File Management

Lesson plan and teacher's notes · Form 1 Information and Communication Technology · 1 period of 40 minutes

School	(write school name)	**Teacher**	(write name)
Date	(date)	**Class**	Form 1
Subject	Information and Communication Technology	**Enrolment**	Boys ___ Girls ___ Total ___
Time	40 minutes	**Topic**	File Management

Learners explain what files, folders and file management are, give reasons why file management matters, name files clearly, organise files in folders and subfolders, and handle files safely by copying, moving, deleting, saving, backing up and restoring. Examples come from the homework and school work learners keep on shared computers near Feira.

Specific outcomes

By the end of the lesson, learners should be able to:

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

Prior knowledge

- Typing a document or using a phone
- Hardware and software from the previous lesson
- Keeping exercise books and papers in order at home or at school

Teaching and learning materials

- chalk and board
- exercise books
- a computer or phone with sample files if available
- a flash disk if available
- printed or drawn folder cards for the paper-based activity

References

Ministry of Education (CDC) Form 1 Information and Communication Technology syllabus and module; 25Schools learners' note: File Management.

Lesson development

Stage and time	Teacher activities	Learner activities
Introduction 5 min	Ask learners to imagine a room with homework, letters and notes lying on the bed, the floor and the desk with no labels. Ask how they would fix the mess. Lead them to see that computers need the same order. Write the title and key words.	Say how they would sort the papers and copy the title and key words.
Development: files, folders and names 10 min	Define a file, a folder, a subfolder and file management. Give the five reasons file management matters. Show good names such as ICT, Homework, June and explain extensions such as .docx, .pdf and .jpg.	Copy the definitions, the reasons and the table of extensions.
Development: organising and keeping files safe 10 min	Show a main folder with subfolders by subject. Explain copying, moving and deleting, and the care needed to avoid accidental deletion. Explain saving regularly, backing up to a flash disk or Google Drive, and restoring from the recycle bin or cloud storage.	Copy the folder diagram, the table of file actions and the steps for keeping files safe.
Practice 10 min	Give the scenarios on naming, folders and recovering files. If there are no computers, let groups draw folder cards on paper and place named file cards in the correct folders. Move around and check.	Work the scenarios in groups and organise the file cards.
Conclusion 5 min	Ask each group to give one good file name and one reason to back up a file. Set the homework.	Answer orally and copy the homework.

Teacher's content notes

Read these before the lesson. They are what you need to know, not what to copy onto the board.

Files and folders

A file is a collection of information saved on a computer, such as a document, a picture or music. A folder is a container that stores files and other folders, and a subfolder sits inside another folder. File management is naming, saving, organising and keeping track of files and folders. It helps learners find files quickly, keeps work organised, saves time, prevents loss of important files and makes the computer run more smoothly.

Naming and extensions

Descriptive and consistent names, such as ICT, Homework, June, make files easier to retrieve and reduce confusion. Extensions such as .docx, .pdf and .jpg show the kind of file, and recognising them is part of safe file handling.

Handling and protecting files

Copying places a copy in a different location. Moving puts a file into another location, inside the computer or on an outside device. Learners delete files they no longer need but avoid deleting important files by accident. Saving regularly prevents data loss and protects against ransomware and malware. Backups go to media such as a flash disk or Google Drive, and deleted files can be restored from the recycle bin or cloud storage.

Questions to ask during the lesson

Question	Expected answer
A group near Feira sees the names Untitled1, Untitled2 and ICT, Homework, June. (a) Say which name is clearer. (b) Say why. (c) Say what kind of names make files easier to retrieve.	(a) ICT, Homework, June. (b) It says what the file is and when it belongs. (c) Descriptive and consistent names.
Learners at a school in Luangwa want to move a file to a flash disk but keep the original on the computer. (a) Say whether they should copy or move. (b) Say what the other action does. (c) Name one outside device mentioned in the note.	(a) Copy. (b) Moving puts the file into another location, so the original does not stay where it was. (c) A flash disk.
A class near Feira is told a file is called report.pdf and another is called photo.jpg. (a) Say what kind of file each is. (b) Say what the ending of the name is called. (c) Say why recognising it helps with safe file handling.	(a) A PDF file and a picture. (b) The file extension. (c) It helps learners recognise the kind of file before they open, move or delete it.

