

CONCEPT – FILE ORGANISATION

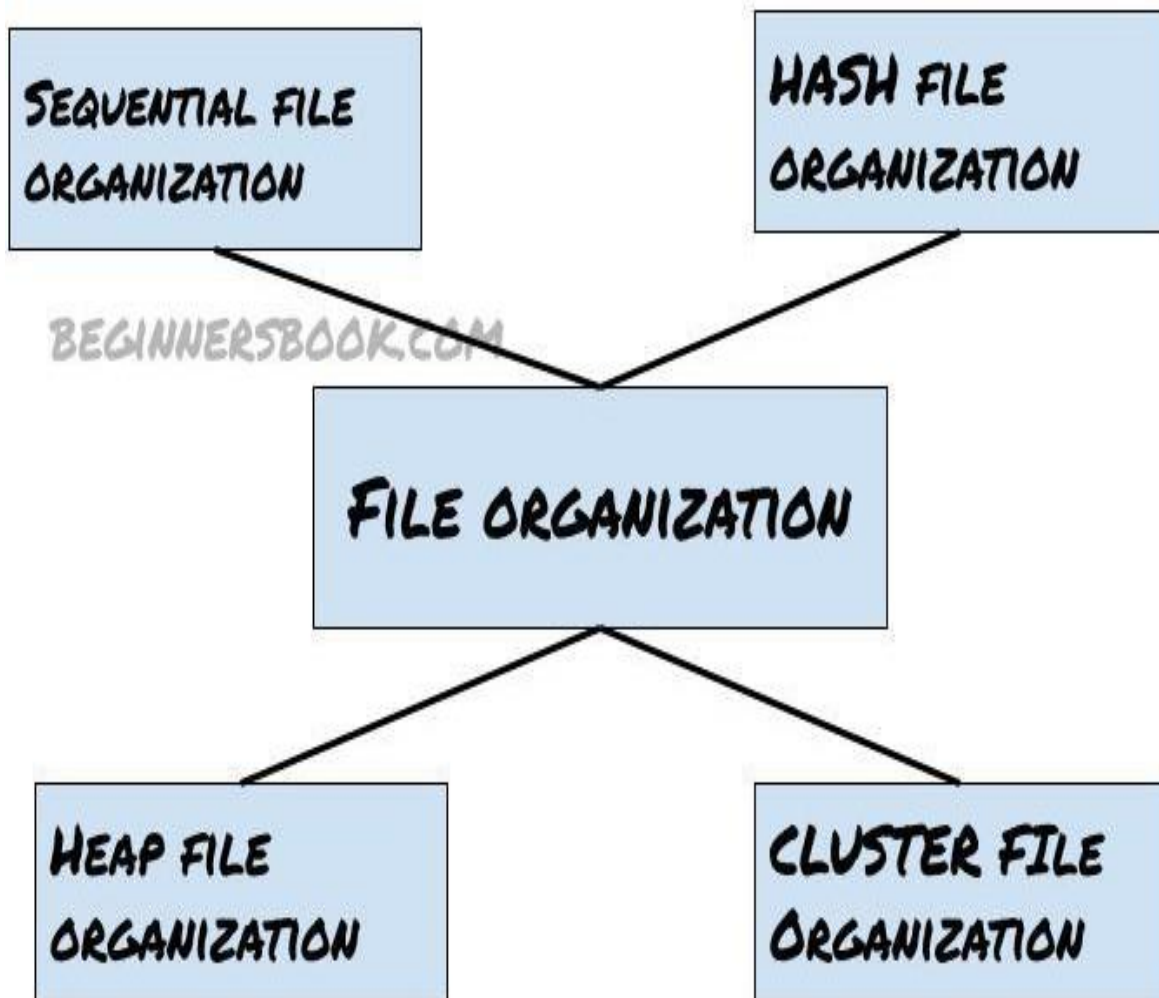


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EXECUTIVE SUMMARY

File Organization refers to the systematic arrangement and management of digital files on a computer system. It involves creating folders, using descriptive file names, and organizing files based on their type or purpose. This helps users locate and access files quickly and efficiently. By implementing effective file organization practices, individuals and businesses can improve productivity and reduce the time spent searching for files.

INTRODUCTION

File Organization is all about keeping our digital files in order and easy to find. Just like we organize our physical belongings in drawers or folders, we do the same with our digital files on a computer. It's important because it helps us stay organized , saves us times searching for files, and improves overall productivity. There are different methods of file organization, such as organizing by date, topic, or project.

Overall, file organization is simple yet powerful way to keep our digital lives tidy and efficient.

LIMITATIONS

1) Subjectivity:- The way we organizing files can be subjective and vary from person to person. What makes sense to one person may not be intuitive for someone else. It's important to find a system that works for you and consider others who may need to access or collaborate on the files.

2) Time and Effort: Organizing the files requires time and effort, especially when dealing with a large number of files. It can be a challenge to maintain consistency and keep everything organized as new files are created or received.

3) Over – Organization :- It's possible to over-organize files, creating a complex and convoluted folder structure. This can make it difficult to remember where

files are located and may lead to confusion and inefficiency.

4) File duplication:- Sometimes, files can end up duplicated across different folders or locations, especially when collaborating with others. This can lead to confusion and wasted storage space. It's important to periodically check for and remove duplicated files to keep things streamlined.

5) Accessibility:- File organization may become a challenge when accessing files across different devices or platforms. Compatibility issues or limited access permissions can hinder the seamless access permissions can hinder the seamless organization and retrieval of files.

Reference

The reference of the following presentation are:-

- 1) Data structures book -Sushil Goel
- 2) Chat GPT
- 3) <https://microfocus.com>
- 4) Tutorials point

Team Members

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