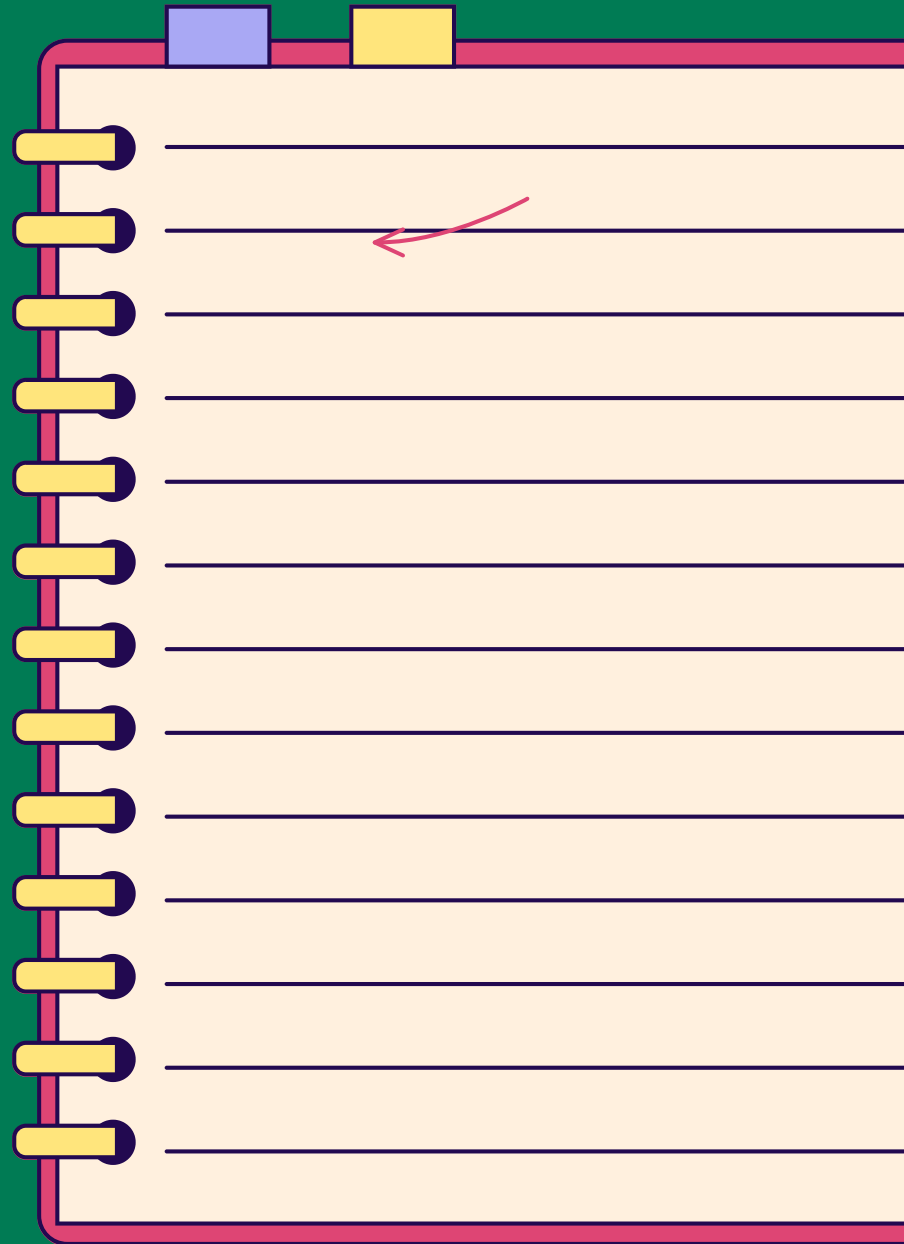MODULE 5 - MANAGING, STORING AND RETRIEVING YOUR DATA

CHAPTER 2

ORGANIZING YOUR DATA

Skills to Connect

INTRODUCTION

In our digital age, where the volume of data is increasing exponentially, the efficient organization of this information is essential to optimize productivity and minimize research time.

This chapter highlights strategies and tools for organizing and retrieving your data intuitively and securely. You will discover a variety of techniques for naming, organizing, and securing your documents across different digital media, ensuring their long-term accessibility and integrity.

