CHAPTER 19: FILES ORGANISATION

HOW TO ORGANIZE MY FILES ON MY COMPUTER?

IMPORTANT: Keep your computer tidy to easily find your different files

rules to follow to keep your files and folder tidily.

Rule #1

1. DESKTOP should be a temporary space → clean it up !!

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Passerelles numériques Cambodia
Street 371 Phum Tropeang Chhuk (Borey Sorla), Sangkat Tek Thla
Khan Sen Sok P.O. Box 511 Phnom Penh, Cambodia
Tel: +855 23.99.55.00
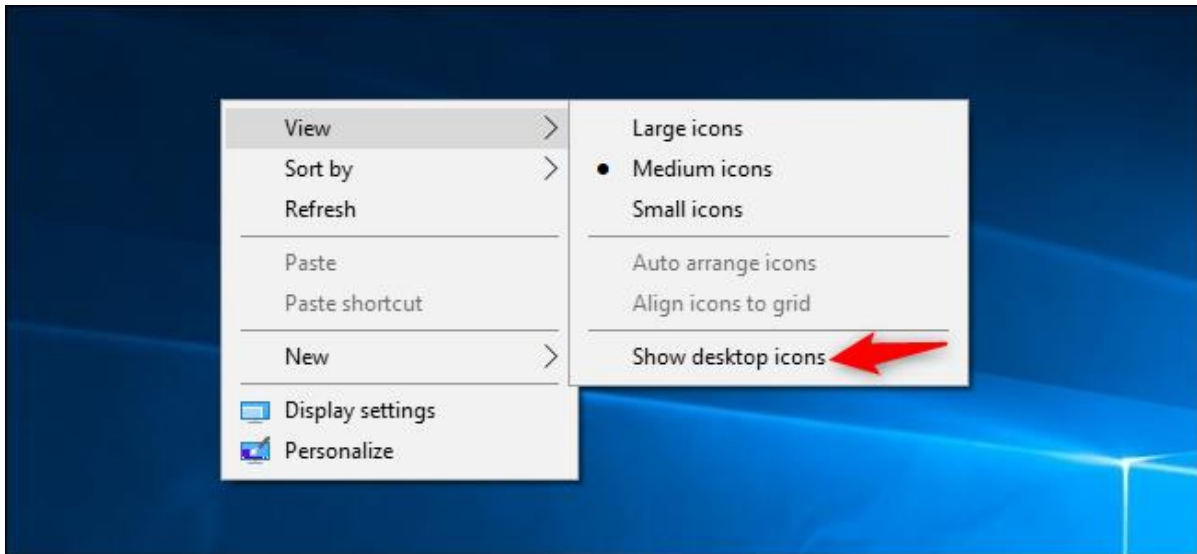info.cambodia@passerellesnumeriques.org

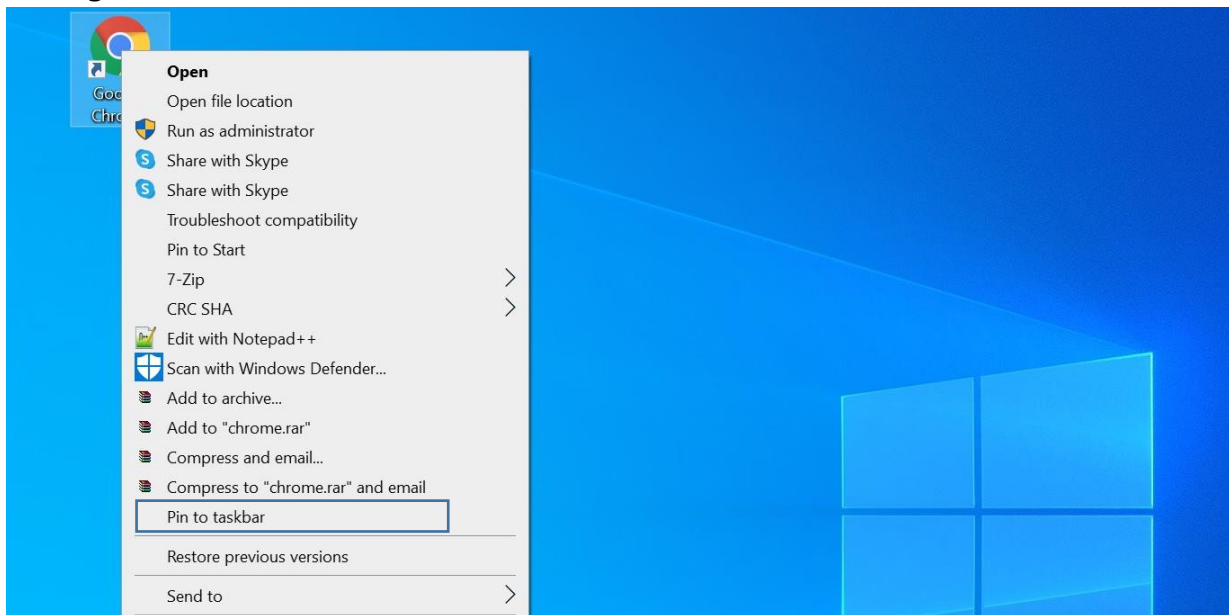**2.** Right Click on desktop　　　→ View　　　→ Show desktop icons

3. Put Shortcuts in Your Start Menu and Taskbar:

Right click on shortcut　　Click to Pin to taskbar

All items can be temporarily, after your work finished, you can move to safe directory

