**Activity 4- File Management**

**Task A**

List up to **five** actions you can perform on your files and folders.

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| --- |
| 1. Name/Re-name folders 2. Move files 3. Saving files 4. Password protecting files 5. Creating folders to store files |

\*Any other reasonable example accepted

**Task B**

In the box below, look at the files in the before section. They haven’t been stored in appropriately named folders. In the after box, identify the new structure that includes the use of folders to organise the files logically.

|  |  |
| --- | --- |
| After:  History  English  Science  Maths  Geography  Rivers  English essay draft  Maths revision guide  Presentation on World War 2  Science homework | Before:  These files are saved lost in the documents folder:   * Science homework * Presentation on World War 2 * Maths revision guide * Rivers * English essay draft |

Task C

Describe the purpose of the file management system.

Before you write your description, look at the answer builder tool underneath the help you.

|  |  |
| --- | --- |
| Description:  The files and folders are arranged in alphabetical order and this is to make it easier to find the file. If you know what it begins with then you know where to start looking. You can perform other actions such as moving, re-naming and deleting them. | Example: |
| Answer builder:   |  |  |  | | --- | --- | --- | | ⚫ | ⚫⚫ | ⚫⚫⚫ | | What order do files and folders appear on your computer? | Why do you think files and folders appear in this order? | What actions can you perform with a file and folder? | | |