Worked examples for the board

Building a folder structure

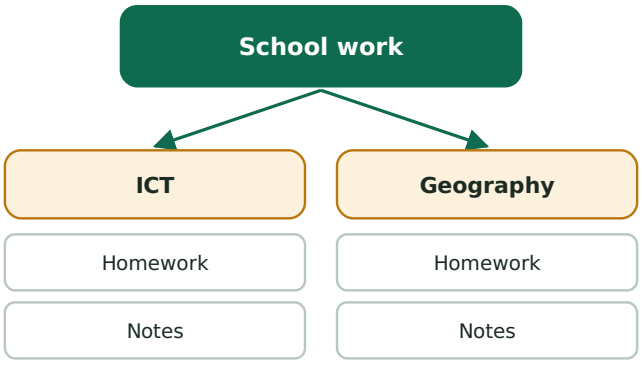
A learner makes a main folder called School Work and adds subfolders called ICT and Geography. Inside each she places Homework and Notes. A file named ICT, Homework, June goes into ICT then Homework, so it is easy to find.

Recovering a lost file

A learner deletes a file by mistake. She first looks in the recycle bin and restores it. If the file had been backed up to Google Drive, she could also use cloud storage restoration.

Board plan

Write the title and key words. Left: definitions and the five reasons. Centre: naming, extensions and the folder diagram. Right: copy, move and delete, then save, back up and restore.



A main folder with subfolders for each subject

Mistakes to expect

Learners often think	Put it right
Copying a file and moving a file are the same.	Copying places a copy in a different location and the original stays. Moving puts the file into another location.
A file is safe as soon as it is on one computer.	Files can be lost, so save regularly and back up important files to a flash disk or Google Drive.
A deleted file is gone for ever.	A deleted file can often be restored from the recycle bin or from cloud storage restoration, but learners must still avoid deleting important files by accident.

Differentiation

Learners who struggle

Give learners a card with three file names and three folder names and let them match each file to its folder before they write why the name is clear.

Learners who finish early

Ask learners who finish early to design a folder structure with subfolders for all their subjects and write one sentence on how it saves time.

Hearing or visual impairment

For learners with visual impairment, let them handle labelled paper folders and file cards and say aloud where each card belongs. For learners with hearing impairment, write each definition and file action on the board and use the diagrams.

No projector, no printing

If there are no computers, draw folders and subfolders on the board or on paper cards. Learners write file names on small cards, place them in the correct folders and act out copying, moving and deleting by writing.

If time is short

Skip the paper-based activity and work only the scenarios on naming files and recovering deleted files; set the rest as homework.

Evaluation

Question or task	A correct answer shows
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 would help her.	(a) The names do not say what the files are, so they cause confusion. (b) A descriptive name such as ICT, Homework, June. (c) A main folder with subfolders by subject keeps similar files together so they are easy to find.
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 marks in advance. (c) Say why saving files regularl	(a) From the recycle bin or from cloud storage restoration. (b) By backing up to a flash disk or Google Drive. (c) It prevents data loss and protects data against ransomware and malware.

Homework

A learner at a school in Luangwa has photos, a homework document and a PDF of notes, all mixed up on one computer. (a) Say which extensions show the document, the PDF and the photo. (b) Say how she could organise them with a main folder and subfolders. (c) Say one way to keep a backup.

Extra practice with answers

Question	Answer
1. A learner at a school near Feira has a document, a picture and a PDF for Geography. (a) Say which folder and subfolder she could place them in. (b) Suggest a clear name for the document. (c) Say one reason why keeping similar files in one folder helps.	(a) A Geography folder, with a subfolder such as Notes or Homework. (b) A descriptive name such as Geography, Homework, June. (c) The files are easy to find and her work stays organised.
2. A shop assistant near Feira keeps the daily sales list on one computer only. One day the computer is damaged. (a) Say what she should have made. (b) Name one place to keep it. (c) Say why saving regularly also matters.	(a) A backup copy of the file. (b) A flash disk or Google Drive. (c) Regular saving prevents data loss and protects data against ransomware and malware.
3. A learner at a school in Luangwa wants to clear space on a shared computer and deletes several files at once. (a) Say which files are right to delete. (b) Say the risk of deleting quickly. (c) Say where a file deleted by mistake may be restored from.	(a) Files she no longer needs. (b) She may delete important files by accident. (c) The recycle bin or cloud storage.

4. A teacher near Feira asks learners to sort their files by name, date or size to find an old picture. (a) Say what sorting helps them do. (b) Name one other way to find a file. (c) Say why this saves time.

(a) Arrange files so a file can be found more easily. (b) Use search options to locate the file or folder. (c) It helps learners find files quickly and saves time and effort.

Answers to the learners' check-yourself questions

1. What is a folder, and what is a subfolder.
   A folder is a container used to store files and other folders. A subfolder is a folder kept inside another folder.
2. Give three reasons why file management is important.
   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. What do the extensions .docx, .pdf and .jpg show.
   .docx shows a document, .pdf shows a PDF file and .jpg shows a picture.
4. Say the difference between copying a file and moving a file.
   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. Name two storage media where you can back up your files.
   A flash disk and Google Drive.
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
   (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 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
   (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.

Teacher's reflection

What went well:

What I will change next time:

Learners who need follow-up: