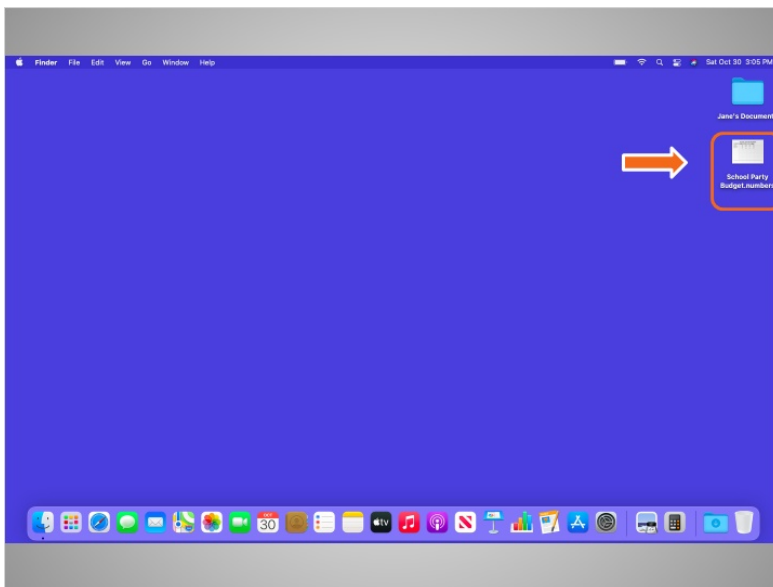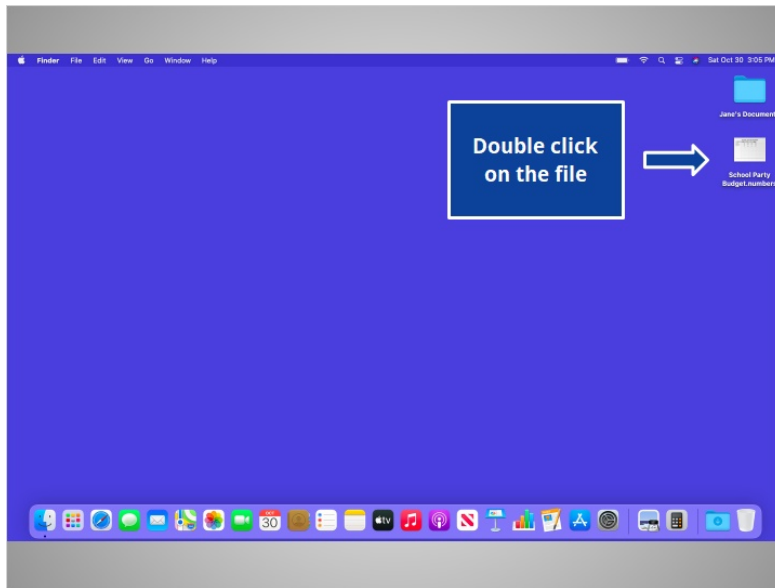# Using a Mac OS 11
Files and Folders

