



Hands on File Management Using Windows XP Course Outline



Course aims:

This course has been designed for delegates who wish to have a better understanding of file management and the use of WinZip

Pre-requisites:

Delegates should be familiar with the use of the mouse and keyboard.

Who should attend:

Users who need to use and understand how to keep their file management under control

Duration: 2.5 hours

File Management	Creating and renaming folders Moving, copying deleting files & folders Selecting/naming Files Formatting a floppy disk (optional) Copying files onto a CD or memory stick The recycle bin – restoring deleted files
WinZip	Searching for files Zipping and extracting files Create self extracting file