

Microsoft Windows 7

6 – Working with Files



WORKING WITH FILES

INFOCUS

Files hold stored data and are essentially the life blood of your computer.

Files are everywhere and appear throughout your computer. Whenever you install new software you load files. Whenever you save your data so that you can work with it again later you create a file. Whenever you download information from the internet it downloads the data into files—sometimes without you even knowing about it. Whenever you switch your computer on and start Windows, dozens of temporary files are created to store key information.

The ability to manage files is critical to working effectively with your computer.

In this booklet we will show you how to:

- gain an understanding of files
- create a simple file in NotePad
- open files from Windows Explorer
- copy files in Windows Explorer
- rename files
- select files
- copy multiple files
- replace existing files
- move files
- copy files onto a USB flash drive
- set a file to read-only
- delete files
- delete folders
- gain an understanding of common file types.

UNDERSTANDING FILES

This topic should really be called 'all you need to know about files but were afraid to ask'. While files in themselves are quite technical things, all you really need to remember is that they are used to store

data on your computer. Get acquainted with the purpose of files, their origins, and how they are named below, and you'll be ready to start learning how to manage them.

The Purpose Of Files

As we've said above the sole purpose of a file is to store data so that the data can be used again later. Files can store a variety of different data including:

- Programming instructions that actually make the computer do something.
- Settings that allow you to customise how programs and your computer should behave.
- Pictures, letters, budgets, reports, and anything else that you create or receive from others and wish to store.

The Origin Of Files

Files on a computer can be:

- **Created** using a software program. If you write a letter in a word processor and wish to retain that letter for future use you **save** it as a computer file.
- **Sent** to you as an attachment in an email message or on a CD. A classic example of this is photos that are sent to you from another person.
- **Downloaded** from the internet. This can happen voluntarily when you decide you wish to save a picture or document that you are interested in, or involuntarily when a web site wants to keep track of you and downloads a *cookie* file to your computer to do this.
- **Installed** on your computer when you install new software.

File Names

The best way to understand data storage and your computer is to imagine your computer as a large (very large) filing cabinet. Your data, that is, programs, letters, settings, pictures, budgets, and so on, are *stored* as **files** in the filing cabinet.

To make it easy to locate these files later, they are each given a name and placed into folders in the filing cabinet. In Windows 7 a **file name** can be up to 260 characters long. However, this includes technical information such as the **folder path**. As a general rule, when you create a file you should give it a meaningful name that is no more than about 20 to 30 characters in length – it just makes life easier if you do this.

Also, you should name a file using letters and or numbers – avoid funny characters and punctuation. The following characters, mostly because they perform special jobs, definitely CANNOT be included in a file name:

: / \ * | < > ? " ' " " " "

Allowable characters include:

- -

File Extensions

File names also include a three- or four- letter **file extension** at the end. The actual name and the extension are separated by a full stop character. The file extension is a detective's tool that provides a clue as to what the file contains, in which application it was created, and/or its purpose.

When you save data that you have created in a program, the software program automatically provides the correct extension to your file so in theory you don't need to worry too much about file extensions.

Unfortunately, Windows 7 in its default mode hides the file extension from view.

CREATING A SIMPLE FILE

Every time you create and save data in a program, a **file** is created. Files can be created in almost any program, and each file name will include a **file extension** to

identify the program from which it was created. When you save a file, you need to supply a **file name**, as well as tell Windows 7 where you want to store the file.

Try This Yourself:

Before starting this exercise ensure you are viewing the desktop...

1 Select **Start > All Programs > Accessories > Notepad** to start the **Notepad** program

2 Type **This is a sample file**

3 Select **File > Save**

The Save As dialog box appears and the default save location is the My Documents folder...

4 Type **Sample File 1** in **File name** and click on **[Save]** to save the file

You will now save the same file with a different name...

5 Select **File > Save As** to display the **Save As** dialog box

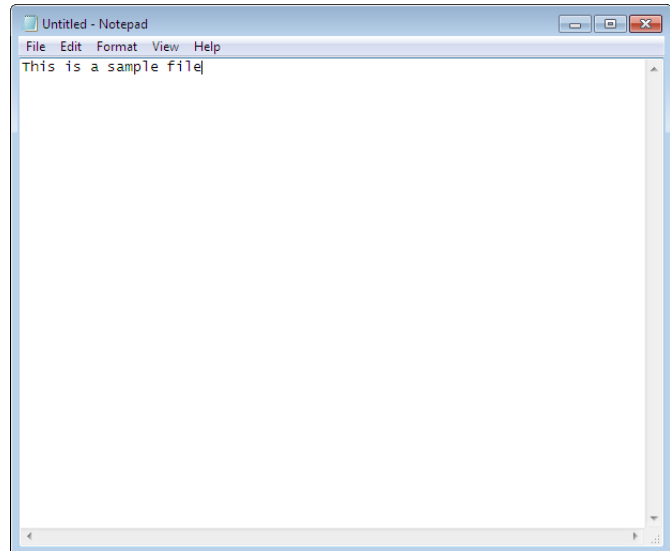
Notice that Sample File 1 is now saved in the My Documents folder...

6 Type **Sample File 2** in **File name** and click on **[Save]** to save with another file name

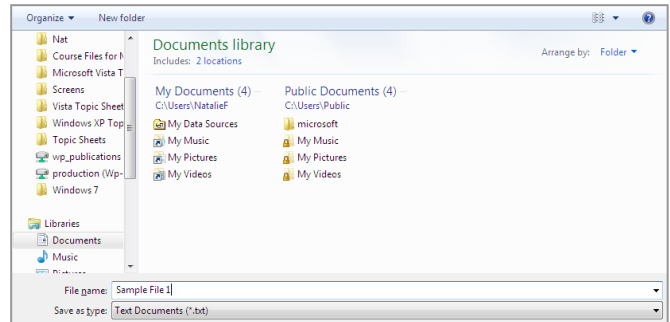
7 Repeat steps **3** to **5** to create another file: **Sample File 3**

8 Select **File > Exit** to exit **Notepad**

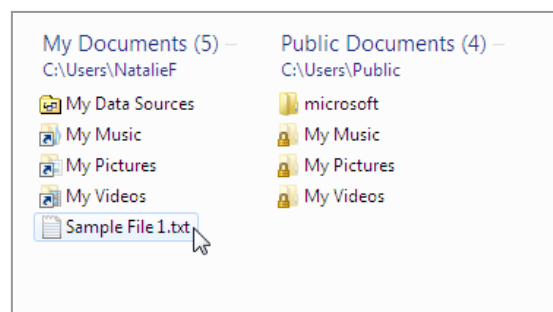
2



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For Your Reference...

