

TYPES OF STORAGE MEDIA

- Internal Hard Disks.
- External Hard Disks.
- CDs.
- DVDs.
- USB flash drives (memory sticks).
- Memory cards.
- Network drives and on-line file storage.
- Floppy disks (diskettes).

- **Internal hard disks**

Hard disks are the main, large data storage areas within your computer. Hard disks are used to store your operating system (such as Windows), your application programs (i.e. your word processor, games etc.) and your data. They are much faster than CD/DVDs and can also hold much more data. Hard disks are installed within the system unit of your computer.



- **External Hard Disks**

These are secondary hard disks that you can plug into your computer. They are normally connected via a USB cable. They are available in a range of speeds and storage capacities and are an ideal way to back up your data, such as photos or movies.



- **CDs**

Short for (Compact Disc). Which contain computer data. A CD-ROM can store 650 MB of data. The advantage of a CD-ROM is that it can hold a big amount of data. The other big advantage of CD-ROMs is that they are interchangeable.



- **DVDs**

Short for (Digital Versatile Disk). Similar to CD drives but allows you to use DVD disks, which contain more information than a traditional CD disk. These also transfer the data from the disk to the computer faster, allowing you to watch movies on your computer screen. single-sided DVD can store over 4 GB of data.

- **USB flash drives (memory sticks)**

Flash drives plug into the USB port and when viewed via the Windows Explorer, look just like any other drive. They are supplied in a range of sizes with the 1 GB devices being a very cheap way of transferring data between computers.



- **Memory cards**

A memory card (also called a flash memory card) is a card containing memory chips that is often used in devices such as digital cameras, telephones, music players, video game consoles, GPS system and similar devices where there is a need to store data in a compact form, often using a battery power source. There are a number of different types of memory cards with different storage capacities. Many new PCs have built-in slots for different types of memory cards.



- **Network drives and on-line file storage**

- Within an office it is normal that the computers are connected together via a network. This allows you to store your data centrally, on a network server. This network server should be backed-up by the IT support staff on a daily basis. This means that your data is safely backed up for you.
- Alternatively you may create and store your data on your own PC or laptop and daily copy it through the network to be stored safely on a central network server. In many companies network software automatically backs up selected folder on each computer to the central server.
- In these days we can store data on the network through several programs that provide free storage areas such as Google Drive , Dropbox and OneDrive.



- **Floppy disks (diskettes)**

Floppy disks are also known as diskettes. They are very slow compared to hard disks or CD-ROMs, and save small amounts of data (1.44 Mbytes).



Measurement Of Storage Capacity

It is important that you understand a little about the measurements used to define storage capacities:

- **Bit (Binary Digit):**

Computer are digital. A binary digit is logical 0 and 1, This means they work by processing ones and zeros. The basic one or zero is called a bit of information. Bit = 1 or 0.

- **Byte:**

A group of 8 bits is called byte. A byte is the smallest unit, which can represent a data item or a character. (Byte = 8 bits)

- **KB - Kilobyte:**

There are approximately a thousand bytes in a KB (1 KB = 1024 Bytes).

- **MB - Megabyte:**

There are approximately a million bytes in a MB (1 MB = 1024 KB).

- **GB - Gigabyte:**

There are approximately a thousand, million bytes in a GB (1 GB = 1024 MB).

- **TB - Terabyte:**

There are approximately a million, million bytes in a TB (1 TB = 1024 GB).

- **PB – Petabyte:**

(1 PB = 1024 TB).