# Get to know file management

## Description

## Do you need to organize the documents on your computer? This hands-on, introductory class covers the basics of file management including creating, renaming, transferring, and deleting files and folders. Basic ability to use a computer and mouse is required. Register by phone for this or other classes in the Computer Essentials series. Each class must be registered for separately. Learning GOALS>OUTCOMES

**Digital Proficiency** > Operate > Operate Digital Devices

*Learners will be able to . . .*

* Recognize the major components of computers and mobile devices
* Prepare devices for use by connecting components and charging (2016: cords and cables, adapters, wireless charging mats, power bars)
* Operate computer user interfaces effectively (2016: Keyboard, mouse)
* Locate and use common computer operating system features (2016: desktop, program icons, applications menu, Windows Explorer/Finder, Control Panel/Settings, Taskbar/Dock, etc.)
* Locate, organize and label files and folders on a computer

**Digital Proficiency** > Operate > Operate programs and Apps

*Learners will be able to . . .*

* Recognize common features of programs, and generalize knowledge from familiar to unfamiliar programs (2016: menus, toolbars, word processing, image and video, edit, delete, etc.)
* Identify and use features for saving and exporting files and information

## Preparation

|  |  |
| --- | --- |
| Equipment Needed: | * Computers for learners * Projector/laptop * Internet access * Sound |
| **Materials Needed:** | * USBs for learners (PLG locker) * PowerPoint on usb * Handouts/evaluation forms for learners * Blank certificates + date stamp |
| **Setup Procedures:** | * Review the “Adult Teaching & Learning at VPL” * Review the lesson materials * Confirm that all necessary space and equipment has been booked * Read/use the Digital Literacy Setup and Closing Procedures Checklist * Install the Practice Folder on all learners and instructor computers |
| **Background Reading** | * GCF File management basics <https://edu.gcfglobal.org/en/windowsbasics/working-with-files/1/> |
| **# of Staff Required and/or Staff:Learner Ratio** | * 1-5 learners: 1 instructor * 6-12 learners: 2 instructors * For branch meeting room capacities, please see: <http://hub.vpl.ca/content/64490> |

## Opening

Before doors open:

* Write your name and [programs@vpl.ca](mailto:programs@vpl.ca) on the whiteboard (include phone number 604-331-3603 for more basic digital literacy classes)
* Distribute handouts, evaluation forms (if applicable)
* Test internet & speakers
* Turn the computers for learners on before class starts
* Open any relevant websites needed for lesson.

