



File Management Concepts and Practice

(Free manual provided in Adobe PDF format)

Course Objectives

At the end of the course participants will be able to:

- Understand the concepts of electronic filing
- Understand drives and folders
- Access drives, folders and files using Windows Explorer
- Understand files types and file extensions
- Create, rename and delete folders
- File documents using programs such as Word, Excel and PowerPoint
- Move, copy and delete files
- Search for files using varied techniques

Course Outline

File Management Overview

- Filing Before Computers
- Filing With Computers
- Terminology
- Drives that Affect You
- Working with Folders
- Working with Files
- Access to the Drives, Folders and Files

Working with Windows Explorer

- Starting Windows Explorer
- Windows Explorer Screen
- Elements of Windows Explorer
- Naming Procedures
- Working with File Extensions

Setting up your Electronic Filing System

- Creating Folders

- Renaming Folders
- Deleting Folders

Using your Electronic Filing System

- Creating a Document in Word
- Saving the Document in your Filing System
- Copying Files
- Moving Files
- Deleting Files
- Searching for Files

Pre-requisites

No prerequisites but experience with a keyboard and mouse is desirable.