

# BASIC COMPUTER LITERACY

**Date: JULY 28, 2008**  
**1:00 to 4:00**

**Location: TLC**

Participants will work with file management techniques to organize their computer documents so they can always, and easily, find what they are looking for. Learn the differences between your H: drive and your C: drive, your network archives and your local storage. We will also work with USB flash drives and CD backups. Learn how to copy and move documents from one place to another, as well.

Outcomes:

1. Participants will learn how to organize computer documents for logical retrieval.
2. Participants will develop skill with storage systems provided by the district.

**Prerequisite: None**

**Instructor: Pam Hopkins PamH@susd12.org**