25SCHOOLS

FREE LEARNING NOTES FOR ZAMBIA

FORM 1 · TERM 3

Information and Communication Technology

File Management

Lesson notes for learners · Competence-Based Curriculum

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Imagine walking into your room and finding papers on the bed, the floor and the desk, some homework, some letters and some important notes, with no labels at all. A computer can look the same when files are not managed. In this note you learn how to create, name, organise, protect and recover files and folders so that you can find your work when you need it.

AFTER THESE NOTES YOU SHOULD BE ABLE TO

- Explain what a file, a folder and file management are
- Give reasons why file management is important
- Use clear and consistent file names
- Handle files safely, including copying, moving, deleting and backing up
- Organise files in folders and subfolders

KEY WORDS

file	a collection of information saved on a computer, such as a document, a picture or music
folder	a container used to store files and other folders
subfolder	a folder kept inside another folder
file management	the process of naming, saving, organising and keeping track of files and folders
file naming convention	a clear and consistent way of naming files and folders
file extension	the ending of a file name that shows the kind of file, such as .docx, .pdf or .jpg
backup	a copy of important files kept on another storage medium

1 Files, folders and why they matter

A file is a collection of information saved on a computer. A document, a picture and a piece of music are all files. A folder is a container that stores files and other folders. File management is the process of naming, saving, organising and keeping track of files and folders.

Good file management helps you find files quickly and keeps your work organised. It saves time and effort, prevents you from losing important files and makes the computer run more smoothly.

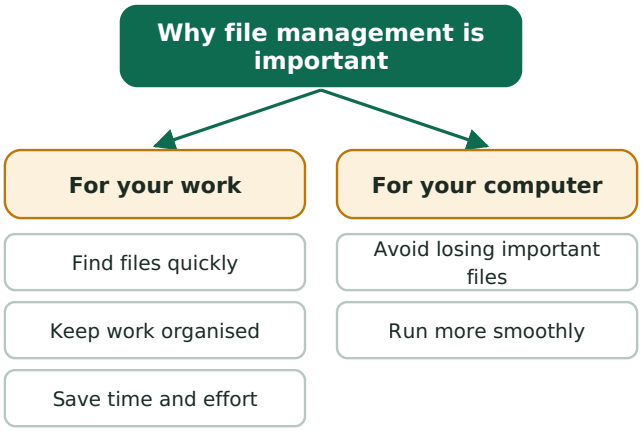


Figure 1. Five reasons why file management is important

2 Naming files and folders

Give files clear, descriptive names, and use the same style every time. A name such as ICT, Homework, June tells you what the file is and when it belongs. Descriptive and consistent names make files easier to retrieve and reduce confusion.

Every file also has an extension at the end of its name that shows its kind, for example .docx for a document, .pdf for a PDF file and .jpg for a picture. Recognising extensions is part of handling files safely.

Extension	Kind of file
.docx	Document
.pdf	PDF file
.jpg	Picture

Figure 2. Three file extensions and the kind of file each shows

3 Creating and organising folders

Create a main folder and place related files together in it. Then make subfolders to organise the files by topic, by subject or by file type. Keeping similar files in one folder makes them easy to find.

A structured set of folders improves productivity and builds your digital literacy skills. You can also sort files by name, date or size, and use search options to locate a file or a folder.

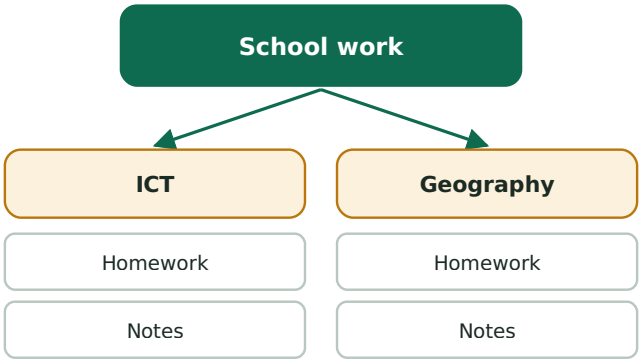


Figure 3. A main folder with subfolders for each subject

4 Copying, moving and deleting files

You can copy a file to a different location, so that the original stays where it is. You can move a file into another location, inside the computer or to an outside device such as a flash disk. You can delete files you no longer need, but be careful not to delete important files by accident.

