Name:

“Managing your Files” Questions

Directions: Use the module “[Managing your Files](http://www.gcflearnfree.org/googledriveanddocs/5)” to find the answers to the following questions. All answers should be in COMPLETE SENTENCES.

Question: Why is it helpful to put your files in folders?

Answer:

Question: Why is it important to name your files in a consistent and organized way?

Answer:

Question: What are the steps to add multiple files to a folder simultaneously?

Answer:

Question: What are the steps to share a file in your Google Drive with someone else?

Answer:

\*Please save your work as “Managing your Files” in your documents