

Pulborough Computer Club

Organising your life with IT.

Stuart Tofts

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The elephant in the room!



CoolClips.com

My Introduction

- ▶ 30 years experience in IT
- ▶ 13 years in educational IT
- ▶ 10 years as a self employed IT technician
- ▶ West Chiltington based

Organise your life with IT

- ▶ What is there to organise?
- ▶ The basics of an electronic filing system.
- ▶ Useful methods to keep organised.
- ▶ Other useful tips and tricks.
- ▶ Using your smartphone to help (!)
- ▶ Any questions?

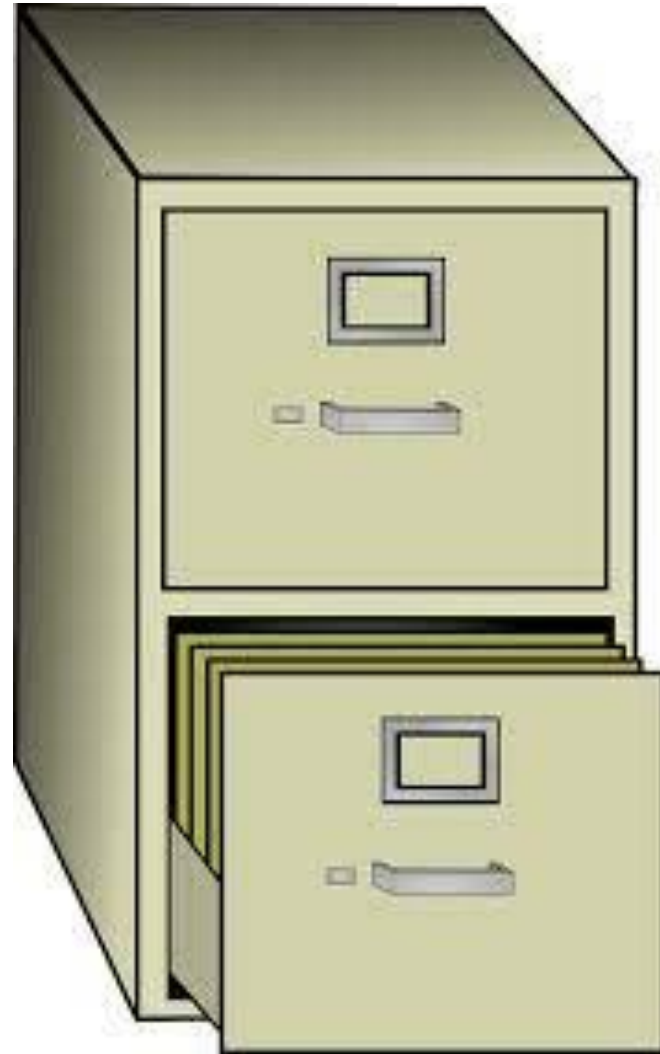
1st Mini Exercise – What is your data?

PICTURES

DOCUMENTS

MUSIC

VIDEOS



SPEECHES

**BANK
STATEMENTS**

RECIPES

WEBSITE LINKS

ACCOUNTS

LETTERS

DOWNLOADS

POETRY

PASSWORDS

**INSTRUCTION
MANUALS**

GAMES

JOKES

ARTWORK

UTILITY BILLS

**HEALTH
HISTORY**

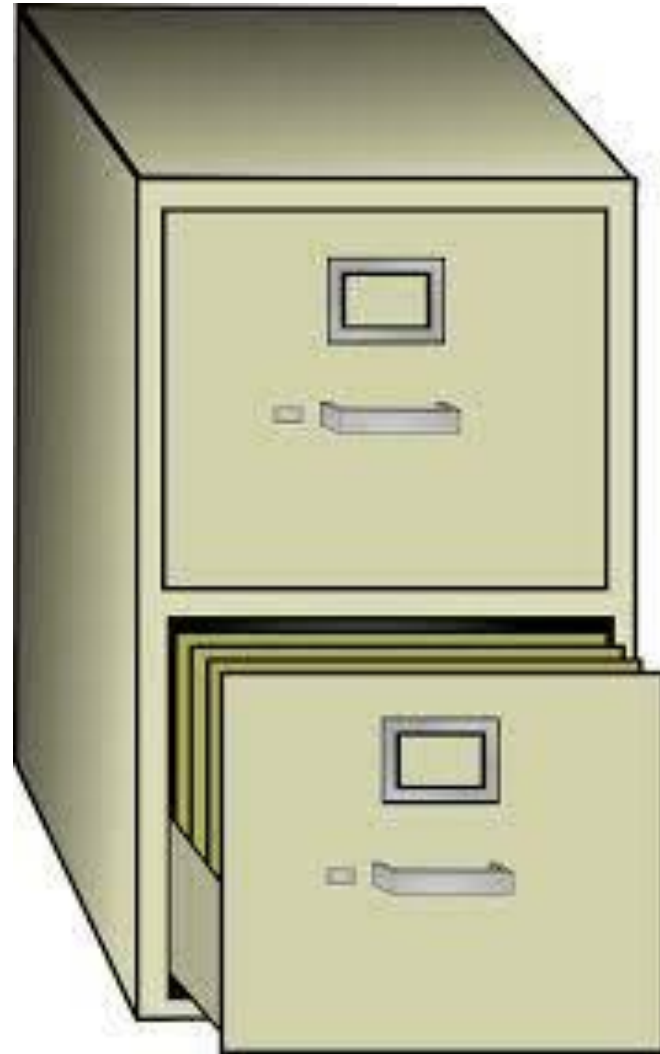
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The basics of data organising....

- ▶ Demonstration
- ▶ Windows Explorer



Organising your internet activity

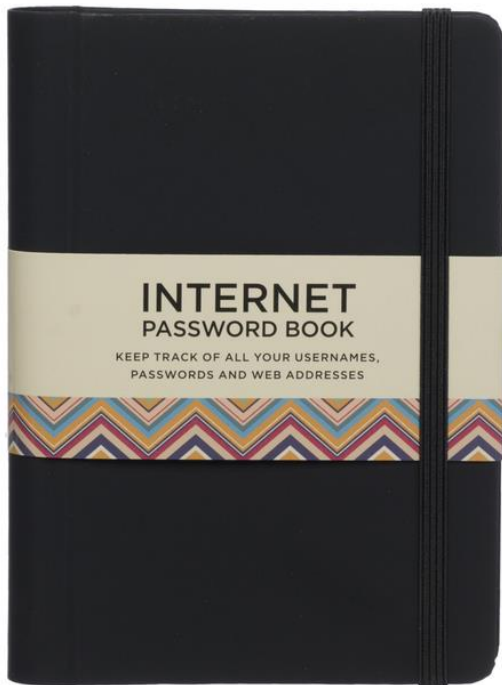
▶ Demonstration



Using your smartphone to organise photos

▶ Demonstration

Passwords



**Write in
code?**

**Put the
date!**

**Write
clearly**

Here is a
thought

.....

- ▶ Question...
What do you think is your most important 'password' when using your IT equipment?

Answer..... Your mobile phone number!!



- ▶ Keep the same number if you can.
- ▶ Be aware of what a change can mean.
- ▶ Consider upgrading

Answer..... Your mobile phone number!!



- ▶ Keep the same number if you can.
- ▶ Be aware of what a change can mean.
- ▶ Consider upgrading to a smartphone

Backup

- ▶ For peace of mind and if the worst should happen!



End

Thanks for listening...any questions?

- ▶ Stuart Tofts
info@sierratango.tech
Mobile: 07720 619633

Business cards available at the front.