

Project Administration

Managing files using Windows Explorer

Overview/Description:

This unit shows you how to manage and transfer files using Windows Explorer. You will learn how to navigate through different directories, create new directories to store your files, transfer your images from your camera to your pc and backup your images onto CD or DVD. You will also learn how to connect your camera to your pc and delete your images on your camera once they are backed up onto CD.

Target Audience:

People who want to take control of managing their projects by using Windows Explorer.

Prerequisites:

Basic computer skills.

Learning Objectives

After completing this unit you should be able to:

- Open Windows Explorer and navigate through different directories.
- Navigate through your folders.
- Create a new directory on the PC and giving it a new project name.
- Copy, delete, and rename files and folders.
- Connect the digital camera to the PC using a USB cable.
- Insert the memory card from the camera into the card reader on the computer to allow the transfer of images.
- Use Windows Vista AutoPlay to transfer photographs from a camera to a specific folder on the PC.
- Use Windows Explorer to transfer photographs from a camera to a specific folder on the PC.
- Use Windows Explorer, to back up images onto a CD or DVD
- Use Windows Explorer, to delete all the photos stored on the camera.

This unit covers the following lessons:

Lesson 1 Opening Windows Explorer.

Lesson 2 Navigating through your folders.

Lesson 3 How to create folders.

Lesson 4 How to copy delete and rename files and folders.

Lesson 5 How to connect the digital camera to the pc using the USB cable.

Lesson 6 How to insert the memory card into the memory card reader on your pc.

Lesson 7 Downloading pictures from your digital camera using the Autoplay dialog box.

Lesson 8 Downloading pictures from your digital camera using Windows Explorer.

Lesson 9 How to back up your images onto CD or DVD.

Lesson 10 How to delete all the photos stored on your camera.

Project Administration Review.

Project Administration Quiz.

Project Administration Credits.

Project Administration F.A.Q.