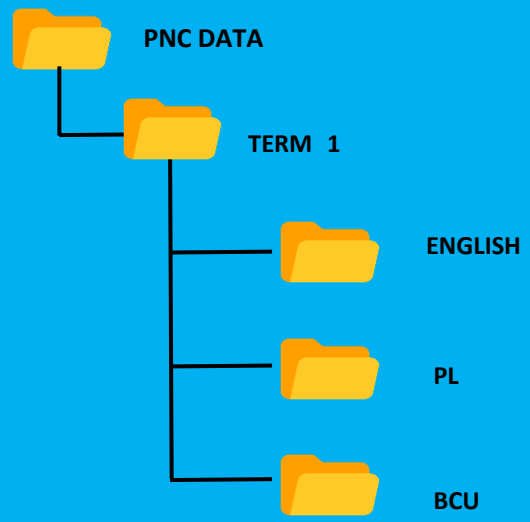
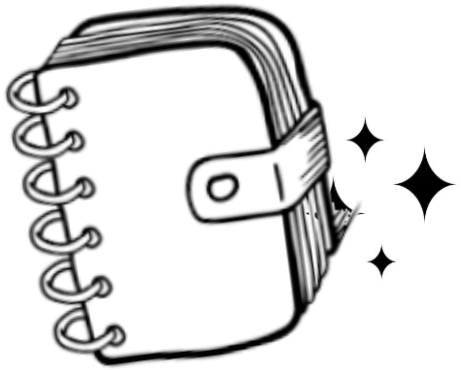
FILE ORGANISATION



NOTES REVIEW

05 MIN

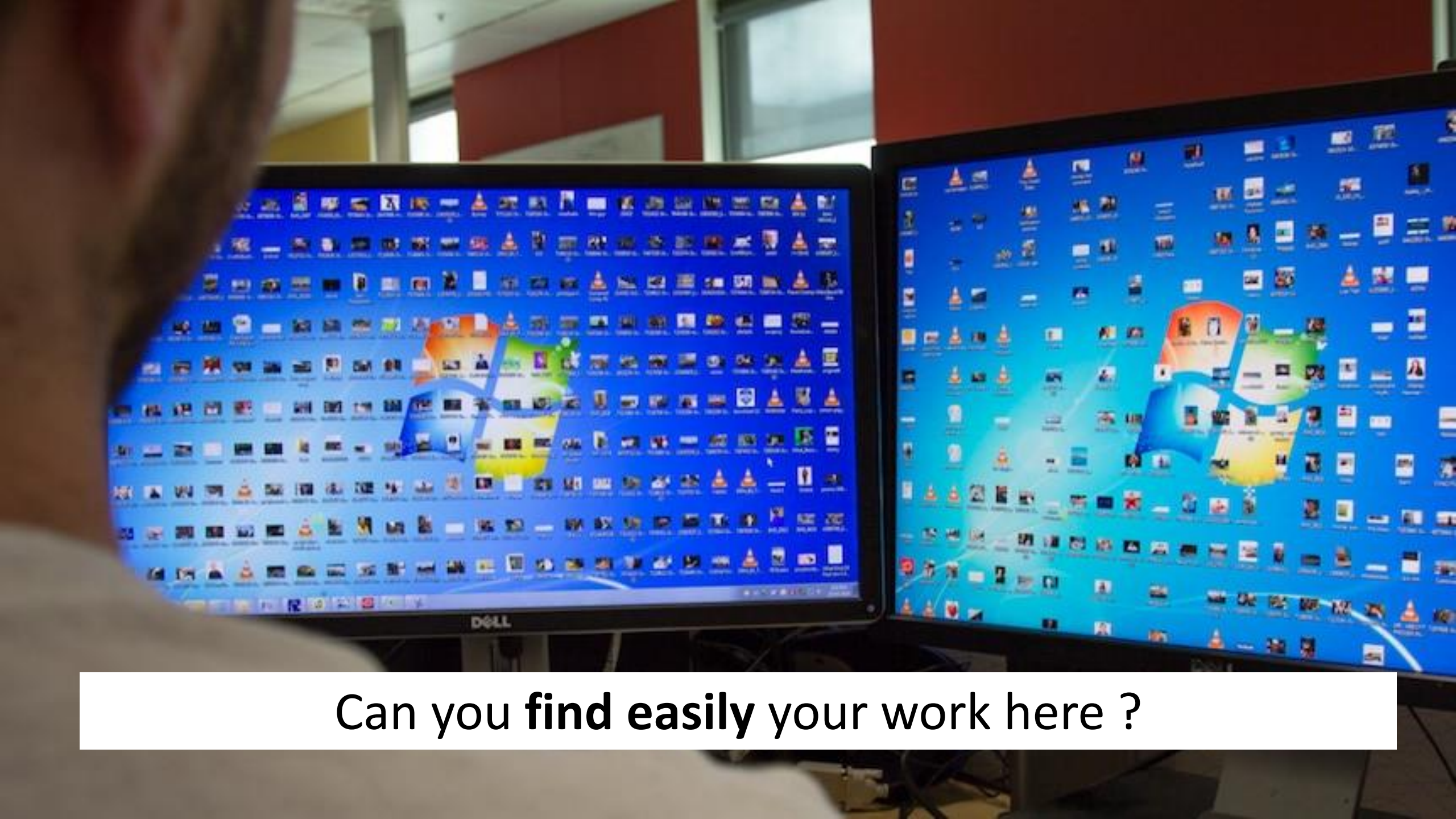
- ✓ To review the quality of your notes in teams
- ✓ Are the notes clear? Understandable ?



