

Learner Full Name: _____

School: _____ Class: _____

Workstation Device: _____ Station #: _____

Session 4: Files, Folders & File Explorer

Imagine if your headteacher threw all the school's examination papers, receipts, letters, and student records into one giant pile in the middle of the staff room floor. Finding one student's terminal report would take days! That is why offices use **filing cabinets** with labeled **folders**. Today, you will learn how your computer organizes its digital filing cabinet.

1. Plain Talk: What is a File vs. a Folder?

A FILE (The Content)

A single finished piece of work that has been saved onto the computer. A file contains actual text, drawing strokes, or sound.

Real-world Analogy: A single sheet of paper or an exercise book with your homework written inside.

Examples: My_Story.txt, Flag.png

A FOLDER (The Container)

An empty, labeled digital container used strictly to hold and organize files or other subfolders. A folder contains **no text of its own**.

Real-world Analogy: A yellow manila cardboard folder or ring binder kept on a shelf.

Example: Science_Homework_2026

2. The Computer Filing Hierarchy (From Drive to File)

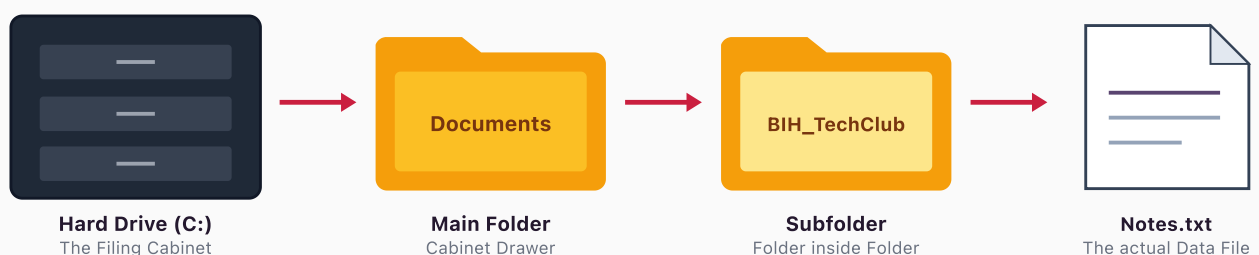


Figure 4.0: The Path: From Drive (C:) → Main Folder (Documents) → Subfolder (BIH_TechClub) → File (Notes.txt).

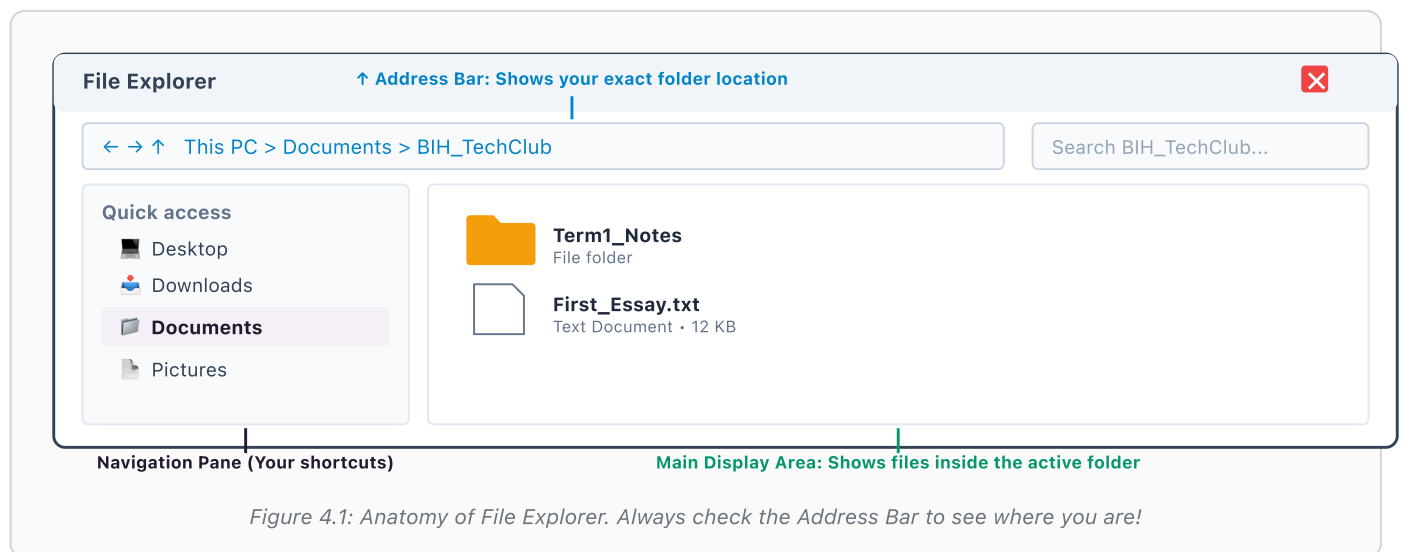
1. What is File Explorer?

