

Where, O Where Did My Documents Go?

This **strictly-for-beginners** workshop will aim to demystify working with files and folders in Windows. Alexandra Belanich, Professional Assistant for the Grant Campus *TLC*, will go over creating, naming, deleting, and sorting folders, changing the way files are displayed, the difference between Save and Save As, the meaning behind file name extensions, and searching for lost files and folders. This workshop will be hands-on, so be ready to work and learn!



Wednesday, November 4, 2009

11:00 p.m. – 12:15 p.m.

Sagtikos 141 – Classroom 3

To register go to

http://depthome.sunysuffolk.edu/West_TLC/TLCRegister/