

FILES & FOLDERS

Objectives

At the end of the course, you will understand the way files and folders are organised on your computer and that you will be able to:

- View the folder structure and contents of your computer
- Make your own folder structure and populate it with files
- Manage the files and folders within your computer.

Description

This course uses Windows software to explore the storage of information in files and folders on a computer. The files can be any document, image, sound or video file for example. Included is hands-on practice at viewing folders and their contents, at creating folders, at moving files between folders and at creating files and storing them in a chosen folder.

The procedures to connect an external flash drive and how to scan it for viruses are included, as well as how to dismount the drive when the session is completed. A flash drive is provided for use during the course and is used as the practice work space in which files and folders are manipulated.

Prerequisites

Basic skills are required for this course.

Familiarity with the keyboard and the use of the mouse are required as well as the ability to select items on the screen.

Familiarity with desktop shortcut icons is necessary as well as how to use them to launch an application.

Familiarity with the Save and Save As procedures is required.