



IM

IM - INFORMATION MANAGEMENT**I. Evaluation Description**

Jobs in the IM Unit are designed to evaluate the Employee's ability to use a computer to manage documents and folders. The use of six Jobs sequenced from simple to complex enable the evaluator to identify the Employee's information management skills and instructional level.

IM1 Delete documents in a folder.

IM2 Change document names in a folder.

IM3 Create folders within a folder.

IM4 Create folders within a folder, open documents on the desktop.

IM5 Open documents in one folder and save them in a different folder.

IM6 Cut and paste folders.

II. Instructions to the Evaluator

The Evaluator needs to have a basic working knowledge of Microsoft Office Word software installed on the Employee computer. When necessary, the Evaluator assists the Employee in navigating Windows Explorer and Microsoft Word software and assigns the amount of Assistance provided.

The IM Info Management folder on the Employee computer Desktop needs to be restored after each Employee attempts IM Jobs.

The **CompTech MASTER** folder is used to restore the original **IM Info Management** folder. How to get the CompTech Master? Instructions are in the Disassembly section for each IM Job.

A. Prerequisites

It is recommended but not necessary that an Employee be able to demonstrate basic skills in **WD – Word Processing** before attempting **IM- Information Management**.

B. Employee Responsibilities

The Employee is responsible for locating the correct Job Card, needed materials and equipment, and returning all materials and equipment to the proper places when finished working on the Job.

III. Equipment, Materials and Consumables**A. Equipment**

Computer with Microsoft Word

CompTech MASTER folder from app.paesscan.com

IM4 Documents from app.paesscan.com

IM Info Management folder on computer **Desktop***

*To download IM folder on computer Desktop: Log in to the PAES Scan website at app.paesscan.com and press the 3 dots next to the lab facility name. Press the download arrow next to CT Setup Files and save to desktop.

B. Laminate

IM4 Instruction Card

IM5 Instruction Card.

C. Job Cards

Job Cards are located in the Computer Technology Job Card Box.

JOB: **IM1**

UNIT: **INFORMATION MANAGEMENT**

MATERIALS: Computer with Microsoft Word
IM Info Management folder on the computer **Desktop**

PROCEDURE: You are going to delete documents in the IM1 Folder.

1. Locate the **IM Info Management** folder on the computer **Desktop**.
2. **Double click** on the **IM Info Management** folder.
3. Locate the **IM1 Folder**.
4. Double click on IM1 Folder.

Delete Documents in IM1 Folder:

5. **Right click** on **IM1 Document 1**.
6. Click on **Delete**.
7. Click on **Yes** to delete the document.
8. **Repeat steps 5 through 7 to Delete** each of the following documents from the IM1 Folder.

IM1 Document 1	IM1 Document 9
IM1 Document 3	IM1 Document 11
IM1 Document 5	IM1 Document 13
IM1 Document 7	IM1 Document 15

IM1 - SET UP * Confirm Job was disassembled per instructions.

1. Open **IM1 Folder** inside **IM Info Management** folder on **Desktop**.
2. **IM1 Folder** should contain 15 documents named **IM1 document 1** through **IM1 document 15**.

If documents are not in numerical order, click on the word Name located above document list. Order changes so documents are in numerical order.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. Locate and open IM Info Management folder on Desktop.
2. Open IM1 Folder inside IM Info Management folder.
3. Right click and select **Delete** to delete documents.

IM1 - SCORING CRITERIA

1. Open the **IM1 Folder** inside **IM Info Management** folder on **Desktop**.
2. All **ODD** numbered documents have been **DELETED** from **IM1 Folder**.
3. All **EVEN** numbered documents still **REMAIN** in **IM1 Folder**.

IM1 - DISASSEMBLY**Restore IM Info Management folder on Desktop:**

1. **Double click** on **Desktop**.
2. Locate **IM Info Management** folder.
(NOT the Shortcut icon for IM Info Management)
3. **Right click** on **IM Info Management** folder and select Delete to remove entire **IM Info Management** folder from **Desktop**.
(If necessary, reboot computer to delete IM Info Management folder.)
4. **Double click** on **Computer MASTER** folder on desktop.
5. **Right click** on **IM Info Management** folder.
6. Select **Copy**.
7. Right click on **Desktop**.
8. Select **Paste** to copy original **IM Info Management** folder to **Desktop**.

JOB: **IM2**

UNIT: **INFORMATION MANAGEMENT**

MATERIALS: Computer with Microsoft Word
IM Info Management folder located on the computer **Desktop**

PROCEDURE: You are going to change document names in the IM2 Folder.

