



# File Management

Efficient Handling and Organization of Electronic Files

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# Introduction to File Management

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**Electronic File Management** is the process of systematically organizing, storing, and managing electronic files on digital devices to ensure easy access, retrieval, and efficient use of information.

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**Importance:**

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Saves time and improves efficiency.

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Prevents data loss and enhances security.

# Types of Digital Files

## Common Types:

- **Documents:** Word, PDF, Excel
- **Media Files:** Images, Videos, Audio
- **Executable Files:** Programs and Applications
- **Archived Files:** ZIP, RAR

**Purpose:** Understanding file types helps in organizing and handling them correctly.

# Folder Structure and Organization

## Best Practices:

- Use descriptive folder names.
- Organize by project, department, or date.
- Create subfolders for better categorization.
- Avoid over-nesting (too many subfolder levels).

# File Naming Conventions

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- A file naming convention is a framework for naming your files in a way that describes what they contain and how they relate to other files.
- File naming conventions help you stay organized and quickly identify your files.
- **Guidelines:**
  - Keep names short but descriptive.
  - Avoid special characters (e.g., \ / : \* ?).
  - Use consistent date formats (e.g., YYYY-MM-DD).
  - Example: “Project\_Proposal\_2024-10-23.docx”





# Examples of File Without Naming Conventions

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Files without employing an naming convention:

- Test\_data\_2013
- Project\_Data
- Design for project.doc
- Lab\_work\_Eric
- Second\_test
- Meeting Notes Oct 23

# Examples of File Naming Conventions

## 1. Document Files (Word, PDF, etc.)

- **Convention:** ProjectName\_Version\_Date\_Author
- MarketAnalysis\_V1\_2024-10-21\_PeaceOlubere.docx

## 2. Spreadsheets (Excel, CSV, etc.)

- **Convention:** Category\_DataType\_Version\_Date
- EmployeeSalaryData\_2024\_Final.csv

## 3. Presentation Files (PowerPoint, PDF, etc.)

- **Convention:** PresentationTopic\_Version\_Date
- MarketingStrategy\_V2\_2024-06-15.pptx

## 4. Reports (Word, PDF, etc.)

- **Convention:** ReportType\_ClientName\_Version\_Date
- ResearchSummary\_GrowthAnalysis\_2024\_Final.pdf

## 5. Backup Files (ZIP, RAR, etc.)

- **Convention:** Project\_Backup\_Version\_Date
- Website\_Backup\_V1\_2024-07-10.zip
- DB\_Backup\_2024-09-01\_V2.rar

## 6. Research Data Files (CSV, Excel)

- **Convention:** StudyName\_DataType\_Version\_Date
- CustomerSurvey\_Data\_2024-10-15\_V3.xlsx

A glowing green padlock is centered on a dark blue background with a complex circuit board pattern. The padlock has a bright green glow and is surrounded by faint, glowing lines that suggest a digital or network environment.

# File Security and Backup

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- Password protection for sensitive files.
- Access control (limit who can view/edit).
- Encryption for highly sensitive documents.
- Regularly back up files (weekly or monthly).
- Use cloud storage (Google Drive, OneDrive) or external hard drives.



# ADSR Silent Rules

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Make use of the “Document” rather than “Desktop”

Create a Folder with your Name and Department

All folders created should be in the Main folder

Use clear and consistent naming convention

Have a “Rough” Folder for every sub folder

Regularly archive old files and rearrange files.



# Key Points:

1

Organize files  
logically.

2

Follow naming  
conventions.

3

Regularly back  
up data.

4

Use security  
measures.

# Take Away

Good file management leads to enhanced productivity, data security, and efficiency.





Thank You



# Activity

## **Instructions:**

**1. Screenshot “Desktop” page on your system**

**2. Save the Image**

**3. In the next five minutes, arrange your desktop page appropriately and put files in the appropriate folder**