

# Computing Essentials Series:

## *Files and Folders Course Outline*

### **Programs and Shortcuts**

- Types of Software Programs
- Application Software
- System Software
- Malicious Software/Malware
- Creating Program Shortcuts

### **Working with Files & Folders**

- Computer Files
- Creating Files
- Creating Folders
- Renaming Files and Folders
- Moving and Copying Files and Folders
- Deleting Files and Folders
- Zipped Folders
- Unzipping Folders
- File Explorer
- Using the File Explorer Ribbon
- The Recycle Bin

### **Picture Files**

- Picture Terminology
- The Pictures Library
- Creating and Naming Picture Folders
- Viewing Pictures in The Library
- Moving Pictures into A Folder
- Deleting Pictures
- Emailing Pictures
- Photos App
- Image Editors
- Desktop Background Image
- File Explorer
- Using the File Explorer Ribbon
- The Recycle Bin