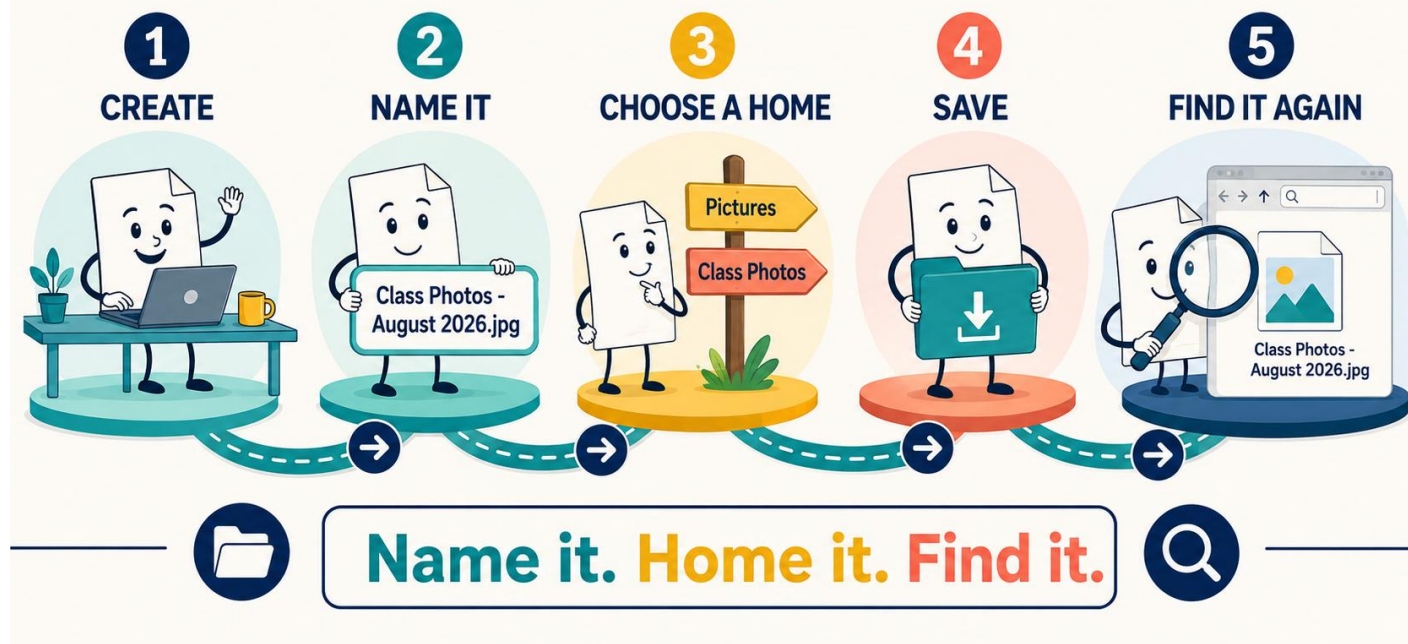


Every File Needs a Good Name and a Good Home

Student Learning Guide, Lab, Troubleshooting, Review, and Homework

The Journey of a File



REMEMBER: Name it. Home it. Find it.

Skill Focus: Why This Matters

A file can be safely saved and still feel lost. That usually happens for one of two reasons: its name does not explain what it is, or it was saved in a place you do not remember. This lesson fixes both problems.

The Computer Neighborhood

- Folders are neighborhoods that group related things.
- Subfolders are houses or addresses inside a neighborhood.
- Files are the residents. Every resident needs a useful name and a known home.
- The full route to the file is its address. Example: Documents > Computer Class > File Practice.



Part 1 - Give Every File a Good Name

THE NAME TEST: Could you tell what this file is six months from now without opening it?

A useful file name often answers two or three questions:

- What is it?
- Who or what is it for?
- What date, month, or year matters?

Instead of	Try this
document1.docx	Computer Class Notes - File Management.docx
scan004.pdf	Car Insurance Card - 2026.pdf
IMG_4837.jpg	Family Reunion - 2026-07-04.jpg
final2.docx	August Newsletter - Approved 2026-08-04.docx

Simple Naming Rules

- Use words you would search for later.
- Put the main idea near the beginning.
- Use dates consistently. YYYY-MM-DD keeps dated files in order.
- Spaces and hyphens are easy to read.
- Avoid vague words: stuff, new, document, scan, final2.

- Do not change the letters after the final dot unless you know why. The computer usually manages .docx, .jpg, and .pdf for you.

Part 2 - Give Every File a Good Home

Start with a broad folder, then choose a smaller purpose-based home. Stop when the address is clear. You do not need a folder inside a folder inside a folder forever.

File	Good home address
Class practice document	Documents > Computer Class > File Practice >
Car insurance card	Documents > Insurance >
Vacation photo	Pictures > Vacations > 2026 >
Downloaded tax form	Documents > Taxes > 2026 >

DOWNLOADS IS AN ARRIVAL AREA: Files often land in Downloads first. Move important files to a permanent home after you check them.

Misconceptions to Catch

- “Downloads is where everything belongs” - Downloads is usually an arrival area, not permanent storage.
- “I can fix the name later” - later rarely comes; name it before clicking Save.
- “More folders always means more organized” - too many layers can make a maze.
- “Deleting a shortcut deletes the file” - a shortcut points to a file; verify before deleting anything.

10-Minute Lab: Complete the Journey of a File

Goal: Create one file, give it a useful name, save it in a sensible folder, close it, and find it again.

Type This

TYPE THIS: Three rules help me find my files: Name it. Home it. Find it.