OBJECTIVES FOR TODAY

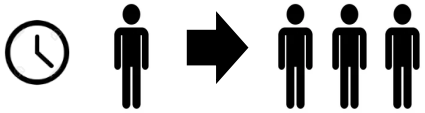
- ✓ Why you should **organize your data** on computer ?
- ✓ Organize your files **following 3 simple rules**

Can you **find easily** your work here ?



Can you **find easily** your work here ?

DISCUSSION



05 MIN

Propose a way to **keep your desktop** clean

- ✓ Answer the questions
- ✓ Discuss about your answer in teams

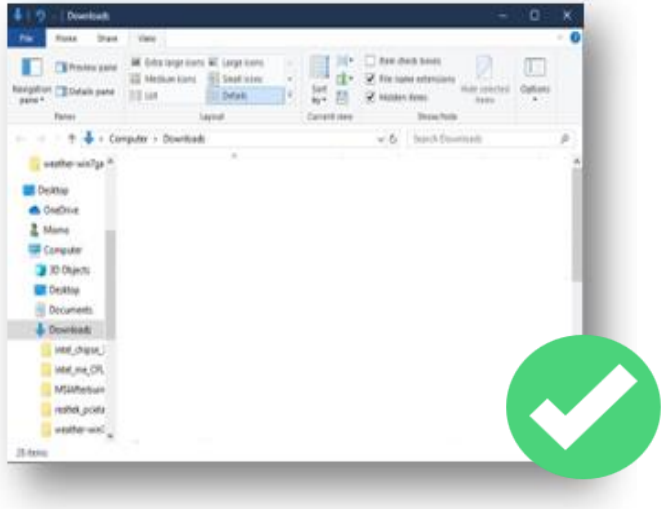
EXPLAIN

RULE 1

Clean up **every week** **temporary folders !**

✓ DESKTOP

✓ DOWNLOAD



✓ BIN

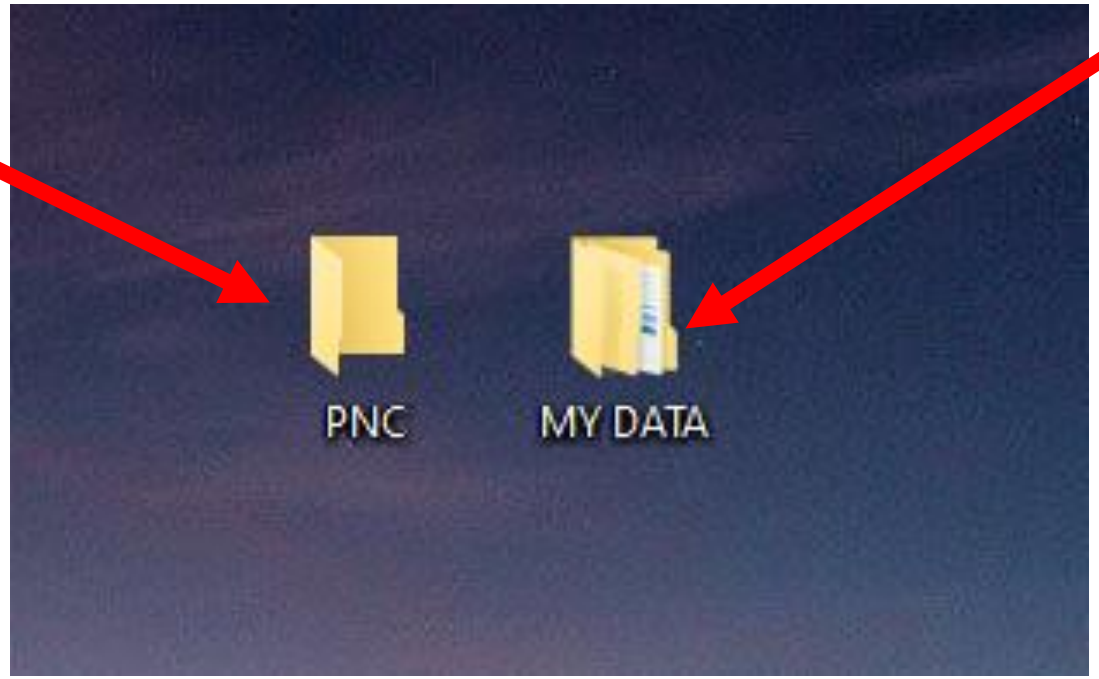
EXPLAIN

RULE 2

Create 2 folders on Desktop

One folder to store your
all PNC courses

