

Intro to PC'S-1 day

What is a Computer & Software?

- What is Hardware?
- What is Software?
- What is an Operating System?
- What is Memory?
- What is a Drive?
- Understand how the Computer Works

The Basics

- Starting the Computer
- Switching of the Computer
- Using the Mouse
- Using the Keyboard
- The Windows Desktop
- Understanding parts of a Window
- Menus
- Toolbars
- Scroll Bars

Working with Data

- Basic Files and Folders
- Create and Save a Document
- Close a Document
- Open a Document
- Print a Document
- Find a Document
- Delete a Document

Extra Features

- Get Help
- Calculator
- Paint
- Change the Wallpaper
- The Recycle Bin
- What is a Virus?
- What is a Network?
- What is the Internet?
- What is a Modem?