

Folder exercise

A photograph of a computer workstation on a wooden desk. In the foreground, a blue and silver computer mouse is prominent, with a red light on its left button. To its left is a white keyboard. In the background, a black computer monitor is visible, along with a black speaker that has a green light at its base. A clear, silver-colored pen lies on the desk to the right of the mouse. The scene is dimly lit, with light reflecting off the mouse and the desk surface.

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Folders

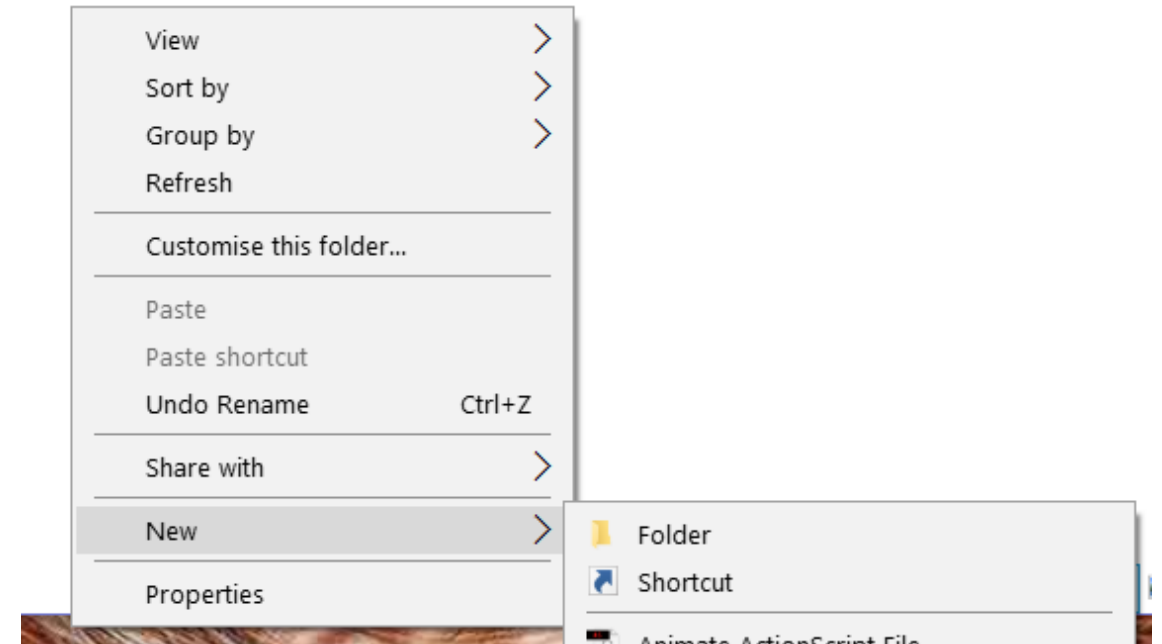


- We need to locate files after saving
- Work should be kept neat and tidy in allocated places as opposed to dumping everything all in one place
- Imagine a filing system of paper and having everything dumped in a large room without filing cabinets
- Folders can be:
 - Created
 - Copied, Moved
 - Deleted
 - Renamed
- Older files and folders should be archived, in other words tidy up the filing system on a regular basis



Windows Explorer / File Explorer

- Windows Explorer can be accessed from almost anywhere on your computer
- It is the best environment for managing files and folders
- Creating a folder can be done by navigating to the place a new folder is needed or wanted and either:
 - Use the New Folder button
 - Right hand click and New Folder
- When highlighted in blue, the computer awaits a name to be typed
- Enter, carriage return or clicking OK to complete the process
- Folders can be created inside folders – known as sub-folders to create a structure of folders



Exercise

- Create a new folder within Documents folder in your student drive, naming the new folder: YourName_ICT4
- Double click the folder to move inside
- Notice the address ... the place you are now within
- Create a sub-folder, naming the new folder: Coursework
- So, you should now have a folder named Coursework within the YourName_ICT4 folder. Folders inside a folder are known as sub-folders
- Whilst remaining in the main folder named YourName_ICT4 folder, without navigating inside the Coursework folder – if you already have then use the BACK button or UP command for higher level
- Create another sub-folder next to the Coursework folder and name this one: Assessment
- All work from your course work exercises and notes should be saved inside the Coursework folder, likewise anything related to assessments should be saved inside the Assessment folder



Confirmation of folder structure

