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SMME Clinic Masterclass

FILE MANAGEMENT

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SCA - Computer Software Training & Support

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QUESTION ...

don't know where to find a file?

wasting time looking for lost files?

not sure how and where to save files?



AGENDA

Folders (sub folders) & Files (extensions)

Creating practical folder structure

File Locations | Cloud Platforms

Organise Files: Move | Copy

Search | Views

Backups



Golden Rule

TIP OF THE DAY

Save

When **SAVE** ?

New **document**

New **spreadsheet**

New **presentation**

Email **attachment**

Immediately
before
start
typing



Why **SAVE**?

```
graph TD; A[Why SAVE?] --> B[File name]; A --> C[Location]; B --> B1[Relevant]; B --> B2[Remember / Recognise]; C --> C1[Where?]; C --> C2[Computer / Cloud];
```

File name

Relevant

Remember / Recognise

Location

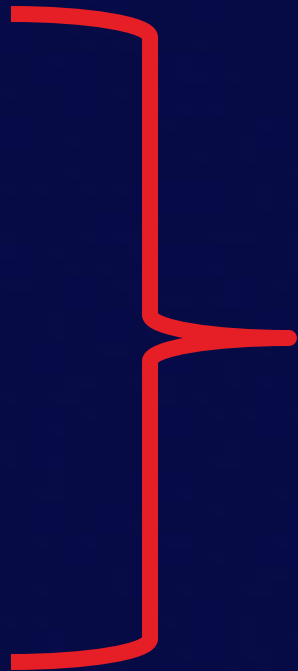
Where?

