

## Create a File Management Poster

Follow the instructions below to create your own digital poster in Microsoft Word.

### Step 1 – Open Microsoft Word

**Open a blank Word document.**

**Type the title:**

Why File Management Is Important

**Change the:** font, font size, and colour.

### Step 2 – Type the Paragraphs

The paragraphs below contain spelling mistakes, punctuation mistakes, grammar mistakes, and missing capital letters.

Correct ALL mistakes as you type.

#### Paragraph 1

file management helps people keep there work safe and organised. using folders makes it easier to find files and stop documents getting lost.

#### Paragraph 2

saving work in the correct folder is important because it helps people stay organised. if files are not saved properly they can be hard too find later.

#### Paragraph 3

good file management can save time at work school and home. organised files help people work faster and feel more confident using computers.

### Step 3 – Research Online

**Search online:**

Why is file management important?

- Find 3 useful facts
- Find 2 tips for organising files

### Step 4 – Improve Your Poster

- Coloured headings
- Different fonts
- At least 2 images
- Corrected paragraphs
- 3 facts
- 2 organisation tips

### Step 5 – Save Your Work

**Save inside:** Lesson 3

**Rename your file:** File Management Poster