

## Basic Computer Skills

Basic Computer Skills is a four-hour class, with two hours each on two consecutive days, intended for people new to personal computers that use the Windows operating system.

This class is also a good review for people who have been using Windows (any version) for years.

The class will discuss the keys on your keyboard that you have never used.

We will discuss the difference between the left and right buttons on the mouse and show you how to save your files onto both the hard drive as well as a removeable memory stick.

We will review the icons on the desktop, on the start menu, and on the taskbar at the bottom of the screen. We will discuss how they are different and how they are the same.

We will review how to cut, copy, drag and paste.

Windows 10 is installed on the computers in the lab, but this class will emphasize things that are common to all versions of Windows.