Task 1.

Look at the user area below, there are a number of issues with it. Can you identify them?

Document names are unhelpful.

Lots of documents are out of folders or subfolders

Some files are too big

Task 2.

Creating a manageable and organised work area. Below is a suggested plan of folders for the Individual Project. You will need to create your own organised area.

Task 3

It is essential you back your work up. You can do this in a number of ways these include:

* USB/ flash pen
* OneNote
* Dropbox (available in some centres)
* Googledrive

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | USB | OneNote | Dropbox | Googledrive |
| Pro | Low costTotally portable no reliance on internet access | Industry standard systemAccess to full Microsoft office suit via OneNoteHave 2 way communication | Centre specificOften only one way communication | Offers a range of appsCan be accessed anywhere via internet |
| Cons | Volatile- can corrupt easily.Must eject safely to protect.Easily lost | Needs internet connection to syncConflict pages can cause confusionNeed access to software | Centre specificSome cannot access outside of centre | Needs internet connection |

Each option has pros and cons. Take part in a group discussion considering the pros and cons of each method of storage.

You need to select your back up method and set up the folders required for this.