

**File Management: My Computer and Explorer  
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# FILE MANAGEMENT

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# My Computer and Explorer



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# Introduction






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This in-house course has been developed to increase your knowledge of popular applications software and to provide you with the skills to accomplish your day-to-day work activities more efficiently. The design of the course is based on the assumption that you have completed the course prerequisites.

This manual has been compiled to support and to enhance the instructor's lecture during class as well as to serve as your personal reference when you return to your office.

## Manual Conventions

Throughout this manual reference is made to various components of the software. Command buttons, menus, and menu options appear in boldface type, for example, **OK** and **File**. Keystrokes appear in boldface italic type, for example, ***Ctrl + V*** and ***Enter***. When possible, the words *select* and *choose* have been used in this manual to allow you the option of using either the mouse or keyboard.

For your assistance, ample space along the left margin has been provided to allow room for notes relevant to the topic discussed. We also include notes of importance () , mouse-based shortcuts () , keyboard shortcuts () , cautionary notes () , and work notes () .

# Course Objectives

*After this course, you will have the skills necessary to:*

- ✓ *Start Windows Explorer and My Computer.*
- ✓ *Identify the components of the Windows Explorer window.*
- ✓ *Identify Windows Explorer and My Computer Toolbar buttons.*
- ✓ *Select resources, drives, folders, and files.*
- ✓ *Identify folder and file icons.*
- ✓ *Create folders and subfolders.*
- ✓ *Delete folders, subfolders, and files.*
- ✓ *Access the Recycle Bin.*
- ✓ *Locate and restore deleted folders and files.*
- ✓ *Empty the Recycle Bin.*



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