

Unit Title: Use digital technologies to manage files and folders

OCR unit number: 2
 Level: Level 1
 Guided learning hours: 10
 Unit reference number: R/507/2758

Unit aim and purpose

When preparing for employment you should be able to use digital devices such as PCs, laptops, tablets etc., to work with different types of files. It is important that files and folders are managed in a way that means information is easily stored and found.

You will learn about different file types and properties of files and folders. You will be able to manage files and folders used in the workplace including compressing. This unit will help you prepare for employment in a role that requires working with files on devices.

Learning Outcomes The Learner will:	Assessment Criteria The Learner can:	Teaching Content
1. Be able to save documents in appropriate file formats	1.1 save documents in appropriate file formats	<ul style="list-style-type: none"> • Save documents in appropriate file formats: <ul style="list-style-type: none"> - image file (i.e. jpg, bmp, tif, png) - word processing file (i.e. doc, .docx, .odt, txt, rtf) - spreadsheet file (i.e. .xls, .xlsx, .ods) - audio file (i.e. .mp3, .wav, wma) - video file (i.e. .avi, .mp4, .mov, .wmv) - portable document format (i.e. .pdf) - <u>web page (i.e. html)</u> - <u>temporary file (.tmp)</u> - <u>templates (.dot, .dotx, .ott, .xlt, .xltx, .ots)</u>

Delivery guidance

You could deliver the teaching for Entry Level 3 and Level 1 units at the same time. To help you we have underlined text in the Level 1 unit to identify the increased breadth and depth of teaching.

Be able to save documents in appropriate file formats

Learners should be taught to be able to save different types of files. These include image files, word processing files, spreadsheet files, audio files, video files, portable document format (pdf) files, web pages, temporary files and template files in a variety of applications such as word processing files. A range of common files types for each of these applications has been identified in the teaching content. It is important for learners to be able to recognise that file formats for an application such as word processing may differ from those which they are used to working with and that as well as document files they should be able to recognise template files. Learners should be taught about why files exist in a variety of formats and why this is necessary.

Learners should be aware that it is possible to have several files saved with the same filename but the file type will differ. For example a file called **rainfall** could be an image file, a video file, a portable document file, a word processing document, a word processing template etc. and these could all be saved in the same folder so a learner must be able to recognise the file type as well as the filename.

Be able to manage files to complete routine tasks

Learners need to be familiar with a variety of common activities undertaken with files. These include creating new files, opening existing files, saving files that are open, using save as so that a new version of a file is created and creating a password on a file as well as opening password protected files. As well as working with files within an application, learners need to be able to work with files within the file management system of the computer. Such tasks include renaming files and deleting files. Learners need to be taught about managing different versions of files using a version control methodology.

Learners should have the opportunity to learn how to work with files on a computer system. This could be on the hard drive of the computer, a network drive, a removable storage device or cloud storage, depending on the computer system or tablet device which the learner is using. The operating system should allow the learner to have the opportunity to meet the requirements of the unit.

With some file sizes being quite large learners need to be taught that it may be possible to reduce the file size by compressing the file. It would be important for learners to appreciate they can find information about the size of files and other properties under the properties facility. Learners need to be able to compress a file and know about uses of compressed file such as emailing a large file or archiving files used on an infrequent basis. As well as compressing files learners need to be able to reverse the process and extract the contents of a compressed file.

Learners should have the opportunity to learn how to work with files on a computer system. The operating system should allow the learner to have the opportunity to meet the requirements of the unit.

Be able to manage folders to complete routine tasks

Learners need to be able to work with folders to undertake routine tasks. These include opening a folder, creating a new folder or a subfolder within a folder, renaming and deleting folders and moving files between folders or copying files from one folder to another folder. Learners need to know that files can be sorted within folders e.g. alphabetical order, by file size, by file type etc.

Learners need to be taught how to explore folder properties to find out about a folder, for example the number of files in a folder and the number of subfolders in a folder as well as the size of the entire folder. Learners should be taught how to check and change the attributes of a folder.

In the same way that files can be compressed, folders can also be compressed. Learners need to know why it is useful to be able to compress a folder, for example to email a large number of files all contained within a folder. As well as compressing folders learners need to know how to extract a folder and the files and it would be beneficial for learners to be taught about folder properties so they are aware where they can find out the size of a folder and its other properties.