**Activity 4- File Management**

Task A

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

|  |
| --- |
|  |

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: | 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: | 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? | | |