To create a file:

1. Create your letter, budget or whatever in the relevant software program
2. Use the **Save** command in the software to save the data in a file

Handy to Know...

- The **Save As** command is a handy way of copying a file or saving the same file in a different location.

EXPLORING FILES IN WINDOWS 7

In Windows 7, the quickest way to view your files is via **Windows Explorer** or **Computer**. Folders are displayed in a hierarchical structure in the **Navigation** (left) pane, and the contents of a folder

(including files) are displayed in the right pane. Windows Explorer can be used to manage your files, including opening and working with your files.

Try This Yourself:

Before starting this exercise ensure you are viewing the desktop...


1 Select **Start** > **Documents** to open the **Windows Explorer** window and navigate directly to the **Documents** folder

2 In the right pane, click once on **Sample File 1** to select it


Note that the file extension may or may not be displayed...

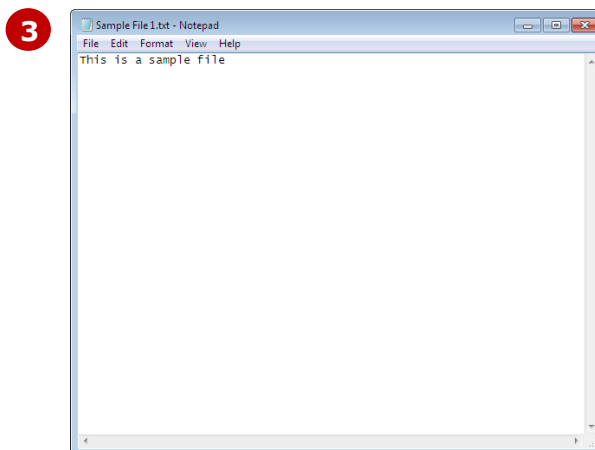
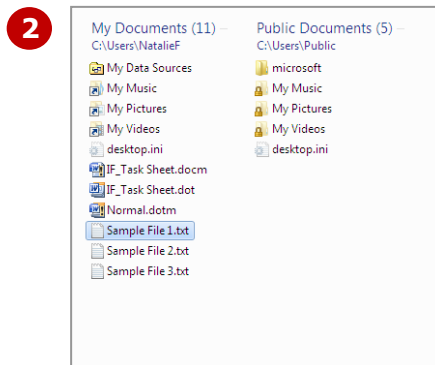
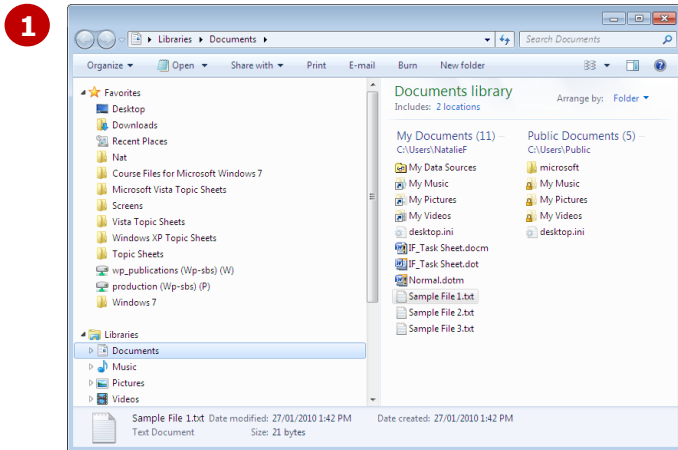
3 Click on **[Open]** in the toolbar to open the file in **Notepad**

With the file open again you can now make changes if you wish. We won't make any changes at this stage...

4 Click on **close**  to close the file

5 Double-click on **Sample File 1** in the right pane in **Windows Explorer**
This method also opens the file in Notepad...

6 Click on **close**  to close the file again



For Your Reference...

To explore files in Windows 7:

- Click on **Windows Explorer** in the **Taskbar**, or
- Select **Start** > **Documents**, or
- Select **Start** > **Computer**

Handy to Know...

- By default, Windows 7 hides file extensions. To display file extensions, you can select **[Organise]** > **Folder and Search options**, then click on the **View** tab, and then deselect (uncheck) **Hide extensions for known file types**.

COPYING A FILE

Windows Explorer helps you to manage your files, and this includes allowing you to **copy** files. Copying files is useful, for example, when you want to make minor changes to an existing file, such as

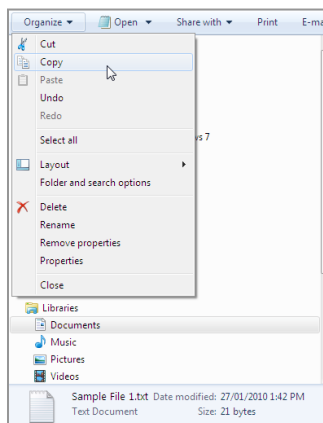
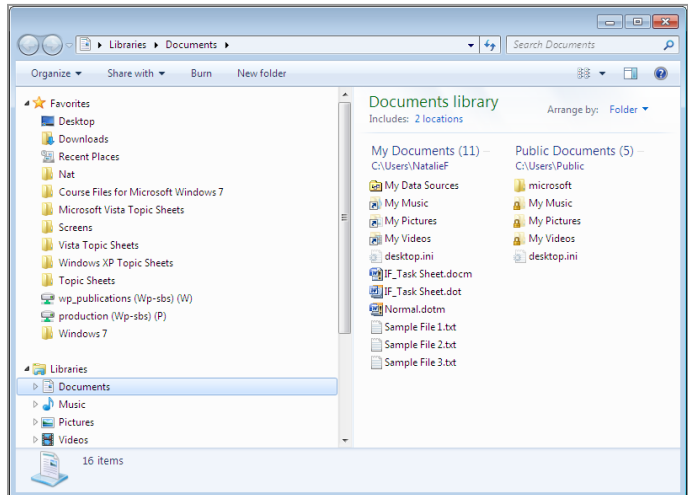
changing the recipient address in a letter, but retain the letter content. You can copy the original letter within Windows Explorer and then rename the copied file.

