

File Management Practice

I'd like you to apply the skills covered in the demonstration videos in a way that is useful to your real life. How could you use file management to make your work and/or personal computer life easier?

After thinking this over, go into the **Documents** folder on your hard drive. Is it organized? Could you make it better? Would you change anything? Would you copy, move, delete or rename any files or folders?

After examining what you currently have, make a few decisions. I'd like you to tell me about four things (*or more!*) that you did to your computer's file structure. Send me an email and tell me what you did.

Did you create some new files or folders? Did you copy anything? Or did you move any files or folders? Did you delete anything? Did any files or folders get renamed in the process?

So, please write something like these two examples:

- ***I created a folder called “2019 Activity” inside the “Archives” folder.***
- ***I moved a spreadsheet file called “January 2020” from my “Current Clients” folder into my “Past Clients” folder.***

Write me about four things like this and explain why you made those choices. How this will improve your computer work or personal life?

Questions? Please feel free to email or call me.

I hope you enjoy this, have some fun and that it really does help you out!