

# File Management

## Class Description

Organize your computer by learning the basic principles of file management. You’ll learn to differentiate between files and folders, create new folders and more! We will be using Windows 7 in the class.

## Digital Life Skills Curriculum Theme

Use: baseline technical skills, including the ability to use common and specialized technologies, software and platforms. These enable participation in the digital economy, society and culture.

## Audience

Adult

## Course Length

90 minutes

## Maximum Class Size:

10 – 1 participant per computer

## Training Method

Instructor-led hands-on

If “Other”: [Click here to enter text describing method.]

## Purpose

To enable learners to differentiate between a file and a folder and manage/organize their digital files and folders on computers and removable storage devices

## Staff Requirements

Number of staff members: 1

Other requirements:

* Handout
* Evaluation form
* Optional: USBs for participants to use

Software requirements:

* None

## Patron Requirements

* None

## Learning Objectives

By the end of the session(s), learners will be able to:

* Explain the difference between a file and a folder
* Create and save files and folders
* Organize and move files and folders
* Save files and folders to removable storage devices
* Search for and find files and folders

## Assessment Technique(s)

Successful completion of class activities

## Intro / Content Outline (3 mins)

* Welcome. Introduce self (write name on whiteboard/flipchart if possible)
* Point out activities / objectives on handout
* Questions are welcome, but may sometimes need to be “parked” so we can get through activities. Will be addressed at end
* Who has some experience working with files and folders?
* What are your motivations for coming to this class today?
* What are you hoping to learn?

## Talking Points, Topics, and Activities (85 mins)

1. Differentiate between a file and a folder(12 mins)
	* What is a file?
		+ A **file** is a collection of data stored in a computer's memory or on a storage device under a single identifying name. The name will have a suffix that will give you an indication of what type of file it is.
		+ File may be music, an image, a video, a document, a spreadsheet, a set of presentation slides, etc.
		+ Common types of files (.doc, .pdf, .jpg, etc.) and how to tell what kind of file you have *(on handout, page 1)*

|  |  |
| --- | --- |
| **Document files** | * **.doc** and **.docx** – Microsoft Word file
* **.pdf** – PDF file
* **.xls** and **.xlsx**- Microsoft Excel spreadsheet file
* **.ppt** and **.pptx**- PowerPoint presentation file
 |
| **Image files** | * **.jpeg** or **.jpg** – JPEG image
* **.png** – PNG image
 |
| **Sound files** | * **.mp3** – MP3 audio file
* **.wav** – WAV file
* **.wma** – WMA audio file
 |
| **Video files** | * **.mpg** or **.mpeg** – MPEG video file
* **.wmv** – Windows Media Video file
* **.mov** – Apple Quick Time movie file
* **.mp4** – MPEG4 video file
 |
| **Compressed files** | * **.zip** – Zip compressed file
 |

* + - A **folder** is an icon on a computer screen that can be used to access a directory containing related files or documents. The icon most typically looks like a file folder.

**ACTIVITY**: Walk participants through **Test Yourself** on *Activity Sheet* (reinforce the learning points in this section).

Which are files? Which are folders? Mark the files **FI**, and the folders **FO**. What information helped you make your decisions?



Participants identify which is a file and which is a folder. Explain how they know.

*(The first three are folders; the icon looks like a file folder. The last five are files; you can tell by the suffixes .jpg, .docx, .pptx)*

**ACTIVITY:** Walk participants through **Test Yourself Further** on Activity Sheet.

You receive a series of emails with the following attachments. What kinds of files have you received?

1. .jpg *(image)*
2. .doc *(Microsoft Word document)*
3. .mp3 *(audio)*
	* Working with files and folders
		+ Video: <https://www.gcflearnfree.org/windowsbasics/working-with-files/1/>

## Create and save files and folders(15 mins)

* Save
	+ Probably the most common way to create a file is by saving the work you do in a particular program.
	+ Demo:
		- Open a new document in Microsoft Word
		- Save it
		- Give the document a name. This creates a file with the name you’ve just chosen.
		- Choose a save location. Locations may include: Desktop, Downloads, or external storage devices (like USBs).
	+ Optional: Explain the difference between **Save** (overwrites previous version) and **Save As** (creates new version) and why you might choose one over the other (ex. version control)
* Right Click
	+ From the Desktop, you can right click to create new files and folders. When you right click a menu will pop up on the screen. Select **New**.
	+ A second menu will pop up. Select **Folder** to create a new folder. To create a new file, use the program you’d like to create the file in to guide your decision.
	+ New folders will automatically be named **New Folder**. To rename the folder, simple click in the text box that says **New Folder** and type the folder’s new name.

**ACTIVITY:** Walk participants through **Test Yourself** activity for this section.

Open Microsoft Word and create a new document. Name the document “Test2018” and save the file to the Desktop.

