# *Using your laptop to make a real difference in your teaching*

## SESSION 2

### Managing files

### CLASS NOTES



basic education

Department:
Basic Education
**REPUBLIC OF SOUTH AFRICA**

Via Afrika

In partnership with the Department of Basic Education.

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# Course content

## Using your laptop to make a real difference in your teaching

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## Session 2: Managing files

# Class Notes

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## Please read the following important information

1. You can download and print the Class Notes for personal use, but you may not share them.

2. Once you have watched all the videos and completed all the quizzes, reflections, tasks and assessments successfully, you can download your certificate and print it.

3. If you wish to earn SACE Professional Development (PD) points for this session, you must complete all the online assessments in the session successfully. Our system will notify us of your success, and we will send the points allocation request to the South African Council for Educators (SACE).

4. Remember that devices and apps are updated all the time. The device specifications and features that you see here might differ slightly from those of the device you are using. The app features and icons that you see here might also differ slightly from the app in which you are working.

# Contents

# Outcomes and content

## Outcomes of the session

By the end of the session, the participant will be able to:

- explain the importance of effective file management
- explain how folders work in File Explorer
- use File Explorer effectively
- create, name, rename, move, sort and delete files and folders
- use the Recycle Bin effectively
- identify different file types, their extensions and associated apps
- identify and explain the uses of different storage types: external storage, CDs and DVDs, flash drives, external hard drives, zip files, and Cloud Storage

## Content of the session

This session will focus on:

- file management
- using File Explorer
- creating, naming, renaming, moving, sorting and deleting files and folders
- the Recycle Bin
- file types, extensions and associated apps
- different storage types (external storage, CDs and DVDs, flash drives, external hard drives, zip files, and Cloud Storage)

# Overview

Welcome to **Session 2: Managing files**. In this session, you will learn how to organise the files on your laptop efficiently for more productive work.

During this course – **Using your laptop to make a real difference in your teaching** – you will learn all about how to use your laptop. The course includes the following sessions.

1. Your first laptop
2. Managing files
3. Connecting to the world
4. Using a display device with your laptop
5. Making it work with JUST ONE LAPTOP

If you would like to learn more about using all the Microsoft Office Apps on your laptop as well as your mobile device, please consider enrolling for our **Microsoft 365 Course**, where you will learn all about using Microsoft Word, Excel, PowerPoint, and OneNote. Discover how to use Microsoft Teams in a teaching context in our **Teaching Online Course**.

If you have – in addition to your laptop – a Windows tablet, learn all about how to use your tablet in **Using your Windows tablet device to make a real difference in your teaching**.

If you have an Android tablet device, find out how to use it optimally in **Using your Android tablet device to make a real difference in your teaching**. Also consider enrolling for our **Google Workspace Course**, where you will study a variety of Google Apps, including Docs, Sheets, Slides, Keep and Drive.

Well done for making this investment in your professional development as a teacher and a 21st Century Citizen.

# Introduction

## Why should you manage your files?

It is important to safely and efficiently organise, store and access your saved documents. As teachers, you will often need to find and use documents you created previously, for example a test that you created a year ago or a circular that you received a week ago. If you start organising your files properly from the beginning, you won't waste any time hunting through hundreds of disorganised documents to find what you need.

In the same way you've always organised your physical documents in your classroom using ring-binders and display books, you will need to organise the documents you create on your laptop computer.

Having your documents stored in an organised, easily accessible manner will save you time. It will also allow you to use and build on previously created documents which can significantly reduce prep time and save you having to recreate something you've already done. All-in-all, managing your files well is a very good idea.

### Reflection

- How do you currently manage your files and folders? Do you have a filing cabinet in your classroom?
- Have you ever organised digital or electronic files on a device, such as your laptop, tablet or smartphone?
- Make notes in your PD Journal.

## File management

Just like the cupboard in your classroom where you neatly store your ring-binders containing all those important documents, your laptop also systematically stores your electronic documents. These electronic documents are called files and they are stored in folders, which work much like ring-binders. Folders can contain files as well as subfolders.

File management is the process of naming, storing and retrieving the files on your computer.

Here is an example of how files and folders can be organised on a computer.
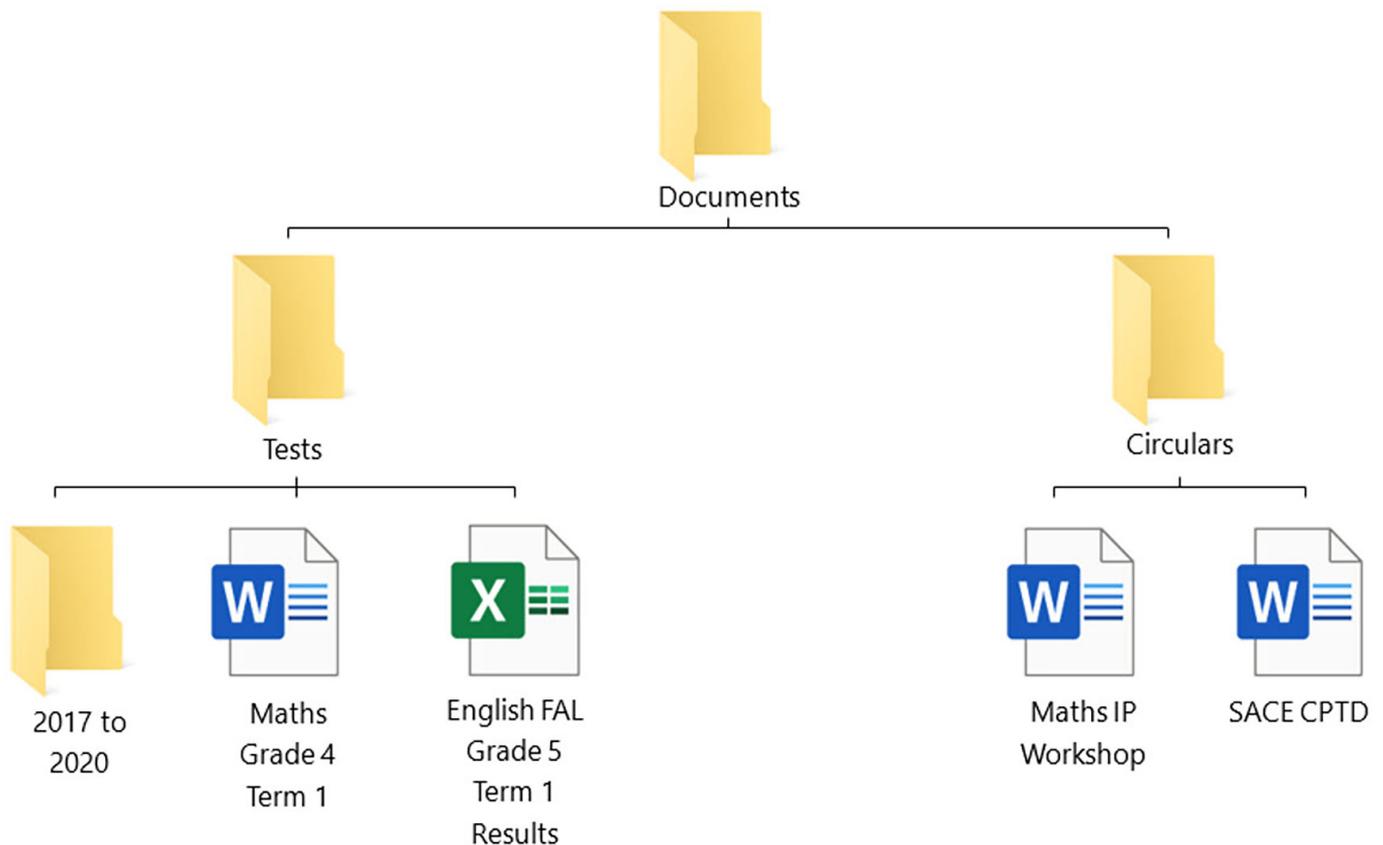


- There is a folder named Documents which has two subfolders saved in it.
- The Tests subfolder contains its own subfolder called 2017 to 2020. It also contains two files, a Word file called Maths Grade 4 Term 1 and an Excel file called English FAL Grade 5 Term 1 Results.
- The Circulars subfolder contains two Word files: Maths IP Workshop and SACE CPTD.

