Introduction to File Management & Organization

In today's digital world, we use computers and devices every day to do schoolwork, send emails, watch videos, and save important documents. But have you ever struggled to find a file you saved last week? Or saved something, then forgot where it went?

That's where **File Management & Organization** comes in!

File management is the way we **create, name, store, and organize files and folders** on a computer or digital device.

It helps you keep your work neat, easy to find and safe, whether it's your Life Sciences project, your CV, or holiday pictures.

Why It Matters:

- Saves **time** when searching for files.
- Helps you stay **organized** and prepared.
- Keeps your digital work **secure and backed up**.
- Makes it easier to **submit school assignments** or share files with others.

Just like you wouldn't throw all your clothes into one drawer, you shouldn't dump all your files into one folder. Learning how to manage your files properly is a key **life skill** for school, university, and the workplace.

1. Creating, Renaming, and Deleting Folders

Creating a Folder:

1. Right-click on the desktop or inside a file explorer window.
2. Select **New** > **Folder**.
3. Type a name for the folder and press **Enter**.

Renaming a Folder:

1. Right-click the folder you want to rename.
2. Click **Rename**.
3. Type the new name and press **Enter**.

Deleting a Folder:

1. Right-click on the folder you want to delete.
2. Click **Delete** or press the **Delete key** on your keyboard.
3. Confirm deletion if prompted.

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2. Saving and Organizing Files Properly

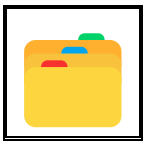
Saving a File:

1. When working in an app (e.g., Word), click **File** > **Save As**.
2. Choose the location (e.g., Desktop, Documents, or a specific folder).
3. Give the file a clear name (e.g., “English_Essay_Term1”).
4. Click **Save**.

Organizing Tips:

- Use **folders for subjects or topics** (e.g., “Maths Notes”, “Science Projects”).

- Add subfolders for **assignments, tests, or homework**.
- Use **clear file names** with dates or topics (e.g., “History_Research_March2025”).



3. Understanding Different File Types

File Type	Examples	File Extensions
Document	Word, Excel, PDF	.docx, .xlsx, .pdf
Image	Photos, screenshots	.jpg, .png, .gif
Video	Class videos, tutorials	.mp4, .avi, .mov
Audio	Recordings, podcasts	.mp3, .wav

4. Using USB Drives, External Storage, and Cloud Storage

USB Drive:

1. Plug the USB into the computer.
2. Open **File Explorer**, find the USB under “This PC”.
3. Drag and drop or copy-paste files to save them.

External Hard Drive:

- Works just like a USB but stores more data.
- Good for backing up large files like videos and school projects.

Cloud Storage (e.g., Google Drive, OneDrive):

1. Sign in with your school or personal Google/Microsoft account.
2. Upload files by dragging them into your Drive.
3. Organize with folders just like on your computer.
4. Access your files from any device with internet.

Test your understanding!

Practicals

1. Creating, Renaming, and Deleting Folders

- ✓ On your **Desktop**, create a folder named: File Management Practice.
- ✓ Inside that folder, create 3 new folders named:
  - Documents
  - Pictures
  - Videos
- ✓ Rename the Pictures folder to Images.
- ✓ Delete the Videos folder.

What steps did you follow to rename or delete a folder?

Answer:_____
_____
_____
_____
_____

2. Saving and Organizing Files Properly

- ✓ Open a program like **Ms Word**.
- ✓ Type the sentence: *"This is my file management practice."*
- ✓ Save the file as **practice_note.docx** inside the Documents folder you created.

How did you choose where to save the file?

Answer:_____
_____
_____
_____

3. Understanding Different File Types

1. Download or create one file for each of these types:

- ✓ A Word document (.docx)
- ✓ An image (.jpg or .png)
- ✓ A PDF document (.pdf)
- ✓ A short video or audio file (can be from your phone or downloaded)

Which file types did you use?

Answer:_____
_____
_____
_____
_____
_____
_____

2. Move each file into the correct folder inside **File Management Practice**.

4. Using USB Drives, External Storage, or Cloud Storage

- ✓ Plug in a USB drive (if available).
- ✓ Copy the entire **File Management Practice folder** from your desktop to the USB drive.

Extension Task (if internet is available):

- ✓ Log in to **Google Drive** or **OneDrive**.
- ✓ Upload your **practice_note file** from the desktop to your cloud storage.
- ✓ Create a folder named Grade12_Practice in the cloud and move your file into it.

How do you safely eject a USB drive after transferring files?

Answer:_____
_____
_____
_____
_____

Why is it helpful to save files in the cloud?

Answer:_____
_____
_____
_____
_____

********* THE END**********