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Using basic keyboard functions such as backspace, enter/return, space bar, delete, tab, shift and caps lock. Basic typing skills. 2. Learning How to Use an Operating System. Chief Focus: Windows or Mac OS X. Think of an operating system (OS) as the interface which lets you communicate with the computer.

Basic Computer Skills: A Guide For Complete Beginners ...

The basic parts of a computer are as follows – Input Unit – Devices like keyboard and mouse that are used to input data and instructions to the computer are called input unit. Output Unit – Devices like printer and visual display unit that are used to provide information to the user in desired format are called output unit.

Basics of Computers - Introduction - Tutorialspoint

Here is what they do: Click the first box going from left to right. Oh no! It's gone! Don't be started because Notepad hasn't been lost in... To get it back, look at the bottom of the screen. You will see a rectangular box that says "Untitled - Notepad". Almost... Click the middle square. Notepad ...

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By Greg Holden Computer Basics for the Over 50s in Simple ...

By double clicking, you are usually prompting the computer to take an action on the item you selected (double clicking on an icon on your computer desktop may open or start a program). Click and drag: Press and hold down a mouse button (usually the left button). As you hold down the button, move the mouse in any direction.

Computer Basic Skills - Net Literacy

Top 10 Computer Tips. 1 Getting started with your new computer. 2 Master the basics. 3 Improve usability. 4 Work with files and folders. 5 Print, scan and network. 6 Learn word processing. 7 Basic spreadsheet functions. 8 Surf the Web with Internet Explorer

Computer Basics for the Over 50s In Simple Steps By Greg ...

A computer is an electronic device that receives input, stores or processes the input as per user instructions and provides output in desired format. Computers have become an integral part of our lives because they can accomplish easy tasks repeatedly without getting bored and complex ones repeatedly without committing errors.

Basics of Computers Tutorial - Tutorialspoint

A computer consists of four major parts: the input, output, CPU (central processing unit), and memory. Input consists of anything you will add into the computer (microphone, keyboard, mouse, scanner), and output is how the computer gives back to you (think screen, speakers, etc.).

The Basics of Computer Science & How to Get Started ...

Written in straightforward language and fully illustrated throughout, Computing Made Easy for the Over 50s: Windows 7 Edition will help you master the basics and get to grips with your computer and with Windows 7.

Computing Made Easy for the Over 50s: Windows 7 edition ...

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Free Online Computer Courses for Adults - ThoughtCo

We will learn the basics of using a computer bit by bit. Each section will be a different computer topic and there will be several lessons in each section. We will learn about using your computer, computer parts such as the mouse, monitor, keyboard, USB and Ethernet as well as topics such as computer security, the internet, problems and troubleshooting as well as a few more advanced topics!