

IT'S TIME TO PRACTICE!

MODULE 5 - MANAGING, STORING AND RETRIEVING YOUR DATA



EXERCISE 1

THIS EXERCISE WILL GUIDE YOU THROUGH SEVERAL STEPS TO EFFECTIVELY ORGANIZE YOUR DATA ON A COMPUTER (WINDOWS PC). FOLLOW THE INSTRUCTIONS BELOW TO COMPLETE EACH TASK.

PART 1: NAME YOUR DOCUMENTS

Name a document:

- Create a new text document on your desktop.
- Name the document using the following convention:
2024-06-19_Report_01.txt

PART 2: CLASSIFY YOUR DOCUMENTS

- On your desktop, create a new folder named Work.
- Inside the Work folder, create two subfolders named Projects and Reports.
- Inside the Projects folder, create a subfolder named Project_A.

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PART 3: MOVE ITEMS TO A FILE OR FOLDER

Move a File:

- Move the document 2024-06-19_Report_01.txt into the Reports folder you created.

PART 4: CREATE A SHORTCUT FOR A FILE OR FOLDER

Create a shortcut:

- Right-click on the Reports folder and select Create Shortcut.
- Move this shortcut to your desktop.

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PART 5: CREATE A LINK TO A FILE OR FOLDER IN OTHER APPS

- Open a Word document or an email in Outlook.
- insert a link to the document 2024-06-19_Report_01.txt using the Insert Hyperlink option and pasting the file path.

PART 6: CREATE A COPY OF A FILE

- Go to the Reports folder.
- Select the document 2024-06-19_Report_01.txt, right-click and select Copy.
- Paste it into the same folder to create a copy. Rename this copy to 2024-06-19_Report_01_Copy.txt.

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PART 7: DELETE A FILE OR FOLDER

- Select the file 2024-06-19_Report_01_Copy.txt.
- Right-click and select Delete.

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SUMMARY OF THE EXERCISE YOU JUST DID

By completing this exercise, you have learned to:

- Efficiently name your documents.
- Organize your documents by creating folders and subfolders.
- Move files to appropriate folders.
- Create shortcuts for quick access.
- Insert links to files in other apps.
- Create copies of your files.
- Delete unnecessary files or folders.

Repeat this exercise with your own documents and folders to master organizing your data on a Windows PC.

EXERCISE 2

MULTIPLE CHOICE: ORGANIZING YOUR DATA

ANSWER THE FOLLOWING QUESTIONS TO ASSESS YOUR UNDERSTANDING OF DATA ORGANIZATION CONCEPTS ON A WINDOWS PC.

1. NAME YOUR DOCUMENTS

Q1: What is the recommended format for naming a document effectively?

- a) document.txt
- b) 20240619_rapport_final.docx
- c) Rapport final 2024.docx
- d) final_report.docx

2. CLASSIFY YOUR DOCUMENTS

Q2: What is the best way to organize your documents for a project?

- a) Put all documents on the desktop
- b) Create a main folder with subfolders for each aspect of the project
- c) Use only a "Documents" folder with no subfolders
- d) Don't organize at all, leave them in the "Downloads" folder.

EXERCISE 2

MULTIPLE CHOICE: ORGANIZING YOUR DATA

ANSWER THE FOLLOWING QUESTIONS TO ASSESS YOUR UNDERSTANDING OF DATA ORGANIZATION CONCEPTS ON A WINDOWS PC.

3. MOVE ITEMS TO A FILE OR FOLDER

Q3: How to move a file to a specific folder?

- a) Copy the file, paste it into the folder and delete the original.
- b) Drag and drop the file into the target folder
- c) Rename the file with the folder name
- d) Open the file and save it again into the target folder.

4. CREATE A SHORTCUT FOR A FILE OR FOLDER

Q4: What is the correct way to create a shortcut to a folder on the desktop?

- a) Copy the folder and paste it to the desktop
- b) Right-click on the folder, select "Create Shortcut" and move the shortcut to the desktop
- c) Rename the folder to "shortcut"
- d) Create a new folder on the desktop and move all the files into it.

EXERCISE 2

MULTIPLE CHOICE: ORGANIZING YOUR DATA

ANSWER THE FOLLOWING QUESTIONS TO ASSESS YOUR UNDERSTANDING OF DATA ORGANIZATION CONCEPTS ON A WINDOWS PC.

5. CREATE A LINK TO A FILE OR FOLDER IN OTHER APPLICATIONS

Q5: How to insert a link to a file in a Word document?

- a) Write the file address in the document
- b) Use the "Insert Hyperlink" option and select the file from its location
- c) Copy the file and paste it into the Word document
- d) Print the file address and scan it.

6. CREATE A COPY OF A FILE

Q6: What is the easiest way to create a copy of a file?

- a) Open the file, click "Save As" and give it a new name
- b) Select the file, press Ctrl + C then Ctrl + V
- c) Drag the file while holding down the Ctrl key
- d) All answers are correct.

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MULTIPLE CHOICE: ORGANIZING YOUR DATA

ANSWER THE FOLLOWING QUESTIONS TO ASSESS YOUR UNDERSTANDING OF DATA ORGANIZATION CONCEPTS ON A WINDOWS PC.

7. DELETE A FILE OR FOLDER

Q7: What is the correct way to delete a file or folder?

- a) Rename the file or folder
- b) Select the file or folder and press the Delete key
- c) Copy the file or folder and paste it into the Recycle Bin
- d) Right-click on the file or folder and select "Cut".

EXERCISE 2

MULTIPLE CHOICE: ORGANIZING YOUR DATA

ANSWERS

- 1.b) 20240619_rapport_final.docx
- 2.b) Create a main folder with subfolders for each aspect of the project.
- 3.b) Drag and drop the file into the target folder.
- 4.b) Right-click on the folder, select "Create shortcut" and move the shortcut on the desktop.
- 5.b) Use the "Insert Hyperlink" option and select the file from its location.
- 6.d) All answers are correct.
- 7.b) Select the file or folder and press the Delete key.