

- **Windows XP File Management:**

TJMS

- Description: Have you ever saved something . . . and now you can't find it? Or, you think you saved but are not sure? In this File Management class we will learn efficient and easy ways to save documents on the hard drive and on disks. We will also work with and talk about folders and how to create them alone or within other folders. We will also work with copying from the hard drive to a disk and vice versa. We will end our session organized and refreshed. **Participants MUST bring a memory stick or purchase one from the district prior to the class if they wish to take THIS CLASS. Cost of a memory stick from the district is \$7 and must be paid for at registration. No memory sticks will be sold at the class. Please do not bring "Cruzer" memory sticks.**