Computer / Cloud



Folder

Sub Folder



File

Folder



Sub
Folders

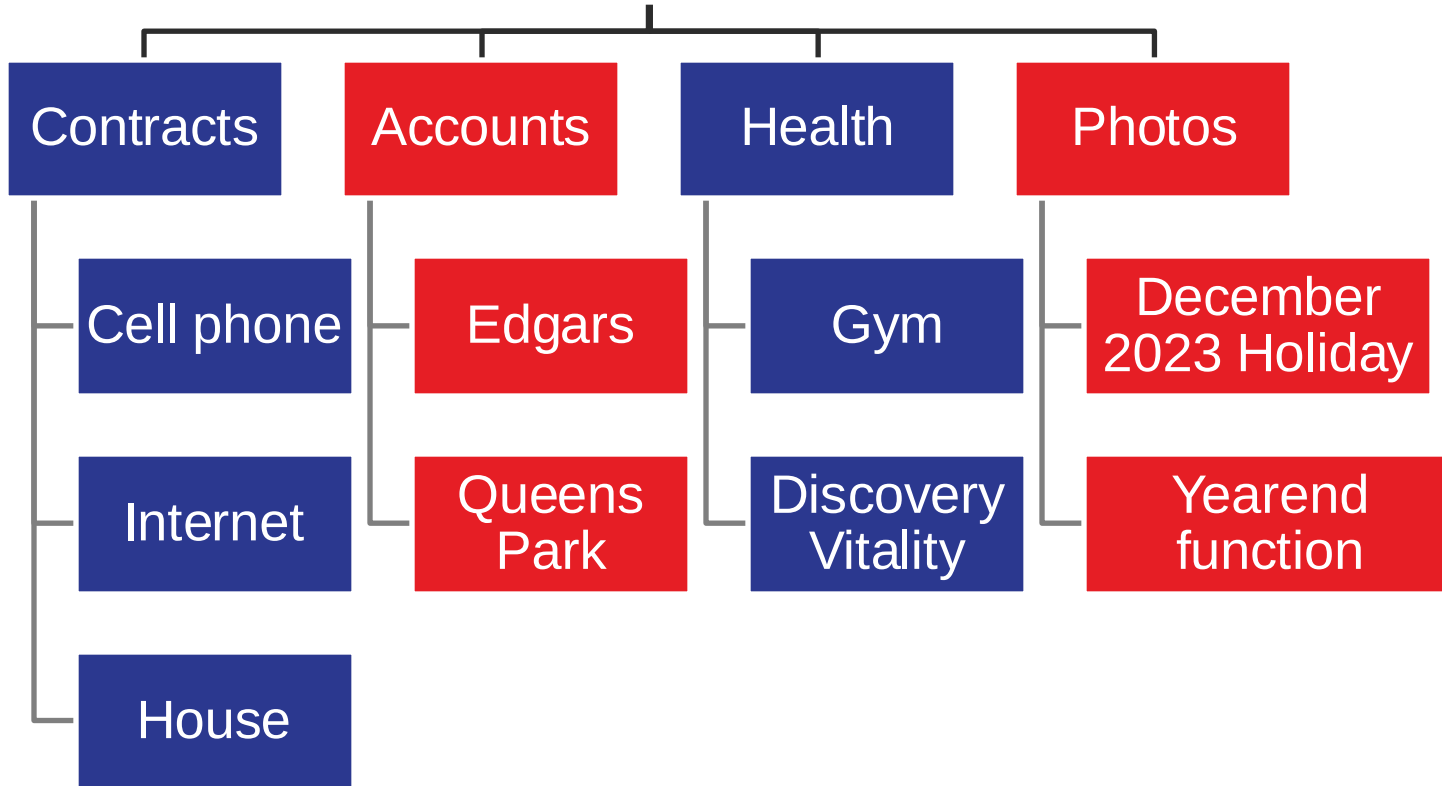
Files inside
actual
documents



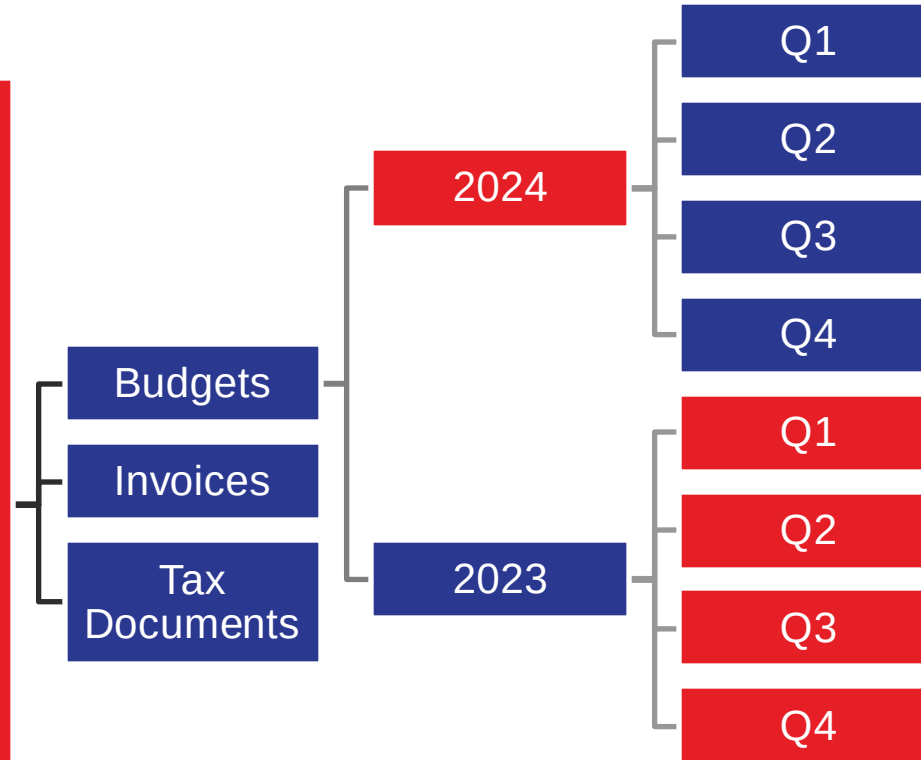
Folders: **structure** - example



Personal



Finance Department



Project Management

Contracts

Reports

Presentations



Why **SAVE**?

```
graph TD; A[Why SAVE?] --> B[File name<br/>Relevant<br/>Remember / Recognise]; A --> C[Location<br/>Where?<br/>Computer / Cloud];
```



File name

Relevant

Remember / Recognise

Location

Where?

