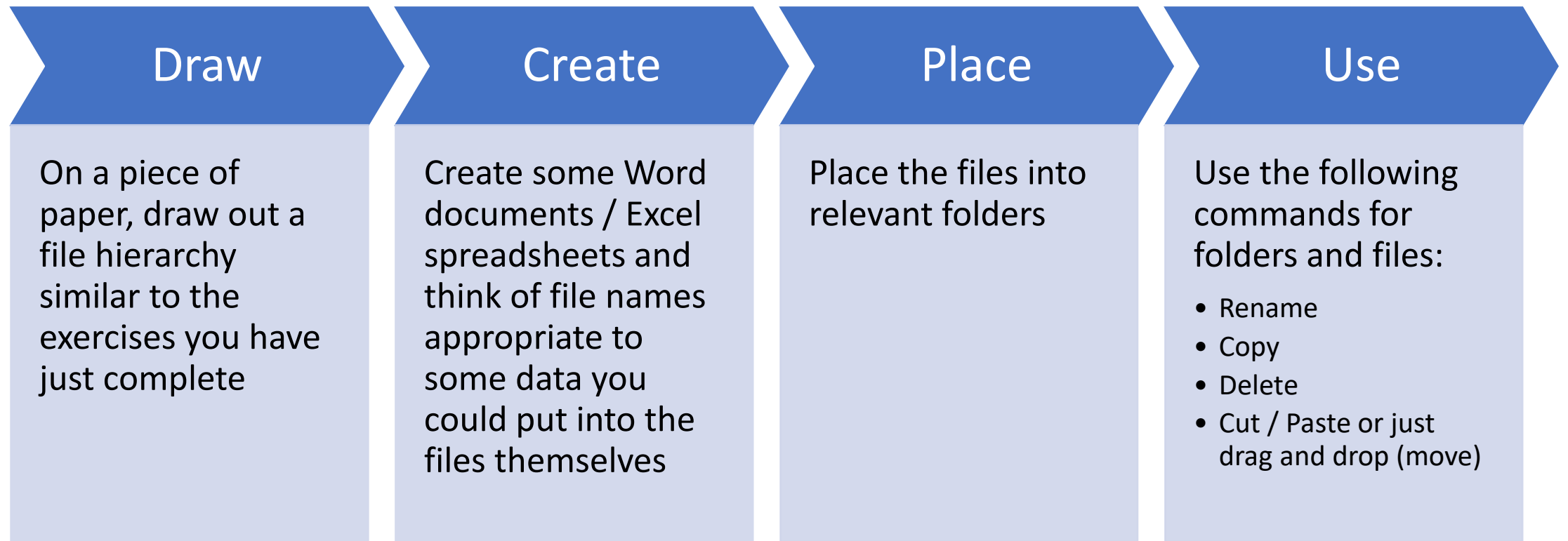


Try another



File manage your own PC

If you are unsure what a file is or what it contains ... be careful not to delete or move as it might be important to your computer, you or someone else using your computer. Remember software and operating systems need files and folders of their own

Make a note of everything you do on your own PC – just in case of difficulties

Ask questions and make a note of question to ask your lecturer

It takes time to learn file management and it will be forever evolving as you continue to work away

File management is to help YOU ... It should make life a lot easier

Imagine offices if they didn't have file management

Imagine your own home if you didn't have a biscuit tin or a kitchen drawer

Imagine how you can locate files and rest assured where you are saving with your new file management structure in place

Imagine and enjoy your computing!
