



## IO7 – MOOC for Teachers

### Self-directed Learning Resource 2

<b>Topic:</b>	Managing data, information and digital content
<b>Title:</b>	10 File Management Tips to Keep Your Electronic Files Organized
<b>Time:</b>	It will take you 30 minutes to review this guide, and to take note of what is important to you.
<b>Type of Resource:</b>	Online Guide
<b>Content of the Resource</b>	<p>Keeping your electronic documents organized can be quite a chore in today's "wired" world. In addition to storing documents locally on desktops, laptops or mobile devices more and more businesses are using the cloud for basic business applications and file storage.</p> <p>This simple guide provides practical advice that will help you to manage how you store and organise your information, data and digital content</p>
<b>Link to resource:</b>	<a href="https://www.thebalancesmb.com/computer-file-management-tips-2948083">https://www.thebalancesmb.com/computer-file-management-tips-2948083</a>