Multi-State Advanced Manufacturing Consortium

US DOL SPONSORED TAACCCT GRANT: TC23767

PRIMARY DEVELOPER: Reggie Fluker – Henry Ford College

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VERSION	v 001
PAGE	1 of 4

Digital Literacy II: Office Productivity
Unit 1 File Management
STUDY GUIDE

UNIT OUTLINE

Complete this Unit and you will be able to:

- Browse through folders using File Explorer
- Understanding the structure of file paths and directories
- Use the command ribbon in File Explorer
- Customize File Explorer's interface (window)
- Create folders and directory paths
- Copy, move, rename, and delete files and folders
- Use an external drive or memory stick
- Utilize shortcuts for files and folders
- Compress and decompress files (zip and unzip)
- Back up personal and system files
- Recover files using File History

LEARNING OBJECTS

Study the learning objects outlined below. As you read the pages and watch the videos, **follow along with the steps on your notebook computer.**

NOTE: The web pages that you read may include links to further references or other websites. You are not required to follow the links and read the additional information unless you need further clarification to understand a topic or learn a particular skill.

FILE EXPLORER FUNDAMENTALS

1. Read "What's Changed in File Explorer" at http://windows.microsoft.com/en-us/windows-10/getstarted-whats-changed-in-file-explorer

2. Visit http://www.lynda.com/

3. Look towards the upper-left corner of the web page, and click "Start a Free Trial"

4. Follow the prompts to create an account

5. Login to your Lynda.com account

6. Go to the course "Windows 10 Essential Training" with Nick Brazzi (http://www.lynda.com/ Windows-tutorials/Windows-10-Essential-Training/379064-2.html)

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7. Use the button at the top of the page to download the exercise files to the Downloads folder on your computer. If you trial account does not allow access to exercise files or if you cannot unzip them, you can download the individual files from MoodleRooms

8. At the top-right side of the page, click "Take a tour" to familiarize yourself with the video controls

9. Scroll down to series 1 Introduction. Watch the following videos:

   a. Using the exercise files

10. Scroll down to series 3 File Explorer: The Windows Filing Cabinet. Watch the following videos:

   a. Browsing through folders
   b. Understanding essential folder structure, including the user folder
   c. Using the File Explorer ribbon and customizing File Explorer
   d. Creating, copying, moving, and renaming files and folders
   e. Using an external drive or memory stick
   f. Deleting files
   g. Using shortcuts to files and folders
   h. Zipping and unzipping packages

11. Complete Lab 1

BACKUP and RECOVER FILES

1. Read "Back Up and Restore Your Files" at http://windows.microsoft.com/en-us/windows-10/getstarted-back-up-your-files

2. Login to your Lynda.com account

3. Go to the course "Windows 10 Essential Training" with Nick Brazzi (http://www.lynda.com/ Windows-tutorials/Windows-10-Essential-Training/379064-2.html)

4. Scroll down to series 12 Backing Up and Restoring. Watch the following videos:

   a. Setting up a backup with the File History tool

   b. Recovering lost files using a File History backup

5. http://www.gcflearnfree.org/internetsafety/3.6

6. Complete Lab 2

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ADDITIONAL RESOURCES

The following learning objects are optional, but may give further clarification on a topic if needed

1. Working with Files
   http://www.gcflearnfree.org/windowsbasics/3

2. Finding Files on Your Computer
   http://www.gcflearnfree.org/windowsbasics/4

3. Bringing Your Files with You
   http://www.gcflearnfree.org/computerbasics/bringing-your-files-with-you

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PAGE 4 of 4

Digital Literacy II: Office Productivity
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RELEVANCY REMINDER:

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