This structure makes it easy to find the various files you have created over time.

## Reflection

- Make a list in your PD Journal of which tips and tricks have worked well in your own physical document filing system.
- Start jotting down ideas in your PD Journal about how you would like to organise the files on your laptop.

# File Explorer

## Accessing File Explorer

Microsoft's file management app is called File Explorer. You will see it as a standard icon on the Windows Taskbar. If you do not see it, you can follow the instructions below to install the icon on the Taskbar for easy access in the future.
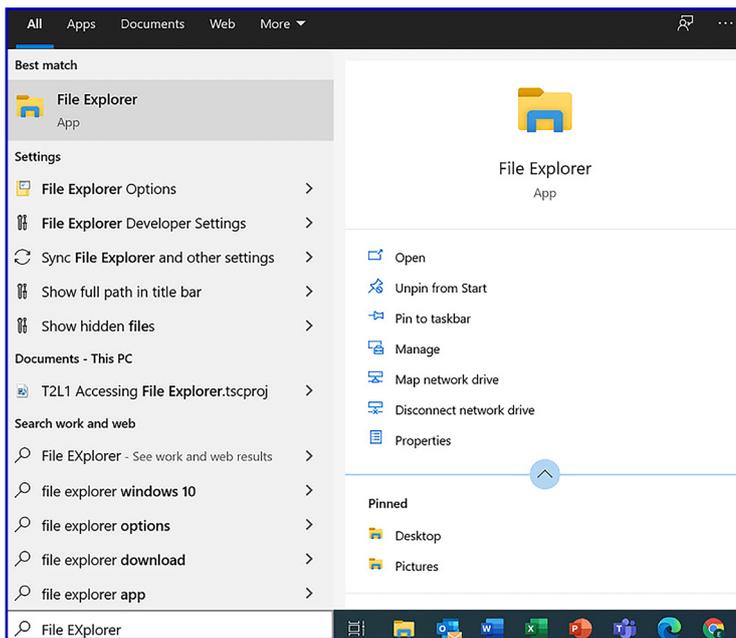


The File Explorer Icon in the Taskbar

You can install the File Explorer Icon on the Taskbar.

1. Click on the Start Button on the Taskbar (or press the Windows Key on your keyboard).

2. The Start Menu will appear.

3. Without clicking anywhere else, type the following words into the Search Bar: File Explorer.

4. The File Explorer App will appear on the Start Menu.

5. Right-click the File Explorer Icon and left-click Pin to Taskbar.

6. The File Explorer Icon is now permanently available on your Taskbar for quick access in future.

You can access the contents of your computer from the File Explorer Icon on the Taskbar.

1. Click on the File Explorer Icon.

2. Windows 10 will open the app.

You are ready to explore the contents of your laptop now.

# Getting to know File Explorer

File Explorer uses the same elements you are used to from other Microsoft Apps. You will see Tabs at the top, with the Ribbon containing different Command Groups below that.

Title Bar: Shows the name of the folder you are working in.

Title Bar
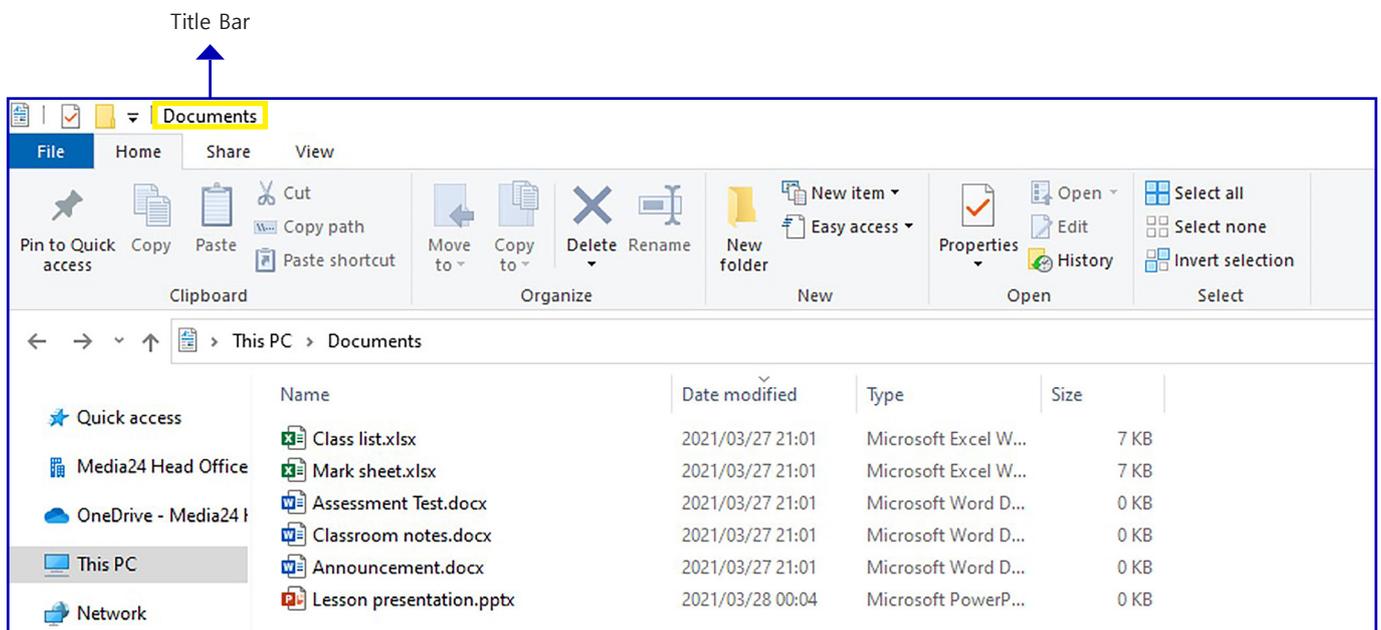


Tabs: File, Home, Share, View.

