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| Course | File Management |
| Length | Three hours |
| Audience | This course is recommended for all users of Windows-based applications (such as Word, Excel, PowerPoint, etc.) who are ready to get organized! Anyone who is not sure where their files are should take this class. Learn to create folders, copy and move files and folders, find files and more. |
| Prerequisites | Participants must take Windows Basics or have comparable experience. |
| Topics | <p><i>Module 1: Review of Windows Applications</i></p> <ul style="list-style-type: none">◆ Working with Windows Applications◆ Using Accessory Programs <p><i>Module 2: File Management</i></p> <ul style="list-style-type: none">◆ File Management Concepts◆ My Computer◆ Windows Explorer◆ Browsing in Windows Explorer◆ Creating New Folders◆ Saving Documents <p><i>Module 3: More on File Management</i></p> <ul style="list-style-type: none">◆ Copying Files or Folders◆ Moving Files or Folders◆ Deleting Files or Folders◆ Finding Files or Folders◆ Creating Shortcuts <p><i>Module 4: Managing Your Hard Drive(s)</i></p> <ul style="list-style-type: none">◆ The Recycle Bin◆ The Temp Folder |