

File Management

One of the most important things you must learn about computers is how to manage files and folders. Decide on a strategy for organizing and managing files and folders.

Just like in the days of old, before computers, you had to have a system of organizing all your papers. How hard is it to find a tax receipt when it is just tossed in a box or on top of a desk?

Most of us have a filing cabinet with folders in alphabetical order where we file our important papers.



OR

Does your filing system look like this?



Your computer has a built-in filing cabinet. In Windows, it is called “File Explorer”, on your Mac it is called “Finder”.

They both come with all the basic tools you need for your files.

How to use Windows 11 File Explorer is in the next topic.