Computer / Cloud



Files: **naming** - example

Client Proposals:

Client ABC Project Proposal 2024

Client XYZ Sales Pitch Q1 2024

Financial Reports:

Q1 Financial Report 2024

Annual Budget 2023

Marketing Documents:

Social Media Campaign Plan 2024

Marketing Budget 2024 Q1

Keep
it
short



FILES (types)

Word = document **.docx**

FILE EXTENSIONS

Excel = spreadsheet **.xlsx**

PowerPoint = presentation **.pptx**

Image Photo Picture Graphic **.jpg .jpeg**

Portable Document Format **.pdf**

Handout



Document File Extensions

- **.doc / .docx** — Microsoft Word Document
- **.pdf** — Portable Document Format
- **.txt** — Plain Text File
- **.odt** — OpenDocument Text Document
- **.rtf** — Rich Text Format
- **.xls / .xlsx** — Microsoft Excel Spreadsheet
- **.ppt / .pptx** — Microsoft PowerPoint Presentation



Image File Extensions

- **.jpg / .jpeg** — JPEG Image
- **.png** — Portable Network Graphics
- **.gif** — Graphics Interchange Format
- **.bmp** — Bitmap Image
- **.tiff** — Tagged Image File Format
- **.svg** — Scalable Vector Graphics



Audio File Extensions

- **.mp3** — MP3 Audio
- **.wav** — Waveform Audio File
- **.flac** — Free Lossless Audio Codec
- **.aac** — Advanced Audio Coding
- **.ogg** — Ogg Vorbis Audio



Video File Extensions

- **.mp4** — MPEG-4 Video
- **.avi** — Audio Video Interleave
- **.mkv** — Matroska Video
- **.mov** — Apple QuickTime Movie
- **.wmv** — Windows Media Video



Compressed/Archive File Extensions

- **.zip** — ZIP Archive
- **.rar** — RAR Archive
- **.7z** — 7-Zip Archive
- **.tar** — Tape Archive
- **.gz** — Gzip Compressed Archive



Executable File Extensions

- **.exe** — Executable File (Windows)
- **.bat** — Batch File
- **.sh** — Shell Script
- **.app** — Executable File (macOS)



Web File Extensions

- **.html / .htm** — HyperText Markup Language File
- **.css** — Cascading Style Sheets File
- **.js** — JavaScript File
- **.php** — PHP Script
- **.xml** — Extensible Markup Language



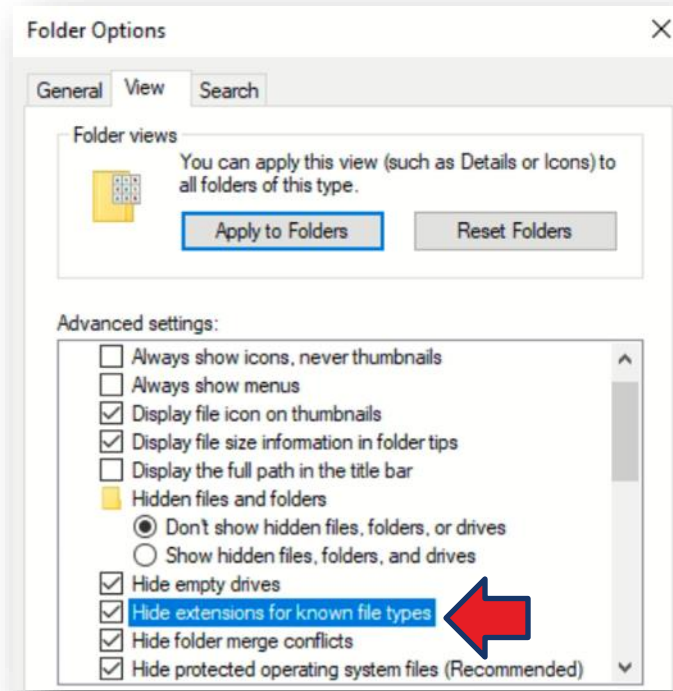
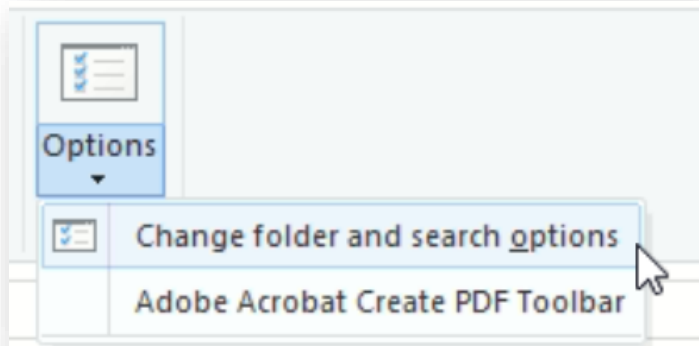
Programming File Extensions

