

Unit 4-5 File Storage

Technology Concepts

Important lesson background and teaching tips for instructors

In this lesson, learners will use the **File Explorer** to navigate places where **files** can be stored. They will practice moving **files** from the **desktop** to the **Documents folder**. They will also use **delete** to move **files** to the **Recycle Bin**, and use **restore** to take **files** out of the **Recycle Bin**.

Teaching Tips:

- If the **Documents folder** on the projected computer screen is empty, consider creating some folders with familiar names as an example for learners, e.g. "Taxes", "Recipes", "Resumes", "Homework", "Health insurance", etc. Also, consider adding some pictures to the 'Pictures' folder.
- Learners will need to double click, right click, and drag and drop in this lesson. Considering reviewing these skills before class. Similarly, learners may also want to learn how to make and name folders for their **files**. All of these skills are covered in [Basic Computer Skills, Lesson 2: Mouse Skills](#).
- If you are new to using a Windows 10 computer, try locating and exploring the **File Explorer** before class. It is the small folder icon next to the search bar.

Unit 4-5 File Explorer

4-5 Learning Objective Standards

9. Demonstrate knowledge of Windows File Explorer and identify drives on the computer, as well as cloud storage services (e.g., OneDrive).
10. Move documents and files, including to and from Recycle Bin.

4-5 Vocabulary

delete

desktop

Documents folder

file

File Explorer

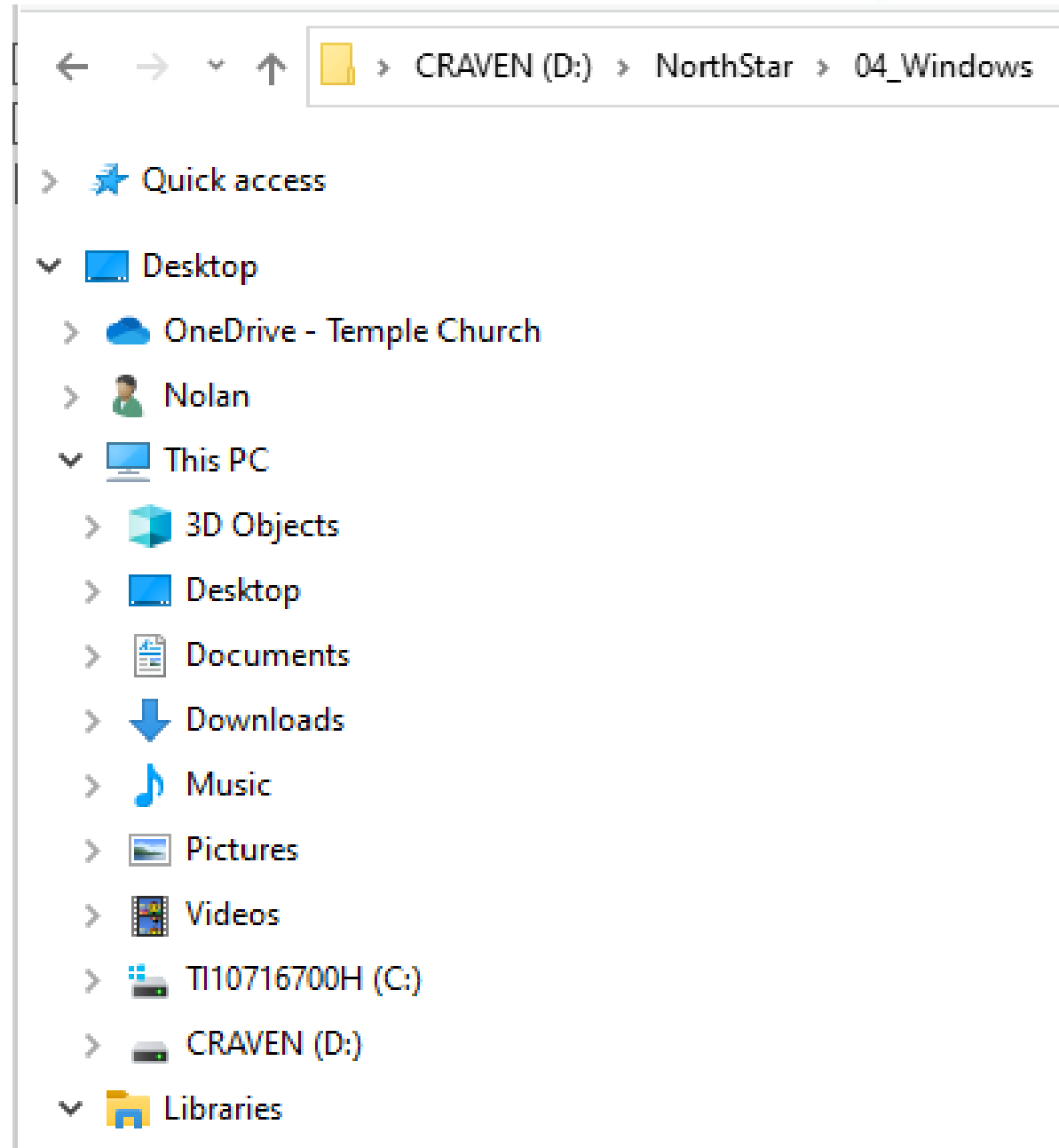
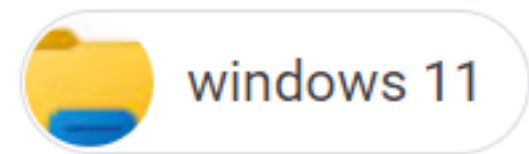
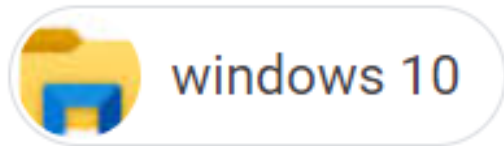
Recycle Bin