Tabs
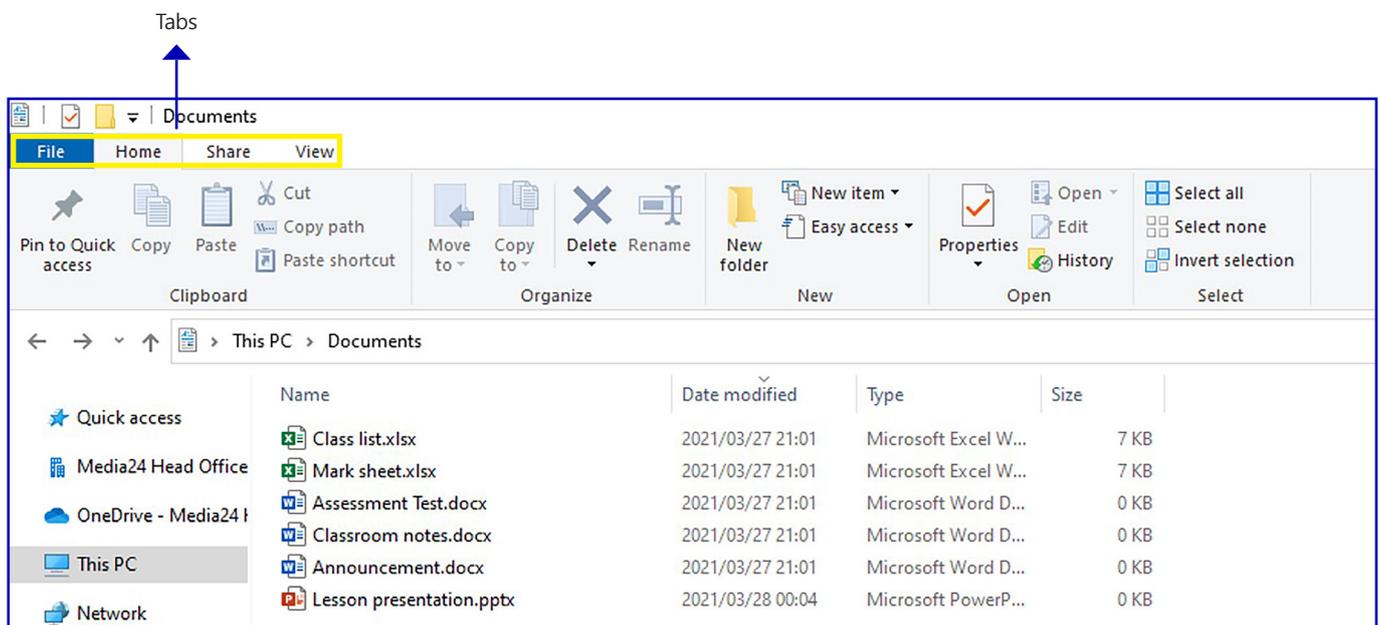
Ribbon: Holds Groups and Command Buttons.

Ribbon
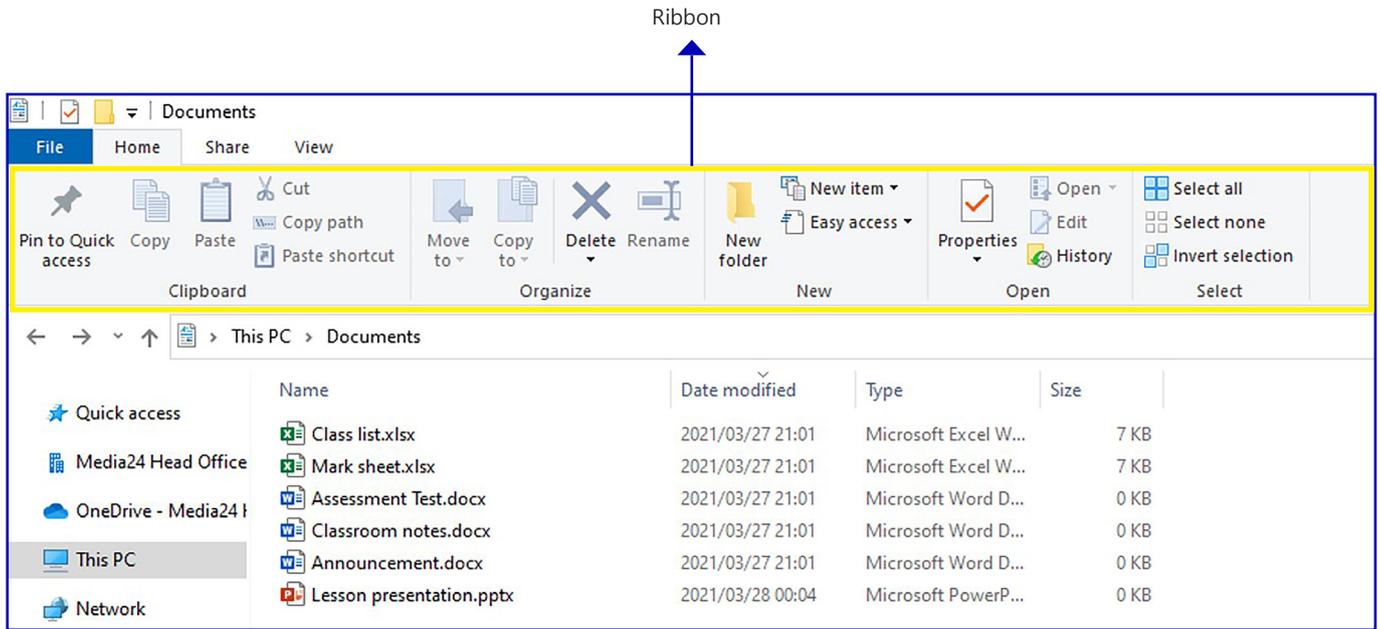


Address Bar: Displays the path of the folder you are working in.

Address Bar
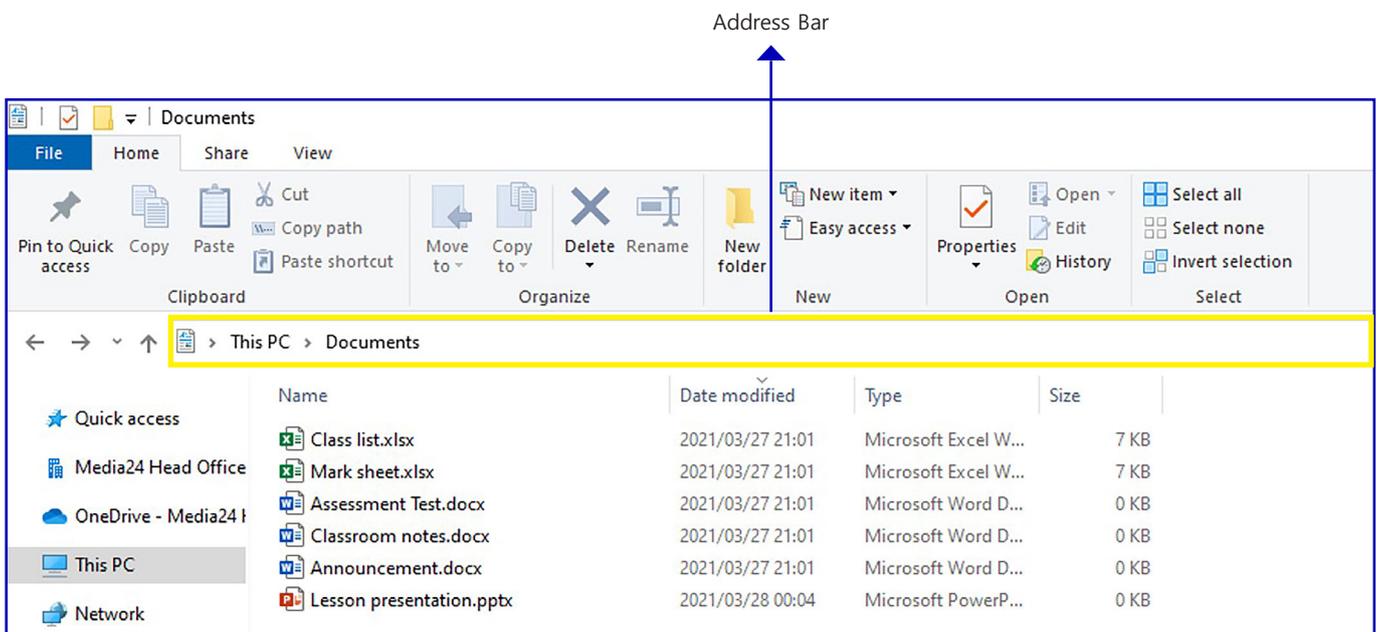


Search Bar: Here, you can search for a specific file or subfolder in the current folder.

