

## **Lesson 1: Finding Files**

### **Learning About Storage Media**

Types of Storage Devices

Viewing Storage Drives in Vista

*BEHIND THE SCREEN: Drive Designations*

Plugging In and Unplugging a Flash Drive

### **Using Windows Explorer**

Common Folder Window Tasks

Locating Personal Folders

Locating Public Folders

Navigating Your Drives and Folders

The Address Bar

Using the Back and Forward Buttons

*BEHIND THE SCREEN: Units of Measure for Computer Storage*

Changing the Folder View

Identifying the Contents of a Folder

The Folders Pane

### **Searching for Files**

How Search Works

## **Lesson 2: Storing Files**

### **Creating Folders**

*BEHIND THE SCREEN: How Files Are Stored in Y*

Procedures for Creating New Folders

Renaming Files or Folders

Creating Subfolders

### **Moving and Copying Files and Folders**

The Cut, Copy, and Paste Method

How the Commands Work

Drag and Drop Method

Selecting Multiple Files

### **Deleting and Restoring Folders and Files**

The Recycle Bin

Deleting Folders and Files

Restoring Folders and Files

### **Organizing Digital Pictures and Videos**

Via Folders

Via Windows Photo Gallery

Via Organizer and Album Programs

### **Burning CDs and DVDs**

About CD/DVD Media

Vista's CD/DVD Burning Utility

Third-Party CD-Burning Utilities