Location of Files and Folders

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# Purpose & Introduction

Microsoft 365 does its best to keep you, the user, always linked to your cloud storage. Unfortunately, this leads to several problems. The first being users, and K200 students, do not know where their files are stored. They also do not know where their files are located when working on them. The two big concepts you must acquire are identifying the differences between online storage/workspace and physical computers. This can be broken down into software versions and location.

**Software Versions**. The software versions found on a physical computer and in OneDrive are very different. The software on a physical computer is more powerful and can perform more tasks than the version found on OneDrive. For K200, the only acceptable version of the software is what is found on a physical computer.

**Location**. To properly submit your files for grading, you must upload them from a physical computer. That way the proper file in its proper format is put into Canvas. This means that every time you wish to submit a file for grading, it must be on a physical computer and then uploaded to Canvas.

**Student Data Files**. You will find the needed file on the K200 website: [All Project Due Dates – Week 2 – Introduction to Online Learning in K200](https://k200.publichealth.indiana.edu/dpp-due-dates.html#intro2).

**Submit for Grading**. You will submit the finished file **Lastname\_Firstname\_Location\_Files\_Folders.docx** in Location of Files and Folders section in Canvas Assignments by the due date given on the K200 website: [All Project Due Dates – Week 2 – Introduction to Online Learning in K200](https://k200.publichealth.indiana.edu/dpp-due-dates.html#intro2)

**Points:** This project is considered extremely important by your instructors, so it is worth 135 points total.

# Tasks

**Objectives**: Students must demonstrate the difference between a file in OneDrive and on a physical computer; create folders in OneDrive; and submit files for grading in Canvas from a physical computer.

**Prerequisites**: Must completed in class or through the Canvas pages the following:

1. Completed the Screenshot, Save, Submit File for Grading project.
2. Made K200 folders in OneDrive.
3. Perform taking a screenshot and pasting it into a Word document.

If you have not completed the above tasks or projects, you will not be able to complete this project.

**Specific Tasks**. You will complete tasks and then paste the required screenshots into a Word document. Each screenshot gives details on what it must show.

**Remember**: You may have to use more than one technique to capture your image. The three that have been demonstrated are:

1. Keyboard
2. Snipping Tool for PC or Use what is on your Mac.
3. Insert Screenshot in Microsoft Word

**NOTE:** Do not worry about the clarity of the images. Instructor/Grader can enlarge it to see it better.

Step 1. Download the **Lastname\_Firstname\_Location\_Files\_Folders.docx** from the class website and rename it with your name. With the **Lastname\_Firstname\_Location\_Files\_Folders.docx** document open, capture each image described below using a screenshot technique. Paste the image below the numbered instruction.

1. **K200 OneDrive Folder** *(25 pts.)* Image of your K200 folder inside your OneDrive. Image must show:
   1. All 8 sub folders.
   2. OneDrive label in upper left-hand corner.
   3. Your IU name in the upper left-hand corner.
   4. My Files > K200 must appear above the folders.
   5. Web browser and web address containing the words “indiana-my.sharepoint” must be shown.
2. **File One Physical Computer Desktop.** *(20 pts.)* Image of the file open on the desktop of a physical computer. Image must show:
   1. Title and your name at the top of the open document.
   2. The document has been only fills up half of the screen.
   3. Desktop icons must appear.
   4. The taskbar or bottom bar with program icons must appear,
3. **Computer Information** *(10 pts.)* Describe the computer and give location of the physical computer upon which you are working. *Example: My PC at my home in Bloomington.*
4. **Finish Step 1**. When you have finished performing and answering the above Step 1 commands and questions, save this document.

Step 2. Open the **Lastname\_Firstname\_Location\_Files\_Folders.docx** document on your physical computer desktop. Capture each image described below using a screenshot technique. Paste the required image below the numbered instruction.

For the below steps, OneDrive must be open in a web browser.

1. **Upload File to OneDrive** *(25 pts.)* In OneDrive, open your K200 folder and then open the Introduction to Computers folder. Do the following:
   1. Upload file – Read and perform these instructions if you need.
      1. Click the Upload button.
      2. Click Files.
      3. Go to your physical computer desktop.
      4. Click on **Lastname\_Firstname\_Location\_Files\_Folders.docx** and then click the Open button. ***OR*** Double-click the file to upload it.
   2. Once the file is in the Introduction to Computers folder, take a screenshot of the folder. Screenshot must have:
      1. OneDrive label in upper left-hand corner.
      2. Your IU name in the upper left-hand corner.
      3. My Files > K200 > Introduction to Computers must appear above the file(s).
      4. Web browser and web address containing the words “indiana-my.sharepoint” must be shown.
      5. Name of file **Lastname\_Firstname\_Location\_Files\_Folders.docx** showing.
2. **Open OneDrive File** *(30 pts.).* In OneDrive, click once on **Lastname\_Firstname\_Location\_Files\_Folders.docx** to open it while it is still in OneDrive. The file will open in a new tab in the web browser. Click on the tab that shows the file. The file will now be open. Take a screenshot of the file in the web browser. Screenshot must have:
   1. Blue Word title bar under the OneDrive address.
   2. “Word” and your file name in the upper left-hand corner under the blue title bar.
   3. The web version of the Word ribbon.
   4. The document contents should be showing with the title “Location of Files and Folders” at the top.
   5. Your IU name in the upper left-hand corner.
   6. Web browser and web address containing the words “indiana-my.sharepoint” must be showing.
3. **Compare Files.** *(25 pts.).* Resize both the OneDrive window showing L**astname\_Firstname\_Location\_Files\_Folders.docx** and the Word document on the physical computer so that both screens can be seen side to side. Scroll so that you see STEP 2 at the top of each file. Yes, they will look different! They should. Take a screenshot of both windows side by side showing the different versions of each file. Screenshot must have:
   1. Both versions of the file open.
   2. Each file shows STEP 2, and the files are different from one another.
   3. Both files must show the Word ribbon and title bar.
   4. Both files must show the file name in the title bar.
   5. For OneDrive file, the web browser and web address containing the words “indiana-my.sharepoint” must be showing.
4. **Backing-Up Your Work**. Save and close the file on your physical computer. Upload it to OneDrive and let it replace the version you have. This is backing-up your work. You MUST do this at the end of every class and/or every time you work on a project.
5. **Submit For Grading**. Submit the closed file from your physical computer desktop to Canvas. This is the only way for you to submit your work in K200.

**REMEMBER!** If you fail to create and edit your files on a physical computer, your work will not look the same and you will lose points.

**Criteria for Success: Grading Rubric**:

Each submitted screenshot must show the required items listed in each description. Any item not showing will result in the project losing 5 points.