Search Bar
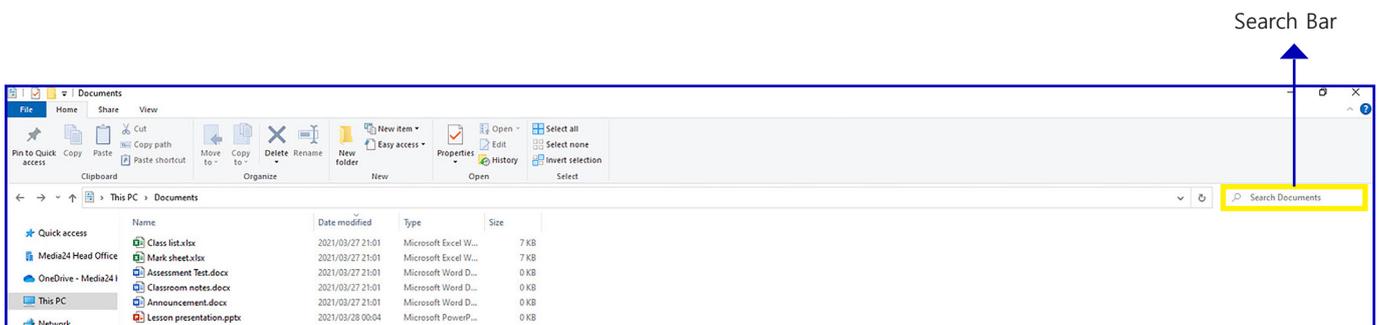
Navigation Pane: Shows a high-level view of the contents of the computer.

- Shows different storage locations (drives) and folders on the computer.
- Quick Access shows folders that are used regularly.

Nagivation Pane
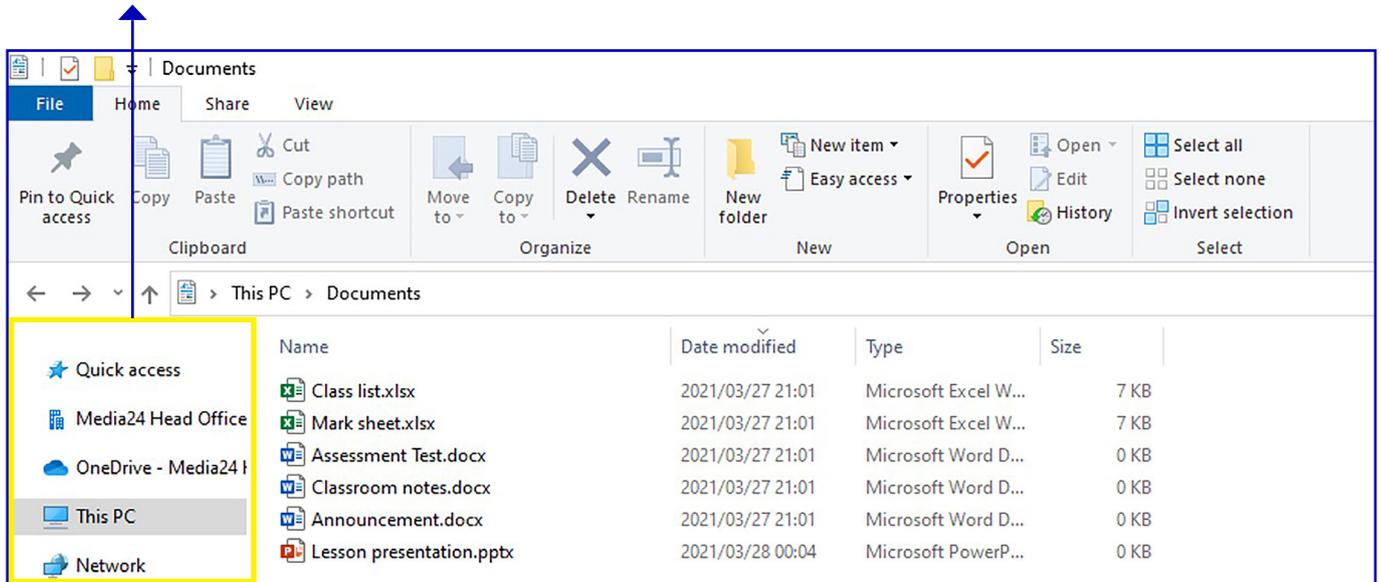


File List: A list of the files in a folder.

File List
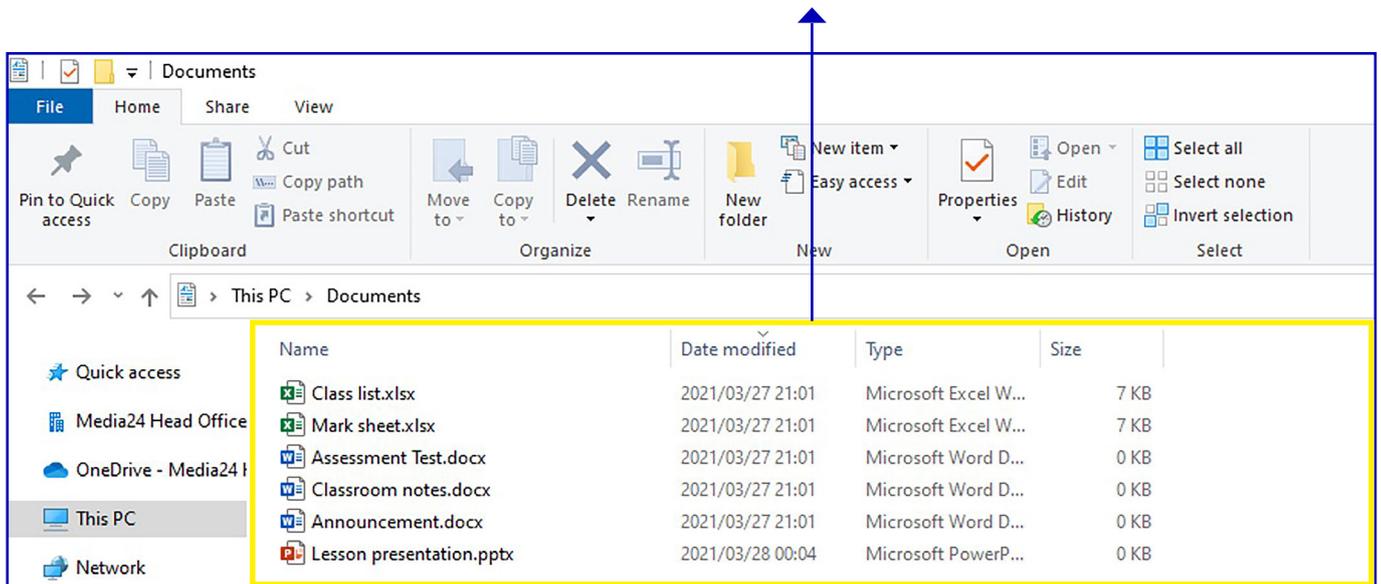


| Task |
| --- |
| Find the following items in your File Explorer App: |

- the Navigation Pane
- the Address Bar
- the Ribbon
- the Search Bar

# Renaming files and folders

You may wish to rename a file or a folder. Windows 10 makes this task easy.

You can rename files and folders using the Rename Command on the Ribbon.

1. In File Explorer, make sure the file or folder you want to rename is visible in the File List.
2. Click the file or folder you want to rename. (You cannot do this in the Recent Files List in Quick Access. You must select the actual file or folder you would like to rename.)
3. Click on Rename in the Organise Group on the Home Tab.
4. The file name will become editable.
5. Click in the Text Box and change the name of the file. Do not change the file extension when you rename a file.
6. Press Enter.

You can rename files and folders using the menu that opens when you right-click the file or folder.

