

Assignment Description: File Organization Activity

Objective: The purpose of this activity is to practice managing, sorting, and organizing files effectively. You will be provided with a zip file containing 50 text files with generic filenames. Your task is to unzip the files, open each file to determine its contents, rename the files based on their content, and sort them into appropriate folders.

Instructions:

1. Download and unzip the provided file "files.zip." Inside the unzipped folder, you will find 50 text files with filenames like "File01.txt," "File02.txt," and so on.
2. Carefully read the content of each file. The files cover topics related to certain sports, school subjects, hobbies, work, and cars.
3. Your goal is to rename each file with a descriptive and meaningful name that reflects its content. Make sure to keep the file extension as ".txt" for all files.
4. While renaming and organizing the files, refer to the rubric provided to ensure you meet the criteria for an excellent outcome.

Submission:

- After completing the activity, ensure that all files are correctly organized into their respective folders within the unzipped directory.
- Compress the entire unzipped directory into a zip file and name it carefully. Your final organized zip file should be named: **A1-LastName-FirstName.zip**
- Submit the zip file by emailing me and attaching the zip file.

Note: This activity aims to enhance your file management skills and attention to detail. Take your time to carefully read the contents of each file and choose appropriate names. Pay attention to the rubric to achieve the best outcome. If you encounter any challenges or have questions, feel free to reach out for assistance. Good luck, and have fun organizing your files!

You have four days to organize these files and submit them to be by email.

Rubric for File Organization Activity:

Criteria	Excellent (5)	Good (4)	Satisfactory (3)	Needs Improvement (2)	Inadequate (1)
File Naming	All files renamed appropriately with descriptive names.	Most files renamed with relevant names.	Some files renamed but lacking clarity.	Few files renamed; names are not clear.	Files not renamed or named incorrectly.
File Content Identification	All files correctly identified with accurate content.	Most files identified correctly with relevant content.	Some files identified but with minor inaccuracies.	Few files identified with significant errors.	Files not identified correctly.
Folder Organization	Files correctly sorted into appropriate folders.	Most files sorted into relevant folders.	Some files placed in incorrect folders.	Few files placed in appropriate folders.	Files not organized into folders.
Overall Organization and Presentation	File structure is neat, organized, and easy to follow.	File structure is mostly clear and presentable.	File structure is somewhat messy but manageable.	File structure lacks coherence and clarity.	File structure is chaotic and confusing.