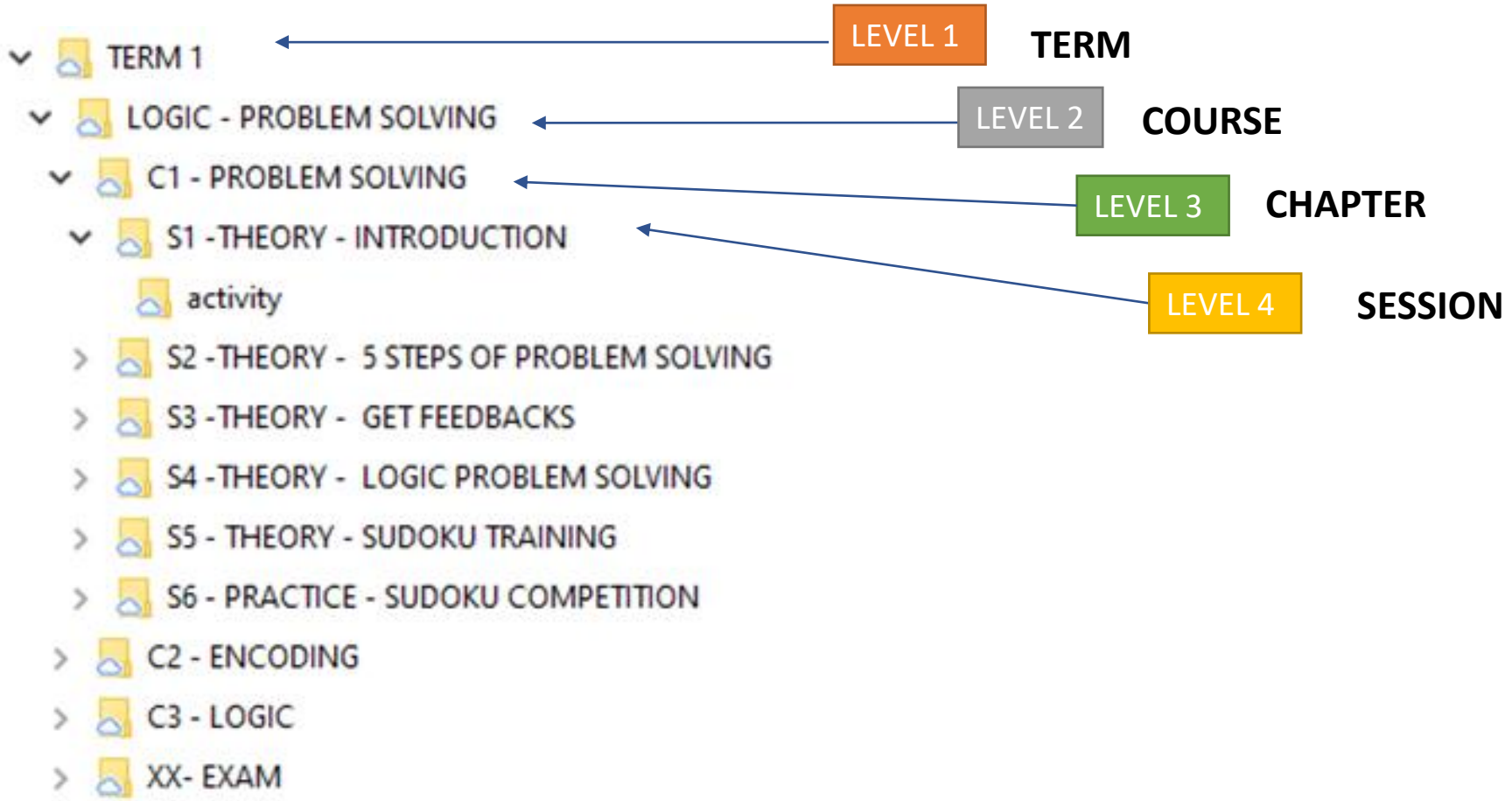
One folder to store your
Personal data



EXPLAIN

RULE 3

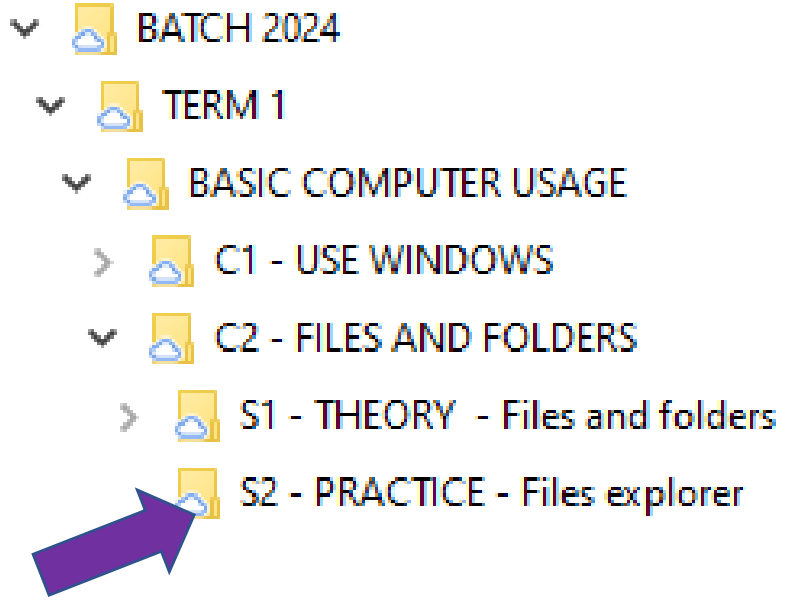
On **PNC folder**, organize your courses **on 4 levels**



EXPLAIN

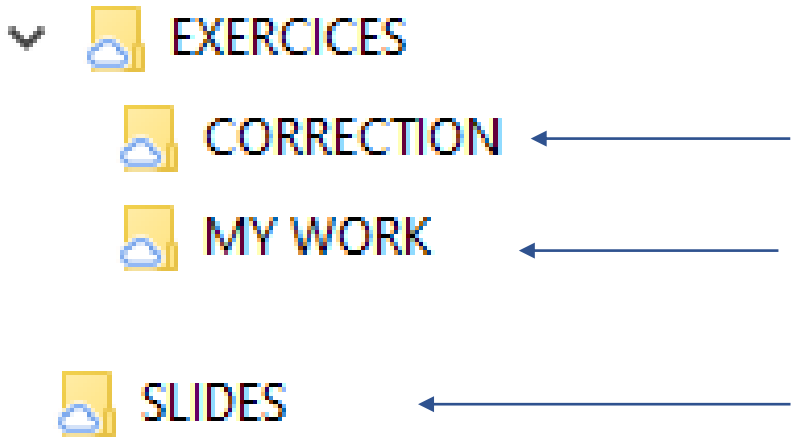
RULE 4

On each **session folder**, also separate your code, the correction etc.



Create sub folders on each sessions…

….. As follows



The teacher or the class **correction**

Your **own work** on this exercise

Slides, handout and **information** to understand the theory

ACTIVITY

40 MIN

Create a structure to **organize** your files

- correction.pdf
- Correction2.pdf
- myHomeWork.docx
- myNote.pdf
- myWork.docx
- S1- THEORY -HTML & TAGS.pdf
- S1-HANDOUT.pdf
- S1-THEORY.pdf
- S2 - Roles and values.pdf
- S2- THEORY.pdf
- slide.pdf

File name	Term	Course	Chapter	Session	Purpose
myWork.docx	TERM-1	LOGIC	C1-PROBLEM SOLVING	S5 -PRACTICE	Your work for this practice
correction.pdf	TERM-1	LOGIC	C1-PROBLEM SOLVING	S5 -PRACTICE	Teacher correction
slide.pdf	TERM-1	LOGIC	C1-PROBLEM SOLVING	S4 -THEORY	Slides about the course
myHomeWork.docx	TERM-1	LOGIC	C1-PROBLEM SOLVING	S4 -THEORY	Your homework for this course
Correction2.pdf	TERM-1	LOGIC	C1-PROBLEM SOLVING	S4 -THEORY	The homework correction

- ✓ Read the instructions
- ✓ Perform the work individually