

Windows File Management

Prerequisite

None

Course Description

Students will learn how to use the Microsoft Explorer to find, move and copy files. They will learn about the Windows hierarchical structure. They will learn how to create folders for storing files and how to rename, delete, and recover files.

Objectives

The Windows Explorer

- What is the Explorer?
- The Explorer Window
- The Windows Hierarchy

Explore the Views

- Expand and Collapse Folders
- View Data in Folders
- Folder Options
- View Data Differently
- Sort the Data
- Change the Window Split
- Create New Folders

Copy/Move Data Files

- Select Files to Copy/Move
- Copy/Move One File on the Same Drive
- Copy/Move One File on a Different Drive
- Copy/Move Multiple Files on the Same Drive
- Copy/Move Multiple Files on a Different Drive

Additional File Management

- Rename a File
- Delete a File
- Recover a File

Class Length

90 minutes
Instructor lead, hands-on course