1. In File Explorer, make sure the file or folder you want to rename is visible in the File List.
2. Right-click the file or folder you want to rename. (You cannot do this in the Recent Files List in Quick Access. You must click on the actual file or folder you would like to rename.)
3. Left-click on Rename in the menu.
4. The file name will become editable.
5. Left-click in the Text Box and change the name of the file. Do not change the file extension when you rename a file.
6. Press Enter.

| Task |
| --- |
| Rename a file in your Documents Folder. |

**File naming tips**

| Tip | Why |
|---|---|
| Don't use < > : " / \ ? * | The Operating System uses symbols like these and will not accept a file name with any of these symbols in it. |
| Be consistent in your naming. | This will make finding files easier. For example, always start a file name with the Grade or the date you created it on. |
| Keep names short, but descriptive. | This will make finding files easier. You can leave spaces between words in a file name. |
| Use dates where relevant. | This will make finding files easier. Always use the same format for the date. |
| Ensure that your file names make sense. | This will make finding files easier, especially when you have a list of a hundred plus files you need to sort through. |
| Use version numbers where applicable. | This will make it easier to work out which is the latest version of your file. Adding V1, V2, etc. to the file name helps here. |

# Creating a new folder

As you create more files in different areas of your work, you will want to organise them into folders.

You can create a subfolder in an existing folder.

1.  In File Explorer, make sure that the main folder where you want to place the new folder in is open in the File List. (Check the Title Bar or Address Bar to be sure.)
2.  Click on the New Folder command in the New Group on the Home Tab.
3.  A new folder will appear in the File List with the default name 'New Folder'.
4.  You can rename the folder following the steps you already know.

# Moving files into a folder

As part of your re-organisation of files, you will want to move files, or folders, from one place to another on your computer.

You can move files into folders.

1. In File Explorer, make sure the file or folder you want to move is visible in the File List.
2. Move your cursor over the file you want to move.
3. Select the file by left-clicking on it once.
4. Now, click and hold the Left Touchpad Button down while you drag the file to the folder into which you want to move it.
5. When you move the file over the folder, the folder will be highlighted.
6. Release the Left Touchpad Button and the file will drop into the folder.

| Task |
| --- |
| Create a new folder in your Documents Folder. Name it **Test Folder** and move two files into it. |

# Deleting files and folders

You will find over time that there are files (and even folders containing many files) that you no longer need. Rather than using up precious storage space, you can delete them. It is always best, though, to keep files for as long as you can before deleting them if you can spare the storage space.

You can delete files and folders using the menu that opens when you right-click the file or folder.

1. In File Explorer, make sure the file or folder you want to delete is visible in the File List.
2. Right-click the file or folder you want to delete.
3. Left-click on Delete in the menu.
4. The file or folder will be removed from the folder and placed in the Recycle Bin.

# The Recycle Bin

To protect you from accidentally deleting a file, or to help you get back a file you deleted but now want to use again, Microsoft Windows uses a Recycle Bin. This is where deleted files and folders are temporarily stored until we either need them again or choose to delete them permanently.

You can access files in the Recycle Bin.

1. Go to the Desktop on your laptop.
2. Double-click on the Recycle Bin Icon.
3. The Recycle Bin will open in a new window. Here you will see all the files that you have deleted.

You can restore a file from the Recycle Bin by moving the file out of it.

1. Select the file you want to restore by moving your cursor over it.
2. Right-click on the file and click on the Restore Button.
3. The file will now be moved out of the Recycle Bin and returned to where it was before you deleted it.

Although the files and folders are deleted and are in your Recycle Bin, they will still take up storage space. You should keep your Recycle Bin cleared to save space. But remember, once you have deleted a file from the Recycle Bin it is almost impossible to get it back again.

You can empty the Recycle Bin.

1. Open the Recycle Bin.
2. Click on Empty Recycle Bin in the Manage Group on the Recycle Bin Tools Tab.
3. Windows 10 will delete all the files and folders in the Recycle Bin and you will regain that space on your hard drive.

| Task |
| --- |
| • Delete a file from your Documents Folder. |
| • Find the deleted file in your Recycle Bin. |
| • Restore the deleted file. |

# Copying files and folders

There will be times when you want to use an existing file and edit or add to it. For example, you may wish to update class notes with new information. Rather than replacing the file, you can create a copy of the file to be the base document of a new file.

You can copy a file to make a duplicate of it.

1.  In File Explorer, make sure the file you want to copy is visible in the File List.
2.  Move your cursor over the file you want to copy.
3.  Select the file by left-clicking on it once.
4.  Right-click on the file.
5.  Click on Copy on the menu.
6.  Click anywhere on the white space below the other files.
7.  Right-click.
8.  Click on Paste on the menu.
9.  You now have a copy of the file in the same folder.
10. Rename the file with a new name of your choice.

You can use the same steps to copy an entire Folder and its contents.

| Task |
|---|
| Create copies of two of the files in your Documents Folder. |

# Moving files and folders

You can move files and folders with drag and drop.

1.  In File Explorer, make sure the file or folder you want to move is visible in the File List.
2.  Move your cursor over the file or folder you want to move.
3.  Select the file or folder by clicking on it once.
4.  Now, click and hold the Left Touchpad Button down while you drag the file or folder to where you want to move it.
5.  Release the Left Touchpad Button to drop the file or folder.

You can move files and folders with right-click cut and paste.

1.  In File Explorer, make sure the file or folder you want to move is visible in the File List.

2. Move your cursor over the file or folder you want to move.
3. Select the file by left-clicking on it once.
4. Right-click on the file.
5. Click on Copy on the menu.
6. Click anywhere on the white space below the other files.
7. Navigate to where you want to move the file or folder.
8. Right-click.
9. Click on Paste on the menu.

<table>
<tr><td>**Task**</td></tr>
<tr><td>Move a file from your Documents Folder to the Test Folder you created earlier.</td></tr>
</table>

# Sorting files

In the File Explorer App, you can choose how you want to sort your files. This will help you find files more easily.

The four ways to sort files are by name, date modified, type and size.

## Changing Sorting Options

You can change the sorting option of files in the File Explorer App.

1. Open the folder in which you wish to re-sort the files.
2. Click on the column heading (name, date modified, type or size) and the files will automatically be re-ordered by that option.

## Changing View Options

The View Tab allows you to change the way files are displayed in File Explorer.

You can change the way files and folders are displayed in File Explorer.

1. Click on the View Tab.
2. The Panes Group, Layout Group, Current view Group and Show/hide Group will allow you to change how your files are displayed.
3. Take time to find the view setting that works best for you.

# No-go zones in File Explorer

There are two things you should never do when you are working in File Explorer.

| Never | Why? |
|---|---|
| 1. Save files in the Operating System Folders. | You can cause a malfunction in the Operating System if you later accidentally delete the wrong file. |
| 2. Save everything to your Desktop. | The Desktop is useful for quick access to files you are working with right now. Too many files saved to your Desktop will cause your laptop to work more slowly and perform less efficiently. It also makes it difficult to quickly find what you need. |

| Task |
|---|
| If you have any files saved on your Desktop, move them into appropriate subfolders in your Documents Folder. |

# File types

A computer's Operating System can handle many different file types and uses a range of apps to create, edit or read the different file types.
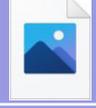
Each file type is represented by a different icon to make them easier to identify. Each type of file also has a different file extension.

# File extensions

When you look at a file in File Explorer you will see that each file has a name. There is a full stop after the file name, followed by three or four letters. These letters are called the file extension and they identify what type of file it is. The full stop is read as DOT when you read the file extension, for example, say Test[DOT]docx for the file name Test.docx.

