## CIT400A INTRODUCTION TO COMPUTER SKILLS(4CH)

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## WEEK 2 SELF STUDY

1. **SCENARIO ANALYSIS**

To organize files for a group project, start by creating a main folder named after the project. Inside, create subfolders like "Research " , "Drafts"," Final", and "Resources ". Each member saves their files in the relevant subfolder using consistent naming (e.g; Draft\_Version1.docx). Use File Explorer to move and copy files. Backups should be made weekly to a USB drive and cloud storage (e.g; Google Drive). This ensures easy access, reduces clutter and protects data from loss.

2. **FILE MANAGEMENT**

A good folder structure could be: **project/course/Assignment/week1.** This help**s** organize files by course and week. Inside the week1 folder, you can have subfolders for different file type, e.g; "Docs", "Images", "References ". Clear naming conventions and logical nesting make it easy to locate and manage files quickly.

3. **OS RESEARCH**

File Explorer in Windows helps users manage files and folders. It allows viewing, copying, renaming, deleting and organizing data stored on the computer or external drives. Users can also sort and search files, preview content and access properties. It improves productivity by offering a visual and intuitive interface for file management.

4. **BACKUP PLAN**

To back up "school" folder, copy it regularly to USB flash drive and cloud storage (like Google Drive). Use file-syncing software or drag and drop manually. Weekly backups ensure that even if your computer crashes or files are accidentally deleted, you can restore them easily. Name each backup by date(e.g; School\_Backup\_Oct29).