Try This Yourself:

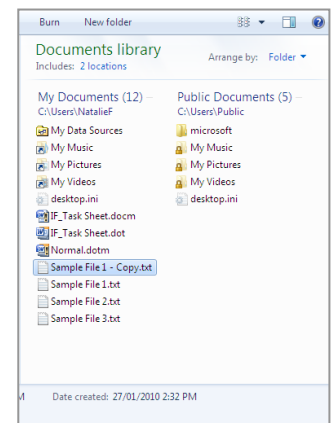
Before starting this exercise ensure you are in Windows Explorer...

- 1** Navigate to and select **Documents** in the **Navigation** pane
- 2** Click on **Sample File 1** in the right pane to select it
- 3** Click on **[Organise]** in the toolbar and select **Copy**
- 4** Click on **[Organise]** again and select **Paste** to paste a duplicate file in the folder
The file is given the same name, but appears with '1' at the end to denote that it's a copy of the original. You can actually make as many duplicates as you like...
- 5** Click on **[Organise]** and select **Paste** again to paste a second duplicate file in the folder
- 6** Repeat step **5** to place a third copy of the file into **My Documents**

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For Your Reference...

To copy a file in Windows Explorer:

1. Click on the file to select it
2. Select **[Organise]** > **Copy**
3. Select **[Organise]** > **Paste**

Handy to Know...

- When you use the **Copy** command the file is placed into what is known as the **clipboard**, where it remains until you **Paste** the file into its new location. That is why we were able to repeatedly paste it to make more duplicates.

RENAMING A FILE

The chances are that if you've copied files within Windows Explorer, the default names provided by Windows will not be meaningful to you at all. You can easily **rename** copied, or indeed any, files using

the **Rename** command on the **Organise** menu. When you rename a file however you must ensure you adhere to the normal file naming conventions you use when creating a file.

Try This Yourself:

Before starting this exercise ensure you are viewing Documents in Windows Explorer...

1 Click on **Sample File 1 – Copy** in the right pane to select it

2 Select [**Organise**] > **Rename**
The file name appears in Edit mode...

3 Type **Letter to Mary** and press

The file listing is automatically resorted alphabetically after the name change...

4 Click on **Sample File 1 – Copy (2)** in the right pane to select it

5 Select [**Organise**] > **Rename**

6 Type **Letter to Fred** and press

You will now use another method to rename the third copy of the file...

7 Click once on **Sample File 1 – Copy (3)** to select it

8 Click on the file once again so that it appears in **Edit** mode

9 Type **Letter to Jane** and press

2

Documents library

Includes: 2 locations

My Documents (13) — C:\Users\NatalieF	Public Documents (5) — C:\Users\Public
HyperSnap Stamps	microsoft
My Data Sources	My Music
My Letters	My Pictures
My Music	My Videos
My Pictures	desktop.ini
My Videos	
desktop.ini	
Sample File 1 - Copy (2).txt	
Sample File 1 - Copy (3).txt	
Sample File 1 - Copy.txt	
Sample File 1.txt	
Sample File 2.txt	
Sample File 3.txt	

3

Documents library

Includes: 2 locations

My Documents (13) — C:\Users\NatalieF	Public Documents (5) — C:\Users\Public
HyperSnap Stamps	microsoft
My Data Sources	My Music
My Letters	My Pictures
My Music	My Videos
My Pictures	desktop.ini
My Videos	
desktop.ini	
Letter to Mary.txt	
Sample File 1 - Copy (2).txt	
Sample File 1 - Copy (3).txt	
Sample File 1.txt	
Sample File 2.txt	
Sample File 3.txt	

For Your Reference...

To rename a file:

1. Click on the file to select it
2. Select [**Organise**] > **Rename**
3. Type the new name and press

Handy to Know...

- You can rename folders using the same techniques as renaming a file.
- You can also right-click on a file and select **Rename** from the shortcut menu to rename a file.

SELECTING FILES

When you click on a file in Windows Explorer, the file appears highlighted and is said to be **selected**. Before you can perform tasks on any of your files and folders, such as copying, renaming and

deleting, you first need to select them. Windows 7 also allows you to select groups of files at a time, using either the **Shift** or the **Ctrl** keys on your keyboard.

Try This Yourself:

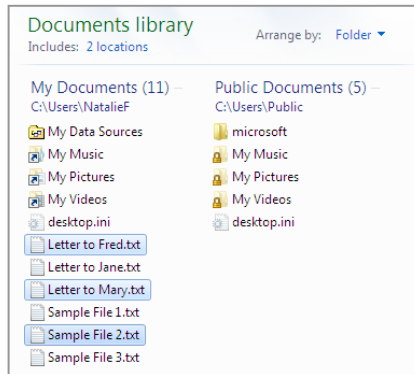
Before starting this exercise ensure you are viewing Documents in Windows Explorer...

- 1** Click on **Letter to Fred** to select it
- 2** Click on **Letter to Mary** to cancel the previous selection and select this file
- 3** Click on **Letter to Fred** again
- 4** Hold down **Ctrl** and click on **Letter to Mary**, then **Sample File 2** to select the files

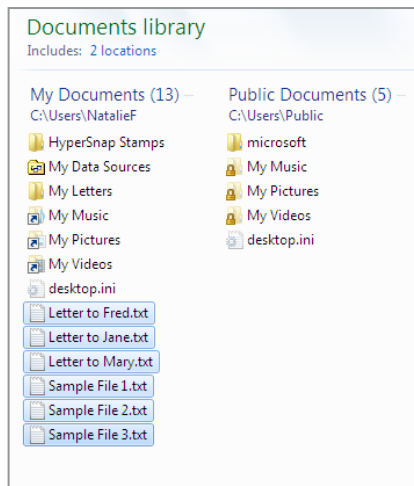
This is called a non-contiguous selection...