- **.py** — Python Script
- **.java** — Java Source Code File
- **.cpp** — C++ Source Code File
- **.cs** — C# Source Code File
- **.rb** — Ruby Script
- **.json** — JavaScript Object Notation File

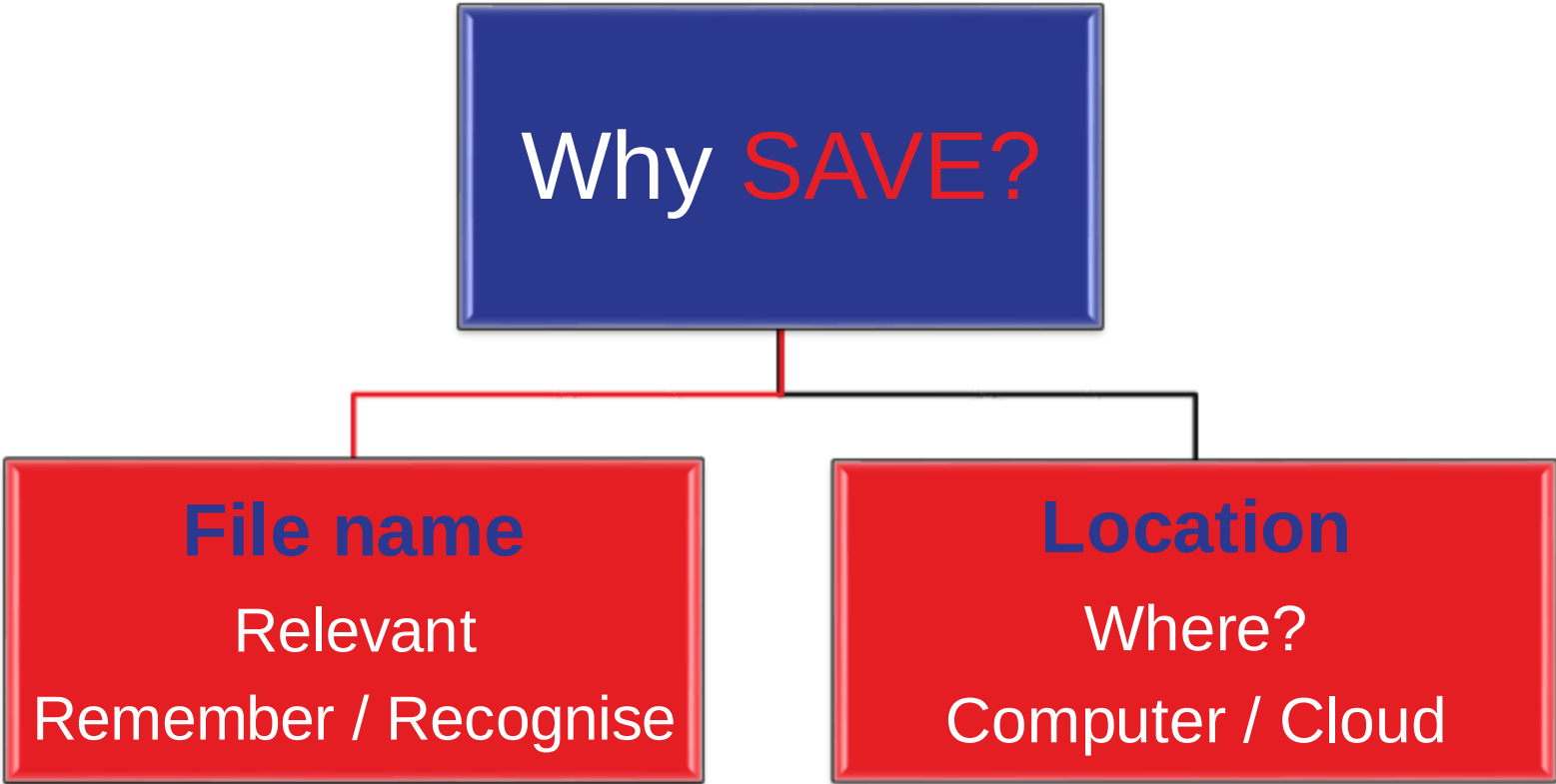


File extensions: Hide / Show

File Explorer: View tab



Why **SAVE**?



```
graph TD; A[Why SAVE?] --> B[File name<br/>Relevant<br/>Remember / Recognise]; A --> C[Location<br/>Where?<br/>Computer / Cloud];
```

