

File Management

Outcome: *To organize our files to access documents and projects quickly*

In the root of your u drive set up classroom folders

Rule in naming files and folders

lowercase when naming files and folders and no spaces

hrceyour initials

Example:

If I have ce hour 1

1cejw

In the ce folder, create the following folders

1. ppt
2. projects
3. timings
4. psp
5. samples
6. pics
7. excel
8. journals
9. wordstuff
10. favorites
11. video
12. musak

