



Better Technology, Onsite and Personal

Connecting NIOGA's Communities

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## Flash Drives/File Management Signup Sheet

**PLEASE BRING YOUR OWN FLASH DRIVE!** This class focuses on saving, moving, and retrieving any file on a Windows-based computer. We will learn how to add new folders to the flash drive, and rename both folders and individual files, with a focus on saving, renaming, and deleting documents.

**DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

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Funding for computer training is provided by the Nioga Library System