In today's example Jane is using a Mac computer and its various applications within the OS 11 operating system. We'll follow along with Jane as she manages files and folders.
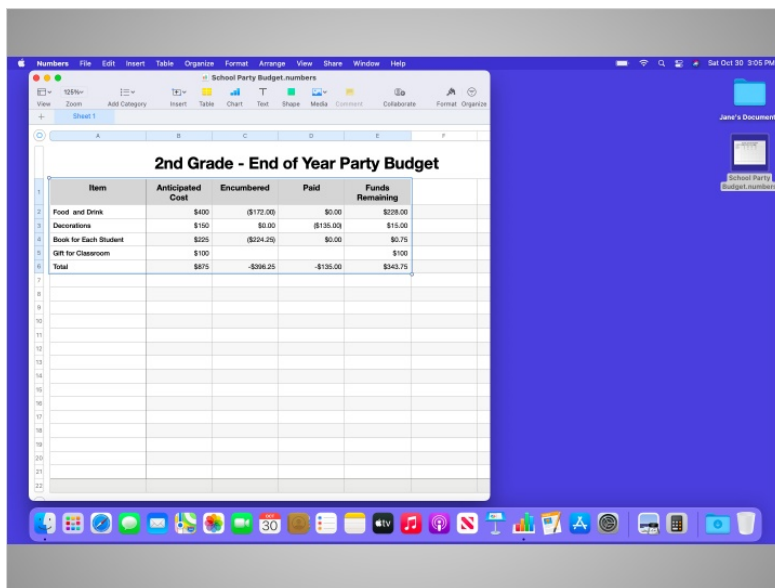
A file is a package of information. Applications are software or tools that allow you to do things on the computer with a file. Some applications allow you to work on text documents, and others allow you to do things like edit pictures, watch videos, listen to music or access the internet.
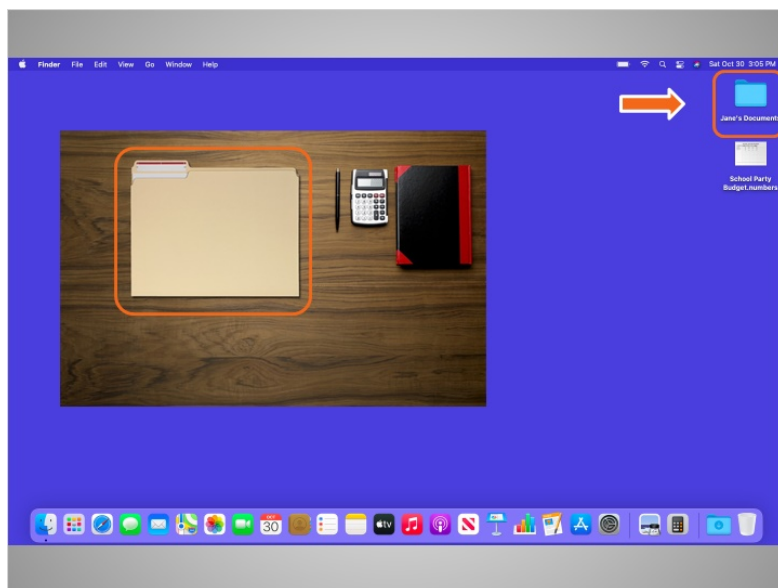

Just like an application, there are several ways you can open a file. Jane would like to open a file on her desktop. Using a mouse or touchpad, Jane would move the cursor to the file, and then double-click on the file to open it.
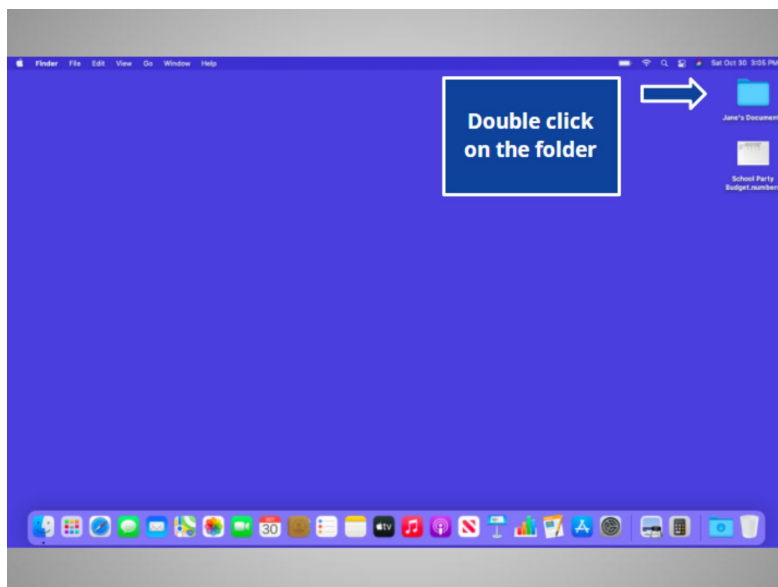
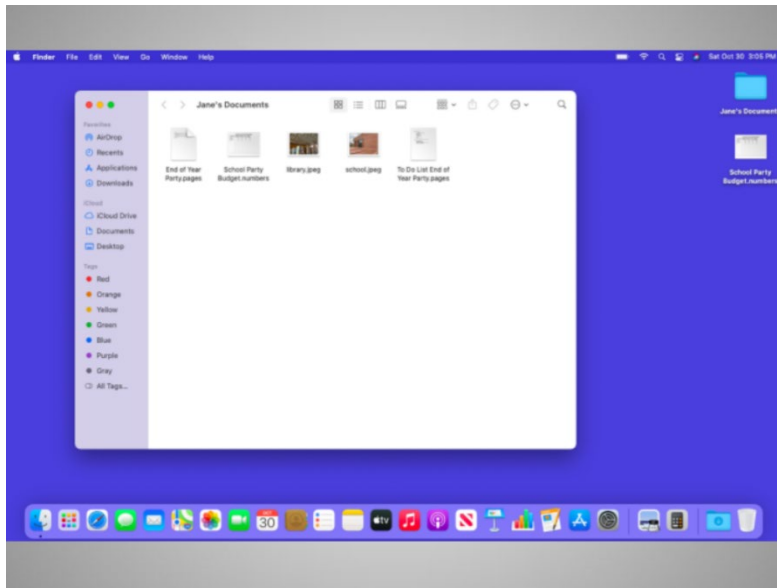Would you give Jane a hand? Move your cursor to the file "School Party Budget" and double click on it.