1. Locate the **IM Info Management** folder on the computer **Desktop**.
2. **Double click** on the **IM Info Management** folder.
The folder will open in Windows.
3. Locate the **IM2 Folder**.
4. Double click on **IM2 Folder**.

RENAME IM2 Documents:

5. **Right click** on **IM2 Document 1**.
6. **Click** on **Rename**.
7. Press the **Delete** key or the Backspace Key on your keyboard to **remove** the words "IM2 Document 1".
8. **Type your name** followed by **a space** and the **Number 1**:
For example: "Robert 1"
9. Press **Enter**.
10. **Repeat steps 5 through 9** for each of the remaining **IM2 Documents**.

Type your name followed by **a space and the number of the document**.

IM2 - SET UP * Confirm Job was disassembled per instructions.

1. Open **IM2 Folder** inside **IM Info Management** folder on **Desktop**.
2. **IM2 Folder** should contain 15 documents named **IM2 document 1** through **IM2 document 15**.

If documents are not in numerical order, click on the word **Name** located above the list of documents. The order should change so the documents are in numerical order.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. Locate and open IM Info Management folder on Desktop.
2. Right click and select **Rename** documents.

IM2 - SCORING CRITERIA

1. **Open IM2 Folder. There are 15 documents** each with Employee's name followed by a space and appropriate number.

For example: Jamie 1
Jamie 2
Jamie 3 etc. through 15

IM2 - DISASSEMBLY**Restore IM Info Management folder on Desktop:**

1. **Double click** on **Desktop**.
2. Locate IM Info Management folder.
(NOT the Shortcut icon for IM Info Management)
3. **Right click** on **IM Info Management** folder and select Delete to remove entire **IM Info Management** folder from **Desktop**.
(If necessary, reboot computer to delete IM Info Management folder.)
4. **Double click** on **Computer MASTER** folder on desktop.
5. **Right click** on **IM Info Management** folder.
6. Select **Copy**.
7. Right click on **Desktop**.
8. Select **Paste** to copy original **IM Info Management** folder to **Desktop**.

JOB: **IM3**

UNIT: **INFORMATION MANAGEMENT**

MATERIALS: Computer with Microsoft Word.
IM Info Management folder located on the computer **Desktop**

PROCEDURE: You are going to change document names in the IM3 Folder.

1. Locate the **IM Info Management** folder on the computer **Desktop**.
2. **Double click** on the **IM Info Management** folder.
The folder will open in **Windows Explorer**.
3. Locate the **IM3 Folder**.
4. Double click on **IM3 Folder**.
5. Locate and click on **New Folder**.
6. Press **Delete** key or **Backspace** key to remove the words "New Folder".
7. **Type** the number **1 and Your Name** in the **space for the name** of the folder. For example: "1 Ella"
8. **Repeat steps 5 through 7** to create **15 new folders** in the **IM3 Folder**.
9. Type the next consecutive number and Your Name for each of the new folders.

IM3 - SET UP * Confirm Job was disassembled per instructions.

Open the **IM3 Folder** inside **IM Info Management** folder on **Desktop**.

IM3 Folder should be **EMPTY**.

If the IM3 Folder is not empty, delete all items from this folder.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. Open IM3 Folder inside IM Info Management folder on Desktop.
2. Locate **New Folder** in Windows Explorer.
3. Create New Folders in IM3 Folder.

IM3 - SCORING CRITERIA

1. Open **IM3 Folder** inside **IM Info Management** folder on **Desktop**.
2. There are **15 New Folders** in **IM3 Folder** with following names:
 - 1 (Employee's Name)
 - 2 (Employee's Name)
 - 3 (Employee's Name) through 15

IM3 - DISASSEMBLY

Restore IM Info Management folder on Desktop:

1. **Double click** on **Desktop**.
2. Locate **IM Info Management** folder on right side of screen.
(NOT the Shortcut icon for IM Info Management)
3. **Right click** on **IM Info Management** folder and select Delete to remove entire **IM Info Management** folder from **Desktop**.
(If necessary, reboot computer to delete IM Info Management folder.)
4. **Double click** on **Computer MASTER** folder on desktop.
5. **Right click** on **IM Info Management**.
6. Select **Copy**.
7. Right click on **Desktop**.
8. Select **Paste** to copy original **IM Info Management** folder to **Desktop**.

JOB: **IM4**

UNIT: **INFORMATION MANAGEMENT**

MATERIALS: Computer with Microsoft Word
IM Info Management folder on the computer **Desktop**
IM4 Instruction Card

PROCEDURE: You are going to create new folders in the IM4 Folder, open documents on the desktop and Save them in the new folders.

