Managing Files and Folders

Saving and Naming Files

1. You can use **'Save'** and **'Save As'** to save files in most programs.
2. Use 'Save As' to save a **copy** of the file or **change where** it's saved.
3. You should give files sensible, **correctly-spelt** names, which describe what the document is.

   In the test, names should describe the task scenario. For example, use 'Task I Health and Safety Poster' not 'Test'.

4. When you **save as** you can also choose which **file type** to save it as e.g. save something as a web page.

5. Click on the box next to the words 'Save as type' to get a list of different file types you can save it as.

6. Different file types are shown by different **file extensions.** These are the **letters** that come **after** the file **name.**

7. Here are some **common** file extensions:

File Extension	Type of File
txt	Text document
.htm or .html	Web page
.Jpg,.png,.gif	Images
.mp3, .wav	Sound

File Extension	Type of File
.docx	Word ® document
.xlsx	Exce l® spreadsheet
.accdb	Access® database
.pptx	PowerPoint ® Slideshow

File Security

1. Files can be **password-protected.** To open them you'll need a password. You can password-protect a file from the **'Save As'** window.

   Click on 'Tools' next to 'Save', then click 'General Options...

2. **Type** in the password into the **'to Qpen'** box and press **'OK'.**

3. **Retype** your password and press 'OK' again. The file is now password-protected

4. Files can be also made **'Read-only',** which means people **can't** save **changes** to it.

5. To make a file **'Read-only', right-click** on the file itself, then click **'Properties'.**

6. Click the 'Read-only' checkbox in the **Attributes** section of the '**General'** tab and then click **'OK'.**

Files are Organised into Folders

Folders help you organise your files (documents).

1. To make **new folders**, click the **'New Folder'**.
2. Or **right-click** somewhere that isn't an icon in the place where you want the fold then click **'New',** then **'Folder'.** For example, on your desktop.
3. Make sure folders are **sensibly named too** (see previous page).
4. **Rename** folders by **right-clicking** on them, click **'Rename',** then **type** the new
5. **Move** files and folders using **'Cut' or 'Copy'** and **'Paste', or drag** and **drop**
6. To **delete** a file or folder, **click** on it, then press the **'Delete'** key.
7. Then click **'Yes'** in the box that appears.

In the test you might be asked to make a **folder structure** to store your work in

Example

You are taking the Functional Skills ICT test. As part of this, you have documents about a Loft Insulation business. You have been asked to store all your work into a new folder using sensible folder and file names. You can save your work in a folder called: **'Loft Insulation'.**

Practice: Write down the steps to you would take to screenshot the **'Loft Insulation'** folder and its contents.

Deleting Files and Folders

When files or folders are **deleted,** they are sent to the **Recycle Bin,** If you accidentally delete something you can **get it back.**

1. **Double-click** on the Recycle Bin, then click on the **file or folder** you want to get back out of the Recycle Bin.
2. Click the **'Restore this item'** button and the file will move back to its original location.

You can Zip Files or Folders to Reduce their Size

Zipped files are **smaller** in size so they're **better** to add to a **removable device** (like a memory stick) or send in an **email.**

To zip a file or folder, **right-click** on its icon. Then click **'Send to',** and then **'Compressed (zipped) folder':**

A new zipped folder will appear in the **same place** as the **original** one. **Double-click** on a **zipped folder** to open it and see the files inside.

To **Unzip** a compressed folder, you will need to **unzip and extract** the files.

1. To **unzip** a folder, **right-click** on it, then click **'Extract All'.**
2. Choose **where** you want the unzipped files to **go** by clicking **'Browse'.** Click OK, then **'Extract'** when you've finished.