restore

Root Folder

Sub-Folder

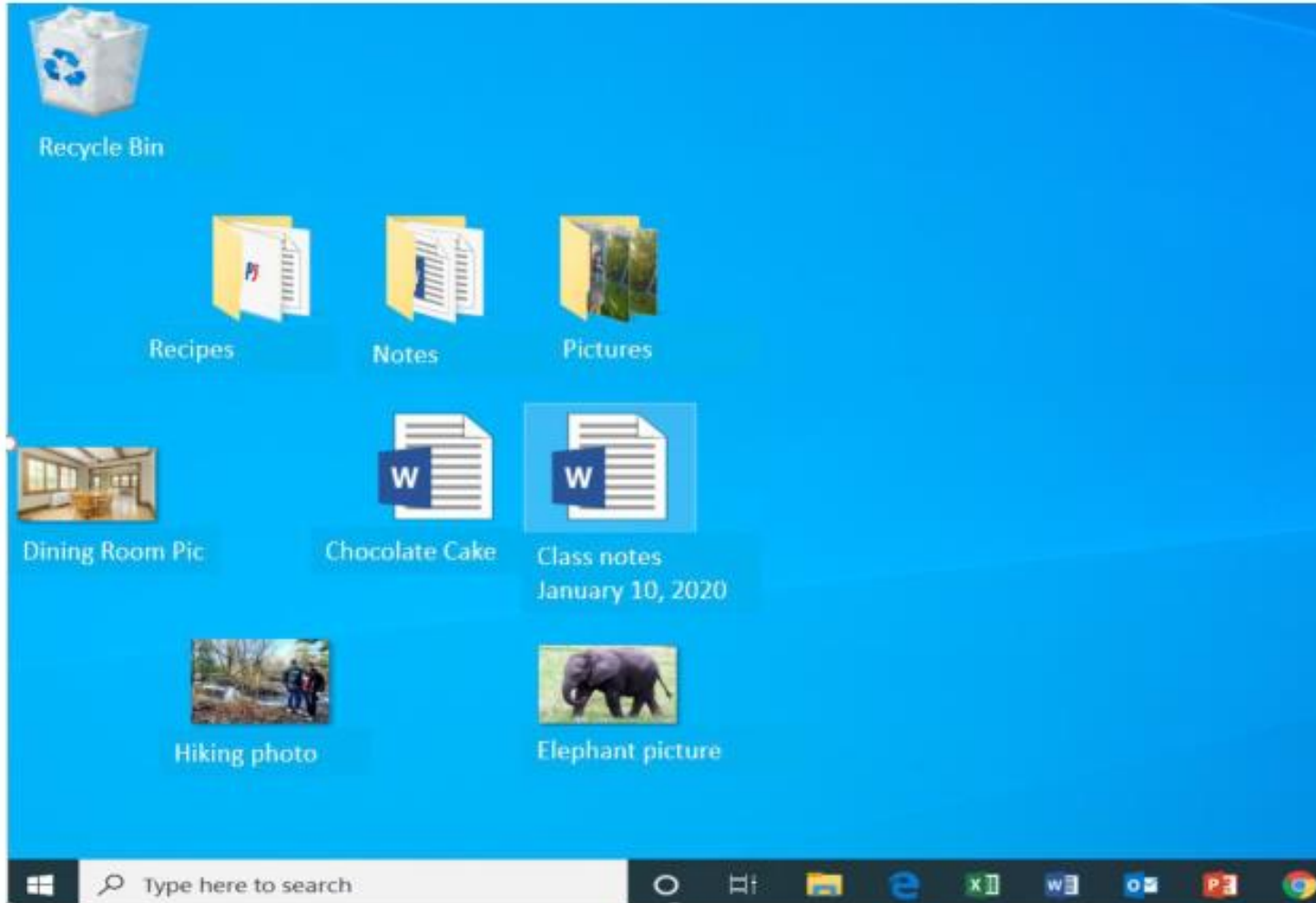
Unit 4-5 File Explorer



Unit 4-5 File Management (Desktop)

Organizing a Desktop

*Directions: This computer **desktop** has 3 folders and 5 files. How would you organize these **files**? What folder would you put each **file** in?*



Unit 4-5 File Organization FOLDERS and Sub-Folders

- DESKTOP
- LIBRARIES
 - Documents
 - Downloads
 - Music
 - Video
 - Pictures
- C: Drive
- External Drives
- Cloud Storage

Unit 4-5 DELETE a File (or Folder)

Deleting Files

→ Say to learners:

