



MODULE 5

Managing, storing and retrieving your data



Welcome to this module which deals with the topics of data management, storage and research. Indeed, digital technology requires a certain organization and protection of data such as administrative documents, images, videos, etc. to ensure that they are not lost and can be found easily. Let's learn together how to do it.

1 Storing your data

- Why store your computer data?
- Where and how to save your data?
- How to secure your data?



Discover the explanatory sheet 1

2 Organize your data

- Naming your documents
- Classify your documents
- Moving items to a file or folder
- Creating a shortcut for a file or folder
- Creating a link to a file or folder in other applications
- Creating a copy of a file
- Deleting a file or folder
- Changing the color of your folder



Discover the explanatory sheet 2

DIFFICULTY



REQUIREMENTS

- Module 1

DURATION



45 min

HARDWARE

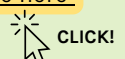


Practice!

- Practical exercises (create a folder, name it, classify it, change its color, make a subfolder, etc.)
- Multiple choice questions



Complete the exercise here



To go further...

Want to know more about data management?

Here is a compilation of resources to help you delve deeper into this module!

- Video “Google drive: organizational tips”(10 minutes)



[Watch the video](#)

- Techniques in case of loss or breakage/theft of devices



[View the article](#)

- Data Recovery (video, approx. 6 min)



[Watch the video](#)

- How to organize your files properly, using the KonMari method, organize your computer like your wardrobe (Notre temps article)



[View the article](#)

Choosing the right devices and your job



Here are some situations from your daily life where this module could be useful to you:

Understanding how data storage and tools are organized

If you have corporate email accounts, chances are you also have access to data (information) storage tools like Google Drive or Microsoft Teams/One drive. Understanding how it works and what it is used for will help you process your data and retrieve the information you need directly!

Helping the supported people organize and find their documents on their device

More and more administrative procedures or sending of documents are done by email or via official platforms. This forces us to download them, yes, but how can we easily find them afterwards? With this module, whether for you or to help your beneficiary, you will be able to explain to them and give them a method to keep their important digital documents in a way that helps them find them easily!



Join the Skills to Connect platform to discover more modules.
Click on the logo!



This project is funded through the program



Erasmus+