Second Grade Technology Course
Lesson P-2-5
File Management

1. Remind students that they have used a variety of software programs. Ask them to name them.
2. Ask students how they use the icons on the desktop.
3. Explain that not only does software have unique icons, the files (documents, spreadsheets, images) that they create using the software also have icons.
4. Show them the PowerPoint presentation titled Identifying Icons located in the Second Grade Resources section on the Technology Course Resources page of the Mayfield website.
5. Remind students that they have been saving to their H: drives, and they'll continue to do this through high school. Eventually they might have hundreds of files and have difficulty locating a specific one. They can organize their files in folders in order to avoid this problem.
6. Use a file box to represent an H: drive, hanging folders, regular folders, and assorted papers to explain the concept of using folders in your H: drive.

1. Direct students to open their H: drives.
2. Identify the different types of files, e.g., Word, Excel, etc.
3. Show the various ways files can be viewed, e.g., Icons, List, or Details.
4. Direct the students to view their files as Details, so they can see Date Modified. This might help them figure out when they created the files, i.e., kindergarten, first, or second grade.
5. Demonstrate how to make and name a folder.
   Note: May want to use the Documents folder on the C: drive instead of personal H: drive for purpose of demonstration. Prior to demonstration, create a variety of files or copy and paste some personal files in Documents.
   - Make three folders and label them Kindergarten, First Grade, and Second Grade.
   - Point out how the Name, Date modified, and Type help to identify a file and determine into which folder to move it.
   - Drag files into folders.
6. Direct students to make folders and organize files.
   - Make 3 folders labeled Kindergarten, First Grade, and Second Grade.
   - Drag files into appropriate folders. Use Names and Dates modified to identify the grade that the files were created.
   - If students drag files into incorrect folders, show them how to copy and paste it into another folder. Can also show them how to delete a file after it's been copied and pasted.
     Note: This activity is meant to help the students understand how to organize their files. It's okay if files end up in the wrong folders.
7. Make a test document and save it in the Second Grade folder.

1. Demonstrate how to identify documents. May want to use the Documents folder on the C: drive instead of personal H: drive. Prior to demonstration, create a variety of files or copy and paste some personal files in Documents.
2. Demonstrate how to create 3 folders labeled Kindergarten, First Grade, and Second Grade and then drag files into correct folders.
3. Demonstrate how to copy and paste a file that's been placed in an incorrect folder. Can also show them how to delete a file after it's been copied and pasted.
4. Option: Demonstrate how to make a test document and save it in the Second Grade Folder.
5. Direct students to rotate through the computer(s), organizing their H: drives. Students should login with their own usernames and passwords.