



I.6 File Management Practice – Teacher

Follow these directions while students will watch you. You will be displaying the document you are working on to the students. Do NOT display these instructions on the projector screen. Rather, FOLLOW these instructions while you work with a new Word document.

After you do this exercise as a demonstration, have students do this exercise with you as you repeat it.

1. Use the instructions on the PPT to open have students open Microsoft Word.
2. Type in your first and last name.
3. Click "File/Save." Show students how the computer shows a "Save As" box because the file has never been saved before. Show them the folder path.
4. Save the file with the name *Practice 1*.
5. On the next line write a street address. Click on File/Save again. Note to the students that it is saved in the same place and overwrites the old document with the same name. No Save As box appears.
6. On the next line write your city, state, and zip code. Use File/Save As and type in the file name *Practice 2*. Show students that you now have 2 different documents in the folder with different names.
7. Go to the next line and type in your phone number. Use File/Save As to save to a different folder such as the My Documents folder. Change the file name to Practice 3.
8. Show students the 2 folders where you have the files saved and point out the folder paths to them.
9. Discuss with students why you want to be careful with where you save your documents and why you want to name them carefully.
10. Now repeat this exercise as students follow along. Make certain that students are keeping up with you. Answer questions as they come up.