

Course Outline

Windows File Management

Days: Half-day (3 hrs.)

Prerequisites: Windows Basics, and exposure to documents and files is helpful

Description: Having trouble keeping track of where you saved your files? This new class is perfect for you! This half day class covers the essentials of understanding file management within Windows. The course covers the navigation and use of My Computer and Windows Explorer, creating folders, selecting and moving files to their appropriate folder, and creating quick desktop shortcuts. This class gives you the upper hand on storing, and quickly retrieving, important documents on your computer.

Unit 1: File Management Overview

- How files are stored on your computer
- How to design a filing system

Unit 2: Working with My Computer and Windows Explorer

- Working with My Computer
- Working with Windows Explorer

Unit 3: Managing your files

- Creating folders
- Selecting single or multiple files
- Moving and copying files and folders
- Working with floppy disks
- Finding files and folders

Unit 4: Deleting Files and Folders

- Working with the Recycle Bin

Unit 5: Creating Desktop Shortcuts

- Creating and deleting shortcuts
- Modifying Quick Launch Bar
- Creating folders on desktop