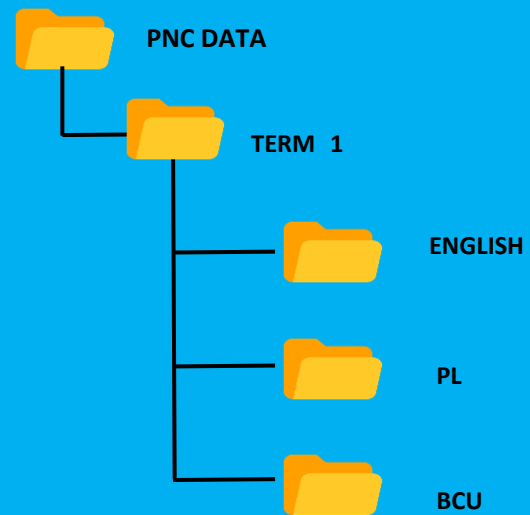


FILE ORGANISATION





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



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

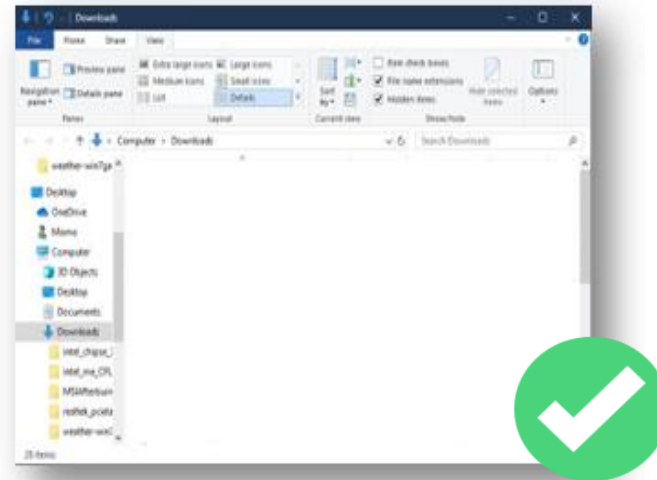
RULE 1

Clean up **every week** temporary folders !