- 5** Click on **Letter to Fred** to select this file and cancel the previous selection
- 6** Hold down **Shift** and click on **Sample File 3** to select all the files that appear in the list between **Letter to Fred** and **Sample File 3**
- 7** Hold down **Ctrl** and press **A** to select all of the files in the current folder list
- 8** Click on a blank area of the window to deselect all selected files

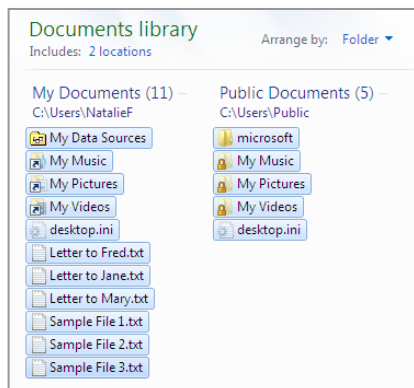
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For Your Reference...

To select files:

1. Click on a file to select it – this also cancels previous selections
2. To select non-contiguous files hold down **Ctrl** while clicking on files to select
3. Use the **Shift** key to select contiguous files

Handy to Know...

- Selecting files doesn't do anything to the file other than make it the focus of Window 7's attention when activating commands. You will find that almost any task you want to perform on your files, folders and even data requires you to select it before you can take action.

COPYING MULTIPLE FILES

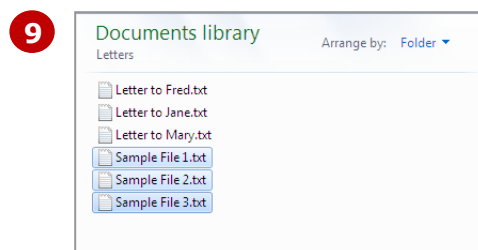
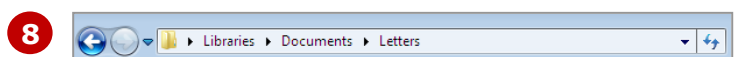
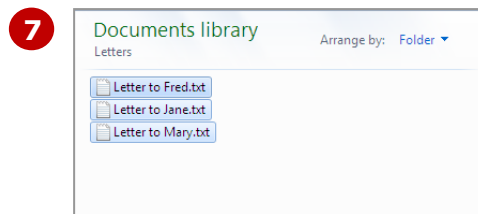
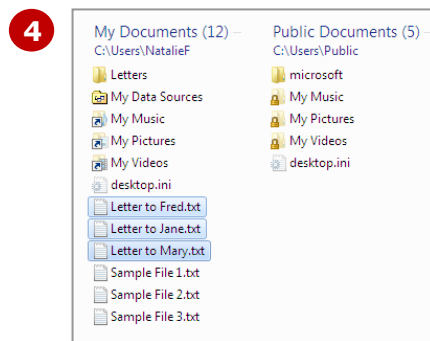
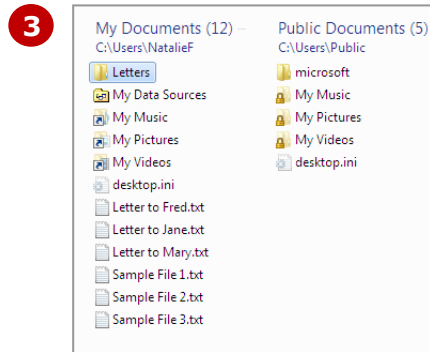
If you copy large numbers of files and folders, such as to backup your important data, it's much easier to select and copy multiple files rather than having to do copy

one at a time. Using the techniques for selecting files Windows 7 allows you to copy **multiple files** onto the clipboard so that they can then be pasted to a new location.

Try This Yourself:

Before starting this exercise ensure you are viewing Windows Explorer...

- 1** Click on **Documents** in the **Navigation** pane to select this folder
You will first create a new folder to copy your files into...
- 2** Click on **[New folder]** in the toolbar
- 3** Type **Letters** and press **Enter** to create a **Letters** folder in **My Documents**
- 4** Click on **Letter to Fred**, hold down **Shift** and click on **Letter to Mary** to select the three files
- 5** Click on **[Organise]** and select **Copy** to place these items in the clipboard
- 6** Double-click on the **Letters** folder to open it
- 7** Click on **[Organise]** and select **Paste** to paste the files into the **Letters** folder
- 8** Click on **Documents** in the **Address** bar to move back to the **Documents** folder
- 9** Repeat steps **4** to **7** to copy **Sample File 1, 2** and **3** into the **Letters** folder



For Your Reference...

To copy multiple files:

1. Use **Ctrl** or **Shift** to select the files
2. Select **[Organise] > Copy**
3. Navigate to the destination folder
4. Select **[Organise] > Paste**

Handy to Know...

- When moving back and forth between folders it can sometimes get a bit confusing as to which folder you are currently in. Learn to look at the **Address** bar at the top of the explorer window to get a handle on which folder you are currently working in.

REPLACING FILES

Copying files from one folder to another is a straightforward process using **copy** and **paste**. However, things start to get interesting when you attempt to copy files into a folder that already contains the

same files. This may occur when you want to overwrite existing files. When this happens, Windows 7 will check to see whether the file already exists, and ask you how to treat that file.

Try This Yourself:

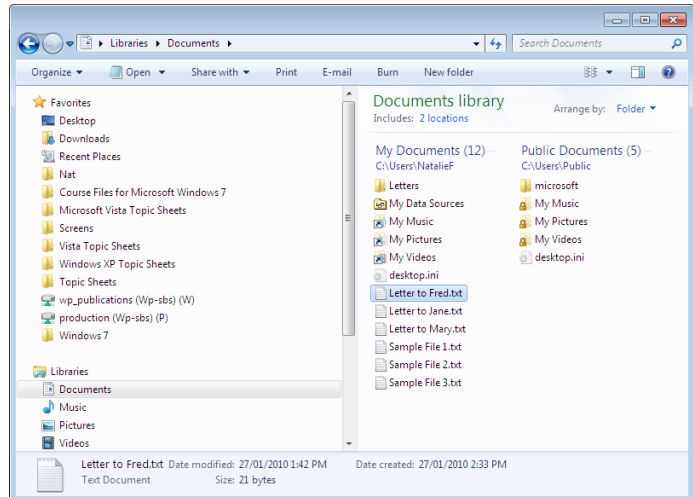
Before starting this exercise ensure you are viewing the contents of the Documents folder in Windows Explorer...

