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**Chapter Case**

Chapter 6 File Management

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# Chapter 6 File Management

## Ian’s Research Paper File

It was a Saturday morning and Ian’s sister needed to borrow his laptop for one day. Ian’s laptop had an application program installed that his sister needed to complete her 10th grade science project. So, he had to start writing his research paper using Microsoft Word on his mom’s laptop.

Ian knew he wouldn’t be able to finish writing his research paper on Saturday and wanted to finish it using his personal laptop on Sunday after his sister was finished. Once he finished writing his research paper on Sunday, he had to submit the final version for a grade on a cloud-based storage system before his 9:00 AM Monday Writing class.

Based on the above scenario, what recommendations do you have for Ian given the following questions:

## Case Questions

1. What possible file extensions would be used to write Ian’s research paper?
2. What should Ian do to save the work he partially completed on his research paper file after using his mom’s laptop on Saturday?
3. What should Ian do to save his research paper after completing it using his personal laptop on Sunday?
4. What cloud-based storage should Ian use to submit the final version of his research paper for his Monday class and how will his teacher access the file?