File Explorer is the program built into your computer that lets you look inside your storage drives, open folders, create new folders, and arrange your files. Think of it as walking into the school library or records room.

⚡ THE FASTEST WAY TO OPEN FILE EXPLORER

Look down at your keyboard. Hold down the **Windows Key**  with your left thumb, and tap the letter **E**  once: [**Win + E**]. File Explorer will open instantly! You can also click the yellow folder icon on the bottom Taskbar.

2. Anatomy of the File Explorer Window



3. The Four Standard Personal Folders

- **Documents:** The primary home for your school reports, essays, and notes.
- **Pictures:** Where photos, diagrams, and drawings from Paint are stored.
- **Downloads:** Where files from the internet automatically land.
- **Desktop:** Shows the files and shortcuts sitting right on your wallpaper.

1. How to Create a Brand-New Folder

Follow these 3 simple steps to create a folder anywhere on your computer:

- 1 **Right-Click on Empty Space:** Inside File Explorer, move your pointer to an empty white space. Click the **Right Mouse Button** (or bottom-right corner of your laptop touchpad).
- 2 **Choose "New" → "Folder":** In the menu that appears, hover your pointer over **New**, then glide across and left-click on **Folder**.
- 3 **Type the Name & Press Enter:** A yellow folder appears with the words "New folder" highlighted in blue. **Do not click!** Immediately start typing your desired folder name on the keyboard, then tap the **Enter** key.

2. The BIH Golden File-Naming Standard

When sharing school computers, files named doc1 or essay get lost immediately. Always use this 3-part naming formula:

[Subject or Project] _ [Topic] _ [YourName]

✗ BAD File Name (Avoid!)	✓ EXCELLENT BIH File Name
asdfghjkl.txt (Nonsense typing)	Science_Photosynthesis_AmaMensah.txt
kofi's *awesome* drawing!!!.png	Art_GhanaFlag_KofiBoateng.png
homework.docx (Which subject? Which week?)	English_Comprehension_Week4_KofiBoateng.docx

3. The Forbidden Characters (Illegal Symbols)

🚫 SYMBOLS COMPUTERS WILL REJECT

The computer uses certain punctuation marks for its own internal code commands. You can **NEVER** use these 9 characters in a file or folder name:

\ / : * ? " < > |

If you try typing any of these, the computer will beep and show a warning message refusing to save the name!

4. Spot the Bad Names Challenge

Look at the three file names below. Circle the **ONE** file name that is safe and valid:

- [] A. Math:Chapter1/Exercises.txt
- [] B. SocialStudies_Rivers_KwesiAppiah.txt
- [] C. What Is Technology?*.txt



1. What is the Difference?

"SAVE AS..." (Giving Birth to a File)

Use **Save As** when you are saving a file for the **very first time**. It forces you to make two critical decisions:

- **WHERE** to put the file (which folder).
- **WHAT** to name the file.

"SAVE" (Updating Your Work)

Use **Save** after the file already has a name. It updates the file on the drive with any new sentences or changes you made since the last save.

It does not ask where or what name—it overwrites the old version quietly in a split second!

