Back to Basic Computer Skills Training Plan

File Management

Learning Objectives:

1. Is able to use File explorer.
2. Is able to create, rename and delete folders
3. Is able to copy, move, rename and delete files
4. Is able to search for a file.
5. Is able to use the clipboard for cutting, copying and pasting data.

Learning Tasks:

Connection:

What is file management?

Why is organizing your files important?

Content:

- Have the participants watch.
- To start File Explorer, click This PC on desktop or press Win+E. Give overview of the File Explorer display.

1	List of special folders and devices.
2	Back, Forward and Up buttons
3	Ribbon (Windows 8) / Menu for Windows 7
4	Address bat
5	Contents of the current folder are displayed
6	Column headings
7	Search box
8	Status bar
9	Details/Preview pane

- To change the view: In the View menu, select the desired view. I usually select the Details view
- To change the column headers in the detail view, right-click on the column header pane. Select Name, Date modified, Type and Size.
- To sort by a column, click the column. To sort in reverse order, click the column again. Sort by name or date.
- To filter the list, click the down-arrow of column. Filter by type.
- Go to the i-DELTA folder. To create a new folder: In the File menu, point to New and click Folder. Enter MyFolder as its name.
- From the course folder, copy four folders to MyFolder. Rename one of the folders. Then delete that folder. Create a new folder called Another Folder.
- Copy a file to Another Folder by highlighting the file and right-click on it and then select Copy and then right click on the folder to copy the file to and then select Paste. Another option is to use the clipboard - Copy (Ctrl-C), Cut (Ctrl-X) and Paste (CTRL-V).
- Move a file to Another Folder by highlighting the file and right-click on it and then select Move and then right click on the folder to copy the file to and then select Paste. Another option is to use the clipboard.
- Rename a file in Another Folder by highlighting the file and right-click on it and then select Rename and then enter the new name. Another option is to press the F2 key.
- Delete a file in Another Folder by highlighting the file and right-click on it and then select Delete. Another option is to press the Delete key.
- To create a folder in Another Folder, right-click and then point to New and click Folder and then enter the folder's name.
- Create a file in Another Folder.

- Search for a file using the search box. Enter a partial name of the file in the search box.

Challenge

Have the participants do what you did in the Contents section.

Changes:

Have the participants practice what they have learn. Have the participants create a folder on their desktop.   Then copy a file to the folder. Then rename the file. Then delete the file. Then delete the folder.