



## **PREREQUISITES**

Delegates attending a Computer Housekeeping Course need to have basic working knowledge of Windows.

## **COURSE OBJECTIVES**

This three hour session is designed to give delegates the confidence to build an organised and structured filing system on their Computer and to be able to retrieve their work efficiently. Also from this Course the delegate will gain the knowledge of how to use alternative methods and devices when backing up work externally.

## **COMPUTER HOUSEKEEPING COURSE - FILE MANAGEMENT – THREE HOUR SESSION**

### **Course Content**

#### **File Management**

- Using Windows Explorer
- Creating A Folder
- Working With Files And Folders
- Copying And Moving
- Renaming And Naming Conventions
- Understanding File Types
- Deleting Work And Understanding The Recycle Bin
- Understanding Where Work Is Situated After Saving It

#### **Saving Work And Back Up Devices**

- Restoring Work From The Recycle Bin
- Looking At Various Examples Of Removable Drives (Zip Drives / Floppy Drives / USB Key Fob etc)
- Understanding The Difference Between An Inbuilt Computer Drive Vs. A Removable Drive
- Saving To And Retrieving Work From Removable Drives
- Looking At How "Burning CD Software" Works
- Burning Work To CD And DVD
- Deleting Work From CD And DVD
- Downloading Work / Images From The Internet
- Looking At The Digital Camera As A Removable Drive Demonstration (If Time Permits)*