File name

Relevant

Remember / Recognise

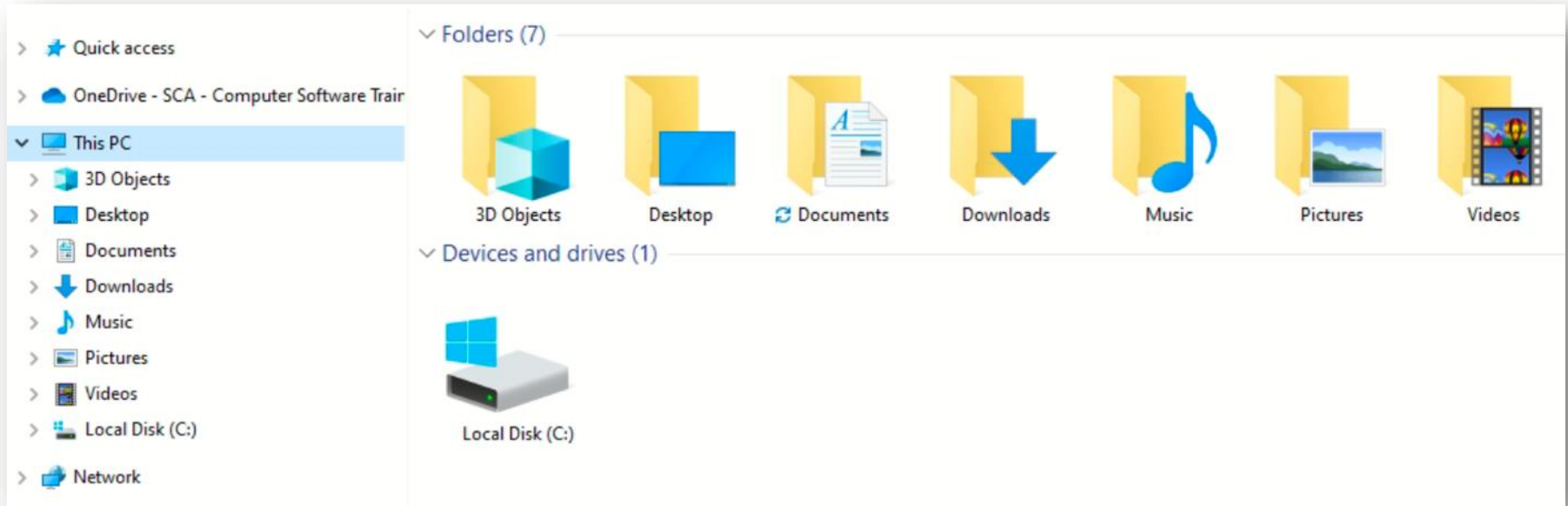
Location

Where?

