

COURSE SYLLABUS

Course Code FILE01
Course Title File Management and Backing Up

Duration 3 hours contact time
(One session is 1.5 hours)

Qualification media mount certificate of achievement

Training Level Intermediate

Prerequisites Ability to use Microsoft Windows and a computer (see Introduction to Windows course)

Summary This course will enable the learner to manage their files and documents efficiently and effectively and facilitate them to backup onto a variety of devices.

Price Price Category C
Our full price list is available on request



To enrol on this course or contact media mount for further information visit our website

www.mediamount.co.uk or telephone (+44)(0)28 9147 2020

Course Objectives

1. Utilise Microsoft Windows Explorer to manage files
2. Create a scalable structure to store files effectively
3. Back up information on a scheduled basis

Topics

Module Application	Outline
Microsoft Windows Explorer	<ul style="list-style-type: none">• Opening and navigating Windows Explorer• Viewing drives, folders and files• Searching for files• Copying, moving and deleting files• Creating folders and sub-folders• Copy files onto floppy disk• Copy files onto CD/DVD• Utilise a USB memory stick• Schedule a back up using Windows Backup utility

Features

Hand-outs will be made available via the Internet and paper hard copy. Extra out-of-contact time support can be given (see prices/rates section).

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Notes