**SELFSTUDY Week2**

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**Course**: Introduction to computer skills **CIT400A**

**Credit Hours**: 4CH

**Course outline**: Computer basics, operating systems, file management, basic applications, internet usage.

**Self-Study in Class Exercise**

1. **Folder structure**

Folder structure Example: Year1>Semester 1>Maths

**Description:**

This folder structure helps organize course materials by year and semester. It allows students to save and find files like assignments, notes and test easily under the correct subjects, having structured folders reduces confusion and makes studying and file access more efficient.

1. **File Management Practice**

**Steps to create and Manage Files:**

* Right-click on the desktop or inside a folder-select **new>folder**.
* Name the folder (e.g., “Maths Assignment”).
* Open a program like MS Word, write content, and click **File>Save AS** –Choose the new folder-Save.
* To move the file:Right-click the file >select **cut (ctrl+x),** go to the new location, and right-click>**paste (crtl+v).**

1. **OS Exploration Manager& Settings(Windows)**

**Three Features**

* **Close Unresponsive Apps-**

Using task Manager to end task working.

* **Adjust Brightness-**

In settings>Display, Change screen brightness.

* **Check Performance-**

Task Manager Shows CPU, memory, and disk usage.

**Summary**

Windows Task Manager and Setting help users control system performance, manage apps, and customize features like brightness and sound. These tools support better computer efficiency.

**Self-Study Exercise**

1. **Scenario Analysis**

Organizing files for a group project helps improve teamwork .reduce confusion, and make access easy .First, we create a main folder named **“Group projects**”. Inside, we add subfolders for each task**:” Research”, “Draft”. “Final Document”, and “Presentations”**. Each group member is assigned a section. When someone finishes a file, they save it in the right folder using a clear file name (e.g., Draft,-By –Lebona).We also create a shared Google Drive or use a USB flash drive to keep all files in one place. After every update, we back up our work to the cloud to prevent data loss. Organizing in this way keeps the project smooth and avoids duplication.

1. **File Management**

We create a folder structure like: **“Project”>Course1> “Assignment”.** This helps in keeping all related filestogether. The **“Project”** folder is the main file holder. Inside it, we place the **“course1”** folder to group files bymodule. The “**Assignment**” folder is where we store actual documents like instructions, drafts, and final submissions. This method saves time when searching and reduces error. It makes learning more organized and efficient.

1. **OS Feature-File Explorer**

**File Explorer** is a windows tools that helps users view, organize, and manage files and folders. It shows where documents images and other files are stored on the computer, with file explorer, user can **create folders**, **move** or **copy files**, **rename items**, and **delete** **unwanted content**, it also shows **file details** like size and date modified, User can easily navigate between drives and devices, such as USBs. It’s useful for file organisation and often used for backing up, submitting or locating saved work. File Explorer is crucial for both beginners and advanced computer users.

1. **Backup Plan**

To back up the “school” folder, we use **two** **methods: USB drive and cloud storage (like Google Drive or One Drive).**Every time a new file is added or changed, we save a copy to the USB manually. For cloud backup, weenable **auto-sync** so the folder updates automatically. In case the computer crushes, we still have access from any other device. We name backup folders by date (e.g., “school-backup-Oct2025”) to keep versions clear, this plan protects against data loss and ensures we always have a safe copy of our schoolwork.