- 1 Click on **Letter to Fred** to select it
- 2 Click on **[Organise]** and select **Copy** to place a copy of the file on the clipboard
- 3 Double-click on the **Letters** folder to open it
- 4 Click on **[Organise]** and select **Paste** to place a copy of the file into this folder

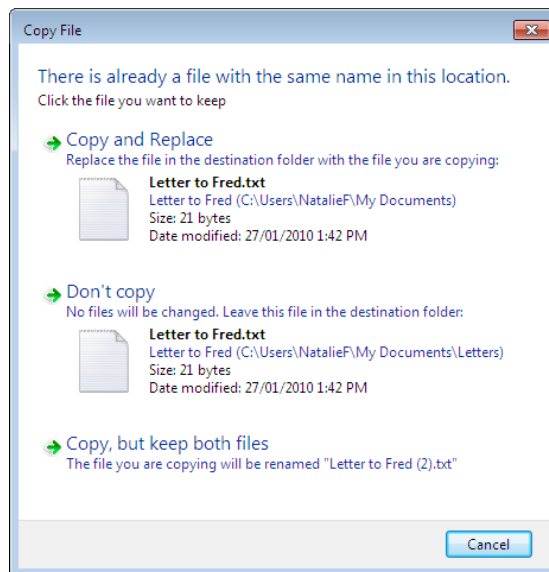
You receive a notification message asking what you want to do with the file. Read the options available...

- 5 Click on **Copy and Replace** to replace the existing file

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For Your Reference...

To replace existing files:

1. Select the file to copy, then select **[Organise] > Copy**
2. Select **[Organise] > Paste**
3. Select on **Copy and Replace** in the **Copy File** dialog box

Handy to Know...

- If you are replacing several files, you will be asked for each file what you want to do with that file. If you want to apply the same action to all files, check the **Do this for the next [# of] conflicts** option at the bottom of the dialog box before selecting an action.

MOVING FILES

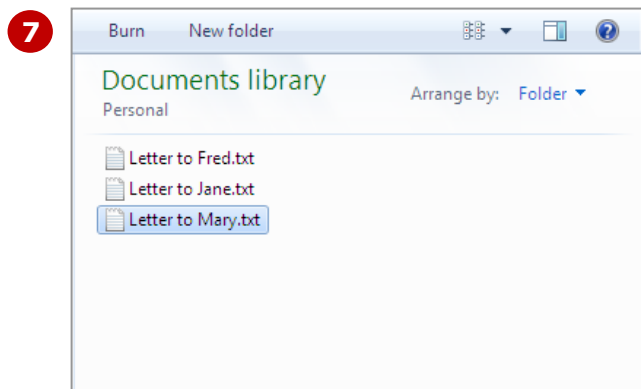
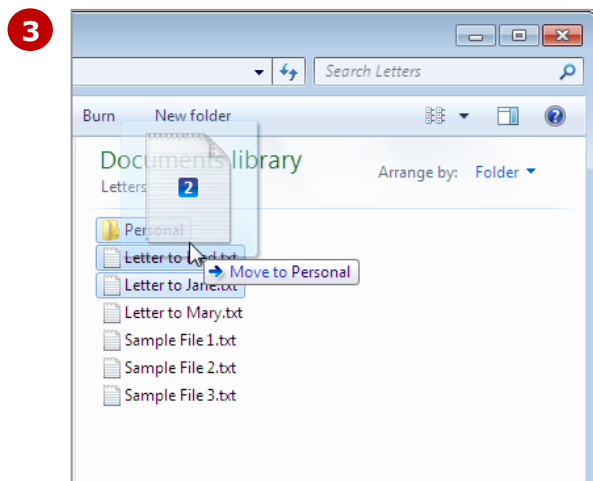
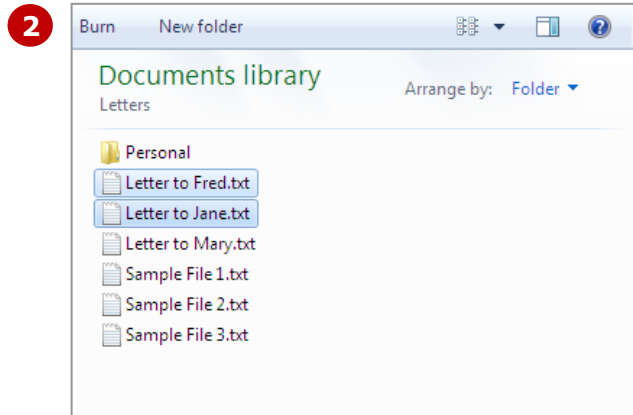
As you work with your files and folders you may find it necessary to move your files to another folder. You might, for example, have set up new folders for your files and want to transfer the files into new folders.

Or, perhaps you are ready to archive files. There are several methods you can use to move your files from one folder to another, including **dragging**, and **Cut** and **Paste**.

Try This Yourself:

Before starting this exercise create a new folder in Documents > Letters called Personal...

- 1** Double-click on the **Letters** folder to open it
- 2** Click on **Letter to Fred**, press Shift and click on **Letter to Jane** to select this file also
- 3** Hover over the selection, hold down the mouse button and drag the files over the folder called **Personal**
An icon appears confirming the action...
- 4** When the **Personal** folder is highlighted, release the mouse button
The files are moved into the Personal folder...
- 5** Click on **Letter to Mary** in the **Letters** folder to select it
- 6** Click on **[Organise]** and select **Cut**
Cut gets ready to remove the file from its existing location...
- 7** Double-click on the **Personal** folder to open it
- 8** Click on **[Organise]** and select **Paste** to paste the file into the **Personal** folder
- 9** Open the **Personal** folder to view the moved files



For Your Reference...

To move files using the mouse:

1. Select the file or files to be moved using normal selection techniques
2. Hold down the left mouse button over the selection, and drag the files to the destination folder

Handy to Know...

