File Management

Digital Skills Training for Jobseekers

Goals for the class

✦ Learn the hardware components

✦ Learn what operating systems and software do

✦ How to create, move, rename and delete files and folders on the desktop

✦ How to use the Recycle Bin

✦ Organize files

✦ Learn why it's important to back up your files

✦ Learn about cloud storage for job seekers

Additional Resources

✦ Gale Courses at scld.org

✦ Microsoft IT Academy

✦ Book a Librarian

Basic Definitions

✦ Hardware – parts of the computer that you can touch

✦ Computer – hardware and software components that work together as a system to run programs and store data

- Software – computer programs that tell the hardware what to do
- Operating system – most important program because it makes everything else work; communicates with the hardware and the other software

Basic Definitions

✦ Processor- a small chip that receives input and provides the appropriate output.

✦ RAM- random access memory- memory that programs use

✦ Hard drive- storage device that stores and retrieves digital information

✦ Circuit board- contains electrical circuits

processor   random access memory (RAM)   hard drive   circuit board

What is file management?

✦ File management is the work of organizing and arranging files in a computer

- Without this structure, files quickly become lost or hard to find
- Files go inside folders, just as papers go into folders
- File hierarchy is the structure determined by the relationship between files or folders, similar to the way you organize a filing cabinet

File Hierarchy Examples

✦ You may have a folder for your car, that contains insurance documents, invoices for repairs, oil change receipts, etc.

✦ If you have a folder for photos, you may have one inside called "Vacations" and inside that, subfolders for "New Mexico" and "Yellowstone."

File Hierarchy Example

Photos Folder

    Vacations Folder
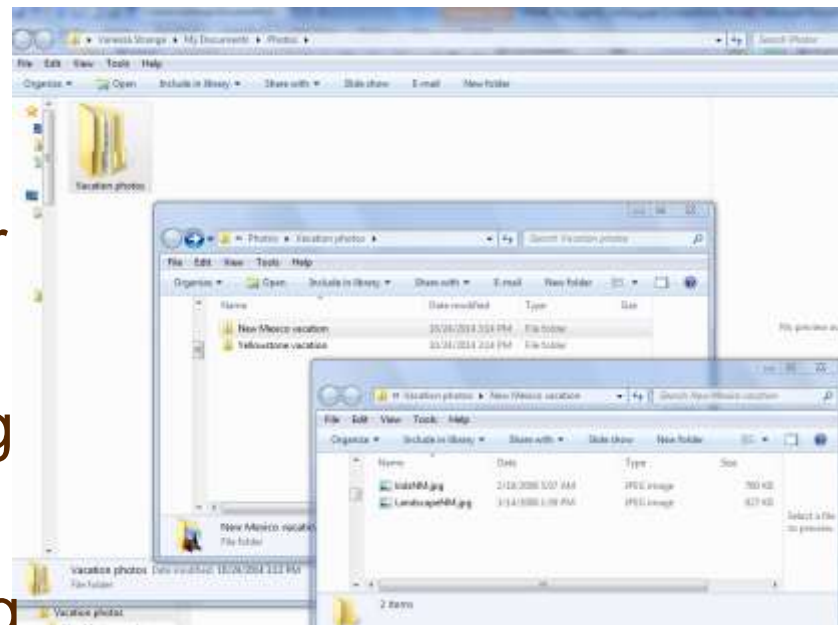
        New Mexico Vacation Folder

           Kids Photo file .jpg

           Landscape Photo file .jpg

        Yellowstone Vacation Folder

           Old Faithful photo file .jpg

File Hierarchies and You

✦ Can you think of an example from your life?
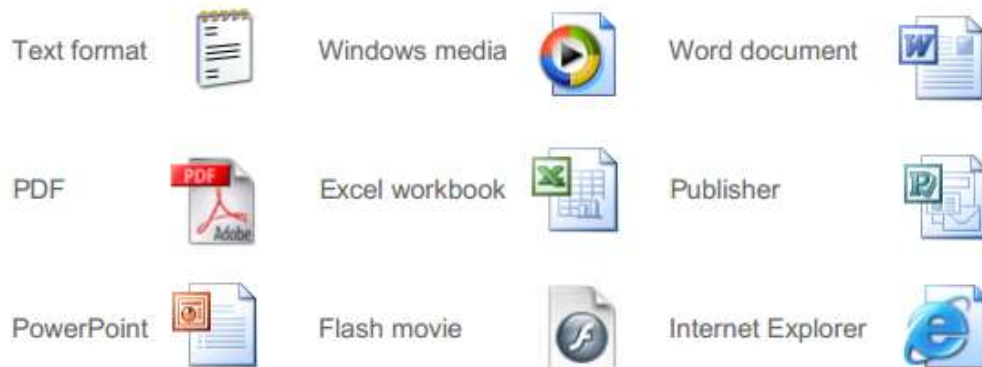
Files and Folders

Windows

✦ When managing your files and folders, you will often want to have multiple windows open, so you can drag items from one to another. Here are some basic instructions and tips:

