Organize My Windows Computer
(An introduction to the *Windows* Operating Systems)

A typical computer may contain thousands of documents and pictures and it is essential to have a good way to organize these items. This course will explain how to use a *Microsoft Windows* operating system to attain this goal. The course will cover the following *Microsoft Windows* topics: basic computer organization, how to view stored content, use of USB flash drives, creation of folders, view menu options for content display, copying and moving folders and files, use of the right mouse button, finding files and folders, shortcuts, and backup strategies. The course will use the *Windows 8.1* operating system, but the content will be useful for people using *Windows 7* or other *Windows* operating systems. Students must bring a USB flash drive (thumb drive). (2 Sessions)

       Prerequisite: *Word Processing Basics* or equivalent
       Cost: $20 members, $25 non-members
       Register by: Wednesday Noon of the week before the course begins