Computer / Cloud



File Explorer: File Locations



Apple



GDrive



Microsoft 365



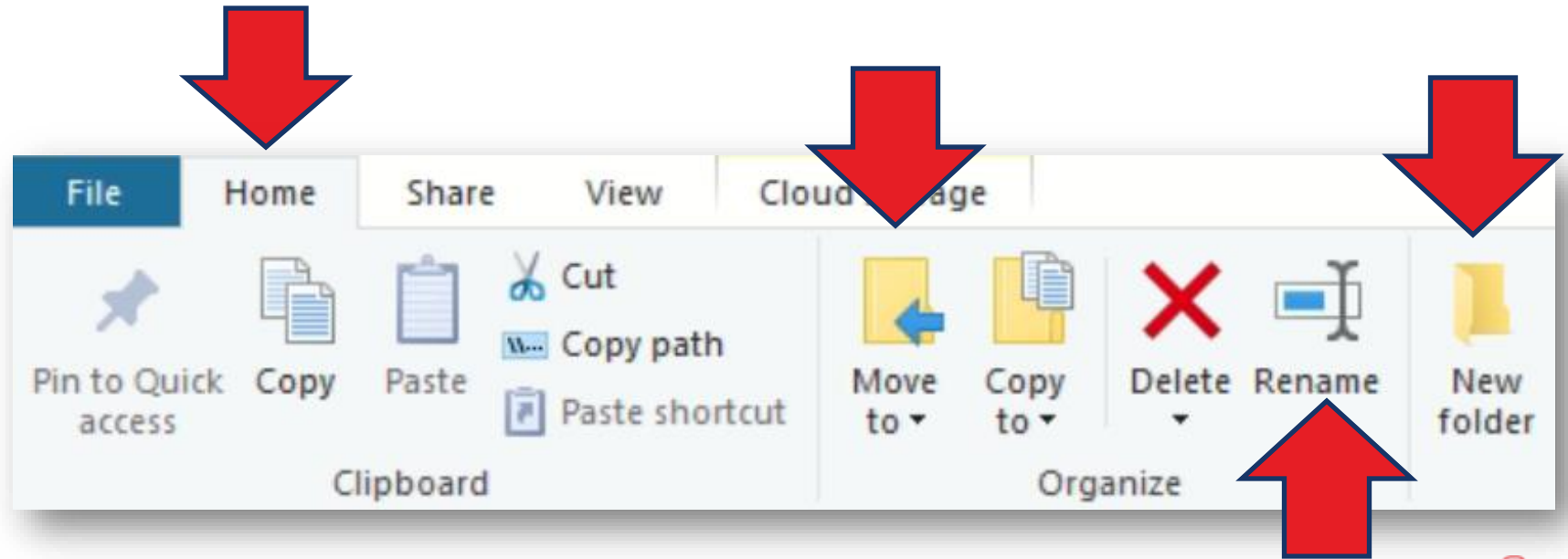
OneDrive



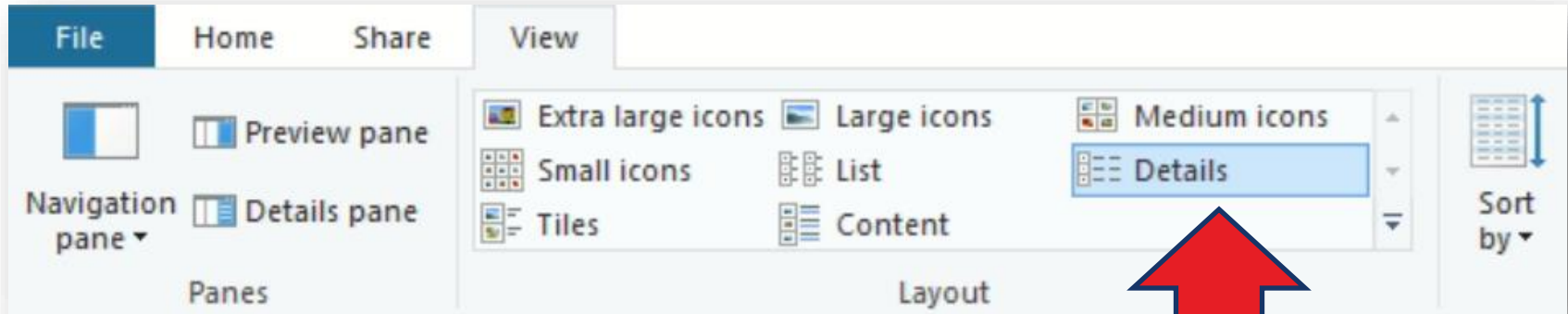
SharePoint



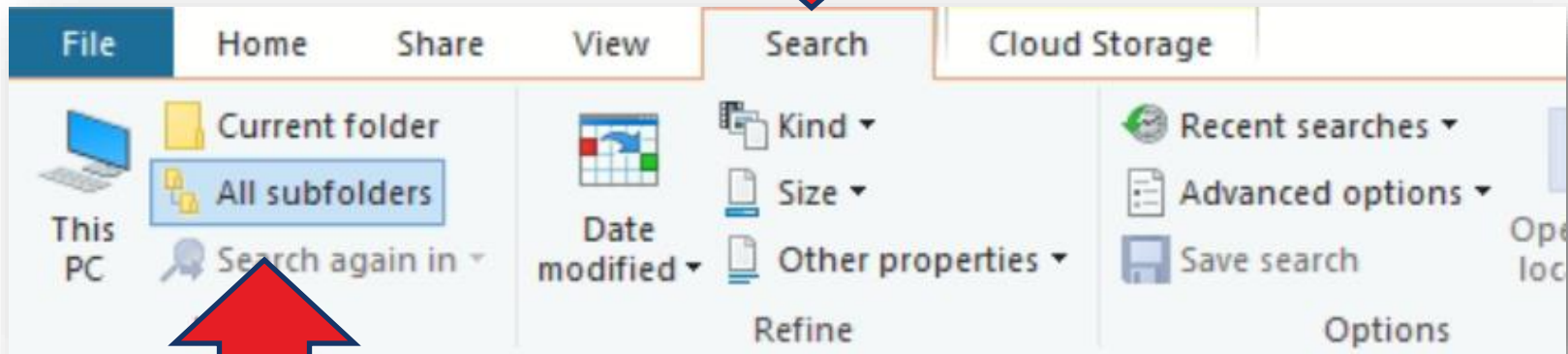
File Explorer: **organise** Folders/Files