# Associated apps

Each file type is associated with a particular app or apps.

| File content | File type | Icon | File Extension | Associated app |
|---|---|---|---|---|
| Written documents | Word Document | | .docx | Microsoft Word |
| Numerical data | Excel Workbook | | .xlsx | Microsoft Excel |
| Presentation | PowerPoint Presentation | | .pptx | Microsoft PowerPoint |
| Notes | OneNote File | | .one | Microsoft OneNote |
| Image | JPEG | | .jpg | Photos |
| Portable Document Format (standard format on all devices) | PDF | | .pdf | Adobe Reader |
| Audio | Audio Files (often used for music) | | .mp3 | Windows Media Player |
| Video | Video Files | | .mp4 | VLC |

# File properties

The File Properties Window shows you information about the type of file, the size of the file, and when you last modified it. This is useful information if you wish to check when you last worked on a file; or if you want to see if the file will fit onto a flash drive, for example.

When you open the Properties Window, you will see detailed information about the file. This will include its path. The path is like the address of the file's location on your computer's hard drive. This can assist you in finding a file you remember creating but cannot find where you expected it to be.

You can access the Properties Window for a file.

1. In File Explorer, make sure the file you want to investigate is visible in the File List.
2. Move your cursor over the file or folder.
3. Select the file by left-clicking on it once.
4. Right-click on the file.
5. Left-click on Properties on the menu. A pop-up menu will appear with detailed information about your file.

The Properties Window



File path
File size
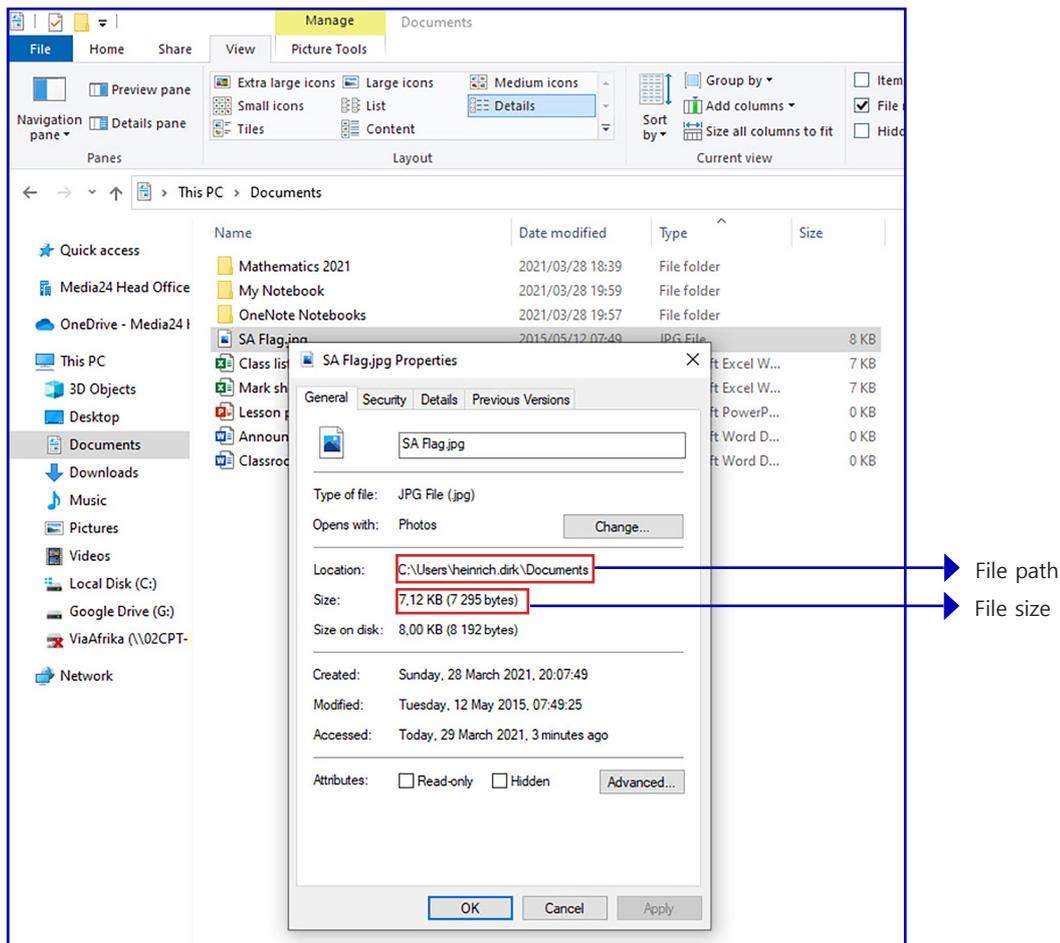
## Task

- Find the following file types in File Explorer on your laptop:
  - a Word Document
  - an Excel Spreadsheet
  - a PowerPoint Presentation
- Download an .mp3 music file and an .mp4 video file to your laptop.

# Sharing files and folders

## External storage devices

External storage devices allow you to add to your laptop's storage capacity by storing files separately from your computer's main storage on your hard drive. An advantage of these devices is that they enable you to transfer and share your files with others.

External storage is often used to store information that's accessed less frequently.

There are three main types of external storage device.

### CDs and DVDs

Though they might be on the brink of extinction, we must mention CDs and DVDs as an option for storing files. With many new laptops coming without a CD/DVD drive, fewer people can store and access information on CDs and DVDs. The maximum capacity of a CD is 700 megabytes, while a DVD can hold 4.7 gigabytes.

### Flash drives

Flash drives are popular for their versatility and portability. These tiny storage devices can store up to one terabyte of data. They connect to your computer via a USB port and make transferring files very easy.

Be careful when you are using someone else's flash drive. These devices are sometimes infected with viruses and harmful software. Ensure that you have an antivirus app installed before sharing files by flash drive.

### External hard drives

External hard drives are known for their reliability and can store up to four terabytes or more. Just like flash drives, they slot into the USB ports on your computer. You should follow the same safety precautions with these devices as you do with flash drives.

## Zip files

There might come a time when you'll need to save on storage space, especially when you are transferring files. Zip files are a way to do this. A zip file is a compressed version of a file or group of files and can make transferring files easier and quicker. In the computer world, 'compressed' means that the file has been reduced in size.

A zip file in Windows 10 looks like a folder with a zipper on it and is known as a Zip Folder.

## How to compress a file

You can compress files.
1. Select the file(s) to be added to the zip file.
2. Right-click.
3. Select Send To on the menu. Then click on Compressed (zipped) folder.
4. Windows 10 will create a Zip Folder.

You can extract files from a Zip Folder.
1. Open the Zip Folder by double-clicking on it.
2. Select Extract All on the Ribbon.
3. You can change where the contents of the folder will be placed or let Windows 10 decide.
4. Click on Extract.
5. Windows 10 will open a folder with the extracted files in it.

| Task |
|---|
| If you have any files stored on CDs and DVDs, move them to your Documents Folder, or to an external hard drive or a flash disk. |

# Cloud storage

Cloud Storage allows you to store your files on the internet, instead of on your laptop's hard drive.

You usually get a certain amount of storage space available free from the various providers of cloud storage like Google Drive and Microsoft OneDrive. If you would like additional space, you need to pay for it (much as you would pay to rent storage space for the extra furniture you might not have space for).

Cloud storage has the advantage of having your files available on any device that is connected to the internet. It makes it possible for you to create a document on your laptop and then continue working in it on your smartphone without having to send the file from one device to the other. Cloud storage also allows online collaboration with others that you will learn about in Session 3.

The disadvantage of cloud storage is that you need to be connected to the internet to access the files.

## Cloud storage service providers

Cloud Storage is offered by a range of service providers.

### Google Drive

Google Drive is the Cloud Storage Option from Google and is associated with your Google account.

### OneDrive

OneDrive is the option from Microsoft.

### Dropbox

Dropbox is primarily a storage facility but does offer some additional productivity tools.

# Sharing a file from OneDrive

You can share a file using OneDrive.

