

## File Organization

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### Textbook

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## File Organization



### "The Case of the Missing Homework"

It was a bright Monday morning when Laura and Avery walked into the computer lab. Laura smiled and whispered, "Today, we finish our animal research projects!"

But Avery looked around the computer. "I saved mine... somewhere... I think?" he muttered.

Mr. Logan greeted the class. "Good morning, everyone! Ready to turn in your animal reports?"

Avery clicked around his computer. "Where is it?! I had it right here!"

Laura leaned over. "Did you save it in your 'Projects' folder?"

Avery blinked. "What's a folder?"

Mr. Logan smiled and walked over. "Let's talk about file organization."

### Think About It!

Have you ever lost something important in your messy room?

That's what happens when we don't organize our files on the computer!

### What Is File Organization?

On a computer, we can store different kinds of data:

- Pictures
- Documents

- Videos

These are called files. Just like you put school papers into folders in your desk, you can use digital folders to keep files neat.

- Folders hold files, like a backpack holds school supplies.
- You can name folders to know what's inside. ("Science Projects," "Pictures," etc.)
- You can move, copy, delete, or search files when they are organized.

## File Storage

When you make something on the computer—like a drawing, a story, or a coding project—it becomes a file. You need a place to save your files so you can open them again later. This is called file storage.

There are two main ways to store files:

1. **Saving on your device:** File is saved directly to the computer, tablet, or phone you're using. You don't need the internet to open it, but if the device is lost or breaks, the file is gone too!
2. **Saving in the cloud:** A special place on the internet where you can store your files. Apps like Google Drive and OneDrive are cloud storage. You can open these files anywhere on any device as long as you have internet!

## Organizing Your Coding Projects

When you create coding projects using the blocks we learned about in previous lessons, you'll want to organize them too:

- Create a "Coding Projects" folder
- Name your projects clearly: "Dancing Robot," "Jumping Cat," "My First Game"
- Save your work regularly so you don't lose it
- Keep different types of projects in separate folders

## Finding Files When You Need Them

Good organization helps you find files quickly:

- Use clear, simple names for your files and folders
- Put similar files together in the same folder
- Create folders before you have too many files
- Use the search function if you can't remember where you saved something

## Critical Thinking Questions

1. What could happen if someone accidentally deletes a file they didn't organize properly?
2. How could you help a friend who always loses their school work on the computer?
3. If you used a different app (like OneDrive instead of Google Drive), would it change how you organize

files?

## Sentence Stems

These sentence starters help us talk about file organization:

1. "I organize my files by (blank) so I can (blank)."
2. "Folders help me (blank) because (blank)."
3. "When I save files, I (blank) to find them later."

## Questions (5)

### 1. What is a file on a computer?

MULTIPLE CHOICE

Choose the correct answer:

- A. A backpack you wear
- B. A game you play
- C. A piece of information like a picture or document
- D. A friend on the internet

### 2. What are folders in a computer used for?

MULTIPLE CHOICE

Choose the correct answer:

- A. Makes your screen brighter
- B. Holds and organizes your files
- C. Sends emails for you
- D. Plays music

### 3. Why is it helpful to name your files and folders?

MULTIPLE CHOICE

Choose the correct answer:

- A. So you can find them later
- B. So your friends can see them
- C. So they disappear
- D. So the computer works faster

#### 4. What is the "cloud" like in computer terms?

MULTIPLE CHOICE

Choose the correct answer:

- A. A toy
- B. A place to save files online
- C. A game
- D. A rainstorm

#### 5. Which app helps you organize and store files in the cloud?

MULTIPLE CHOICE

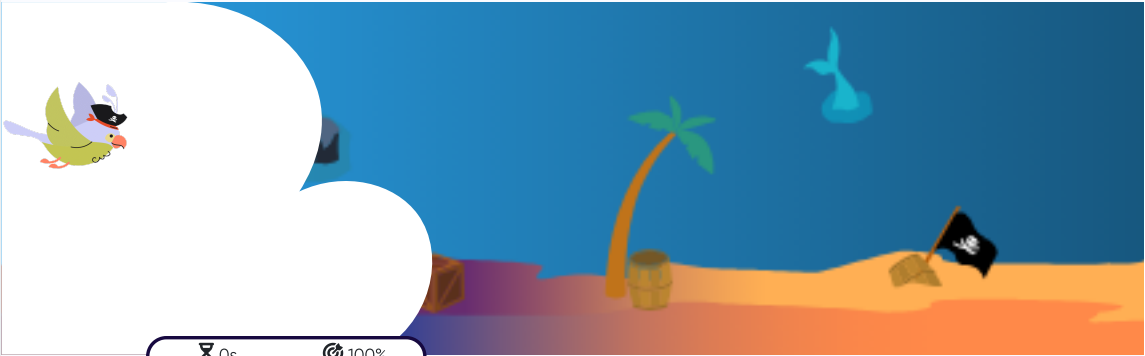
Choose the correct answer:

- A. Paint
- B. Zoom
- C. Calculator
- D. Google Drive

## Games (3)

### 1. File Organization Typing Race

Full Screen Audio Instructions Restart Pause



0s 100%

folders hold and organiz

## 2. File Organization Matching

Full Screen

Audio

Instructions

Answer Key

Pause

Clear All

Check Matches

Attempts: 0

File Storage

File Organization

Saving on your device


Need internet to access

how you save files

Don't need internet to access

Saving in the cloud

where you save files



## 3. File Saving Typing Race


Full Screen

Audio

Instructions

Restart

Pause



0s

100%

save on your device or in

## Blocks Challenges (5)

### 1. Cleaning Up



#### Cleaning Up

Before you can go out and play, you need to clean up your bedroom! Using at least 2 of the things sprites, program another sprite to move around the room to "pick up" these items (Hint: When the sprite touches them, use the hide block for it to disappear). Program your sprite to say something at the end.

