



# Windows 7 Managing Files

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No previous computer knowledge necessary.

## **Desktop**

Computer  
Documents

## **Computer**

Views  
Libraries  
Creating folders  
Moving files  
Copying files  
Deleting files  
Renaming files and folders  
Sorting documents

## **Running multiple programs**

Saving files  
Copy and paste  
Cut and paste

## **Search**

Search for files

## **Creating and using shortcuts**

Desktop shortcuts  
Create shortcuts to folders and programs

## **Computer management techniques**

Using the Recycle Bin  
The Shut Down and Restart command

## **Internet Explorer and the Intranet**

Using Internet Explorer