connecting people to
POSSIBILITIES

OCtech Career Services
Workshop 05:

"Digital Foundations: Essential Computer & File Organization Skills"

Objective:

Career learners will be able to develop foundational computer skills and effective file organization techniques that enhance digital literacy, improve efficiency, and support success in school, work, and everyday life in today's technology-driven world.

"Digital Foundations: Essential Computer & File Organization Skills"

Foundational computer skills are important because they serve as the essential building blocks for success in today's digital world—whether in education, the workplace, or daily life.

Here are key reasons why:

- **Workplace readiness**
- Increased productivity
- **Access to opportunities**
- Effective communication
- **Digital literacy and safety**
- Lifelong learning

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"Digital Foundations: Essential Computer & File Organization Skills"

Being able to **file on the computer** is an essential skill because it helps you stay organized and in control of your digital work.

06:00

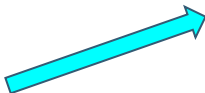Sign in to your computer and create a folder.

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Word Document

1. Create a document
2. Type the information
3. Save - Career Service Workshop 05

08:00

** Note: OneDrive integrates with SharePoint to allow smooth file sharing and collaboration.

When titling documents, **use clear and specific names** that reflect the file's content, such as "Resume_JaneDoe_2025.pdf."

Include dates when appropriate to keep track of versions, and avoid using spaces or special characters that may not work well on all devices.

A consistent and professional naming system makes it easier to stay organized and find files quickly.

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"Digital Foundations: Essential Computer & File Organization Skills"

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An **online PDF document** is a **Portable Document Format (PDF) file** that is stored and accessible **on the internet** through a web browser or cloud service, rather than being saved only on a local computer.

https://www.octech.edu/student-resources/career-services/

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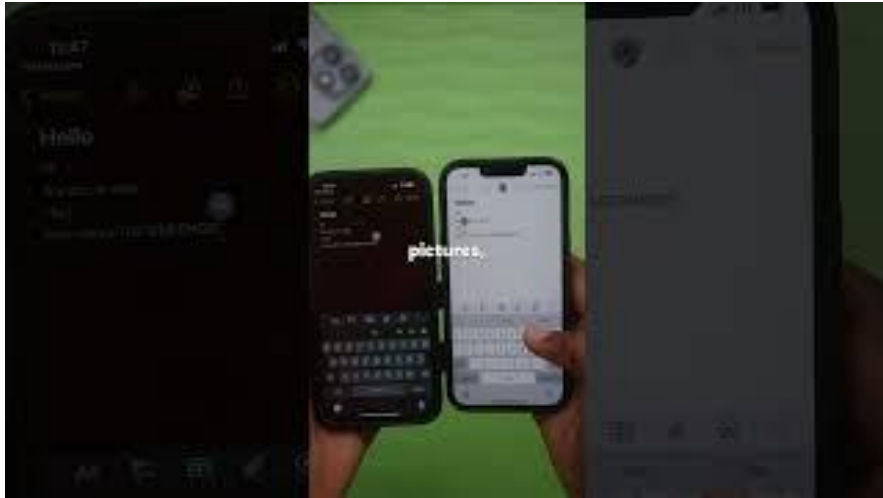# "Digital Foundations: Essential Computer & File Organization Skills"

Computer Shortcuts

- Ctrl + A - Select All
- Ctrl + B - Bold
- Ctrl + C - Copy
- Ctrl + D - Fill Down
- Ctrl + F - Find
- Ctrl + G - Goto
- Ctrl + H - Replace
- Ctrl + I - Italic
- Ctrl + K - Insert Hyperlink
- Ctrl + O - Open

- Ctrl + P - Print
- Ctrl + R - Fill Right
- Ctrl + S - Save
- Ctrl + U - Underline
- Ctrl + V - Paste
- Ctrl + W - Close
- Ctrl + X - Cut
- Ctrl + Y - Repeat
- Ctrl + Z - Undo
- Ctrl + N - New Workbook

- F1 - Help
- F2 - Edit
- F3 - Paste Name
- F4 - Repeat last action
- F5 - While
- F6 - Goto

- F7 - Spell Check
- F8 - Extend Mode
- F9 - Recalculate all Workbooks
- F10 - Activate Menubar
- F11 - New Chart
- F12 - Save as

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"Digital Foundations: Essential Computer & File Organization Skills"

Digital literacy is the ability to **find, evaluate, use, create, and communicate information** using digital technologies in a safe and responsible way.

"Digital Foundations: Essential Computer & File Organization Skills"

Workshop Credit:

To receive your certificate, you must complete the Career Services workshop assessment and score at least 70%.

https://forms.office.com/r/Vby4ex7xX5

If you need further assistance, please feel free to contact me using the information below.

Thank you!

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