- While using the drag method is usually sufficient, you'll find that you'll need to use **Cut** and **Paste** at times, especially when you are unable to view the folder that you want to drag the files into.

COPYING FILES TO A USB FLASH DRIVE

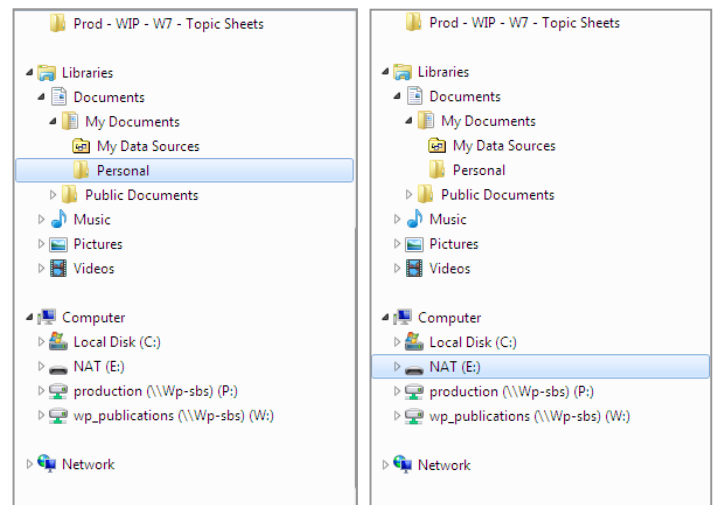
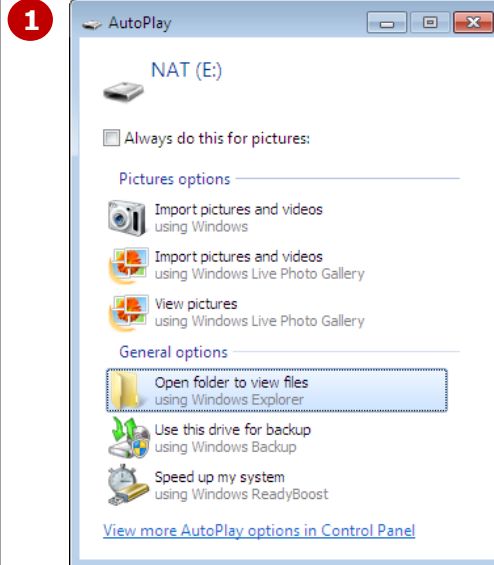
Just as you can copy files between folders on the hard disk (C:), you can also copy files to other drives on your computer, to other media (such as CD-Rs, CD-RWs and DVD-RWs), as well as to other computers.

Perhaps the easiest way to transfer files between non-networked computers is by using a USB flash drive. USB flash drives are small in size and can store large amounts of data.

Try This Yourself:

Before starting this exercise ensure you have a USB flash drive...

- 1** Plug the USB flash drive into an available USB port on your computer
If nothing happens you may need to try another USB port...
- 2** Click on **Open folder to view files using Windows Explorer** in the **AutoPlay** dialog box
- 3** In the **Navigation** pane, navigate to **Documents > My Documents > Personal** to view the contents of **Personal** in the right pane
- 4** Click on **Letter to Fred** to select it, hold down **Shift** and click on **Letter to Mary** to select all three files
- 5** Click on **[Organise]** and select **Copy**
- 6** In the **Navigation** pane, click on **Computer** to expand **Computer** if it is not already expanded
- 7** Click on the drive that represents the USB flash drive (possibly **E:** or **F:**) to select it
- 8** Navigate to the location in the right pane (if required) where you want to save your file/s to
- 9** Click on **[Organise]** and select **Paste** to place the files onto the USB flash drive



For Your Reference...

To copy files onto a USB flash drive:

1. Select the file/s to be copied, click on **[Organise]** and select **Copy**
2. Navigate to the USB flash drive and select it
3. Navigate to and open the folder in the right pane, click on **[Organise]** and select **Paste**

Handy to Know...

- You can use **drag and drop** to copy files onto a USB flash drive. To do this, open the folder that contains the files you want to copy so they appear in the right pane. Select the files and hover over the selection. Hold down the left mouse button and drag over the USB flash drive, then release.


SETTING FILES AS READ-ONLY

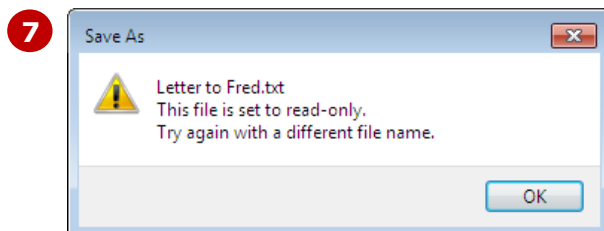
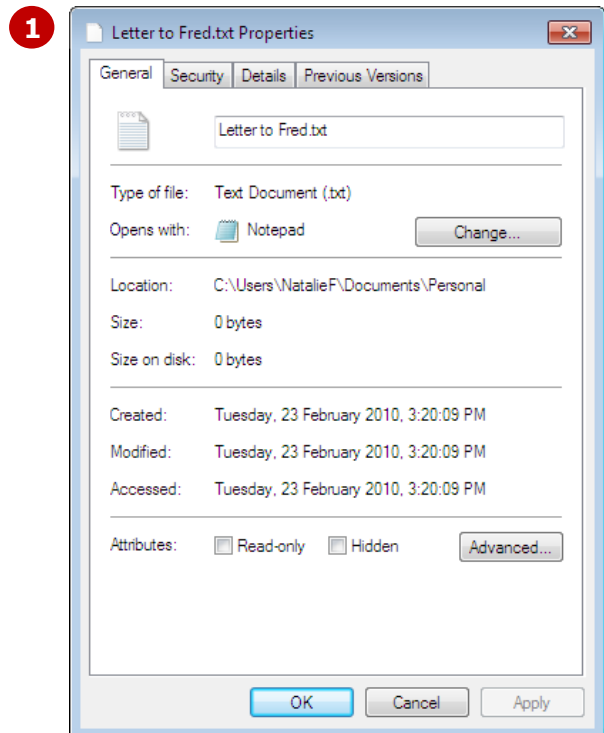
In Windows, file **attributes** describe whether the file is **read-only** or **hidden**. If you apply the read-only attribute to a file, other users can edit the file but cannot save the changes unless the file is saved

with a different name or in a different location. Applying the hidden attribute to a file means that it will be hidden in Windows Explorer from view from all users (including yourself).

