



Windows File Management

aadl.org/handouts

Ann Arbor District Library Computer Classes

AADL offers hands-on computer classes on a variety of topics at all Library locations. AADL also provides access to a variety of online learning and research resources. For more information, check out the following links:

Schedule of computer classes: aadl.org/classes

Review online skills-building resources: aadl.org/services

Review online research resources: aadl.org/research

Windows File Management

Learn the Basics of file management and learn to copy and move files and folders.

Learning Goals

Go to aadl.org/handouts, choose a class, and click on a learning goal for step-by-step instructions:

[Windows Start Menu](#)

[Windows XP: File management](#)

[Windows Vista: Files and Folders](#)

[Windows 7: Files, Folders, and Search](#)

[How to use a USB Flash Drive](#)

[Select Multiple Files](#)

Books

[The Seniors Guide to PC Basics](#), by Gateway Press, Call number: 004.084 Se

["Is this thing on?": a computer handbook for late bloomers, technophobes, and the kicking & screaming](#), by Abigail Stokes, Call number: 004.16 St

[Complete idiot's guide to computer basics](#), by Joe Kraynak, Call number: 004.16 Kr