

Windows, Files and Folders

Basic User



Use Basic Windows Features

- start / close a program
- restore / maximise a window
- minimise / maximise a window
- resize / move a window

Use the Taskbar

- pin / unpin a program
- use the search box to find a program
- use the search box to find a file

Use the File Explorer

- change the layout
- sort files by name / date
- switch grouping on / off
- use the search tool
- delete a file
- rename a file
- create a folder
- move a file to a folder
- create a sub-folder
- delete a folder
- rename a folder
- copy a file within a folder
- copy a file to a folder

Use the Recycle Bin

- delete a file / folder from the recycle bin
- restore a file / folder from the recycle bin
- empty the recycle bin

Use a Memory Stick

- insert / remove a memory stick
- open a file from a memory stick
- save a file to a memory stick
- copy a file from a memory stick
- copy a file to a memory stick
- delete a file from a memory stick

Save Files in Microsoft Office

- save a file to a folder
- save a file to a sub-folder
- save a file as a PDF

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Open Files in Microsoft Office

- pin / unpin recent files
- customise the open window
- open a file from a folder
- open a file from a sub-folder

Use OneDrive

- upload a file
- rename a file
- download a file
- delete a downloaded file
- edit a file
- delete a file