As learners enter

* Welcome learners

## Lesson

| **LEARNING ACTIVITIES** | | | | **LEARNING OUTCOMES** |
| --- | --- | --- | --- | --- |
| **Slideshow and/or Demo** | **Time** | **Trainer Does** | **Learners Do** |  |
| ***C:\Users\alysspel\Desktop\PowerPoints\GTK File MGMT.jpg*** | **2 min** | **INTRODUCTION**  *Welcome* students; *introduce* yourself; *introduce* the class and series  *Remind* learners of washroom locations; turn off cell phones; etc.  *Ask* if everyone can hear you. | * Respond to instructor’s questions and prompts |  |
|  | **5 min** | **LEARNING OPPORTUNITIES AT VPL**   * This is **one of several Digital Essentials** series offered for free here at the library.   *Click* on the link in slide to navigate to vpl.ca Digital Essentials page and *show* learners other classes.   * You can work toward a **certificate for each series**. If you attend all classes in the series, you will receive a certificate in the last class in the series. * Come and **talk with me at the end of class if you have attended this series for the past three weeks** so I can get you your certificate. | * Listen to instructor * Respond to prompts * Ask questions |  |
| **C:\Users\alysspel\Desktop\PowerPoints\Computer Essentials.jpg** |  | **LEARNING OPPORTUNITIES AT VPL**   * There are several ways you can learn more about this topic. One way is through online learning at your own pace.   **Lynda.com**   * + [vpl.ca/lynda](http://www.vpl.ca/lynda)   + videos; various tech topics; basic to advanced   *Navigate* to Lynda.com via the VPL website.  *Show* them how to login and access Lynda.  *Show* them where to find the relevant Mobile Device class on Lynda.  **VPL Research Guides**   * [guides.vpl.ca](http://guides.vpl.ca/) * Wide variety of topics; collected books & online resources   *Show* them how to find the Research Guides from the VPL website and how to navigate to the relevant Research Guide. | * Listen to instructor * Respond to prompts * Ask questions |  |
|  |  | **LEARNING OPPORTUNITIES AT VPL**   * This is **one of the many learning opportunities** at the library. * Today’s class is meant to be an **introduction to the topic** – there are lots more ways to delve deeper. * There are many other ways to learn and **get help** on this and other topics at the library. * **Drop-in** to any branch * **Tech Café** at Central * **Call or email** the library | * Listen to instructor * Respond to prompts * Ask questions |  |
|  | **2 min** | **LEARNING OBJECTIVES**  *Review* slide and read learning outcomes listed on slide  *Ask*: Any comments or questions about what we will be covering today?  *Lead* a round where people introduce themselves and answer this question:   * Please share your name and what brings you here today. What are you hoping to learn from this class? * ***Explain*** that this will be a mixture of informational and hands on learning – with lots of practical application | * Respond to instructor’s questions/prompts | * Operate computer user interfaces effectively * Locate and use common computer operating system features * Locate, organize and label files and folders on a computer * Recognize common features of programs, and generalize knowledge from familiar to unfamiliar programs |
|  |  | * *Play* video: Using Files and Folder in Windows by GCF <https://youtu.be/wFv_mIozZYs> (2:32) | * Learners watch video | * See previous |
|  |  | **WHAT IS A FILE?**   * ***Explain*** to learners that files include: * Documents * Photos * Music * Videos * ***Explain*** that files are digital versions of real-world things * ***Explain*** that you can view, create, or edit files * ***Show*** learners examples on slide | * Learners listen and ask questions | * See previous |
|  |  | **TYPES OF FILES**   * There are different types of files, and they have different formats. These formats are denoted through a “file extension” * Files have an extension that tells your computer what program it should use to open that file * The extension is the suffix at the end of the file name, after the decimal point   ***Click***to highlight the file extensions   * If there are multiple decimals, only the suffix after the last one counts * You don’t have to know what the file extensions mean to use them, but you’ll probably start to see the same ones over and over again * If you want to know what type of file it is, there should be additional information, depending on the view, or you can right click and select “Properties”   ***Click*** to highlight Type | * Learners listen and ask questions | * Locate, organize and label files and folders on a computer * Identify and use features for saving and exporting files and information |
|  |  | **WHAT IS A FOLDER?**  ***Explain*** to learners that Windows uses folders to help organize files just like in the real world  ***Explain*** thatfolders can be used in many different programs (eg: email)  ***Show*** learners examples on slide  ***Explain*** that folders can store both files and folders (or subfolders) | * Learners listen and ask questions | * Operate computer user interfaces effectively * Locate and use common computer operating system features * Locate, organize and label files and folders on a computer * Recognize common features of programs, and generalize knowledge from familiar to unfamiliar programs previous |
|  |  | **WHAT IS WINDOWS/FILE EXPLORER?**  ***Explain*** to learners that you can view and organize files and folders using a built-in application known as Windows Explorer (Windows 7 and earlier, File explorer for later versions) or **My Computer**  ***Explain*** to learners that you can open Explorer by clicking on the computer icon **OR** via the start menu  ***Demo*** the two methods of accessing Windows Explorer (Computer Icon and Start Menu)  ***Instruct***learners to practice opening and closing Windows Explorer using the two methods | * Learners listen, practice and ask questions | * Operate computer user interfaces effectively * Locate and use common computer operating system features * Locate, organize and label files and folders on a computer * Recognize common features of programs, and generalize knowledge from familiar to unfamiliar programs |