- ◆ "Sometimes, files will need to be **deleted**. **Delete** means to remove or erase a **file** or folder. **Deleting** files you no longer need can help keep your files organized and makes space in your computer's memory."

→ Project and show learners:

- ◆ Right click on the **file** 'Schedule'.
- ◆ Click '**delete**'.

→ Ask learners:

- ◆ "How do I **delete** a **file**?"

Recycle Bin

→ Say to learners:

- ◆ "When a **file** is **deleted**, it does not disappear forever. It goes to the **Recycle Bin**."

→ Project and show learners:

- ◆ Double click on the **Recycle Bin**.
- ◆ Show learners the **file** you **deleted**.

Restoring Files

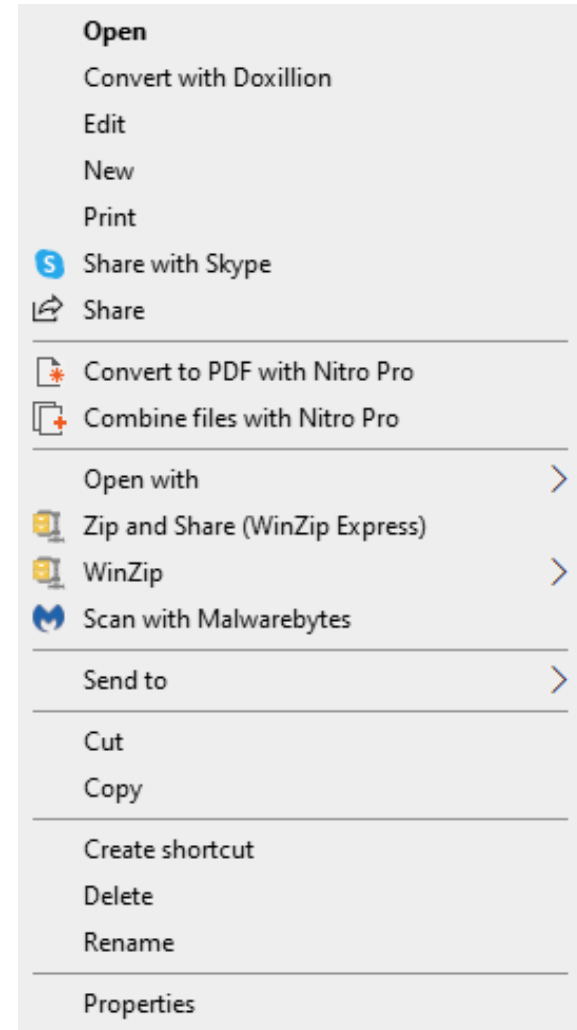
→ Say to learners:

