Knowledge Management
Using Microsoft Word, PowerPoint, and File Manager

A knowledge base can be constructed using Microsoft Word, PowerPoint, and the Windows File Manager. Identifiers for entries can be made unique by using the structure:

yymmddk#k

- yy: Last two digits of the year the entry is made (e.g., 21 means the year 2021).
- mm: Last two digits of the month the entry is made (e.g., 03 means March).
- dd: The two digits of the day of the month the entry is made (e.g., 02 means the second day of the month).
- k: A single letter that identifies the type of knowledge base. For example, if a participant development knowledge is created to support story development, then perhaps a "p" could be used to denote that the identifier identifies a participant description.
- #: Represents the unique number of the entry on the date specified (e.g., 3 would be the third entry on the date (yymmdd) specified).
- k: A single letter the same as the one selected for the first "k". The purpose of this second "k" is to create a unique entry identifier (i.e., to prevent a search engine from finding both a "1" and "10" entries). If this is not an issue, then the second "k" can be discarded.

The entry identifier might be put into the participant document's filename (e.g., John Jacob 220105k3k.docx) or wherever it is best suited. The entry reference can be used wherever needed from other documents. The file manager can be used to search for files containing these identifiers.