Pupil Name: Class:

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| **File Management** |

In class today you were asked to create folders for your subjects in year 7. Why do you think it is important to keep your area tidy and organized?

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Every document you create has to be saved into the appropriate file in your area. Why do you think it is important to give each document you create a suitable name when you save it?

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Look at the following descriptions of documents and Name the subject folder you would save that document into. Also, think of a suitable name you could call that document. The first one has been done for you

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| File description | Subject folder | Sensible file name |
| A History poster about castles | History | Poster on castles |
| A Geography worksheet on countries in Europe |  |  |
| A Poster on Safe Passwords |  |  |
| A leaflet on Musical Instruments |  |  |