1. Follow the steps on the IM4 Instruction Card to:
 - a. Create new folders in the **IM4 Folder** on the **Desktop**.
 - b. **Open documents** located on the **IM4 Desktop**.
 - c. **Save** the documents in the new folders.

IM4 - SET UP * Confirm Job was disassembled per instructions.

1. Open IM4 Folder inside **IM Info Management** folder on **Desktop**.
2. **IM4 Folder** should contain 9 documents.

If **IM4** Folder contains folders on other items, follow Disassembly instructions below to restore IM4 Folder

Optional checks for understanding - Assist **ONLY** if needed and record!

1. **Open IM4 Folder** inside IM Info Management folder on Desktop.
2. **Create New Folders** in IM4 Folder.
3. **Open documents** located in IM4 Folder.
4. **Save** IM4 documents in appropriate new IM4 Folders.

IM4 - SCORING CRITERIA

1. Open **IM4 Folder** inside **IM Info Management** folder on **Desktop**.

There are **5 folders in IM4 Folder** with the following names and number of documents in each folder:

Folders:	Documents:
Resume	3 Documents
Employer Contacts	1 Document
Job Applications	2 Documents
Apply for a Part Time Job	2 Documents
Interview for a Job	1 Document

IM4 - DISASSEMBLY**Restore IM Info Management folder on Desktop:**

1. **Double click** on **Desktop**.
2. Locate **IM Info Management**.
(NOT the Shortcut icon for IM Info Management)
3. **Right click** on **IM Info Management** folder and select Delete to remove entire **IM Info Management** folder from **Desktop**.
(If necessary, reboot computer to delete IM Info Management folder.)
4. **Double click** on **Computer MASTER** folder on desktop.
5. **Right click** on **IM Info Management** folder.
6. Select **Copy**.
7. Right click on **Desktop**.
8. Select **Paste** to copy original **IM Info Management** folder to **Desktop**.

JOB: **IM5**

UNIT: **INFORMATION MANAGEMENT**

MATERIALS: Computer with Microsoft Word
IM Info Management folder on the computer **Desktop**
IM5 Instruction Card

PROCEDURE: You are going to open documents in one folder and save them in a different folder.

1. Follow the directions on the IM5 Instruction Card to open documents and save them in a different folder.

IM5 - SET UP * Confirm Job was disassembled per instructions.

1. Open **IM5 Folder** inside **IM Info Management** folder on **Desktop**.
2. Check **IM5 Folder** for the following:

Folders 1, 2, and 3 **contain documents**.

Folders A, B, and C should each be **EMPTY**.

If above folder contents are not accurate, follow Disassembly instructions below to restore IM5 Folder.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. Open IM5 Folder inside IM Info Management folder.
2. **Open documents** in designated IM5 Folders.
3. **Save documents** in different IM5 folders.

IM5 - SCORING CRITERIA

1. Open **IM5 Folder** in **IM Info Management** folder on **Desktop**.
2. IM5 Folder contains the following Folders and Documents.

Folder A has Documents **1– 5**
Folder B has Documents **6 –10**
Folder C has Documents **11 -15**

Folder 1 has Documents **1 – 5**
Folder 2 has Documents **6 – 10**
Folder 3 has Documents **11 -15**

IM5 - DISASSEMBLY**Restore IM Info Management folder on Desktop:**

1. **Double click** on **Desktop**.
2. Locate **IM Info Management** folder.
(NOT the Shortcut icon for IM Info Management)
3. **Right click** on **IM Info Management** folder and select Delete to remove entire **IM Info Management** folder from **Desktop**.
(If necessary, reboot computer to delete IM Info Management folder.)
4. **Double click** on **Computer MASTER** folder on desktop.
5. **Right click** on **IM Info Management** folder.
6. Select **Copy**.
7. Right click on **Desktop**.
8. Select **Paste** to copy original **IM Info Management** folder to **Desktop**.

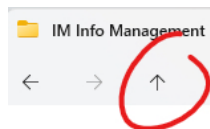
JOB: **IM6**

UNIT: **INFORMATION MANAGEMENT**

MATERIALS: Computer with Microsoft Word
IM Info Management folder located on the computer **Desktop**

PROCEDURE: You are going to copy folders and paste them into different folders.

1. Locate and double click on the **IM Info Management** folder on the **Desktop**.
2. **Double click** on the **IM6 Folder**.
3. Notice three folders are named **Folder 1 - Folder 2 - Folder 3**
4. Notice three folders are named: **Folder A - Folder B - Folder C**
5. **Double click** on **Folder A**.
6. **Right click** on **Folder A1** and click on **Copy**.
7. **Click** on the **Up Arrow**:



8. **Right click on Folder 1** and select **Paste**.
(Folder A1 will now be in Folder 1.)
9. **Repeat steps 5 through 8** to copy and paste the following folders:
 1. Copy and Paste all folders in Folder A to Folder 1
 2. Copy and Paste all folders in Folder B to Folder 2
 3. Copy and Paste all folders in Folder C to Folder 3

IM6 - SET UP * Confirm Job was disassembled per instructions.

