

## Basic Computer Skills

Basic Computer Skills is a four-hour class, with two hours each on two consecutive days, typically Wednesday and Thursday, 9:30 – 11:30 each day. This class is intended for people new to PCs (Personal Computers) that use the Windows 10 operating system. This class is also a good review for people who have been using Windows (any version) for years.

### **General Topics:**

- Brief presentation of various computing devices: PCs, Tablets, Smart Phones
  - What's an Operating System
- Examples of PC hardware components
  - Motherboard, CPU, RAM, Hard Drive
- Peripherals: Mouse, Keyboard, External drives
  - Uses of Left and Right Mouse buttons
  - Keyboard – Typical Keys and Special Keys
  - Removable Memory Stick = USB Drive = Flash Drive = Thumb Drive
- Explanation of a “window”
  - Moving and sizing a “window”
- Brief presentation of Windows' Desktop, including Start Menu, Icons, Taskbar
  - Shortcut icons on the Desktop
  - Start Button and Start Menu
  - Taskbar
- Discussion of Windows Explorer (File Explorer) and Folders
  - Saving files in folders
- Brief examination of “extensions”, e.g. .docx
- Working with Recycle Bin
- Copy, Cut, Drag, Drop, & Paste
  - Intro to Word Pad
- Using a Flash Drive to transfer data