Safe file handling includes recognising file extensions and avoiding accidental deletion.

Action	What it does
Copy	Places a copy of the file in a different location
Move	Puts the file into another location, inside or outside the computer
Delete	Removes a file you no longer need

Figure 4. Three basic file actions

5 Saving, backing up and restoring

Save your files regularly. Regular saving helps to prevent data loss and protects data against ransomware and malware.

Back up your important files by copying them to other storage media, such as a flash disk or Google Drive. If a file is deleted by mistake, you can restore it from the recycle bin or from cloud storage restoration.

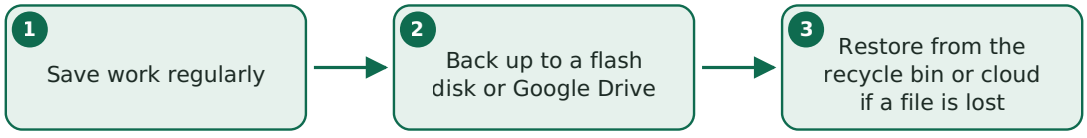


Figure 5. Keeping your files safe

TRY THIS

In your group, create a main folder called School Work on a computer, or draw it in your exercise book if there is no computer. Make subfolders for three subjects. Give five files clear names, place each file in the correct subfolder, and then explain to the class why your names and folders make the files easy to find.

REMEMBER

- A file is a collection of information saved on a computer, and a folder is a container for files and other folders.
- File management is naming, saving, organising and keeping track of files and folders.
- Clear and consistent names make files easier to find and reduce confusion.
- Files can be copied, moved and deleted, and important files must not be deleted by accident.
- Saving regularly and keeping backups protects work against data loss, ransomware and malware.
- Deleted files can be restored from the recycle bin or from cloud storage.

? Check yourself

1. What is a folder, and what is a subfolder.
2. Give three reasons why file management is important.
3. What do the extensions .docx, .pdf and .jpg show.
4. Say the difference between copying a file and moving a file.
5. Name two storage media where you can back up your files.
6. A learner at a school near Feira saves every file as New1, New2 and New3 and puts them all together on the desktop. Before a test she cannot find her ICT homework. (a) Say why the names make the files hard to find. (b) Suggest a clearer name for the homework file. (c) Say how folders and subfolders
7. A teacher near Feira has typed marks for a whole class on a shared computer. By mistake a learner deletes the file, and the teacher also worries that a virus may damage the computer. (a) Say where the teacher may be able to restore the deleted file. (b) Say how the teacher could have protected the m

ANSWERS

1. A folder is a container used to store files and other folders. A subfolder is a folder kept inside another folder.
2. Any three of finding files quickly, keeping work organised, saving time and effort, preventing the loss of important files and making the computer run more smoothly.
3. .docx shows a document, .pdf shows a PDF file and .jpg shows a picture.
4. Copying places a copy of the file in a different location. Moving puts the file into another location, inside the computer or on an outside device.
5. A flash disk and Google Drive.
6. (a) The names do not say what the files are, so they cause confusion. (b) A descriptive name such as ICT, Homework, June. (c) She could keep a main folder with subfolders by subject, so that similar files are together and easy to find.
7. (a) From the recycle bin, or from cloud storage restoration. (b) By backing up the file to another storage medium such as a flash disk or Google Drive. (c) It helps to prevent data loss and protects data against ransomware and malware.

Written by 25Schools to follow the Form 1 Information and Communication Technology syllabus of the Zambian competence-based curriculum. Free for learners to read, download and share. More notes and quizzes at 25schools.com.