

STUDENT DATA FILE MANAGEMENT PROCEDURES FOR CGS 1100

Students will work with a variety of different Microsoft® Office Applications programs in our course, typically including (at least): Word, Excel, and Access. This document provides an example of how to prepare for and work with the data files for just one of these applications, the Word program. But students can use this document as a guide to working with the other programs by simply substituting the name of the other program in place of "Word" wherever it appears in the steps below.

The publisher of our textbook provides sets of practice data files to use with each chapter in the book. These have been grouped into folders for each program named "Exploring Word", "Exploring Excel", and "Exploring Access". Copies of these files are available on the publisher's web site or can be copied from a remote disk drive (identified with drive letter "P:") on the campus network. Students cannot *save* work on the network disk, but can copy the practice files to a different disk and save work there.

In some cases, you can copy the publisher's files onto a diskette and work with them there. But in many cases, the necessary files will not all fit on a single diskette. Also diskettes respond more slowly than the fixed disk ("hard drive"). For these reasons, you will not work directly on your diskettes each day in class. Rather, you will create a working folder on the hard drive ("Local Disk (C:)") with a name matching the publisher's source folder (eg. "Exploring Word") and work with that folder each class session. The following page contains step-by-step instructions for doing this and other actions required to begin a classroom working session.

When opening or saving files during your class session, remember to navigate to the working folder on Local Disk (C:) rather than the college network drive (P:) or your diskette.

At the end of each class session, you will save any files that you have altered in your working folder on Local Disk (C:) to your diskette. The last page of this document contains step-by-step instructions for doing this and other actions required to end a classroom working session.

Remember that a diskette can store no more than 1.44 MB of data. So check the size of the files you want to retain on your diskette to be sure you have room for them. If not, you will require another form of media such as a USB Flash Drive, or you could try emailing the file to yourself using a free web-based email system such as [\[Excite® WebMail\]](#), [\[Eudora® WebMail\]](#), [\[Hotmail®\]](#), or [\[Yahoo® Mail\]](#). See your instructor for help with these options if necessary.

If you are unable to access the college network drive (P:) from the workstation in your classroom:

1. Log off of the workstation by clicking on: Start (button), My Computer (menu choice).
2. Log on again, being careful to follow the specific steps below.
 - a. Press the keystroke combination Ctrl+Alt+Delete to open the "Log On to Windows" dialog box.
 - b. In the User name box, type the room number (such as W224) without spaces.
 - c. The Password box should be empty.
 - d. If you do not see a drop-list box labeled "Log on to" beneath the Password textbox, click on the button labeled Options > > at the bottom-right of the dialog box.
 - e. Use the small blue drop-list arrow at the right side of the box labeled "Log on to" to select INST and click on the OK button.

If you still cannot access network drives, notify your instructor and move to another computer.

The following steps will be performed at the *start* of each classroom session:

1. Purge any files from the working folder on Local Disk (C:) that might remain from previous work sessions by other students.
 - a. Click on: Start (button), My Computer (menu choice).
 - b. Double Click on: Local Disk (C:).
 - c. If you see a folder named Exploring Word, delete it by clicking once on it and then pressing the Delete key on the keyboard and answering Yes to any prompts.
2. Create a fresh working folder on the hard disk.
 - a. From the My Computer window, click on menu choices: File, New, and Folder.
 - b. When the new folder appears, type over its name with the appropriate label for the working folder, such as "Exploring Word".
 - c. Press the Enter key to finish the renaming process.
3. Copy the publisher's practice files from their source location to your new working folder. If you are **not** in an IRCC classroom, follow the steps in the textbook at the beginning of the chapter. If you **are** in an IRCC classroom, follow the steps below.
 - a. Use the small blue drop list arrow at the right edge of the address bar at the top of the window to select the disk identified with drive letter "P:".
 - b. Double click on the folder labeled "CGS1100".
 - c. Double click on the folder labeled " Exploring Word ".
 - d. When the folder window opens, select all of the files by pressing the keys Ctrl+A.
 - e. Copy the selected files to the Windows clipboard by clicking on menu choices: Edit, and Copy.
 - f. Now use the small blue drop list arrow at the right edge of the address bar at the top of the window to open the disk labeled Local Disk (C:).
 - g. Double click on the new working folder labeled "Exploring Word". When the folder window opens, click on: Edit (menu choice), Paste (menu choice). The files from the network will then be copied from the clipboard to your working folder.
4. *If* you have previously saved any work from these chapters on your diskette, then copy those files into the working folder on Local Disk (C:), overwriting the original author's files with your revised files.
 - a. Put your diskette into the floppy drive slot.
 - b. Use the small blue drop list arrow at the right edge of the address bar at the top of the window to select the disk labeled 3 ½ Floppy (A:).
 - c. When the folder window opens, select the desired folders or files by single-clicking on the first one and then holding the Ctrl key while clicking on the others.
 - d. Copy the selected files to the Windows clipboard by clicking on menu choices: Edit, and Copy.
 - e. Now use the small blue drop list arrow at the right edge of the address bar at the top of the window to open the disk labeled Local Disk (C:).
 - f. Double click on the new working folder labeled "Exploring Word".
 - g. When the folder window opens, click on: Edit (menu choice), Paste (menu choice). The files from your diskette will then be copied from the clipboard to your working folder. If any dialog boxes appear requesting verification regarding overwriting of the author's files, respond Yes.
5. Student data files often are stored with a *read only* attribute which must be removed before the files can be edited or erased. To remove this attribute:
 - a. Select the desired files (or all of the files in the folder by pressing the keys Ctrl+A).
 - b. Right click on any selected filename in the folder and choose Properties
 - c. *Uncheck* the box labeled Read only
 - d. Click on the OK button.

The following steps will be performed at the *end* of each classroom session:

1. Use the small blue drop list arrow at the right edge of the address bar at the top of the window to select the disk labeled Local Disk (C:).
2. Double click on the new working folder labeled "Exploring Word".
3. When the folder window opens, click on: View (menu choice), Details (menu choice).
4. Click on the column heading Date Modified until you see a small arrowhead pointing *down* following the column heading (indicating that the folder is being listed by date in reverse order). This should place the most recently edited files at the top of the list.
5. Select the desired folders or files by single-clicking on the first one and then holding the Ctrl key while clicking on the others.
6. Copy the selected files to the Windows clipboard by clicking on: Edit (menu choice), Copy (menu choice).
7. Now use the small blue drop list arrow at the right edge of the address bar at the top of the window to open the disk labeled 3 ½ Floppy (A:) and navigate to any sub-folder (if any) that you may want to use to organize your files.
6. When the folder window opens, click on: Edit (menu choice), Paste (menu choice). The files from the working folder will then be copied from the clipboard to your diskette. If any dialog boxes appear requesting verification regarding overwriting older files, respond Yes.