

# DIGITAL LITERACY

## Teacher's Guide: GRADE 8 - Lesson 5

### Manage 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

#### Purpose of Activity:

To help students develop skills to organise digital files and folders for easy access and efficient use

#### Learning Outcomes:

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

- Identify different file types and storage locations
- Rename files and folders
- Move (copy and paste) file into folder
- Move (cut and paste) file into folder
- Delete file and folder
- Understand the importance of logical file organisation

#### Resources and Materials:

- Computer
- Basic text editor (MS Word)
- Sample files (documents, images, videos)

#### Implementation Guidelines:

1. Begin the class with an introduction to the concept of file types and folders.
2. Demonstrate basic file operations (rename, move, delete).
3. Guide learners in organising a messy folder structure.
4. Encourage learners to create their own structured folders for a project.

**Assessment:**

- Activity 1: Rename a folder on the desktop
- Activity 2: Move a file in a folder using “cut and paste” function
- Activity 3: Create a duplicate of a file at a new location using copy and paste function
- Activity 4: Delete a file
- Activity 5: Delete a folder

**Extension of Activity:**

- Introduce cloud storage tools (Google Drive, OneDrive)
- Explore file sharing and permissions
- Organise collaborative project files in shared folders