



File Management Fundamentals

Conejo Valley Adult Education
Computer Training Center

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- **Windows Folder Basics.** Understanding Files, Understanding Filenames, Understanding Folders, Basic Windows Folders, Viewing Folders and/or Files in Different Ways.
- **Creating and Renaming Folders.** Creating Folders using the Shortcut Method, Menu Bar Method, Tasks Pane Method (Windows XP), and Tool Bar Method, Renaming Files or Folders using the Shortcut Method, Menu Bar Method, Tasks Pane Method (Windows XP), Tool Bar Method, and Using the Mouse.
- **Saving Files in Folders.** Saving a File, Save vs. Save As, Saving on Another Drive (Flash Drive or External Hard Drive).
- **Moving Folders and Files.** Move Files or Folders Using Drag and Drop, Move or Copy Files or Folders Using Cut or Copy using the Shortcut Method, Menu Bar Method, Keyboard Shortcut Method, Tasks Pane Method (Windows XP), Move Files and Create a New Folder in Vista or Windows 7 Using the Menu Bar, Move Files and Create a New Folder in XP Using File and Folder Tasks Pane.
- **Copying Folders and Files.** Copy Files or Folders Using Drag and Drop, Copy Files or Folders in Vista or Windows 7 Using the Menu Bar, Copy Files or Folders in XP Using File and Folders Tasks Pane.
- **Finding Your Files.** Using Recent Lists to Find Files, Using Search.
- **Deleting and Restoring Files or Folders.** Deleting Files or Folders, Recycle Bin Basics, Restoring Files or Folders.