✓ DESKTOP



✓ DOWNLOAD



✓ BIN

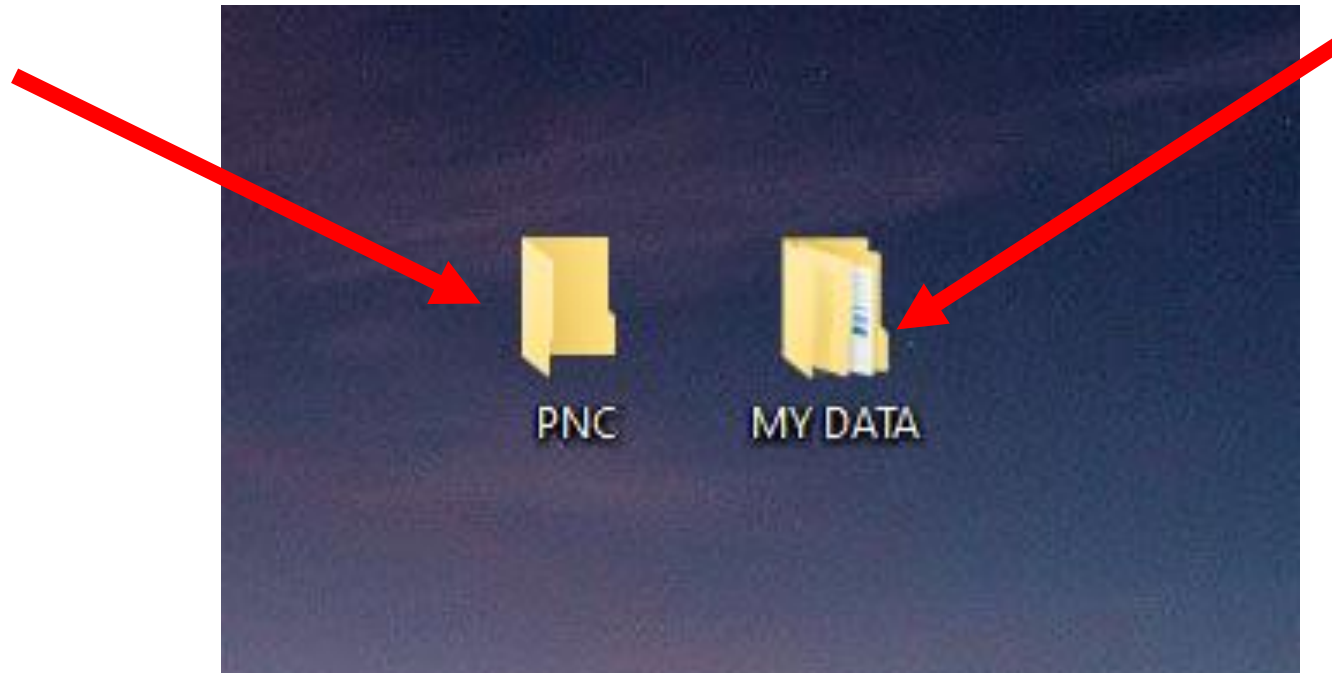


RULE 2

Create 2 folders on Desktop

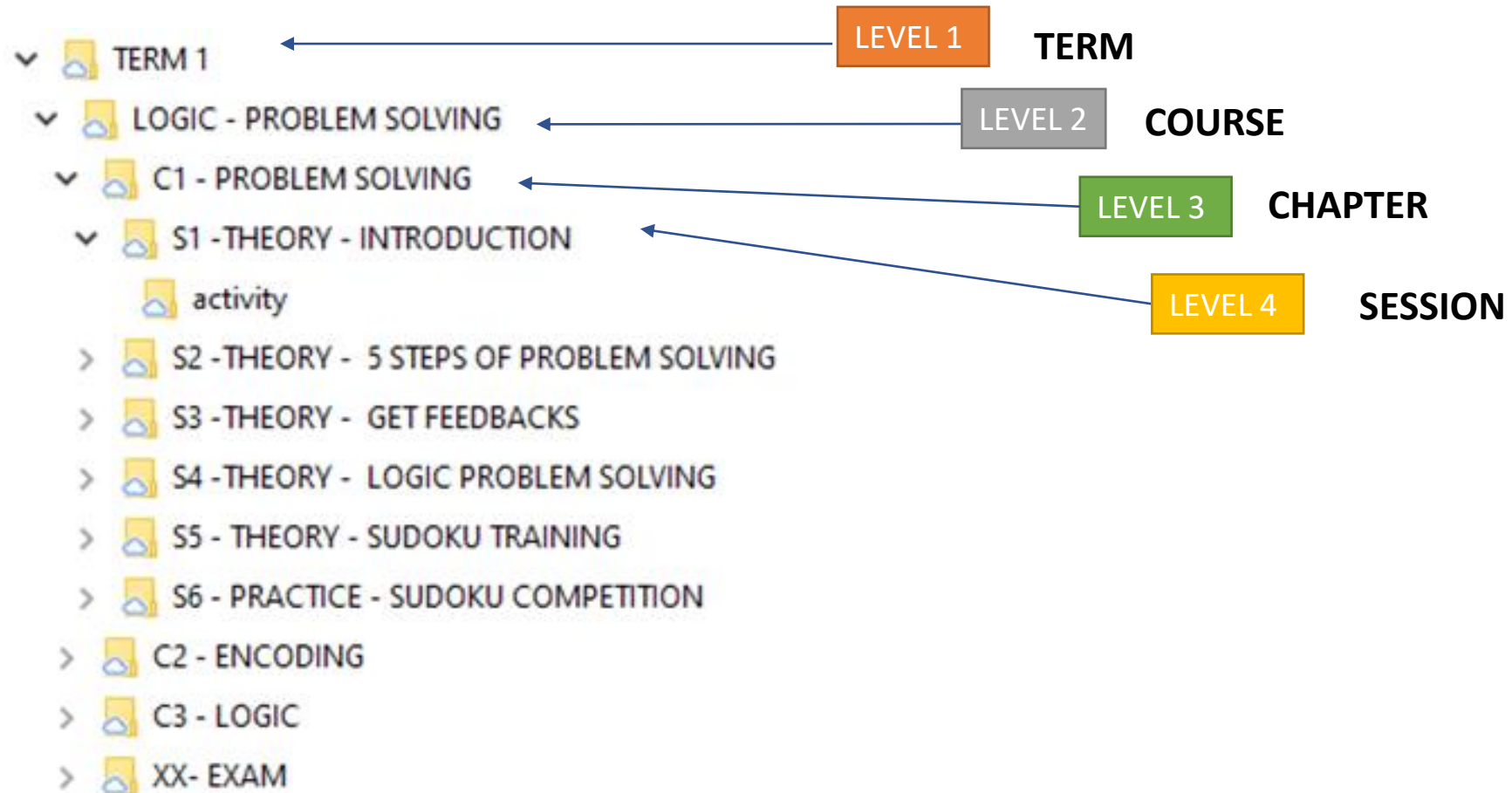
One folder to store your
all PNC courses

One folder to store your
Personal data



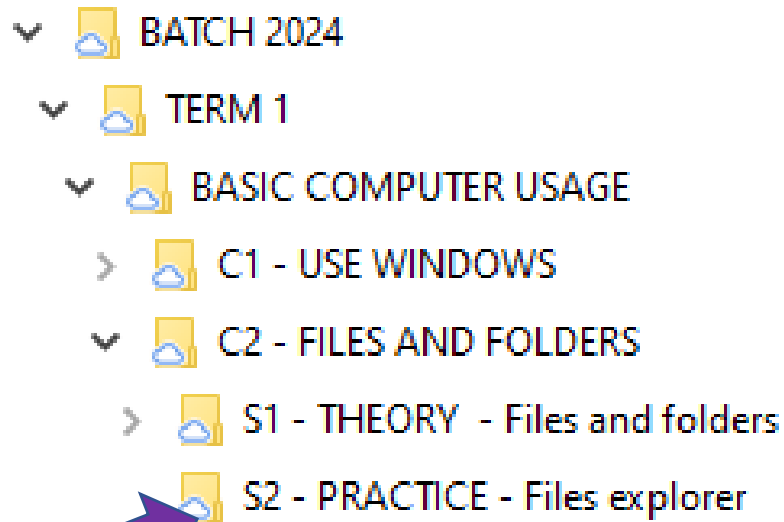
RULE 3

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



RULE 4

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



Create sub folders on each sessions...

..... As follows