3 12 3 1



Submit ↑



### 2. Bunny Hop



#### Bunny Hop

You decide you want to hop to school today! Program your sprite starting on the house background hopping into the school background. Use a repeat loop for the hop motion.

2 4 2 2



Submit ↑



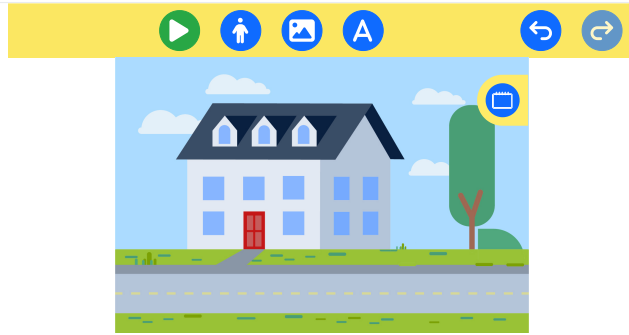
### 3. File Organization



#### File Organization

Using 3 of the backgrounds as folders, program your sprite to move to each folder and say something about file organization. Practice adding text to the background and name the folders (i.e. Pictures, School Projects, Documents).

3 18 3 3



Submit ↑



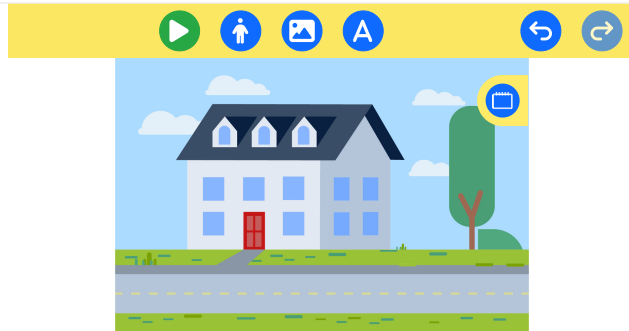
### 4. Lights Out



#### Lights Out

Oh no! The electricity has gone out because of a storm. Program your sprite to add light to the dark room background using the flashlight sprite. Before adding the flashlight, have the other sprite say "oh no". Rotate the flashlight back and forth to move the light around the room. Hint: The flashlight needs to be hidden to start.

2 6 3 2



Submit ↑



## 5. Galactic Dance



### Galactic Dance

Program at least one sprite showing off their dance skills in space. Practice using sounds and loops.



Submit ↑





## Answer Keys & Solutions

### Questions

#### 1. What is a file on a computer?

MULTIPLE CHOICE

**Correct Answer:**

- A. A backpack you wear ✗ Incorrect
- B. A game you play ✗ Incorrect
- C. A piece of information like a picture or document ✓ Correct
- D. A friend on the internet ✗ Incorrect

#### **Explanation:**

You save these when you are working on a project

#### 2. What are folders in a computer used for?

MULTIPLE CHOICE

**Correct Answer:**

- A. Makes your screen brighter ✗ Incorrect
- B. Holds and organizes your files ✓ Correct
- C. Sends emails for you ✗ Incorrect
- D. Plays music ✗ Incorrect

#### **Explanation:**

Think about your desk at school—what holds your papers?

#### 3. Why is it helpful to name your files and folders?

MULTIPLE CHOICE

**Correct Answer:**

- A. So you can find them later ✓ Correct

B. So your friends can see them

✗ Incorrect

C. So they disappear

✗ Incorrect

D. So the computer works faster

✗ Incorrect

**Explanation:**

A label tells you what something is, right?

**4. What is the “cloud” like in computer terms?**

MULTIPLE CHOICE

**Correct Answer:**

A. A toy

✗ Incorrect

B. A place to save files online

✓ Correct

C. A game

✗ Incorrect

D. A rainstorm

✗ Incorrect

**Explanation:**

You can use it to open your files anywhere—even from home!

**5. Which app helps you organize and store files in the cloud?**

MULTIPLE CHOICE

**Correct Answer:**

A. Paint

✗ Incorrect

B. Zoom

✗ Incorrect

C. Calculator

✗ Incorrect

D. Google Drive

✓ Correct

**Explanation:**

This app starts with “G” and helps you store documents

### 1. File Organization Typing Race

*Typing game - no answer key needed. Students practice typing the provided content.*

### 2. File Organization Matching

**Matching Game Solutions:**

1. →

2. →

3. →

4. →

*Students must drag items from the left to match with corresponding items on the right.*

### 3. File Saving Typing Race

*Typing game - no answer key needed. Students practice typing the provided content.*