



FILE SAVING & ORGANIZATION

CFM-B

Objectives

- Save files effectively
 - ▣ Proper Names
 - ▣ Correct file type
 - ▣ Best locations
- Create folders so they are
 - ▣ Organized
 - ▣ Accessible

Organization

➤ **Locations**

- Files can be saved in several locations
 - Desktop
 - C: Drive
 - H: Drive
 - External Storage

Organization

- Choosing a proper location is very important!
 - **Availability**
 - When and where will you need to access the file?
 - Are all of the necessary files located in the same place?
 - **Back Up**
 - If a file becomes damaged or lost, is it backed up somewhere else?

Organization

□ **Folders**

- Arrange similar files into folders
- Folders and subfolders can be made to sort by:
 - Chronology
 - Freshman Year, 2010
 - Category
 - School, Finances, Vacation
 - Subject
 - CFM, Algebra, Chemistry
 - File Type
 - Presentations, Word Documents, Spreadsheets, Pictures

Organization

□ Folders

■ To create a new folders:

- **Open the location where you want to make the folder**
 - **Drives can be found by opening My Computer**
- **Right-click in the folder menu**
- **Go to new and select folder**
- **Now name the new folder**

Clean Up Your H: Drive

- **Create folders for each of your current classes**
- **If you have files from last year on your H: Drive, create a new folder for them**
 - ▣ **On your own time, sort through these files**
 - ▣ **Organize, rename, delete**

Organization

□ File Names

- Allows you to find a specific file easier
 - Brief
 - Specific
 - Contains key words
- ***Paper about what I did last summer.docx***
- ***Summer Vacation Essay.docx***

Saving Files

- **Keyboarding Essay.docx**
 - **“Keyboarding Essay” is the file name**
 - **.docx is the file type, or extension**
 - **Word documents will usually be saved as .docx**
 - **Excel files will usually be saved as .xlsx**
 - **PowerPoint will usually be saved as .pptx**

File Types

- What other file types might you encounter?
 - .mp3
 - .wav
 - .jpg
 - .txt
 - .m4a
 - .mpg
 - .pdf
 - .gif
 - .bmp
 - .wmv
 - .avi
 - .psd
 - .html
 - .zip

File Types

- **Pictures**
 - .jpg, .gif, .bmp, .psd
- **Audio**
 - .mp3, .m4a
- **Video**
 - .mpg, .wav, .avi, .wmv
- **Text**
 - .pdf, .txt

Saving Files

□ Save As

□ Used the first time you save a file

■ Allows you to choose:

■ **File Name**

■ **File Type**

■ **Location**

□ Creates a new file

■ Duplicates the file contents using a different:

■ **File Name**

■ **File Type**

■ **Location**

■ Although the contents are the same, you are now working on a different file



Saving Files

- **Save**

- Used to save a file with the same name, type, and location after it has been edited



Summer Vacation

- Open a new Word document
- Write a few sentences about what you did during summer break
- Save the file to your H: drive
 - What did you name the file?
 - What type of file did you create?
 - Where did you save there file?

File Organization Worksheet



Freshman Year



CFM



- Keyboarding Worksheet.docx
- Typing Log.xlsx

File Organization Worksheet



Freshman Year



English



Journal Entries



- Journal Entry1.docx
- Journal Entry2.docx

File Organization Worksheet



Freshman Year



English



Hamlet Unit



- Hamlet Rough Draft.docx
- Hamlet Essay.docx
- Hamlet Presentation.pptx
- Shakespeare Bio.pdf

File Organization Worksheet



Freshman Year



Biology



- Frog Organ Diagram.jpg
- Dissection Lab.docx

File Organization Worksheet



Freshman Year



Yearbook



Pictures



- Class Photo.jpg
 - Homecoming Dance.jpg
 - Football Game1.jpg
 - Football Game2.jpg
- Class Roster.xlsx

