



Does finding a file or photo on your computer make you feel like a magician? If it does, then come to a 3 hour session on:

Workshop on File and Folder Management
to have it de-mystified.

Where: Computer Learning Center (Gate 2 at the Fairgrounds)

When: Thursday July 8 or 15 ~ 11:30 am to 2:30 pm

Instructors: Patti McClure and Martha Metropulos

What to bring: Flash Drive

As this is a workshop, there are only 8 places available (very hands on) – so only the first 8 to sign up will get a place, unless you bring your own laptop!

What you will learn:

- How to create a filing system that works for YOU
- Using the many views in Windows Explorer
- Creating, deleting and moving folders
- Naming and renaming files and folders
- Copying and moving files into folders
- Copying files to and from a CD
- Copying files to and from a Flash Drive (Bring your own Flash Drive)
- Sorting files
- Searching for files

Please call Carol – 273-0497 for more information and signup – just \$15.00.