

## **Project Administration – Frequently Asked Questions.**

*Question 1:*

### **When naming files what file names should they be given?**

Adopt consistent methods for file and folder naming. Keep file names short. Even though Windows allows you to use long file names, it does not necessarily mean you should. Longer file names are harder to read.

Have a look at this web page from Microsoft – “Tips for managing your files”

<http://www.microsoft.com/atwork/manageinfo/files.mspx>

*Question 2:*

### **How can I copy multiple files located in the same folder?**

To copy a group of files together do the following:

- Locate the files
- Press Control + A to select all the files
- Press Control + C to copy all the files
- Navigate to the destination folder
- Press Control + V to paste the files into the new location