Steps

1. Open Microsoft Word.
2. Start a blank document.
3. Type the sentence shown in the Type This box.
4. Select File > Save As > Browse.
5. Open Documents.
6. Select New folder. Name the folder Computer Class. Press Enter.
7. Open Computer Class. Create another folder named File Practice. Open it.
8. In the File name box, type: File Naming Practice - August 2026
9. Before saving, say the name and home aloud: "File Naming Practice - August 2026 lives in Documents > Computer Class > File Practice."
10. Select Save.
11. Close Word.
12. Open File Explorer and select Documents > Computer Class > File Practice.
13. Double-click the file. If it opens, the journey is complete.

Finished Example

Name	Home	Full address
File Naming Practice - August 2026.docx	File Practice	Documents > Computer Class > File Practice > File Naming Practice - August 2026.docx

Troubleshooting: When a File Loses Its Way

I just saved it, but I do not know where.

14. In Word, select File > Info and look for the path or location.
15. Check File > Open > Recent.
16. Open File Explorer and check Documents, Downloads, and Desktop.

I remember part of the name.

17. Open File Explorer.
18. Select This PC or the folder where you think it lives.
19. Type one meaningful word in the Search box.

20. Choose the file and note its address before opening it.

I do not remember the name.

21. Open File Explorer.
22. Check likely folders: Documents, Downloads, Pictures, and Desktop.
23. Change the view to Details.
24. Sort by Date modified so recent work appears together.

The name is wrong.

25. In File Explorer, select the file once.
26. Press F2 or right-click and select Rename.
27. Type a clearer name. Leave the file extension alone.
28. Press Enter.

The file is in the wrong folder.

29. Open two File Explorer windows if that is easier.
30. Select the file. Use Cut, then open the correct folder and use Paste.
31. Or drag the file to the correct folder.
32. Open it from the new home to verify the move.

I see two versions.

33. Compare the Date modified and Size columns.
34. Open each if needed.
35. Keep the correct copy. Rename it clearly.
36. Do not delete the other copy until you are certain.

STOP BEFORE DELETING: When unsure, rename or move a file first. Delete only after you have opened the correct copy and confirmed it is safe.

Five-Question Review Game

#	Question	Choices
1	Which is the best name?	A. scan4.pdf B. document.pdf C. Car Insurance Card - 2026.pdf D. final-final.pdf
2	Best home for Vacation 2026 photos?	A. Desktop B. Pictures > Vacations > 2026 C. Downloads D. Recycle Bin
3	Before clicking Save, decide...	A. Only the color

		B. Only the program C. Only the name D. The name and folder
4	Save As can help change...	A. Screen brightness B. Internet speed C. Name, location, or file type D. Keyboard size
5	First move when a file is missing?	A. Search for a word in its name B. Recreate it C. Click random folders D. Turn off the monitor

Answers and Why

1. C: It clearly says what the file is and includes the useful year.
2. B: It groups photos by type, event, and year.
3. D: Both parts matter: a useful name and a known home.
4. C: Save As lets you choose a different name, folder, or file type.
5. A: A meaningful word is the fastest, safest starting point for Search.

TEACH IT: Tell someone at home the three-part rule: Name it. Home it. Find it.

Name It. Home It. Find It.

One-Page Take-Home Reference

THE WHOLE RULE: Before you click Save, choose a useful name and a sensible folder.

1. NAME IT

Use words you would search for later.

Good: Car Insurance Card - 2026.pdf

Weak: scan004.pdf

2. HOME IT

Start broad, then get specific.

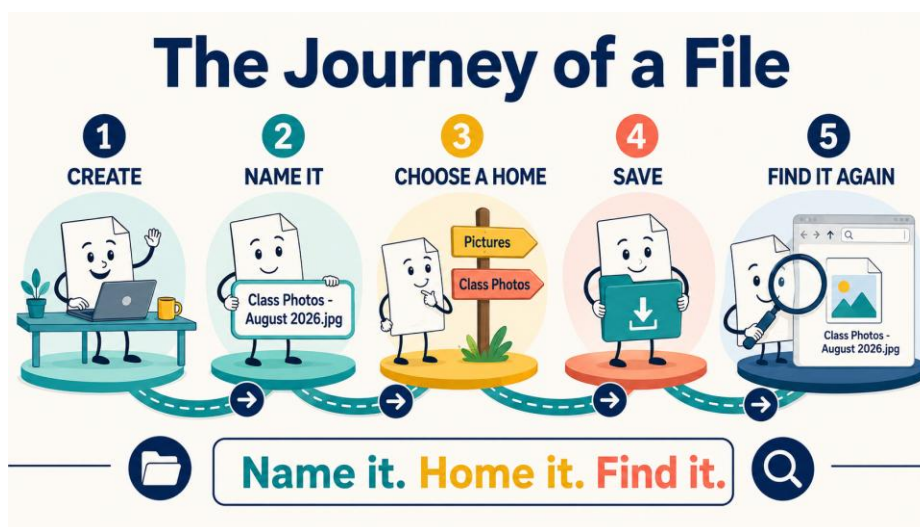
Documents > Money > Insurance

Pictures > Vacations > 2026

3. FIND IT

Retrace the address. If needed, search one meaningful word and sort by Date modified.

The Journey of a File



If a File Is Missing

37. Check File > Open > Recent in the program you used.
38. Look in Documents, Downloads, Desktop, and Pictures.
39. Search for one word that should be in the file name.
40. Use Details view and sort by Date modified.
41. When you find it, rename it clearly and move it to a better home.

DO NOT PANIC: A missing file is usually in the wrong home or wearing an unhelpful name. Search before recreating it.