1. Open File Explorer and identify the file you want to share.
2. Right-click on the file.
3. Click on Share in the menu.
4. On the To line, insert the email address of the person with whom you wish to share the file.
5. From the drop-down menu on the right next to the email address, decide on the permissions you want to apply to the file.

    • Select Allow editing if you want the person to be able to edit the file.

    • Select Open in review mode only if you want them only to be able to leave comments and not be able to change the actual file.

6. Add a message to explain why you are sharing the file.
7. Click the Send Button.
8. A pop-up message will confirm that the message has been sent.

The person with whom you shared the document will receive a message from Microsoft and then they will be able to open the file.

| Task |
| --- |
| Save a file in Microsoft OneDrive and share it with a colleague. |

# About the Final Assessment

At the end of this training session, you will be asked to complete the Final Assessment.

If you complete the Final Assessment successfully, you will qualify for your virtual badge and certificate (refer to the sample certificate and sample badge on this page).





**VIA AFRIKA DIGITAL EDUCATION ACADEMY**

# Certificate

Via Afrika

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has successfully completed the attendance and

assessment requirements of:

**MANAGING FILES**

This training is endorsed for 5 SACE Professional Development points.

Date

Christina Watson
Chief Executive Officer

basic education
Department:
Basic Education
**REPUBLIC OF SOUTH AFRICA**

In partnership with the Department of Basic Education.

SACE
South African Council for Educators
Towards Excellence in Education

# Final Assessment

| | Indicate the ONE correct response for each question. |
|---|---|
| 1 | You can access the contents of your computer from the File Explorer Icon on the Taskbar by following these steps. |
| a | (1) Click on the File Explorer Icon on the Ribbon.<br>(2) Windows 10 will open the app. |
| b | (1) Click on the File Explorer Icon on the Taskbar.<br>(2) Windows 10 will open the app. |
| c | (1) Click on the Windows Explorer Icon on the Taskbar.<br>(2) Windows 10 will open the app. |
| | |
| 2 | Microsoft's file management app is called _____. |
| a | Internet Explorer |
| b | File Explorer |
| c | Edge |
| | |
| 3 | The Navigation Pane shows _____ of the computer. |
| a | a high-level view of the contents |
| b | only the storage drives on the computer |
| c | only the folders that are used regularly |
| | |
| 4 | You can rename files and folders using the _____ on the Ribbon. |
| a | Move to Command. |
| b | Organise Command. |
| c | Rename Command. |

**Indicate the ONE correct response for each question.**

| 5 | You can rename files and folders using the menu that opens when you right-click the file or folder by following these steps in order. |
|---|---|
| a | (1) In File Explorer, make sure the file or folder you want to rename is visible in the File List.<br>(2) Left-click on Rename in the menu.<br>(3) Right-click the file or folder you want to rename.<br>(4) The file name will become editable.<br>(5) Left-click in the Text Box and change the name of the file. Do not change the file extension when you rename a file.<br>(6) Press Enter. |
| b | (1) In File Explorer, make sure the file or folder you want to rename is visible in the File List.<br>(2) Left-click the file or folder you want to rename.<br>(3) Left-click on Rename in the menu.<br>(4) The file name will become editable.<br>(5) Left-click in the Text Box and change the name of the file. Do not change the file extension when you rename a file.<br>(6) Press Enter. |
| c | (1) In File Explorer, make sure the file or folder you want to rename is visible in the File List.<br>(2) Right-click the file or folder you want to rename.<br>(3) Left-click on Rename in the menu.<br>(4) The file name will become editable.<br>(5) Left-click in the Text Box and change the name of the file. Do not change the file extension when you rename a file.<br>(6) Press Enter. |
| | |
| 6 | Don't use < > : " / \ ? * when you name a file because _____. |
| a | the Operating System uses symbols like these and will not accept a file name with any of these symbols in it. |
| b | this will make finding files easier. |
| c | the Operating System cannot read these symbols. |

**Indicate the ONE correct response for each question.**

| 7 | You can create a subfolder in an existing folder. |
|---|---|
| a | There is not enough information to give an answer. |
| b | True. |
| c | False. |

| | |
|---|---|
| 8 | You can move files into folders by following these steps in order. |
| a | (1) In File Explorer, make sure the file or folder you want to move is visible in the File List.<br>(2) Move your cursor over the file you want to move.<br>(3) Select the file by left-clicking on it once.<br>(4) Now, click and hold the Left Touchpad Button down while you drag the file to the folder into which you want to move it.<br>(5) When you move the file over the folder, the folder will be highlighted.<br>(6) Release the Left Touchpad Button. |
| b | (1) In Windows Explorer, make sure the file or folder you want to move is visible in the File List.<br>(2) Move your cursor over the file you want to move.<br>(3) Select the file by left-clicking on it once.<br>(4) Now, click and hold the Left Touchpad Button down while you drag the file to the folder into which you want to move it.<br>(5) When you move the file over the folder, the folder will be highlighted.<br>(6) Release the Left Touchpad Button. |
| c | (1) In File Explorer, make sure the file or folder you want to move is visible in the File List.<br>(2) Move your cursor over the file you want to move.<br>(3) Select the file by right-clicking on it once.<br>(4) Now, click and hold the Right Touchpad Button down while you drag the file to the folder into which you want to move it.<br>(5) When you move the file over the folder, the folder will be highlighted.<br>(6) Release the Right Touchpad Button. |