- The button minimizes the window, bringing down to the task bar

- The middle button brings a window to full size

- The X button closes the window

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File Formats

Text format   Windows media   Word document

PDF   Excel workbook   Publisher

PowerPoint   Flash movie   Internet Explorer

✦ text .txt

✦ Word .doc or .docx

✦ PDF .pdf

✦ Excel spreadsheet .xlsm

✦ PowerPoint .ppt

✦ Images: .jpg .png .gif

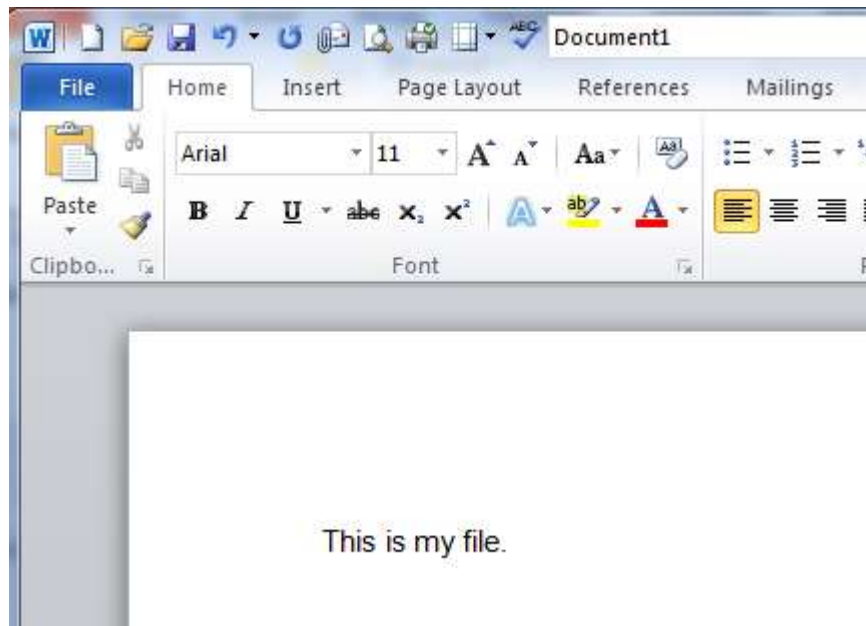✦ a shortcut looks like this: Microsoft Word 2010 it is not the file or program itself, but a pointer to a file. Note the small arrow

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Saving Files
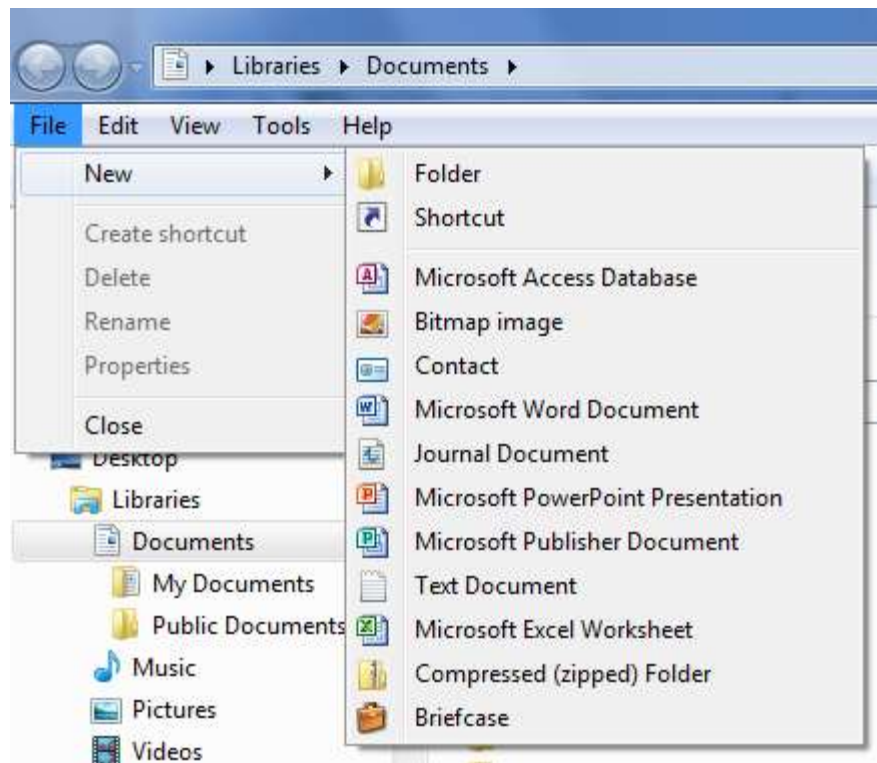
✦ Follow along to practice

  ▪ Let's make a file and save it

Folders

✦ There are several ways to open a new folder

- Go to file→ new→ folder
- Or right-click in the space you want the folder, and click new→ folder

Folders

✦ Name your new folder "Letters"

- Double click on your "Letters" folder, make a new folder, and name that folder "family", repeat with "friends" and "business"

- Now you have a Letters folder that has sub-folders for each type of letter

Organizing Files

✦ Folders within folders

✦ For instance:

My documents ---> Job Stuff

                        --->resumes

                        --->cover letters

                        --->references

✦ Practice opening folder windows and dragging files to different folders

Recycle Bin and Deleting items

✦ Right click on the File or Folder, click Delete

✦ Deleted things go to the Recycle Bin

✦ Items in the Recycle Bin are not permanently deleted until you decide to "empty the recycle bin" by right clicking on the bin.

