

WINDOWS EXPLORER

File Management

SUITABLE FOR

Delegates who have experience in using Microsoft Windows & appropriate applications (e.g. Microsoft Word, Excel etc), but do not have adequate knowledge of file management and its principles.

AIM OF THE COURSE

To be able to manage your files efficiently, so that they are easy to find.

COURSE CONTENT

- What is the Explorer?
- Understanding folder (directory) structures
- Understanding local & network drive letters
- Why save on network drives?
- Creating new folders
- Renaming/deleting & moving folders
- Saving files from Word, Excel etc into created folders
- Renaming files
- Deleting unwanted files
- Moving files to a different folder
- Copying files to Memory Sticks
- Creating Shortcuts to Files & Folders
- Using Find/Search:
 - to search for files of a specific type
 - to search for files created between specified dates
 - to search for files starting with certain characters
 - to search for files containing specific text
- The Recycle Bin

FURTHER INFORMATION

- On completion of the above course, each delegate will be awarded a course certificate.
- Course duration: ½ day
- Post course support is available.
- Full course notes and shortcuts are provided to each attendee at the beginning of their course, to keep for future reference.
- We are more than happy to tailor our courses to suit the requirements of your organisation, should the above content not fully meet your requirements.