- ◆ "If a **file** is **deleted**, I will be able to recover the **file** (bring it back) from the **Recycle Bin**."
- ◆ "This is called **restoring** a **file**. **Restore** means to bring the **file** back to its original place. **Restore** takes the **deleted file** out of the **Recycle Bin**."

→ Project and show learners:

- ◆ Right click the **file** 'Schedule'.

- 1) Drag it to the Recycle Bin
- 2) Select and <Delete>
- 3) Select the File
<Right Click>



Unit 4-5 Reference B

Pair Explore

Directions: Complete the following steps:

1. Open the **File Explorer**.
2. Open the **Documents folder**.
3. Move 'Practice File 1' into the **Documents folder** from the **desktop**.
4. **Delete** the document 'Practice File 1.'
5. Open the **Recycle Bin**.
6. Use **restore** to put 'Practice File 1' back into the **Documents folder**.
7. Open the **Documents folder**.
8. **Delete** the document 'Practice File 1' again.

Unit 4-5 File Management (Project Reference B)

1. Open the **File Explorer**.
2. Open the **Documents folder**.
3. Move 'Practice File 1' into the **Documents folder** from the **desktop**.
4. **Delete** the document 'Practice File 1.'
5. Open the **Recycle Bin**.
6. Use **restore** to put 'Practice File 1' back into the **Documents folder**.
7. Open the **Documents folder**.
8. **Delete** the document 'Practice File 1' again.

Unit 4-5 File Management

Preparing for the Task

- Now, move learners to work on their own individual computers.
- Guide the class through the following steps to make a **file** and save it as 'Practice File 2' on the **desktop**.

1. Open 'Word'.
2. Click 'Blank document'.
3. Type 'Practice File 2'.
4. Click 'Save As'.
5. Select '**Desktop**'.
6. Click 'Save'.
7. Close 'Practice File 2.'

Unit 4-5 File Management (Reference C)

Task

- Project [Reference C](#) on the board for learners. Learners individually repeat a similar sequence:
 1. Open the **File Explorer**.
 2. Open the **Documents folder**.
 3. Move 'Practice File 2' into the **Documents folder** from the **desktop**.
 4. **Delete** the document 'Practice File 2'.
 5. Open the **Recycle Bin**.
 6. Use **restore** to put 'Practice File 2' back into the **Documents folder**.
 7. Open the **Documents folder**.
 8. Delete the document 'Practice File 2' again.
 9. Empty the **Recycle Bin**.
- Ask learners:
 - ◆ "Where is the 'Practice File 2' now?" (**deleted**).
 - ◆ "Open your **Recycle Bin**. Check the **Recycle Bin** of someone next to you. Is their **Recycle Bin** empty?"

Unit 4-5 A Handout – File Storage QUIZ

- 1) A good place to put frequently used files. A) file
- 2) A place where you can find all of your files. B) desktop
- 3) Take a file out of the Recycle Bin and return it to its original place. C) Documents Folder
- 4) A single document, picture, song, or movie on your computer. D) File Explorer
- 5) A good place to put most of your files. E) Recycle Bin
- 6) Deleted files go here. F) Restore