1.3 - Activity – Creating Your Own Folders

In this activity, you will create folders to help you keep your work organized. You will create folders right now and then more as the course progresses.

***BTT1O*** – to store all of your work for this course. (Create folders for your other classes as well – i.e. Math, Geography, etc.)

*Create the following folders will inside of the BTT1O folder.*

***Digital Literacy*** *– terminology, computer workstation, internet, electronic research*

***Word*** – to store all your word processing files
 example: Microsoft Word/Open Office documents

***Excel***– to store all of your spread sheet files
 example: Microsoft Excel/Open Office documents

***PowerPoint***- to store all of your Powerpoint files
 example: Microsoft PowerPoint/Open Office documents

***Access***– to store all of your database files

***Publisher*** – to store all your publisher files

*Other* – to store files that don’t fit in the above categories

**STEPS**

1. Double click on the *My Computer* icon on your desktop
2. Double click on the icon for the P: drive. It will have your login name.
*The H: drive on the school’s network is your personal network space. The work you save here is only available to you when you log onto the network using your individual login.*
3. Click on *Make a new folder* from the options displayed on the left side of your screen. (Other folders created by the network will be displayed)
4. Notice the *New Folder* displayed below the already existing folders.
5. Click *once* on the *New Folder*.
6. Click on Rename this folder from the options displayed on the left side of your screen.
7. Type *BTT1O* as the new name for the folder and press Enter when done.
8. Double click this newly made BTT1O folder.
9. Repeat steps 3-7 above for the other folders.

Create these folders – I will be coming around at the start and end of the year to check on your organization and give you a level.

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| **File Management – A3. Manage electronic files and folders** |
| **Level 1****Below Expectations****1- 1 1+** | **Level 2****Meets Most Expectations****2- 2 2+** | **Level 3****Meets Expectations****3- 3 3+** | **Level 4****Exceeds Expectations (Goes Above and Beyond)****4- 4 4+**  |
| Student applies poor conventions when naming files and foldersStudent organizes files and folders in a poor manner | Student applies some appropriate conventions when naming files and foldersStudent organizes files and folders in somewhat of a logical manner | Student applies appropriate conventions when naming files and foldersStudent organizes files and folders in a logical manner | Student applies very appropriate conventions when naming files and foldersStudent organizes files and folders in a very logical manner |
| **Overall Level** |  |