**Indicate the ONE correct response for each question.**

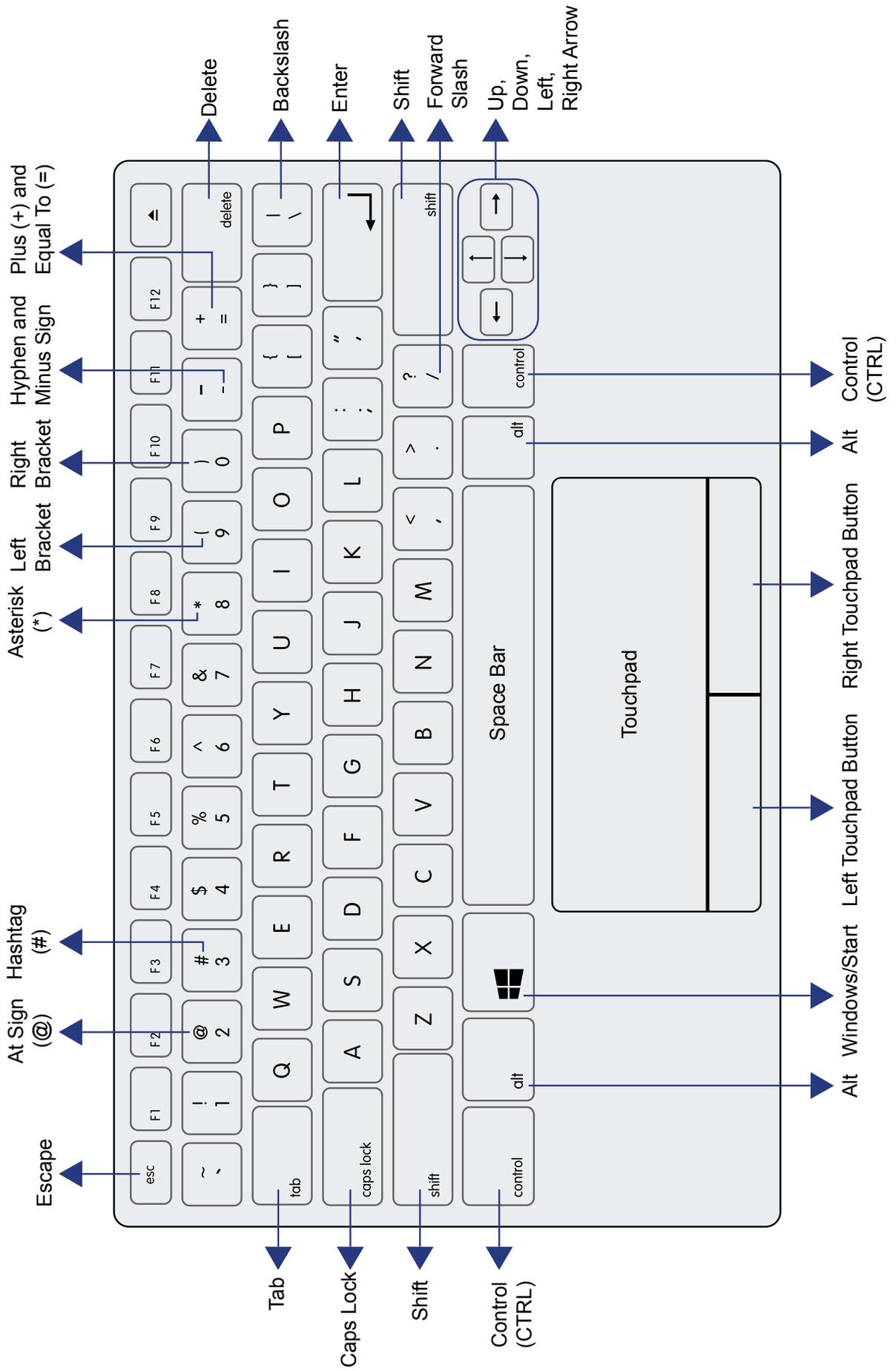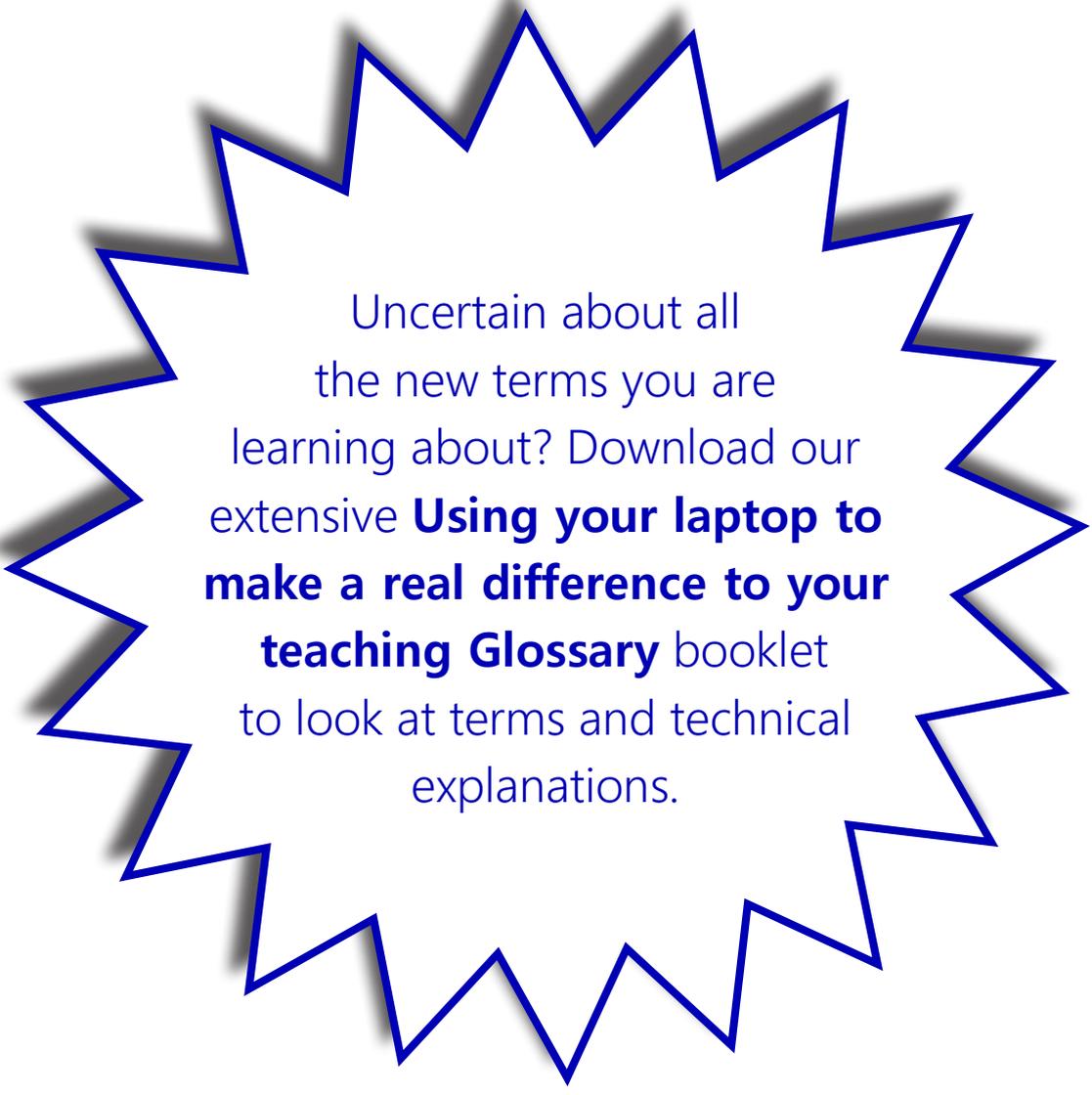| 9 | You can delete files and folders using the menu that opens when you _____ the file or folder. |
|---|---|
| a | right-click |
| b | left-click |
| c | double-click |
| | |
| 10 | Which option contains words that will complete these sentences correctly? To protect you from accidentally _____ a file, or to help you get back a file you deleted but now want to use again, Microsoft Windows uses a _____. This is where deleted files and folders are _____ stored until we either need them again or choose to delete them _____. |
| a | deleting, File Explorer, temporarily, permanently |
| b | deleting, Recycle Bin, temporarily, permanently |
| c | deleting, Recycle Bin, permanently, temporarily |
| | |
| 11 | Which option contains words that will complete these sentences correctly? Although the files and folders are _____ and are in your Recycle Bin, they will still _____ storage space. You should keep your Recycle Bin _____ to save space. But remember, once you have deleted a file from the Recycle Bin it is _____ to get it back again. |
| a | deleted, take up, cleared, almost impossible |
| b | deleted, take up, restored, very easy |
| c | deleted, take up, cleared, almost impossible |
| | |
| 12 | A PowerPoint presentation file has the extension _____. |
| a | .pptx |
| b | .pres |
| c | .docx |

| | **Final Assessment (continued)** | |
|---|---|---|
| | **Indicate the ONE correct response for each question.** | |
| 13 | A Word document file has the extension _____. | |
| a | .pptx | |
| b | .jpeg | |
| c | .docx | |
| | | |
| 14 | A photo file has the extension _____. | |
| a | .phot | |
| b | .jpeg | |
| c | .docx | |
| | | |
| 15 | An Excel file has the extension _____. | |
| a | .docx | |
| b | .xlsx | |
| c | .pptx | |

## The keyboard of a laptop



Escape

Delete

At Sign (@)    Hashtag (#)    Backslash

Asterisk (*)    Left Bracket    Right Bracket    Hyphen and Minus Sign    Plus (+) and Equal To (=)

Enter

Shift

Forward Slash

Up, Down, Left, Right Arrow

Tab

Caps Lock

Shift

Control (CTRL)

Alt    Windows/Start    Left Touchpad Button    Right Touchpad Button

Control (CTRL)

Alt

Uncertain about all
the new terms you are
learning about? Download our
extensive **Using your laptop to
make a real difference to your
teaching Glossary** booklet
to look at terms and technical
explanations.

# Acknowledgements

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# Notes