Try This Yourself:

Before starting this exercise open Windows Explorer and navigate to Documents > My Documents > Personal...

- 1** Right-click on **Letter to Fred** and select **Properties**
The Letter to Fred Properties dialog box will be displayed...
- 2** Click on **Read-only** to select this option and click on **[OK]**
You will test the attribute to see how read-only works...
- 3** Double-click on **Letter to Fred** to open it
- 4** Change **sample** to **simple** in the body of the text
- 5** Select **File > Save** to open the **Save As** dialog box
- 6** Click on **[Save]**
- 7** Click on **[Yes]** to confirm the save
A message will appear stating that the file is read-only and that it must be saved with a different name (or in a different location)...
- 8** Click on **[OK]** and type **Letter to Fred V2** in **File name** and click on **[Save]**
- 9** Click on **close**  to close **Notepad**



For Your Reference...

To view file attributes:

1. Open **Windows Explorer** and navigate to the file
2. Right-click on the file and select **Properties**

Handy to Know...

- The only way to view hidden files in Windows Explorer is to click on **[Organise]** and select **Folder and search options**. Click on the **View** tab and in **Advanced settings**, tick (select) **Show hidden files, folders and drives**. Click on **[OK]**. Note that

DELETING FILES

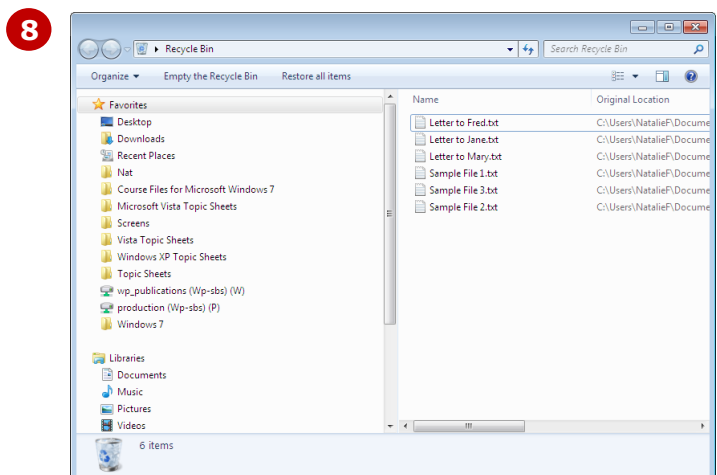
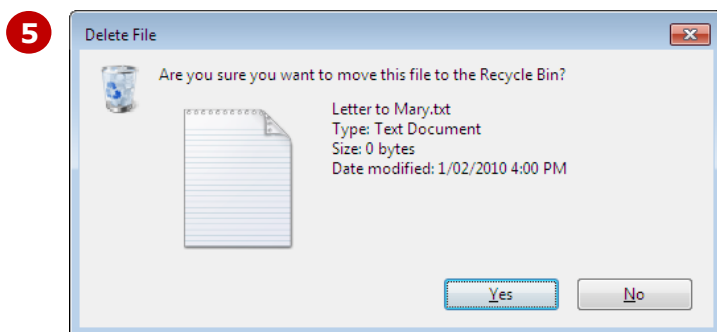
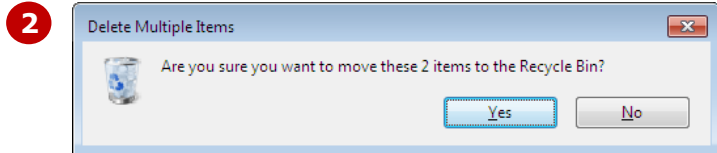
Files take up space on a computer and should really be deleted when they are no longer required. There are several ways to delete files in Windows Explorer, and Windows 7 will also prompt you to ensure

that you really do intend to delete the files. When files are deleted, they are placed into the **Recycle Bin**. Deleted files can be restored from the Recycle Bin if required.

Try This Yourself:

Before starting this exercise ensure you are viewing the Documents folder in Windows Explorer...

- 1 Click on **Letter to Fred** in the right pane, press **Shift** and click on **Letter to Jane** to select this file also
- 2 Press **Del**
You receive a message confirming that you want to move the files to the Recycle Bin...
- 3 Click on **[Yes]** to confirm
- 4 Right-click on **Letter to Mary** to display a shortcut menu
- 5 Select **Delete** and click on **[Yes]** to delete the file
- 6 Use the above techniques to delete **Sample File 2** and **Sample File 3** from the **Documents** folder
- 7 Click on the **Show Desktop** tool in the **Taskbar** to view the desktop
- 8 Double-click on the **Recycle Bin** icon to open the **Recycle Bin** and view your deleted files



For Your Reference...

To delete one or more files:

1. Select the file or files to be deleted using the normal selection techniques
2. Press **Del**
3. Click on **[Yes]**

Handy to Know...

- Files that you delete are not deleted permanently from the computer. They are placed into a folder called the **Recycle Bin**, where you can either remove them permanently or restore them to their original folders.

