File Management – Key Learning

DO THIS FIRST

Use the **Key Learning Presentation** to complete this key learning. You **MUST** read through the presentation to get the right answers.

Write your answers in the spaces provided.

1. Explain why using clear file names is a good idea.

[2 marks]

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2. Explain why using folders to organise work is a good idea

[2 marks]

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3. What is **version control**? Give an example.

[2 marks]

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4. Explain why **version control** is important.

[2 marks]

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5. What does **file format** mean?

[1 mark]

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6. Suggest a suitable file format that each of the following could be e-mailed using:

[4 marks]

(a) A hand drawn visualisation diagram:

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(b) A moodboard produced on a computer:

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(c) A first version of a script for someone else to work on:

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(d) A final version of the same script:

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