IO7 – MOOC for Teachers

Self-directed Learning Resource 3

Topic:	Managing data, information and digital content
Title:	Creating Order from Chaos: 9 Great Ideas for Managing Your Computer Files
Time:	It will take you 30 minutes to review this blog post, and to take note of what is important to you.
Type of Resource:	Blog Post
Content of the Resource	It's frustrating when you can't find that file, isn't it? When you've searched every folder imaginable on your computer, and somehow it got lost…. or worse, deleted. Now, there are excellent search tools for Windows that allow you to find your files, but they only work if you know the name of the file.

This blog post provides useful tips and advice that will help you to take control of how you manage your data, information and digital content. It also includes some interesting tips that you can pass on to your students. |
| **Link to resource:** | https://www.makeuseof.com/tag/creating-order-chaos-9-great-ideas-managing-computer-files/ |