



Microsoft Windows File Management

- Aim:** The goal of this course is to become familiar with navigating in Windows.
- Pre-requisite:** Participants should have knowledge of computer keyboard and basic computer operation.
- Duration:** 3 hours
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Course Content

File Management

- My Computer
- Creating folders
- Moving and copying files and folders
- Renaming files and folders
- Deleting files and folders
- The Recycle Bin
- Finding files and folders

Printing

- Viewing documents waiting to be printed
- Stop a document from being printed
- Setting a default printer

Customising Windows

- Customising the Start Menu
- Adding shortcuts to the Desktop
- Changing the Desktop background
- Setting up a screen saver
- Changing the Windows colour scheme
- Reversing the mouse buttons
- Accessibility options for people with disabilities

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