Find it again

The folder tree

```
Documents\ICT Foundation\
├─ 01_Lessons
├─ 02_Assessments
└─ 03_Resources
```

Nothing on the desktop. A file you cannot find is a file you did not do.

The name

`L##_Surname_Topic_v#`

`L07_Aung_Report_v2.odt`

No spaces. Hyphens or underscores. A version number is how you get yesterday back.

Copy or move?

Copy leaves the original. **Move** does not. If unsure, copy — you can delete the extra.

Renaming is not converting. Use `Export As`.

Backup rule

3 copies · 2 media · 1 elsewhere

A backup on the same laptop is not a backup. Test a restore.