1. Open **IM6 Folder** inside **IM Info Management** folder on **Desktop**.
2. Check IM6 Folder for the following:
 Folders 1, 2, and 3 are **EMPTY**.
 Folders A, B, and C each **contain 5 Folders**.
If above folder contents are not accurate, follow Disassembly instructions below to restore IM6 Folder.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. Open IM6 Folder inside the IM Info Management Desktop folder.
2. **Copy folders** located in the IM6 Folders.
3. **Paste folders** in different IM6 Folders.

IM6 - SCORING CRITERIA

1. Open **IM6 Folder** in **IM Info Management** folder on **Desktop**.
2. IM6 Folder contains the following:
 Folders: A - B - C and Folders 1 - 2 - 3
 Folder 1 contains: Folders A1 through A5
 Folder 2 contains: Folders B1 through B5
 Folder 3 contains: Folders C1 through C5

IM6 - DISASSEMBLY**Restore IM Info Management folder on Desktop:**

1. **Double click** on **Desktop**.
2. Locate IM Info Management.
(NOT the Shortcut icon for IM Info Management)
3. **Right click** on **IM Info Management** folder and select Delete to remove entire **IM Info Management** folder from **Desktop**.
(If necessary, reboot computer to delete IM Info Management folder.)
4. **Double click** on **Computer MASTER** folder on desktop.
5. **Right click** on **IM Info Management** folder.
6. Select **Copy**.
7. Right click on **Desktop**.
8. Select **Paste** to copy original **IM Info Management** folder to **Desktop**.



LAMINATED ITEMS

IM4 Instruction Card

Part 1 - Create Folders in IM Info Management folder on Desktop

1. **Go to the Desktop**
3. Locate **IM Info Management** folder and double click.
4. Locate **IM4 Folder** and double click to open.
5. Locate and click on **New Folder**.
6. Press **Delete** key or **Backspace** key to remove the words "New Folder".
7. **Type** the word **Resume** in **space for name** of folder. Press Enter.
8. **Repeat step 3 four times** to create **4 additional new folders**.
Type the following names for the other 4 new folders:

Employer Contacts	Job Applications
Interview for a Job	Apply for a Part Time Job

Part 2 - Open IM4 Documents and Save in New Folders

9. Locate **Resume 1** document and double click on it.
10. Locate and click on **Save As and then Browse**.
11. Locate and double click on **Desktop**.
12. Locate and double click on **IM Info Management** folder, then on **IM4 Folder**.
13. Double click on **Resume folder**.
14. **File Name** in **Save As** screen should say **Resume 1**
15. **Click** on **Save**.

Part 3 - Repeat steps 13 through 15 to open and Save in appropriate folders:

Document: Appropriate Folder:

Resume 2	Resume
Resume 3	Resume
Contacts - Employer Contacts	Employer Contacts
Cover Letter Job Applications	Job Application
Sample Job Application	Job Application
How to Apply for a Part Time Job	Apply for a Job
How to Apply for a Job in Person	Apply for a Job
Job Interview Tips and Suggestions	Interview for a Job

IM5 Instruction Card

OPEN a Document:

1. Locate and double click on **IM Info Management** folder on **Desktop**.
2. **Double click** on **IM5 Folder**.
3. Notice three folders are named: **Folder 1 - Folder 2 - Folder 3**
4. Notice three folders are named: **Folder A - Folder B - Folder C**
5. **Double click** on **Folder 1**.
6. **Double click** on **Document 1**. Document 1 will open in **Microsoft Word**. Then click on **Enable Editing**.
7. Locate and click on **Save As** to go back to **Windows Explorer**.

SAVE a Document:

8. In Windows Explorer, click on **Browse and then Desktop**.
9. Double click on **IM Info Management** folder.
10. Double click on **IM5 Folder**.
11. Double click on **Folder A**.
12. Click on **SAVE**.
13. **Repeat steps 1 through 12 to OPEN** documents in **Folder 1, Folder 2 and Folder 3** and **SAVE** them in **Folders A, B, and C**:

Folder 1 - Documents 2 through 5 are Saved in Folder A.

Folder 2 - Documents 6 through 10 are Saved in Folder B.

Folder 3 - Documents 11 through 15 are Saved in Folder C.