



FIRST STEPS - Digital Literacy Course

NECA Training Curriculum

DIGITAL LITERACY-FIRST STEPS

MODULE FOUR – ELECTRONIC FOLDERS AND FILES

SLIDE-1: (cover slide) Electronic Folders and Files

This class is the fourth and last in the Digital Literacy FIRST STEPS course.

The emphasis of this class describes how to organize the files and folders on a computer:

- File structure and Libraries
- Working with Folders
- Creating Folders
- Creating, Modifying and Saving a File
- Adding Files to a Folder
- Copying a File from one Folder to another

The slide notes are organized in three ways:

- **Bolded** words, or **group of words**, describe a bulleted item
- General concepts applicable to a slide overall are provided for background information
- *Italicized information* denotes particular emphasis, such as a critical concept

SLIDE-2: Prerequisites

The 1.1 Computer Systems class covered the basic concepts a first time computer user needs to know. The module described different types of computers, how to connect cables to a computer, power up a computer, and log on to one.

The next class, 1.2 Computer Desktops, helped students understand how to more effectively use a mouse and keyboard. Also, students learned how to manipulate toolbars and icons on the computer desktop, and to personalize a desktop.

The last class, 1.3 Introduction to Computer Utilities, provided training on common computing tasks applicable to data, folders, and files.

SLIDE-3: Agenda

In this module students learn how to create Libraries and Folders, followed by instructions on how to manage them. Think of electronic Folders as a Folder in an actual file cabinet. Like a file cabinet, a computer has the ability to store files and other information. Students will learn how to create and organize the computer's various Libraries and Folders, as well as how to move files within those locations. This will assist students in organizing digital files in ways that make them easily accessible.

The folders on a computer can hold many types of documents, created using a variety of programs. Examples of documents include photos taken using a digital camera or music and movies downloaded from the Internet. Not only can a computer create and edit objects, but it can store them, too. When thinking of computer folders as a storage area, use the image of a file cabinet. For example, it is easier

FIRST STEPS - Digital Literacy Course

to locate paperwork that has been sorted into Files in a cabinet than searching through piles of materials stacked on a desk's workspace.

The goal of this module is to make it easy for the student to create, store and retrieve documents and other data.

SLIDE-4: (transition slide) Electronic Folders

Libraries and Folders (and subfolders) provide a tool to organize items to be stored on the computer. Think of a Library as being similar to a drawer in a file cabinet. The cabinet has several drawers and likewise a computer can have several libraries. In each drawer, or Library, one finds multiple Folders for more specific information related to the general topic. Each Folder may have multiple pieces of information stored inside.

SLIDE-5: Electronic Folders

Folders are a subset of Libraries.

Occasionally, the user will chose to create sub-folders within a Folder to divide the Folder into more specific categories.

The Desktop is mentioned again to remind students that Libraries, Folders, and subfolders are accessed from this main area, either using a shortcut, or by using the Task Bar or Start menu.

SLIDE-6: Electronic Folders – Libraries

This graphic shows a default Library structure. The Library allows the user to organize Folders (and the items stored within) in a way that makes sense to the user. Libraries are grouped into different topics, i.e. Documents, Music, or Pictures. By clicking on the little triangle next to each type of Library, the user can view what Folder it contains.

New Libraries can be added, or existing ones moved or deleted.

SLIDE-7: Electronic Folders – Opening

Now that the student has seen how Libraries contain folders, they are ready to see how to navigate within the Library and how to open individual Folders.

SLIDE-8: Electronic Folders – Opening

On this slide, a Library has been expanded. Students will learn how to create, move and delete a Folder after going through this module.

Notice the Folders are organized in logical groups as well. Some are listed by program name, i.e., Adobe or FULLSHOT, while others are listed by subject such as My eBooks or My Music. A Folder with a small triangle to the left has additional Folders within that topic.

FIRST STEPS - Digital Literacy Course

The first step is to navigate to the Library which holds the desired Folder. To open the Library, the user double-clicks on the appropriate Library. If sub-folders have been created the user can view them by double-clicking on the Folder.

HANDS ON: Have students navigate through different Folders and sub-folders.

NOTE: The instructor must have the Folders and sub-folders prepared for the student ahead of time.

SLIDE-9: Electronic Folders – Creating

On this slide, the Pictures Library has been selected to show the subfolders of My Pictures and Public Pictures. Each of these Libraries may have subfolders as well.

To create a Folder the user must select a location for the Folder. First, the user must select the Library where the new Folder is to be created, then create the Folder in the following manner:

- Place the mouse pointer over the Library where a Folder is to be created.
- Single-click the secondary (right) mouse button on the Library and a menu or list appears.
- Move the mouse pointer to the new heading and single-click with the primary mouse button.
- Use the primary button again, and single-click on Folder.

SLIDE-10: Electronic Folders – Naming

Type the name of the newly created File and press enter. It's recommended the student use a descriptive name.

SLIDE-11: Electronic Folders – Rename

To change the name of a Folder, right-click on the Folder name to reveal a drop-down menu, as displayed on the slide. Next, left-click on the **Rename** command. This will allow the user to change the Folder name. After typing the new name, press enter on the keyboard to finalize the name change.