Embrace these methods to transform your data management and ensure an orderly and efficient digital environment.

1 ORGANIZE YOUR DATA
ON A COMPUTER
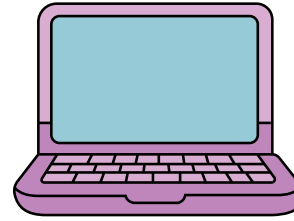
Organizing your data is essential to maintain an efficient work environment and avoid losing important files. Here is a detailed guide to manage your files and folders optimally, using various features:

1 - NAME YOUR DOCUMENTS

Naming a document effectively is crucial to making it easy to find. Use a consistent naming convention that includes elements like the date, name, and a number if necessary.

For example :
- 2024-06-19_Financial_Report_01.docx
- 2024-06-19_Holidays_Photos_02.jpg

This method helps sort and search for documents quickly. Additionally, using hyphens and avoiding spaces in file names helps with file compatibility, readability, and management. Adopting this practice can simplify your file management tasks and avoid potential problems, especially in diverse work environments and when sharing files online.

Spaces in filenames can cause problems when used on the web or in URLs, because spaces must be encoded as %20. Using hyphens avoids this complication and makes URLs cleaner:
- With spaces: http://exemple.com/Rapport%20Mensuel%20Juin%202024.docx
- With hyphens: http://example.com/Mental-Report-June-2024.docx

① ORGANIZE YOUR DATA
ON A COMPUTER

Here is a little tutorial explaining how to organize your documents!
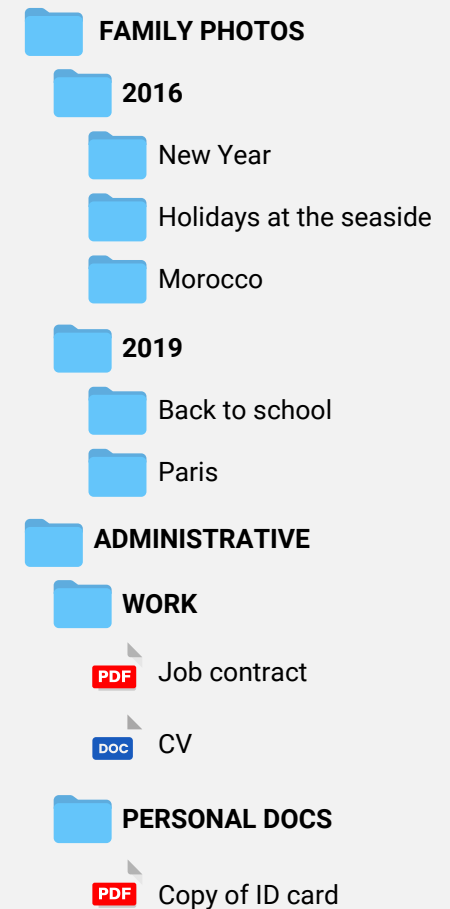
2 - CLASSIFY YOUR DOCUMENTS

Organizing your files on a computer is like using a **folder**.

- The folder corresponds to the binder, which contains everything on a specific theme.
- Subfolders are like dividers inside the binder, dividing information into categories.
- Files are like the sheets of paper behind each divider: they are the documents themselves.

FOR EXAMPLE :
- Create a main folder: "Personal Files"
  - Subfolders: "Photos"
    - Subfolders by year: 2022, 2023, etc.
    - Or by theme: Holidays, Family, Events, etc.
  - Subfolders: "Personal documents"
    - Subfolders by type: Administrative, Health, Banking, etc.
    - Or by year: 2022, 2023, etc.

📁 **FAMILY PHOTOS**
  📁 **2016**
    📁 New Year
    📁 Holidays at the seaside
    📁 Morocco
  📁 **2019**
    📁 Back to school
    📁 Paris
📁 **ADMINISTRATIVE**
  📁 **WORK**
    📄 Job contract
    📄 CV
  📁 **PERSONAL DOCS**
    📄 Copy of ID card

1 ORGANIZE YOUR DATA
ON A COMPUTER

3 - MOVE ITEMS TO A FILE OR FOLDER

- Select the file or folder you want to move.
- Right click on it and choose "Cut".
- Go to the desired location, right-click and select "Paste".

