

Activity 09-02: File Management Scavenger Hunt

Big Idea

Using good naming strategies can help you organize your folders and files, but there are ways to find files even when someone doesn't keep their files organized well. You should be an expert at creating, placing, finding, editing, and deleting files and folders (or directories).

Materials

- A device, network drive, or external drive on which you can store files and share them with others
- Word-processing and presentation (slide deck) software

Vocabulary

Windows File Explorer or Mac Finder menus

Quick access on Windows

Shortcut

This PC in File Explorer

Libraries

User Libraries

Background

You're going to create a Scavenger Hunt on your computer or a drive for your teammates to complete. The Scavenger Hunt requires that you know how to create, place, find, edit, and delete files. Before you do that, review the contents of the files and folders on your device. Use File Explorer in Windows or Finder (Go menu) on Mac OS.

Activity Directions

Review Folders and Files

1. Use File Explorer in Windows.
 - a. Review the shortcuts under Quick Access. These are shortcuts. Create another shortcut for a folder or document. Organize the shortcuts by dragging them to



- different locations within Quick Access. You can remove any shortcuts after you're done if you don't need them.
- b. Review icons under This PC in File Explorer. What's listed? Compare with the devices of other team members. If you or another team member is logged into OneDrive, Google Drive, or other online accounts, compare what is displayed.
2. Explore the Libraries for different file types. Generally, you will find Libraries for Pictures, Documents, Music, and Videos on Windows. Other OS also have Libraries.
 - a. What Libraries are on your device? What kind of files do they contain?
 3. Find the folder for Users.
 - a. You should be listed as a User if you are logged in correctly. Some devices will also have a Public User folder with items that are shared with anyone who uses that device. Compare what you find in the Public versus your User folder. Share with others. Do they have access to different folders or libraries in their User folders?

Create Your Scavenger Hunt

1. Create a **folder** that has the words *ScavengerHunt* in the name. You can create it on your Hard Drive, a network drive, or an external drive as long as someone else can access it later. Use File Explorer in Windows or the Finder menus on a Mac.
2. In this folder, create a document with the words *OpenMe* in the name. Copy and add the following directions and questions into that document and make sure it is saved in the first folder:

Personality Survey

Directions: Create a copy of this file and save it in the same folder as this one. Add your Last Name and First Initial at the beginning of the file name. Then, answer the following questions in your new file. Be sure to save your answers.

1. What is your name?
2. What's your favorite color?
3. If you could own any pet, what would it be?

Find a picture of the type of pet you do or would like to own. You can use a picture of your own pet or find one online using sites like [Pixabay](http://pixabay.com) or [Unsplash](http://unsplash.com) that provide royalty-free images you can use without attribution. Save your picture in the folder *ScavengerHuntMedia*. You may need to find the folder.



Make sure any edits to this file are saved. Close this file and find the Slide Deck named *PersonalitySurvey* on this drive.

3. Create a **Slide Deck** (e.g., PowerPoint or Google Slides) and save it in the first folder. Include the words *PersonalitySurvey* in the name of the Slide Deck
 - a. On the first slide, copy and add the directions below for you and others to follow.
 - b. Be sure you create your own slide using the same directions!

Directions:

1. Create a new slide.
2. Use the answers from the personality slide to add to or edit the slide:
 - a. Put your name somewhere on the slide. You can choose any type of font treatment you prefer.
 - b. Change the background color of just your slide to your favorite color.
 - c. Insert your picture of the type of pet you do or would like to own from the ScavengerHuntMedia folder.
3. Be sure your changes are saved.

4. Create a folder called *ScavengerHuntMedia*, but don't place it in the same place as the first folder. Put it in a different folder or directory.
5. You're ready to share your Scavenger Hunt. Your teammates will have to complete the Scavenger Hunt using your device or with access to any online or external drive, you may have used to create it. The directions to your teammates are simple: Find the file named *OpenMe* and follow the directions.
 - a. When everyone is done, you will have:
 - i. A folder with a unique file for each person's answers to the survey;
 - ii. A slide deck with one slide per person; and
 - iii. A folder with all of the media (image) files. When you're done, you can delete this folder and its files.

Feel free to customize your Scavenger Hunt questions and tasks to make it more relevant. These are just suggestions that allow someone to quickly demonstrate they can place, find, and delete files.

