



Mouse/Trackpad and Navigation Skills

• Be Organized







Lesson Objectives-Part One

- Create a Folder
- Move Files into a Folder



Lesson-Part One



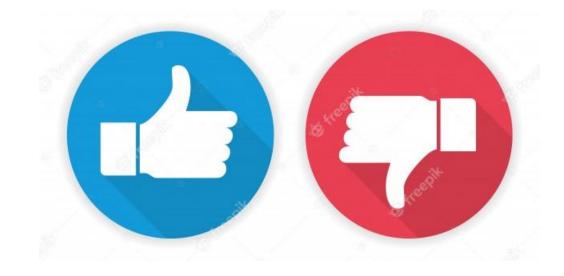


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Check Understanding

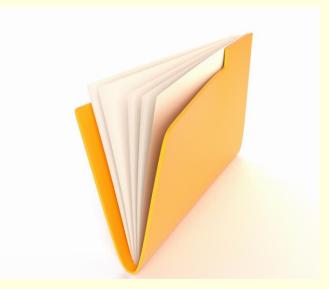








- Create a folder
- Move files into a folder







Lesson Objectives – Part Two

- Create a Sub Folder
- Move Files into a Sub Folder





Lesson-Part Two



$- \rightarrow \checkmark \uparrow$ \Rightarrow This PC > Documents >									
Quick access		Name	Date modified	Туре	Size				
	*	Custom Office Templates	2021-05-05 9:12 PM	File folder					
Desktop Downloads	4	Zoom	2021-10-03 11:42 AM	File folder					
•	*	🖭 example	2021-10-03 11:42 AM	Microsoft Word D	0 KB				
Documents	Ħ	🖭 example2	2021-10-03 11:43 AM	Microsoft Word D	0 KB				
E Pictures	*								
📜 example									
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Check Understanding









Create a Sub Folder

• Move Files into a Sub Folder

\rightarrow \checkmark \uparrow \blacksquare > Folder									
Quick access		Name	Date modified	Туре	Size				
Desktop	*	🔽 📜 SubFolder	2021-10-03 8:23 PM	File folder					
Downloads	*								
Documents	*								
E Pictures	*								

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Lesson Objectives-Part Three

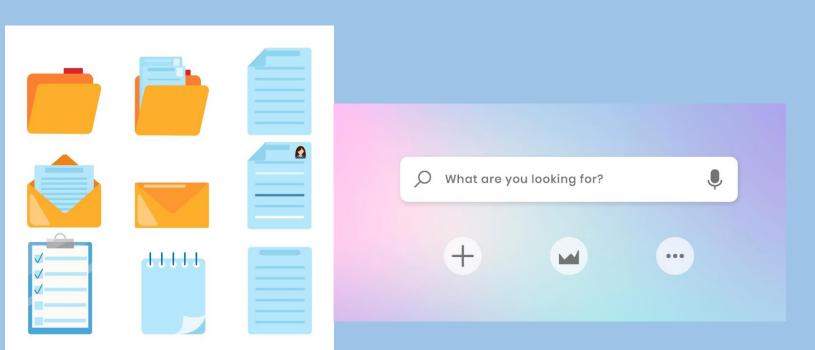
Find Files on the Computer

- Using File Explorer
- Using Windows Search Bar





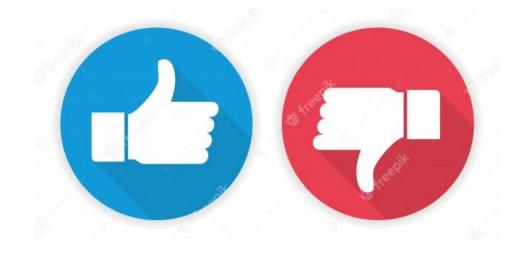
Lesson-Part Three







Check Understanding





Practice 3

- Find Files
- File Explorer

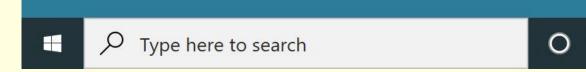








- Find Files
- Windows Search Bar









Extra Practice







Practice Between Sessions

- What did you learn/practice today?
- When are you going to practice?
- Practice Plan







Confirm Next Session and Support







Keep Practicing

