Computer & File Management Basics

Course Overview

In this Microsoft® Windows® based mini-course, students are introduced to the basics of the computer, keyboard, common terms, and a variety of different dialog box features. They'll also be introduced to File Explorer and learn the difference between files and folders, how to create them, and organization tips as well as how to place files into folders.

Introduction

Introduction to the Windows® Operating System	Copy Folders
Keyboard Keys & Components	Select Multiple Folders
Minimize, Maximize, & Close Icons	Move Multiple Folders
What's a Font	Copy Multiple Folders
WYSIWYG	Rename Folders
Introduction to Data Storage	Select Files
Files Versus Folders	Move Files
Create Folders	Copy Files
Move Folders	Rename Files

* To ensure success, participants will need to be familiar with using a keyboard and mouse.