Formation MS Windows - Managing files & folders in Geneva, Zurich, Huston, San-Antonio, Dallas, Los Angeles, San Diego, New York, Washington, Chicago, San Francisco and anywhere in Switzerland, USA, Great Britain and Germany.

ID : 703

Goal : Following this training the participant will be able to manage files and folders effectively, professionally and above all correctly, from the desktop and the personal folders in accordance with standard usage in companies.

Audience : Beginners or users with extensive experience of MS Windows but having difficulty managing their files, using Windows Explorer or various other software.

Prerequisites : Control keyboard and moise required, as well as basic understanding of Windows.

Goals :

- Introduction
- X-Windows keyboard shortcuts
- Rules and customs for naming files and folders
- Customizing Windows Explorer (toolbars, display types, folder options, metadata types)
- Feeding all types of documents with metadata
- Create shortcuts to files/programs on the desktop, Quick Launch bar
- Using Internet Explorer Favorites to quickly open files or folders
- Customizing shortcut files/programs
- Introducing techniques and methods of files and folders management
- Methods for copy/cut/paste/drag files & folders
- Zipping files for transmission, storage or workspace memory optimization
- Password protection for zipped files
- Using Explorer search tool and advanced options (search for *.tmp files, cookies,...)
- Understand and disable the blue files and folders
- Connect/disconnect a network drive, printer, SharePoint network folder or file
- Create a folder on a network drive and define access rights (security)
- Create a folder synchronization for mobile users
- Training Conclusion

Pedagogical method : Improvised examples being repeated up until complete control of presented concepts.

Suggested duration for presentiel training (days) : 1
Suggested duration for on-line training (days) : 1.2

Daily price in face-to-face : 275 CHF
Daily price in remote : 132 CHF
Daily price in remote for students : [contact](#) us (only if student card!)
Daily price in remote (with recording) : 1375 CHF
Prices are per day per trainee without course material, without certificate, without evaluation, without exam, without training room or computer (these are each optional and must be requested in addition in the contact form for the establishment of the quote).

Tags : training ms windows, MS windows course, effective, file management, files, keyboard, shortcuts, zip, archiving, trash, move, meta data, introduction, initiation, save.

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