| **No Slide – Demo live** |  | ***Make sure*** everyone has Windows Explorer open.  ***Demo*** how to change the view to “detail view”, Learners follow  ***Describe*** what they are seeing:   * **Drives – Instruct** learners to click on different drives – explain changes * **Name** * **Size** * **Item type** * **Date modified**   ***Show*** how they can sort by all these fields. *Ask:*   * Can you think of a scenario where it would be good to sort your files alphabetically? How about by type? Or most recently changed? Or size?   ***Show* learners** how to expand sections to see more  ***Instruct*** learners to click on: **Libraries > Pictures > Sample Pictures**  ***Point out*** the address bar at top shows the location of the file or folders  ***Explain****,* to open a file they need to double click on it. Have learners practice | * Follow along * Ask questions | * See previous |
|  | **5 min** | **USB FLASH DRIVE (UNIVERSAL SERIAL BUS)**  ***Refer* learners** to “Let’s Talk About File Management Handout” page 1   * A flash drive is a **small, removable hard drive** that plugs into a **USB** **port** on your computer. You can purchase a flash drive for less than $20 at just about any retail store with an electronics department, and even at some grocery stores and pharmacies. Flash drives are a convenient way to **bring your files with you** and open them on a different computer. You could also use a flash drive to **back up** important documents and other files   **How to Use a USB Flash Drive:**   * Insert the flash drive into a USB port on your computer. You should find a USB port on the front, back, or side of your computer (the location may vary depending on whether you have a desktop or a laptop) * **Tips/Tricks:** The USB will only fit in one way (if it isn’t fitting in try turning the USB stick around)   ***Assist***: learners to plug USB Flash Drives into lab computers  ***Tell*** learners this is only one type of storage they should check out ***Let’s Talk About Digital Storage*** to learn more about backing up & transferring files. | **Learners practice**:   * + Practice plugging USB Flash Drives into lab computers | * Recognize the major components of computers and mobile devices * Prepare devices for use by connecting components and charging |
| **No Slide – Demo live** | **5 min** | **CREATING NEW FILES AND FOLDERS**  ***Refer*** learners to Handout **page 2 – 6**  ***Instruct*** learners to open Word, type “I love the library” andwalk learners through the steps to save:   * ***Click*** the Office Button * ***Click*** Save * ***Click*** Desktop (*explain* **importance of selecting the drive before saving**) * ***Click*** file name and name it Practice (*explain* the **importance of file names** and that some programs will not open file names that have a space – best practice is to use an \_ between words or use “camel case”. * ***Click*** “Save as type” and *explain* the different types files can be saved as. Let learners know that .doc is proprietary to Word and patrons using Open Office in the library may have problems when editing/saving. The universal format is **.rtf** * ***Click*** save   ***Have*** learners close the document. Show how the file is now on their desktop  ***Demo*** “Save As”. Have learners practice and create 4 – 5 files all saved to the desktop  ***Demo*** how to create new folders on the Desktop using the right click menu  ***Have*** learners practice and create 4 more folders  ***Demo*** how to rename folders using the right click menu  ***Have*** learners practice renaming their folders | * **Learners practice:** Creating new folders on the Desktop | * Operate computer user interfaces effectively * Locate and use common computer operating system features * Locate, organize and label files and folders on a computer * Recognize common features of programs, and generalize knowledge from familiar to unfamiliar programs |
| **No Slide – Demo live** | **5 min** | **MOVING FILES AND FOLDERS**    ***Refer* learners** to “Let’s Talk About File Management Handout” page 6 – 9  ***Demonstrate (and have learners practice)***:   * How to drag a file into a folder. * How to drag a folder into a folder. * How to drag a file from the Desktop and drop it onto the USB drive. * How to drag a folder from the Desktop and drop it onto the USB drive.   **Tip**: *Share* with learners that nothing can ever be dragged and dropped into a file | **Learners practice:**   * + Moving a file into a folder   + Moving a folder into a folder   + Moving a file onto the USB drive   + Moving a folder onto the USB drive | * See previous |
| **No Slide – Demo live** | **5 min** | **DELETING A FILE OR FOLDER**  ***Refer* learners** to “Let’s Talk About File Management Handout” page 10  ***Demonstrate*** how to delete a file or folder. Have learners practice   * **Tip:** Share with learners that not everything that is deleted ends up in Recycle Bin. Items deleted from the USB Memory Stick will always be permanently deleted. Delete a file or folder from the Desktop, open the Recycle Bin and demonstrate how to move the file/folder back to the desktop. | **Learners practice**:   * + Moving a file/folder from the Recycle Bin back to the Desktop   + Deleting all the files and folders they created from the Desktop and USB drive | * See previous |
|  | 1. **min** | ***Demonstrate*** ejecting/Removing a USB Memory Stick  ***Explain*** why it is important not to just pull out the USB Memory Stick  ***Have*** learners practice | * **Learners practice:**   + Ejecting/removing a USB stick | * See previous |
|  | 1. **min** | **DID WE LEARN HOW TO…?**   * *Ask***:** Did we meet all of our goals today? * Was there anything we didn’t cover? * Do you have any other questions and/or comments     *Refer* learners to resources on the handout  *Review*how to search for more classes | * Respond to instructor’s questions/prompts |  |
|  |  | **EVALUATION FORMS**  *Ask* them to take some time to fill out the evaluation form. If possible, have them fill out the form online. If not, provide them with the paper forms:   * We would like your feedback! Please take some time to fill out an evaluation form to let us know what you enjoyed and what could be improved. * There is a bookmark link to the form on all computers. * You can also access the link by going to <http://www.vpl.ca/trainingfeedback> |  |  |
|  | **30 min** | **Time for practice, questions, etc.**  Rove around and assist learners as needed |  |  |

## Closing

* *Thank* learners for coming
* *Ask* them to take some time to fill out the evaluation form