2. Anatomy of the "Save As" Dialog Window

When you click **File → Save As** in any program, this window appears. Follow the numbered steps:

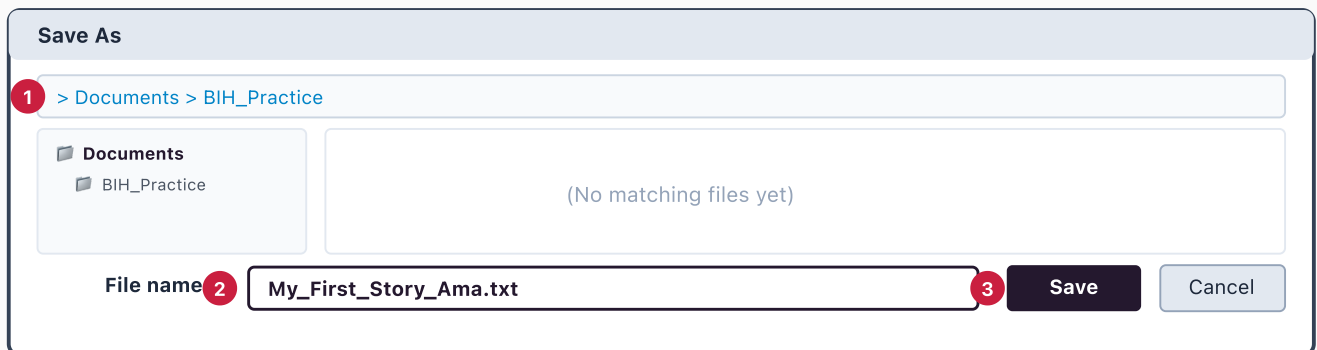


Figure 4.2: The 3-Step Save As Process: 1. Pick destination folder → 2. Type clean file name → 3. Click Save!

3. The 5-Minute Save Habit (Ctrl + S)

⚡ BEAT DUMSOR & ACCIDENTAL CLOSURES

Every 5 minutes while working, press: **Ctrl** + **S**. This takes half a second and ensures that if power cuts, your essay is safely saved on the drive!



1. Lab Mission: Create a Folder & Save Your First Profile

Follow these 5 micro-steps at your workstation right now:

- 1 Open File Explorer:** Hold down **Win** and tap **E**.
On the left-hand navigation pane, left-click on **Documents**.
- 2 Create Your Tech Club Folder:** Right-click on empty white space → hover over **New** → click **Folder**.
Immediately type: BIH_Practice and press **Enter**.
- 3 Launch Notepad & Write:** Click the Start button, type notepad, and press **Enter**.
Type these exact 3 sentences (replace with your real name and school):
"My name is Ama Mensah. I attend Bozoma Model JHS. In Tech Club, I want to learn how to create digital solutions for Ghana."
- 4 Save As:** In Notepad, click **File** in the top menu → click **Save As...**
 - In the left pane, click on **Documents**, then double-click your new BIH_Practice folder to open it.
 - Click in the **File name:** box, erase any default text, and type:
Profile_AmaMensah.txt (use your own name).
 - Click the **Save** button!
- 5 The Proof Test:** Close Notepad with the red **[X]**.
In File Explorer, open BIH_Practice. Do you see your file?
Double-click it! Notepad opens with your saved words.
Add one sentence, press **Ctrl + S**, close and reopen to check it saved.

2. Panic Button / Troubleshooting

I clicked "Save", but I don't know where my file went!

Don't worry, your file is not lost!

1. Open File Explorer (**Win + E**).
2. On the left pane, click **Quick access** or **Home** at the very top.
3. Look under the **Recent Files** section. Your newly saved file will be at the very top of the list!

1. Build a Paper Folder Tree

Imagine you must organize your JHS 1 school work on a computer. Complete the diagram below by writing the names of 3 school subjects into the empty subfolder boxes:



2. Written Review Questions

Question 1: Explain in your own words the difference between a **File** and a **Folder**:

Question 2: What keyboard shortcut opens File Explorer instantly?

Question 3: Why is it dangerous to name a school project file simply doc1.txt?

3. Self-Assessment & Mentor Sign-Off

Tick the column that reflects your confidence at the end of Session 4:

File & Folder Competency	With Help	Almost Alone	All By Myself!
1. I can explain the difference between a file and a folder.	☐	☐	☐
2. I can launch File Explorer using the [Win + E] shortcut.	☐	☐	☐
3. I can create a new folder and rename it using clean naming rules.	☐	☐	☐
4. I can use "Save As..." to place a file into a specific folder and find it again.	☐	☐	☐

Mentor Signature: _____

Date Completed: _____