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Rule #2

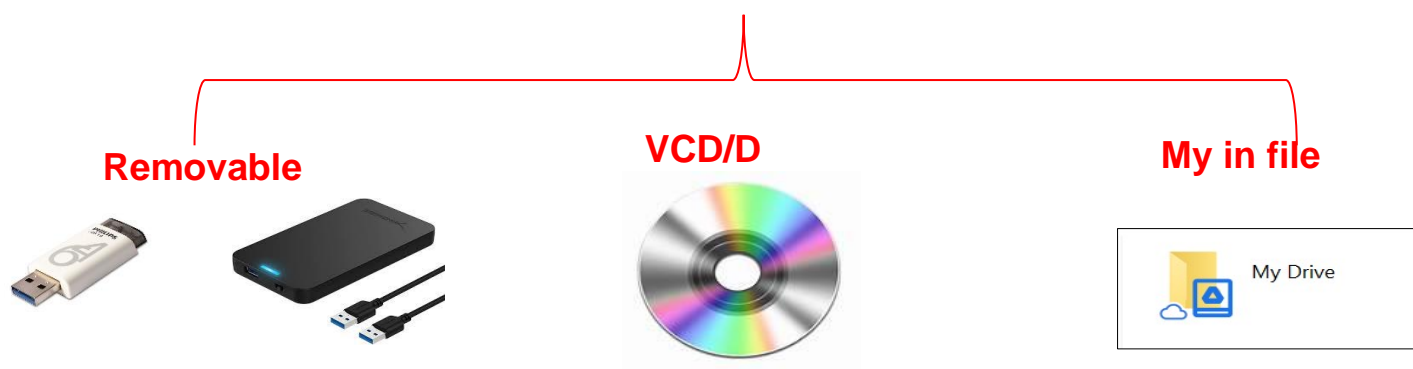1. DOWNLOADS should be a temporary space → clean it up !!

Rule #3

2. Always clean your BIN

🤔 Where do I put my files if I don't store them on my Desktop or on my Downloads?

Rule #4

3. Store all your files and folders in your local disk C: or in your personnel drive (that you don't have yet)

Removable   **VCD/D**   **My in file**

Rule #5

4. Have a clean organization of your files
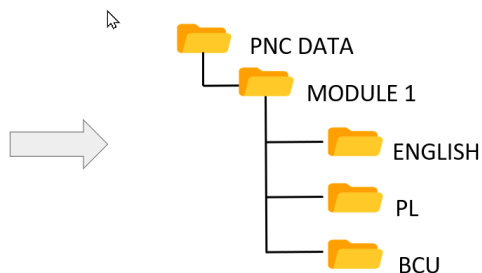
Let's see how ℞

EXERCISE 1

You follow 3 different classes during 2 months: English, Basic Computer Usage, Professional Learning
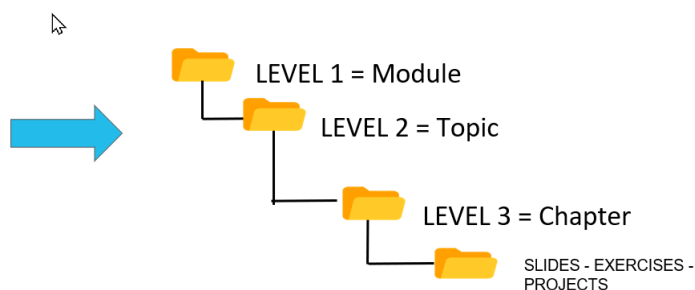
PNC DATA
MODULE 1
ENGLISH
PL
BCU

EXERCISE 2

During these 2 months, there are 6 chapters in BCU:

1. Computer Usage Tutorial
2. Working with files and folders
3. File explorer
4. Compress and archive file
5. Working with flash drives
6. Files organisation

PNC DATA
MODULE 1
BCU
C1-Computer-Usage-Tutorial
C2-Working-with-files-and-folders
C3-File-explorer
C4-Compress-and-archive-files
C5-Working-with)flash-drives
C6-Files-organisation

Folder levels

LEVEL 1 = Module
LEVEL 2 = Topic
LEVEL 3 = Chapter
SLIDES - EXERCISES - PROJECTS

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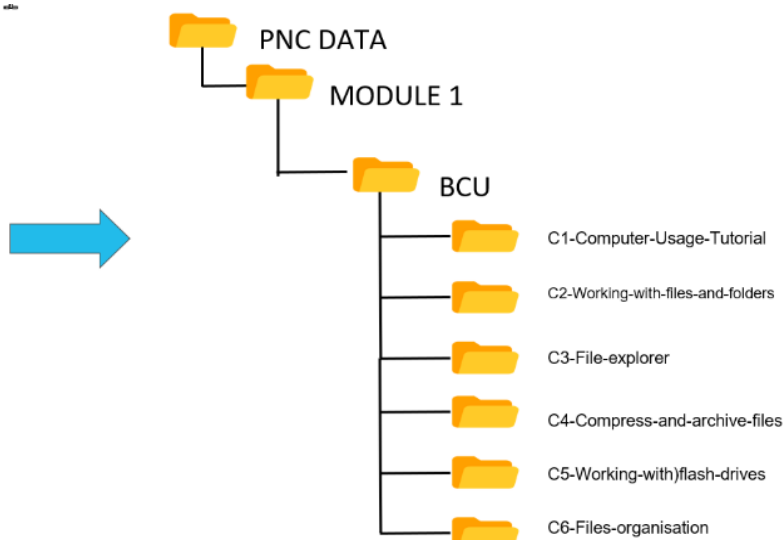
Easy to find

Create Folders in a Logical Hierarchy

Ex PNC→Batch2021→Module1→Typing

Nested Folders in folders but not much deep

Ex Above exam

Keep in unique folder: One project shouldn't have two folder which contain the same file

Ex Ch1 _ Computer Usage Tutorial shouldn't put in put Basic Computer Usage either Internet Folder

If you have returned from any affected area in the **last 14 days.**

Please be aware of the symptoms of Coronavirus.

fever   cough   shortness of breath