Recycle Bin

Storage

Backing up

✦ Why back up?

✦ Backing up can be as simple as copying a file from one place to another

✦ For job seeking, you want to be sure you never lose your job history, resumes, references, etc.

Backing Up: Types of Backup

✦ External hard drive

✦ Flash drive

✦ Backup the hard drive- disk image so you can revert back to original set up- backup data separately

✦ Automatic online backup

✦ Network attached storage- a server in your office

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3,2,1 backup rule

3 back up copies on 2 different media, 1 offsite copy

- Optical media (CD, DVD, BLUray)
- Flash drives (USB drives, SD, XD, Compact Flash, ect.)
- External Hard Drive

- 1 off site copy [occasionally: biweekly to monthly]

- Catastrophe protection (flood, fire, theft).
- Cloud backup satisfies both offsite and different storage media
  - Google Drive
  - Carbonite--$59.99/year unlimited for ONE personal machine, can get more storage for businesses
- Or any of the aforementioned media stored at a secure location (safety deposit box, locked cabinet or locker at work, bolted down fire safe at relative or friends house.)

Your resume anywhere

Cloud Storage

✦ The "cloud" is online storage

✦ Videos here: http://www.scld.org/technology-classes/

✦ This is what we call cloud computing, because the data is stored "in the cloud" or, more specifically, a giant collection of servers at a secure off-site location.

Cloud Storage Options

✦ Carbonite and others

  ▪ Pay per month, backs up automatically

✦ Dropbox

  ▪ Good for sharing files and storage, not as easy to back up the whole computer

✦ Google Drive

  ▪ Free and good for small numbers of files, you need to manually upload

  ▪ If you have Gmail, you have Google Drive

✦ OneDrive

- Microsoft cloud product, free for limited storage, can pay extra for more storage

✦ SugarSync

- Pay service for backup

✦ iCloud

- Apple iOS storage, can purchase extra storage, can automate backups

Modify and Send Resumes

✦ Store your resume in Google Drive or other cloud service

✦ Sign in at any computer away from home (like the library) copy latest resume and modify it to suit the job

✦ Edit your cover letters in Google Drive

✦ Fill out online or paper application

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Example situations

- ✦ You hear about a job, and need to customize your resume to submit it today
  - Print and bring in person
  - Email or upload your resume
  - Keep multiple versions of your resumes in one place
  - If your computer crashes, you still have your resumes stored online

Tutorials for cloud storage

- https://support.google.com/drive/answer/2424384?hl=en

- https://support.google.com/drive/answer/6021313?hl=en with video

- http://windows.microsoft.com/en-us/windows-8/getting-started-onedrive-tutorial

- https://www.dropbox.com/tour

Security

Disclaimer

✦ We are **not** professional cyber security experts

✦ We are presenting a *how-to* for common security best practices

✦ These concepts are being presented in a simplified form

✦ Following these recommendations will greatly <u>reduce</u>, but *not eliminate risk*

✦ There is **no way** to be *completely immune* to online threats

Secure Passwords
Strong Passwords

✦ We are **not** professional cyber security experts

✦ Strong passwords will have

✦ At least one of each character type

- lower case letters
- UPPER CASE LETTERS
- Digits 1234567890
- Special characters !@#$&*? Etc.
- At least 12 characters

Computer Viruses and Threats
by Common Craft

http://www.scld.org/technology-classes/
video

Open Wi-Fi Networks

- Any Wi-Fi network that doesn't require a passcode to connect
  - Libraries, hotels, restaurants, coffee shops, etc.
  - Don't do this at home
  - Open, for anyone to see
  - https://
  - VPNs can be used to secure an open network

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How To Know If Your Machine Has Been Compromised

- Missing, moved, modified files
- Slow response time
- Unexpected behavior
- Your antivirus or firewall is disabled

How To Know If Your Accounts Have Been Compromised

- Spam email from you
- Login issues
- Unexpected items in sent mail folder
- Things look different

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Resources

- Ask Leo http://www.askleo.com

- For a quick review of what we've covered today, check out the Internet Safety course at http://www.gcflearnfree.org/onlinesafety/internetsafety

- Norton Identity Safe Password Generator https://identitysafe.norton.com/password-generator

- Check your password—is it strong? https://www.microsoft.com/en-gb/security/pc-security/password-checker.aspx

Questions?

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