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Level:	Middle School, 2nd Grade
Lesson:	Informatics, Files and Folders
Teacher:	Harilaos Blatsios
Place:	School computer lab
Infrastructure:	12 PCs, with Windows 7 (Operating System)
Duration:	45 min

Lesson Aims:

- To realize the need of a tree hierarchy for the folders
- To learn to create a tree of folders
- To understand how to navigate in a tree of folders
- To learn to create shortcuts and understand when to use them
- To retrieve information about the folders (i.e. size, count of files)

Activities

1. Activate (*single click*) the **Windows Explorer** from the **Taskbar**.
2. Select from the left pane **Libraries** and then **Documents**. Open (*double click on the icon*) the Folder **Collection of Files and Folders.**
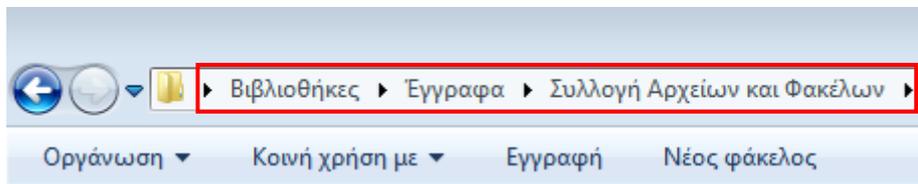

   You can see above, in the address bar, the **path** of the folders you opened in order to find your destination. A **path** points to a file system location (file or folder) by following the **directory** (folder) tree hierarchy.

3. Inside the folder **Collection of Files and Folders** you will find the folder **3rd Gym**. Complete the tree of folders starting from **3rd Gym** by opening each folder in the tree.
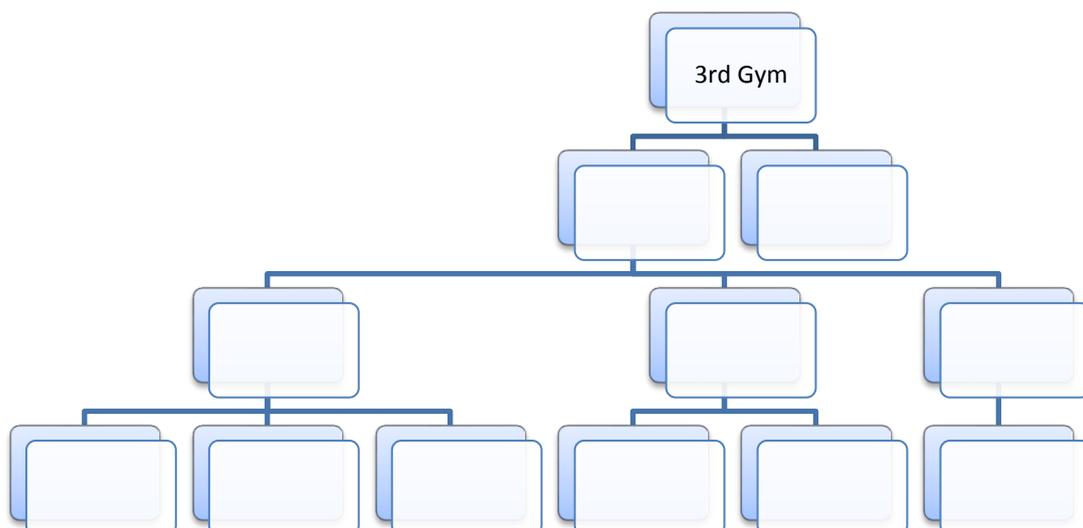
4. Inside the folder **Documents** (path: Libraries > Documents) create, by using the **New folder** button (from the menu in the Windows Explorer), the following tree of folders.
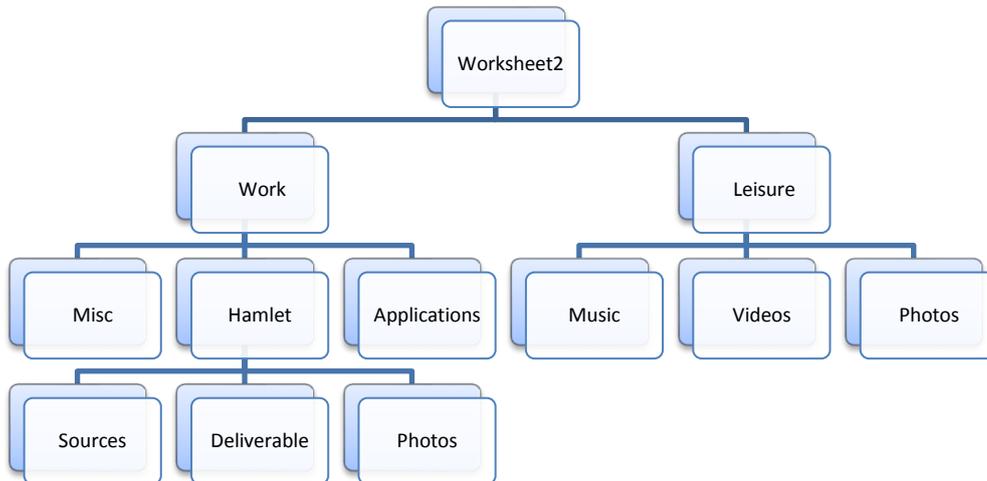
5. So, we organize our files in folders (and subfolders). But why? Write down your thoughts.

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6. Use the files from the folder **File Samples** (path: Libraries > Documents> Collection of Files and Folders > File Samples) and copy each file in the appropriate folder. Write down the arrangements you made:

File	Folder (path)
Ισολογισμός.xlsx	Worksheet2\Work\Misc

7. Select the folder **Worksheet2** (path: Libraries > Documents > Worksheet2), right click on it and then select **Properties**. Write down the following information:

Location	
Size	
Count of files	
Count of folders	

8. Select the folder **Worksheet2**, right click on it and then select **Send to > Desktop (create shortcut)**. Select the icon of **Worksheet2** on the **Desktop**, right click on it and then select **Properties**. Select pane **General** and write down the size: ....

9. If we need to retain a folder on our desktop for immediate access it is better to use a shortcut of the folder instead of a copy. Compare the size of the folder **Worksheet2** to the size of shortcut **Worksheet2** and write down your thoughts when and why we should use shortcuts.

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