4 - CREATE A SHORTCUT FOR A FILE OR FOLDER

- Right-click on the file or folder.
- Select "Create Shortcut".
- Move the shortcut to the desired location, for example to the desktop or to a specific folder.

5 - CREATE A LINK TO A FILE OR FOLDER IN OTHER APPS

- Right-click on the file or folder and select "Copy Path".
- Open the app and paste the link where you want (Ctrl + V).

6 - CREATE A COPY OF A FILE

- Select the file you want to copy.
- Right click and select "Copy".
- Go to the desired location, right-click and select "Paste".

1 ORGANIZE YOUR DATA
ON A COMPUTER

7 - DELETE A FILE OR FOLDER

- Select the file or folder you want to delete.
- Right click and select "Delete".
- Confirm deletion if necessary.

8 - CHANGE THE COLOR OF YOUR FOLDER

Changing folder colors isn't a native feature of Windows, but you can use third-party software like Folder Marker to customize the colors of your folders. Here's how:

- Download and install Folder Marker.
- Right click on the folder you want to color.
- Select "Mark Folder" and choose the desired color.

On Google Drive, however, you can customize the color of folders and shortcuts to folders in My Drive and Shared Drives. Changing the colors only applies to your version of Drive.

- Go to drive.google.com on your computer.
- Right-click on the folder you want to modify.
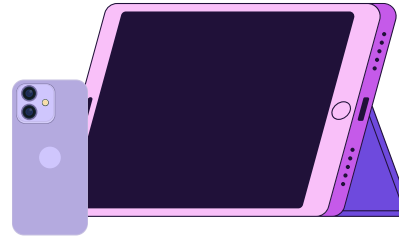- Click on Change Color and select the color you want.

Check out this fact sheet that explains how to organize your files in Google Drive!

② ORGANIZE YOUR DATA
ON A SMARTPHONE / TABLET

Organizing your data and folders on a smartphone can greatly improve efficiency and ease of use. Here are some tips for organizing your data and folders on a smartphone:

1 - USE FOLDERS FOR APPLICATIONS

- Group by category: Create thematic folders (e.g. Productivity, Entertainment, Social Networks, etc.) and place the corresponding apps in them.
- Name folders clearly: Use meaningful names so you can quickly see what's inside.

VIDEO TUTORIAL

How to Categorize and Group Apps on iPhone

VIDEO TUTORIAL

How to classify and group apps on android

2 - ORGANIZE FILES AND DOCUMENTS

- File management apps: Use a file management app like Google Files, ES File Explorer, or native file management to organize your documents, photos, videos, etc.
- Create subfolders: For example, in a Photos folder, create subfolders by date or event (Vacation 2023, Birthday, etc.).
- Consistent naming convention: Adopt a consistent naming convention for your files (e.g., 2023-07-15_Invoice.pdf for invoices).

2 ORGANIZE YOUR DATA
ON A SMARTPHONE / TABLET

3 - SYNCHRONIZATION AND BACKUP

- Use the cloud: Google Drive, Dropbox, OneDrive, iCloud allow you to store and sync your files automatically. Create organized folders also in the cloud to access them from any device.
- Regular Backups: Make sure your important data is backed up regularly to avoid any loss.

4 - CONTACT MANAGEMENT

- Contact Groups: Create groups to organize your contacts (Family, Friends, Professionals).
- Complete Information: Fill in the contact information (email address, company, position, etc.) for more efficient management.

5 - REMINDERS CALENDAR

- Well-structured calendar: Use a calendar app and create events with reminders. Assign different colors for different categories (work, personal, sports, etc.).
- To-do lists: Use apps like Todoist, Microsoft To Do, or Google Tasks to organize your tasks by priority and categories.

② ORGANIZE YOUR DATA

ON A SMARTPHONE / TABLET

6 - REGULAR CLEANING

- Delete unnecessary files: Regularly sort through your files and applications to remove what is no longer necessary.
- Archive: Archive old files and photos to external media or the cloud to free up space on your smartphone.

7 - OPTIMIZE THE HOME SCREEN

- Strategic placement: Place your most used apps on your home screen for quick access.
- Widgets: Use widgets to quickly access important information (weather, calendar, tasks).

8 - DATA SECURITY

- Use passwords: Protect your sensitive files with passwords.
- Security applications: Install security applications to protect your data from malware and other threats.