

Title: Organizing a Project Folder

Description: In this practical activity, students will learn how to create folders & subfolders, categorize files by type, and organize them in an orderly way. They will also practice moving files to appropriate folders and subfolders based on file types.

Purpose: This exercise helps students understand how to create an organized file structure for a project. It also familiarizes them with using folders and subfolders to keep different types of files in order, making it easier to find and manage their work.

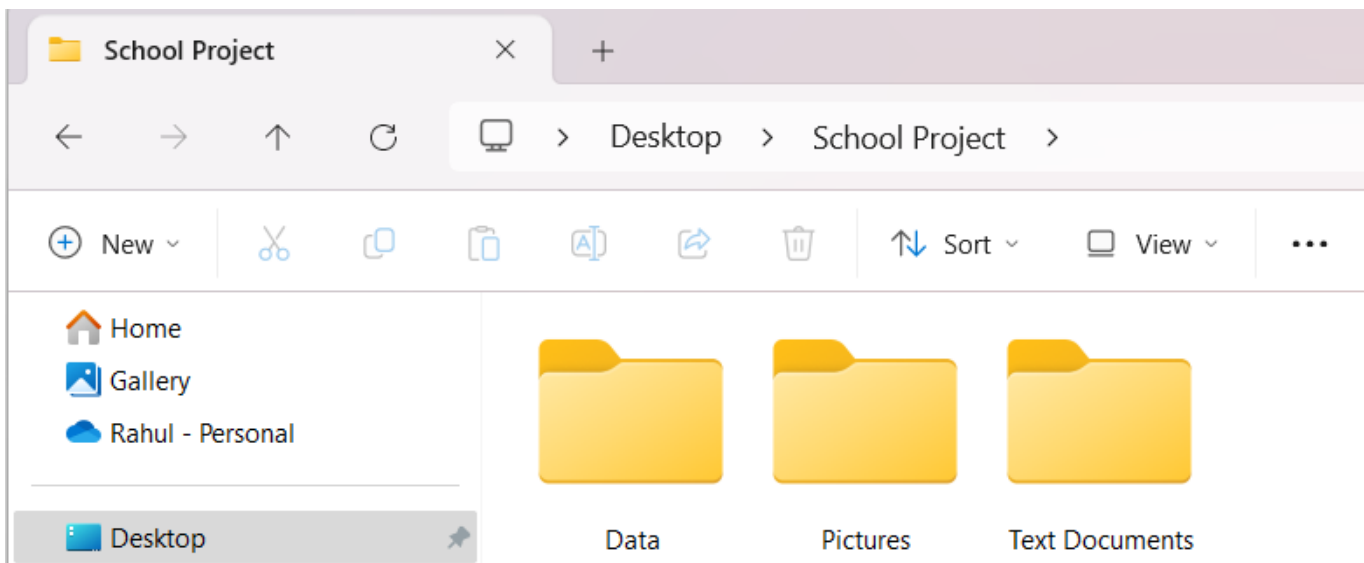
Steps:

1. Create the Main Folder:

- Go to the Desktop or any preferred location on your computer.
- Right-click and select **New > Folder**.
- Name the folder **School Project**.

2. Create Subfolders:

- Open the **School Project** folder.
- Inside it, create three new folders by right-clicking and selecting **New > Folder** for each. Name each subfolder as follows:
 - Pictures
 - Text Documents
 - Data



3. Add Files to the School Project Folder:

- **Option 1:** Create Your Own Files.

- **Picture File (JPEG or PNG):**

1. Open **Paint** (or any drawing program).
2. Draw a simple picture, such as a tree or a house.
3. Click on **File > Save As** and choose **JPEG** or **PNG** format.
4. Name the file as **Picture1** and save it to your **Desktop**.

- **Text Document (Word or Text File):**

1. Open **Notepad** (or Word if available).
2. Type a few sentences about your favorite hobby.
3. Click on **File > Save As**, and name it **MyTextFile**.
4. Choose **.txt** as the format if using Notepad, or **.docx** if using Word.
5. Save this file to your **Desktop**.

- **Data File (Excel Spreadsheet):**

1. Open **Excel** (or a similar spreadsheet program).
2. In **Cell A1**, type "**Item**" and in **Cell B1**, type "**Quantity**".
3. Enter a few items and quantities in the cells below. For example, enter "Pens" in A2 and "10" in B2.
4. Click on **File > Save As**, and name the file MyDataFile.
5. Save it in Excel format (.xlsx) on your Desktop.

- **Option 2:** Download Files from the Internet.

- **Picture File (JPEG or PNG):**

1. Open your web browser and go to any search engine, like Google.
2. Search for “**free nature images**” or another topic you like.
3. Click on **Images** to see the picture results.
4. Right-click on an image you like and select **Save Image As...**
5. Name the file **DownloadedPicture** and save it to your **Desktop**.

- **Text Document (Word or Text File):**

1. Go to a website that provides free text documents, like **Project Gutenberg** (<https://www.gutenberg.org/>).
2. Download a free text or PDF sample by right-clicking and selecting **Save Link As...**
3. Save this document as **DownloadedTextFile** on your **Desktop**.

- **Data File (Excel Spreadsheet):**

1. Search online for “sample Excel files” and find a basic spreadsheet.
2. Download a sample file, and save it on your **Desktop** as **DownloadedDataFile**.

4. Move Files into Subfolders:

- Open the **School Project** folder and then each subfolder.
- Move each file to the correct subfolder:
 - Place picture files in the **Pictures** folder.
 - Place text documents in the **Text Documents** folder.
 - Place data files in the **Data** folder.

5. Verify the Organization:

- Open each subfolder (Pictures, Text Documents, and Data) to ensure that each file is in the correct folder based on its type.
- Confirm that the **School Project** folder now has three organized subfolders with different types of files inside them.

6. Reviewing the Folder Structure:

- Go to the **School Project** folder.
- Check that it has the following structure:
 - School Project
 1. Pictures (with picture files)
 2. Text Documents (with text files)
 3. Data (with data files)

7. Extra Challenge (Optional):

- Try creating an additional subfolder within the **Text Documents** folder named **Drafts**.
- Move one of the text files into this **Drafts** folder.