SLIDE-12: Electronic Folders – Moving

In this slide the user wishes to move the Miscellaneous Folder to another Folder. Specifically, Miscellaneous needs to be moved from the New folder_01 folder to the New folder_02 folder

While this slide shows a very simple Library and Folder tree arrangement, computers can have hundreds of Folders.

SLIDE-13: Electronic Folders – Moving

To move a Folder, place the pointer over the Folder, depress the primary (left) button, drag the Folder to its new location, and release the button.

SLIDE-14: Electronic Folders – Moving

The contents of a Folder are retained when moving Folders around in Libraries and between Folders.

***HANDS ON:** Have students create, name and move folders.*

SLIDE-15: (transition slide) Electronic Files

The goal of this section is to have the student learn how to open, create, save and modify a previously created File.

SLIDE-16: Electronic Files – Opening Files

***NOTE:** The instructor will need to ensure there are test files on all of the classroom computers before the sessions begin.*

Opening a File is similar to opening a Folder. Place the mouse pointer over the File name, then double-click the primary (left) mouse button. The File will open, using the program that created it. For example, if the File is a letter written using Microsoft Word, the File opens in Microsoft Word and displays the first page of the letter.

This example shows the My Documents Folder containing the Letters Folder. Double-click on the File and it will open a window containing the File.

SLIDE-17: Electronic Files – Opening Files

Alternately, the secondary (right) mouse button can be used to open a File.

***NOTE:** Inform the students this method also works on Folders.*

SLIDE-18: Electronic Files – Creating a File

Creating a new File is relatively simple. Anytime an application is opened, a File is started, but it must be saved after the work is completed. When a user wants to create a new File, while working within an open File, the user moves their cursor to the File tab and then selects New in the menu. From there, a user has several File types to choose from. In this example, the user selects a blank page and then clicks the Create soft button.

SLIDE-19: Electronic Files – Modifying a File

Modifying a File means to alter or change something in an existing File. After the user makes modifications, it is important to save the work.

SLIDE-20: Electronic Files – Modifying a File

To change the name of the file, highlight the file, left-click (primary) once, wait two or three seconds and single-click one more time.

***HANDS ON:** Have the students open, create and modify Files.*

SLIDE-21: Electronic Files – Save or Save As?

To keep a Copy of an original document and create a new version of it, use Save As. Selecting Save As prompts the user to type a new name for the File. The new File is then placed into the same Folder as the original File, but with a new name. The user can also use the Save As function to save a Copy of the document to a different Library or Folder.

NOTE: Save As can be used to save a modified version of an existing File with the same name, but in a different folder. However, such a practice is not recommended because there would then be two Files with the same name in one Library, albeit in different Folders.

If Save is selected, the original document will be updated with the new modifications. Think of this process as being similar to taking the original File out of an actual file cabinet, updating the File, and then placing a the newly updated File back into the folder with the same name.

SLIDE-22: Electronic Files – Save using File Drop-down

To save, click on the File tab in the upper left hand corner of the open window. This action opens a drop-down menu. To save the File, chose either Save or Save As.

SLIDE –23: Electronic Files – Save using the Toolbar Icon

Saving can also be performed using the tool bar save icon. It can be located in different places, but the icon is a small square-shaped symbol and is typically visible by default.

SLIDE-24: Electronic Files – Save using a Keyboard

Saving a document can also be done from the keyboard by holding down the Ctrl key while pressing the S key.

NOTE: the Save As function only shows up as an option for newly created files. Otherwise, the keyboard can usually only be used to Save.

SLIDE-25: Electronic Files – Saving a New File

Saving for the first time requires a name and a location for the computer to store the File. Go through the Libraries, Folders and sub-folders to arrive at the Folder to keep the File. The next two slides cover this process.

FIRST STEPS - Digital Literacy Course

NOTE-1: This will also occur when performing a Save As function.

NOTE-2: If the file was previously saved, this process will not be necessary because the program will simply update the original file with the new, modified information and place the file into the same folder with the same name.

SLIDE-26: Electronic Files – Saving a New File (Save As)

A descriptive name is always a good idea, for example “Christmas card addresses.” Doing so makes it easier to find the document in the future. When naming a document, make sure not to use periods or slashes.

NOTE: Spaces, dashes or underlines are permitted between characters

SLIDE-27: Electronic Files – Save Soft Button

After the name and location have been selected, click the Save button to complete the task.

HANDS-ON: *Allow the student to practice both the Save and Save As functions.*

SLIDE-28: Electronic Files – Closing a File

NOTE: Closing a file is accomplished by selecting Exit or the toolbar X, as described briefly in the last module. On this slide, a basic overview is provided regarding the Exit pop-up window, but was previously described in other sections as well.

This slide displays an example of closing a File by using the Save prompt. If the File is new, selecting Save will open a pop-up screen asking for a Save location and Save name for the File. If the document already exists, the user will not see this pop-up screen. If Don't Save is selected, the program will close the File without saving modifications. Cancel will stop the Close function and return the user to the document.

SLIDE-29: Electronic Files – Adding Files to a Folder

Another common task is moving a File from one Folder to another. This is useful if the user decides to reorganize their documents.

SLIDE-30: Recommended Next Steps

The first course, FIRST STEPS, is now complete.