*(Explain the different types files can be saved as. Let participants know that .doc is proprietary to Word. The universal format is* ***.rtf****. Have participants close the document and locate it on the Desktop.)*

**ACTIVITY:** Walk participants through **Test Yourself Further** activity.

Create a new folder on the Desktop called File Mgmt Class.

**OPTIONAL ACTIVITY:** Walk participants through **Experiment** activity.

What happens when you try use the following in a file name?

* A space *(acceptable)*
* A special character like !,@,#,$,%, ^, etc. *(acceptable)*
* A slash or backslash *(unacceptable)*
* A question mark *(unacceptable)*
* Triangular brackets, < or > *(unacceptable)*

## Organize and move files and folders(20 mins)

* Having a proper filing system helps us manage our time more effectively, avoiding duplicating documents / work, group related files together, etc.
* Organizing files and folders can be tricky. First you’ll want to decide on an organization system. Do you want to organize your files into folders by theme (Finances, Work, Children, etc.) or by date (2018, 2017, etc.)? Whichever you choose, you’ll want to make sure that you always name files the same way. For example, if you decide to organize your files chronologically, you’ll always want to record the date in the same format (YYMMDD, for example).
* If you use a mish mash of conventions, you may easily lose track of files, duplicate folders, etc.
* If a folder is on the Desktop, you can simple drag and drop files into it.
* Demonstrate how to use File Manager / Start Menu to help you see how your files and folders are organized

**ACTIVITY:** Walk participants through the **Test Yourself**, **Test Yourself Further**, and **Experiment** activities

**Test Yourself:** You have the following files that you created between September and November 2017.

You would like to rename them so the all follow the same convention, and put them all into a single folder called 2017. Write down the new name for each file.

|  |  |
| --- | --- |
| **File Name** | **New Name** |
| Fall 2017 Receipts – October - home repair.pdf |  |
| Roof repair – 20170921.pdf |  |
| Oct Groceries.xlsx |  |
| Groceries – September.xlsx |  |
| Groceries.xlsx |  |
| 20172111.docx |  |
| New Document.docx |  |

Don’t worry! There is no one right answer; answers will vary.

**Test Yourself Further:** You decide you need to create subfolders within 2017 to better organize the above files. Which subfolders do you create?

**Experiment:** Create a file called 2017. Create the subfolders you chose in the **Test Yourself Further** exercise. Move these folders into the 2017 folder.

## Save files and folders to removable storage devices(10 mins)

**USBs**

* Show USB Flash Drive
* Participants may want to store files and folders in more than one place either to make a backup copy or to create a portable copy. To create portable copies of files and folders, many people use **USBs.** USBs are also called memory sticks, flash drives, thumb drives, or jump drives; they all mean the same thing.
* Demonstrate where the flash drive goes; flash drive symbol
* **Insert the USB into a USB port on your computer. The location of the USB port will vary depending on the make and model of your computer. Check the front, back, and sides.**
* **To find your USB on screen, start by clicking on Windows Explorer. (If you’re on a Mac, Finder would be the equivalent.)**
* **Your USB will show up under Computer. It may be called Store N Go, by its brand name (ex. Lenovo), or by a name that someone has chosen for it (ex. Maud’s USB).**
* **Once you have located your USB, simply drag the desired files and folders to it and release. You’ll see a blue plus sign and the words Copy to… with the name of your device. In the below example, a document called New Microsoft Office Word Document is being copied to the USB.**
* Demonstrate how to properly **Eject** a USB

**External Hard Drives**

* You may want to invest in an external hard drive to create back-up copies of your files. External hard drives typically plug into the USB port on a computer. Simply follow the instructions above to copy files to an external hard drive.

**Cloud Storage**

* The cloud is an increasingly popular place to store and save files of all types. For more information about cloud computing, please ask at the Community Computing Centre or come to a Cloud Computing class.

## Search for and find files and folders(5 mins)

* Demonstrate how to search for files from the Start Menu

**ACTIVITY:** Walk participants through **Test Yourself**.

**Test Yourself:** Search for one of the folders you created using the search box on the Start Menu.

## Delete files and folders(5 mins)

* Demonstrate how to delete a file or folder
* Explain how the Recycle Bin works (ie, if you delete a file from the Desktop, it will go to the Recycle Bin. If you delete a file from a USB, it does not go to the Recycle Bin; it is permanently deleted)
* Demonstrate how to move a file from the Recycle Bin back to the Desktop

**ACTIVITY:** Walk participants through **Test Yourself** activity.

**Test Yourself:** Delete all the files and folders you created for this class.

## Wrap Up/Closing (2 mins)

* Highlight the upcoming technology classes and share the types of topics that will be covered
* Ask if there are questions and answer any that were “parked” during the session
* Thank participants for coming and ask them to complete the class survey before leaving