

Windows, Files and Folders

Intermediate User



Customize the Taskbar

- display / hide the search box
- show / hide the task view button
- lock / unlock the taskbar
- auto-hide the taskbar

Customize the Desktop

- snap a window on the desktop
- create a shortcut to a file
- create a shortcut to a program
- create a shortcut to a webpage
- rename / delete a shortcut

Use the File Explorer to Copy Files

- copy all files in a folder
- copy non-adjacent files in a folder
- copy adjacent files in a folder
- copy a folder
- copy a folder to a memory stick
- copy a folder from a memory stick

Use the File Explorer to Delete Files

- delete non-adjacent files in a folder
- delete adjacent files in a folder

Use the File Explorer to Move Files

- move all files in a folder
- move non-adjacent files in a folder
- move a folder

Manage Files in Microsoft Office

- navigate between folders
- create folders
- rename / delete files
- save a file with a password
- save a file with a password to modify

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Use Compressed Zipped Folders

- compress a file / folder
- extract files from a compressed zipped folder

Use the Task Manager

- use the task manager to stop a program running
- use the task manager to stop background processes