

Task Title: Organize Digital Files into a Folder

# OALCF Cover Sheet – Practitioner Copy

**Learner Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Started:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**Task Description:** Learner will organize digital files into a folder.

**Main Competency/Task Group/Level Indicator:**

* Use Digital Technology/D.2

**Materials Required:**

* Computer
* Digital files that have already been created, named and saved on the computer

# Instructions for Instructors/Practitioners

# If learners have worked on their digital skills before attempting this task and have several documents or files saved on the computer they use, they should be able to use them to complete this task set.

If learners do not have documents or files saved on the computer, the Instructor/Practitioner should ensure several documents/files that can be used by learners are saved on the computer.

Task 1 requires a written response from learners on the Work Sheet. Tasks 2 and 3 are done on the computer, and the Instructor/Practitioner should check the learner’s work there.

# Learner Information

Everyone who creates documents on a computer needs a way to find files easily. One way of doing this is to organize your digital files into folders.

# Work Sheet

**Task 1: Scan your files and list which files could be grouped together in one folder.**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 2: Create a name and file folder for one group of digital files.**

Answer: No written response is required.  
 This task was completed on the computer. Yes No

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 3: Move the appropriate files into the folder you just created.**

Answer: No written response is required.  
 This task was completed on the computer. Yes No

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Answers

Answers will vary. Ensure the learner has created at least one file folder and that the file folder is appropriately named and contains relevant files.

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| D.2 | selects and follows appropriate steps to complete tasks |  |  |  |
|  | locates and recognizes functions and commands |  |  |  |
|  | makes low-level inferences to interpret icons and text |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Skill Building Activities

Links to Online Resources:

GCF LearnFree:

* Working with Files: <https://edu.gcfglobal.org/en/windowsbasics/working-with-files/1/>
* Google Drive File Management: <https://edu.gcfglobal.org/en/googledriveanddocs/managing-your-files/1/>

LearningHUB courses on digital skills (including file management): <https://www.learninghub.ca/apps/pages/index.jsp?uREC_ID=1118749&type=d&pREC_ID=1380779>

LearningHUB Course Catalogue: <https://www.learninghub.ca/apps/pages/coursecatalogue>