Creating and organising files and folders effectively

Core Competency:

Use the computer system to perform various tasks.

Element:

Describe the major components of the computer system and their functions.

Performance Criteria:

- Create a file with an appropriate name.
- Enter relevant content.
- Save and organise the file in a specific folder.

Purpose of Activity:

To help students learn how to create, name, and organise files using a real-world example (They may use the topic "My Favourite Animal").

Learning Outcomes:

By the end of this lesson, students should be able to:

- Create and name a folder on the desktop ("You may name the folder as "Animal")
- Create and name a file using the MS Word document (You may name the file as "My Favourite Animal")
- Save the file "My Favourite Animal" in the folder "Animal"

Resources and Materials:

- Computer
- Basic text editor (MS Word)

Implementation Guidelines:

1. Discuss why organising information into files is useful.
2. Introduce the sample topic. "My favourite animal".
3. Demonstration on how to create and name a folder on the desktop.
4. Demonstration on how to create, name, and save a file in the folder.

Assessment:

• Activity 1: Create and name a folder on the desktop.
• Activity 2: Create, name, and save a file in the folder.

Extension of Activity:

• Ask students to download a picture of their favourite animal from the internet and save it in the folder they have created.
• Ask students to insert the picture of their favourite animal in the MS Word document and save it.