

Introduction to Computers (Microsoft Windows XP Professional)

Level 2

Course Information:

1. Windows Explorer

1. Windows Explorer Overview
2. Starting The Windows Explorer
3. The Windows Explorer Screen
4. Changing The Folder List View
5. Navigating The Explorer Bar Hierarchy
6. Sorting The List
7. Closing Windows Explorer

2. Working With Folders

1. Working With Folders Overview
2. Drives, Folders and Files
3. Creating A New Folder
4. Creating A Hierarchy Of Folders
5. Renaming A Folder
6. Moving Folders
7. Copying A Folder
8. Deleting A Folder
9. Deleting A Folder Hierarchy

3. Working With Files

1. Files Overview
2. Setting Up Windows Explorer For Files
3. Selecting Files
4. Selecting Multiple Files
5. Moving Files
6. Copying Files
7. Copying Over Existing Files
8. Deleting Files
9. Deleting A Folder With Files
10. Undoing Actions
11. Copying To A Floppy Disk

4. The Recycle Bin

1. Recycle Bin Overview
2. Sending Files To The Recycle Bin
3. Examining The Recycle Bin
4. Restoring Deleted Items
5. Emptying The Recycle Bin

6. Changing The Recycle Bin Settings
7. Accessing The Recycle Bin From The Desktop

5. Shortcuts

1. Shortcut Overview
2. Creating A Shortcut To A Folder
3. Working With Shortcuts
4. Creating A Shortcut To A Document
5. Creating A Shortcut To An Application
6. Changing The Properties Of A Shortcut
7. Renaming A Shortcut
8. Deleting A Shortcut

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