

## File Management Made Simple, Windows Edition

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## Reviews

A superior quality book along with the font employed was exciting to see. It is one of the most amazing book i have got read through. You wont really feel monotony at anytime of the time (that's what catalogs are for about in the event you ask me). (Santina Sanford)

## FILE MANAGEMENT MADE SIMPLE, WINDOWS EDITION



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SPRINGER SBM. Paperback. Condition: New. 150 pages. Managing data is an essential skill that every PC user should have. Surprisingly though, a large number of users--even highly experienced users--exhibit poor file management skills, resulting in frustration and lost data. This brief but invaluable book, File Management Made Simple can resolve this by providing you with the skills and best practices needed for creating, managing and protecting your data. Do any of the following scenarios sound familiar to you Youve downloaded an attachment from your e-mail, but arent sure where you downloaded it to. You spent an entire evening working on a document only to discover the next morning that you didnt save it to your flash drive like you thought you had Maybe you had a guest visiting and wanted to share with them the pictures you took of your kids recital, yet when you went to get them you were unable to recall where you stored them on your PC. Or you scanned your receipts for your expense reports on day and came back the next day and scanned some for another report only to find that the new ones numbered Scan 1, Scan 2, . . . still exist. Unfortunately, for a vast number of PC users, scenarios like these are all too common. These situations are not only extremely frustrating for the user, but also tend to discourage them from ever wanting to touch a PC again! Why is that What is the common factor Its simple really. Each of these issues can be attributed to poor file management skills. In my experience, the people with the worst file management skills are simply the ones that lack an understanding of how to navigate the Windows operating system. However this situation can be easily rectified. And once you...

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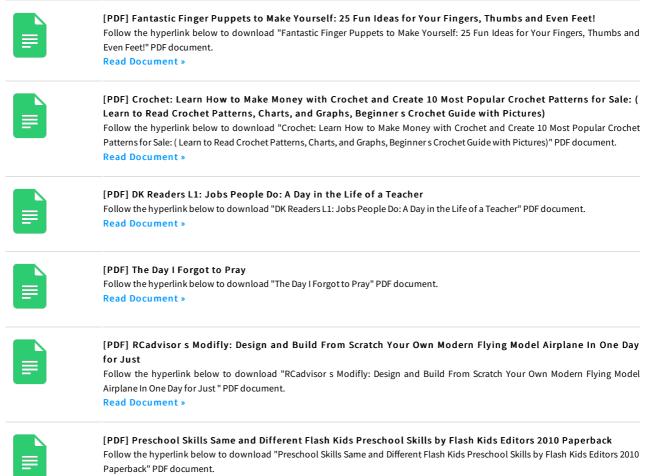
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