## Lesson 5: Working with files and folders

## Contents

## Overview

Setting the foundation Going faster

## Lesson

Browsing and selecting files and folders

- 5.1 Navigating Windows Explorer
- **5.2** Navigating file-handling dialog boxes
- **5.3** Opening recently used files from the Start Documents menu
- **5.4** Selecting multiple files in a row
- 5.5 Selecting files and folders scattered throughout a list in Windows Explorer

Calling up files and folders directly using UC List

- **5.6** Calling up files
- **5.7** Calling up folders (including drives)
- 5.8 List Export, Import, Merge and Options

Going faster: Quickly adding files and folders, and pasting file and folder paths

- **5.9** Quicker ways to add files and folders to your File and Folder lists
- **5.10** Pasting file and folder paths
- **5.11** Opening a program and folder at once

Review Tour: Working with Files and Folders