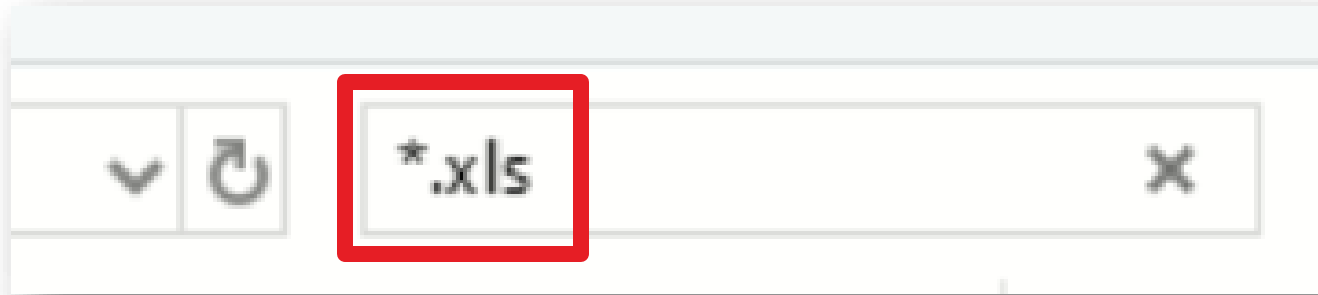
File Explorer: View



File Explorer: Search



File Explorer: Search



.docx

.xlsx

.pptx

.jpg .jpeg

.pdf

FILE EXTENSIONS



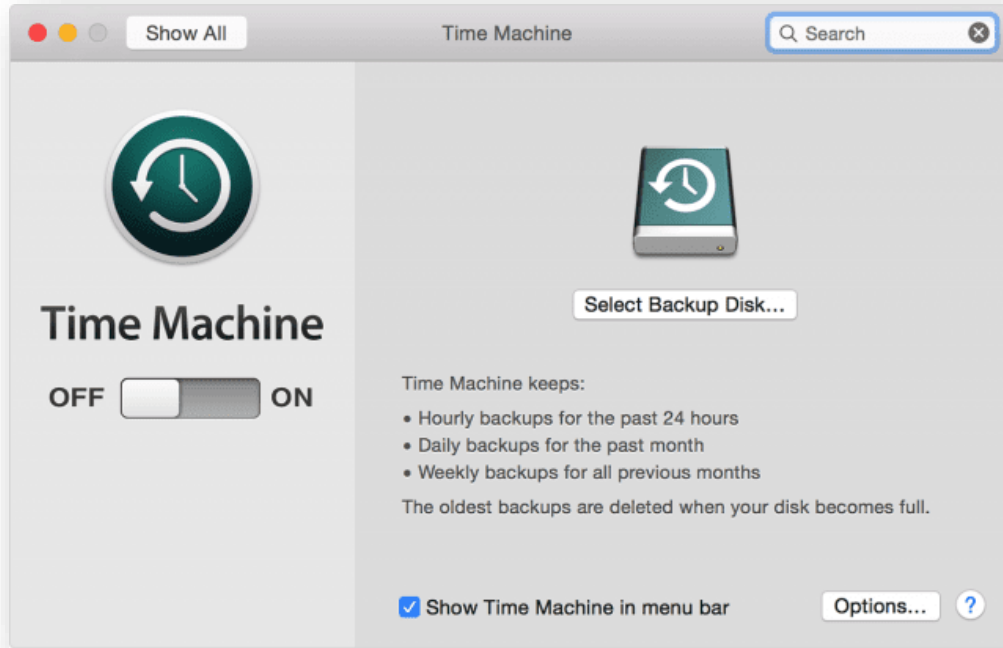
External Backups



64GB
3.0



External Backups



Apple Mac





Clean out



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Thank You!



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