DELETING FOLDERS WITH FILES

As well as deleting individual files, you can also delete folders in **Windows Explorer**. When you delete a folder the contents of that folder, including files and other folders, will also be deleted. If you use the

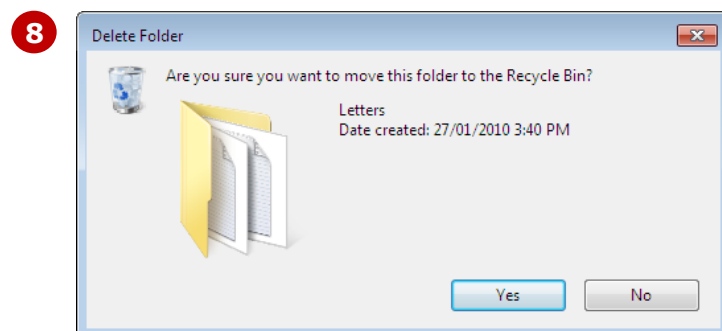
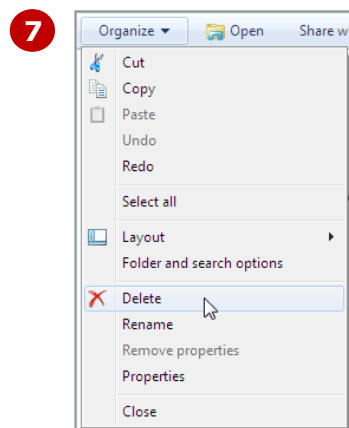
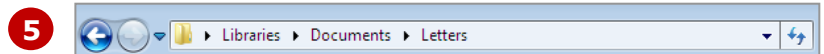
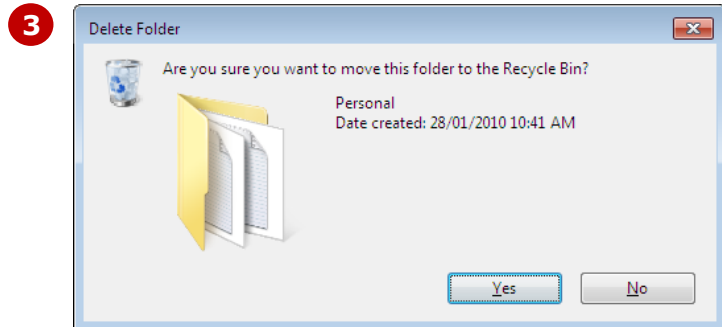
commands or the **Del** key to delete the folders they will be placed in the **Recycle Bin** and can be recovered again if you make a mistake.

Try This Yourself:

Before starting this exercise ensure you are viewing the Documents folder in Windows Explorer...

- 1** Double-click on **Letters** to open this folder
- 2** Click on the **Personal** folder to select it
- 3** Press **Del**
- 4** Click on **[Yes]** to confirm
- 5** Click on **Documents** in the **Address** bar to navigate to this folder
- 6** Click on **Letters** to select this folder
- 7** Click on **[Organise]** and select **Delete**
- 8** Click on **[Yes]** to confirm the deletion

All previously-created folders will now have been moved to the Recycle Bin



For Your Reference...

- To delete a folder containing files:
1. Click on the folder to select it
 2. Press **Del** and click on **[Yes]**

Handy to Know...

- When you delete folders and files, they are not deleted permanently from the computer. They are placed into a folder called the **Recycle Bin**, where you can either remove them permanently or restore them to their original folders.

COMMON FILE TYPES

In Windows, the **file type** identifies the program (such as Microsoft Word) that can be used to open the file. File types are identifiable by their file name **extension**. For example, files that have the **.txt**

extension are a **Text Document** and can be opened using any text editor and most word processing programs. The following table lists common file types you will most likely encounter.

File Types	File Extensions	Details
Word Processing	.doc	Microsoft Word document file prior to the Microsoft Office 2007 version
	.docx	Microsoft Word 2007 document file
	.rtf	Rich Text Format – word processor file with formatting codes
Spreadsheet	.xls	Microsoft Excel worksheet file prior to the Microsoft Office 2007 version
	.xlsx	Microsoft Excel 2007 worksheet file
Database	.mdb	Microsoft Access database file prior to the Microsoft Office 2007 version
	.accdb	Microsoft Access 2007 database file
Presentation	.ppt	Microsoft PowerPoint presentation file prior to the Microsoft Office 2007 version – used for creating slides and overhead presentations
	.pptx	Microsoft PowerPoint 2007 presentation file
Image	.bmp	Windows bitmap format – opens in MS Paint or graphics program
	.gif	Graphical Interchange Format – opens in web browser or graphics program
	.jpg / .jpeg	24-bit common Internet file format for colour-rich images – view with web browser or image editing program
	.tif	Tagged Image File format – editable in graphics program
	.png	Portable Network Graphics – can work on all platforms
Audio	.wav	sound file in Waveform format
	.mp3	CD-quality sound with 10x compression
	.au	sound file format – opens with Windows Media Player
Video	.mpg / .mpeg	Motion Picture Experts Group movie file – video movie in MPEG format
	.avi	Audio/Video Interleaved – movie clip that opens with mplayer , Internet Explorer or Netscape Navigator using plug-in
	.mov	Apple QuickTime movie – view using Internet Explorer or Netscape Navigator using plug-in
Compressed	.zip	compressed file – opens with WinZip or PKZip
Temporary	.tmp	temporary file – used by many programs
Backup	.bak	backup file – used by many applications – often created automatically
Text	.txt	File containing only text and no other hidden or formatting characters – commonly used for scripting or programming purposes

CONCLUDING REMARKS

Congratulations!

You have now completed the **Working with Files** booklet. This booklet was designed to get you to the point where you can competently perform a variety of operations as outlined in the task list on page 2.

We have tried to build up your skills and knowledge by having you work through specific tasks. The step by step approach will serve as a reference for you when you need to repeat a task.

Where To From Here...

The following is a little advice about what to do next:

- Spend some time playing with what you have learnt. You should reinforce the skills that you have acquired and use some of the application's commands. This will test just how much of the concepts and features have stuck! Don't try a big task just yet if you can avoid it - small is a good way to start.
- Some aspects of the course may now be a little vague. Go over some of the points that you may be unclear about. Use the examples and exercises in these notes and have another go - these step-by-step notes were designed to help you in the classroom and in the work place!

Here are a few techniques and strategies that we've found handy for learning more about technology:

- visit CLD's e-learning zone on the Intranet
- read computer magazines - there are often useful articles about specific techniques
- if you have the skills and facilities, browse the Internet, specifically the technical pages of the application that you have just learnt
- take an interest in what your work colleagues have done and how they did it - we don't suggest that you plagiarise but you can certainly learn from the techniques of others
- if your software came with a manual (which is rare nowadays) spend a bit of time each day reading a few pages. Then try the techniques out straight away - over a period of time you'll learn a lot this way
- and of course, there are also more courses and booklets for you to work through
- finally, don't forget to contact CLD's IT Training Helpdesk on **01243-752100**