Good job! When Jane opens a file, it will open in the default application that the file works in. In today's example, the file automatically opens in a program called Numbers, since that is the application that is used on Mac OS to open spreadsheets.
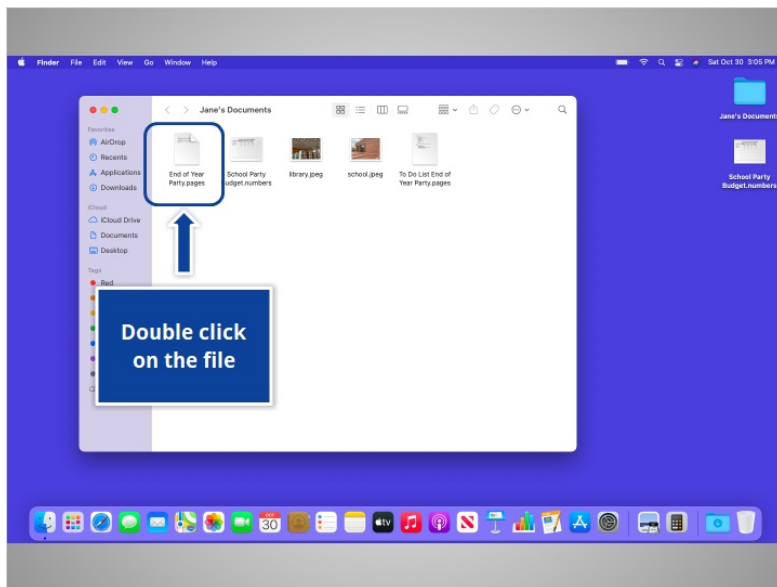
Folders on the computer are like the folder that was on Jane's physical desktop. Just as the folder on her desk contains letters, pictures, and other documents, the folder on the computer desktop contains similar files.
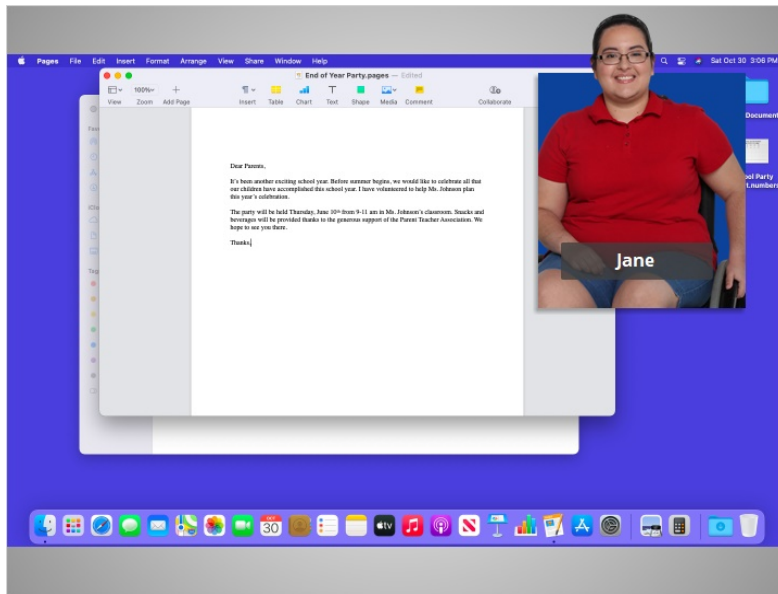

Would you give it a try? Double-click on the folder to open it.

Nice work! Double-clicking the folder on the desktop will open a window that shows the files in that folder, just as opening a paper folder allows you to sort through the documents in that folder.

Double-clicking on a file in a folder will open it. Would you open the file called "End of Year Party" by double-clicking on it?

Good job! In today's example the file opened in Pages because that is the application that opens these types of files.

In this lesson, Jane learned how to find and open files and folders on the computer. In the next lesson, Jane will learn how to use an application window including resizing windows, scrolling, and more.