



Basic Computer Skills Guide

Use this guide to learn the basic computer skills needed for everyday tasks.

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PART 1: COMPUTER BASICS

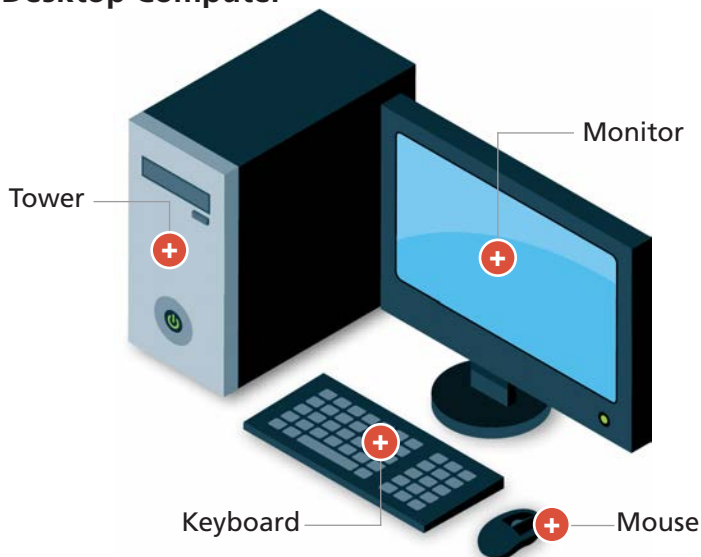
If you are new to technology, using a computer can be overwhelming. Read on to become familiar with some computer basics.

Types of Computers

Computers come in many shapes and sizes. Below is a comparison of the two main types.

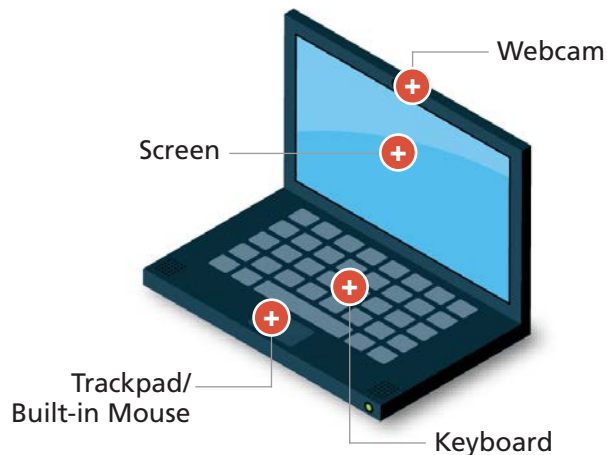
The choice between a desktop computer and a laptop depends on your specific needs and preferences. A laptop may be the better option if portability and convenience are important. A desktop computer might be more suitable if you require higher performance and customization options.

Desktop Computer



- Used in a stationary location, like a desk
- Composed of separate parts
- Must be plugged into an outlet to use

Laptop Computer



- Portable design for on the go use
- Parts built into the computer
- Cordless, but requires a power cord to recharge

PC vs. Mac

The two types of computers are Personal Computer (PC) and Macintosh (Mac). Here, are some key distinctions:

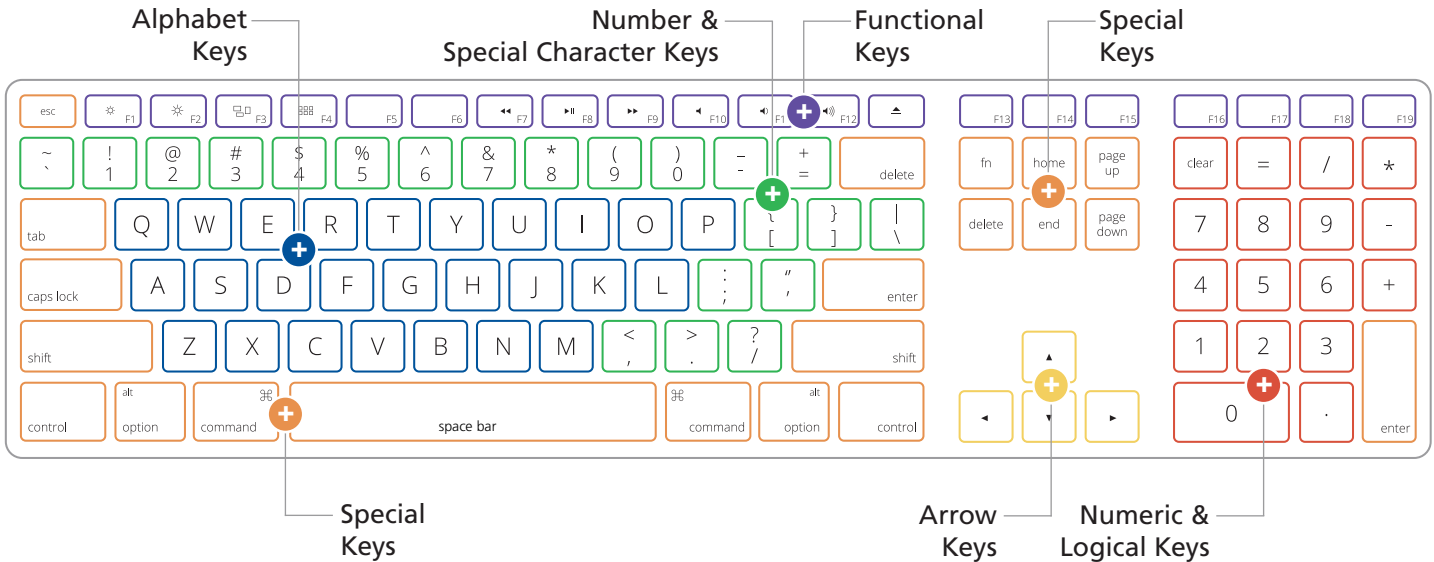


	PC	Mac
Manufacturer(s)	Dell, Hewlett Packard, LG, Microsoft, Samsung, Lenovo, and more	Apple
Operating System	Microsoft Windows	Mac OS
Usage	Business, productivity, and gaming	Creative design, video editing, streaming movies, and music
Price	Wide range	Over \$2,000
Security	Require an antivirus program	Antivirus program built into the device

Keyboard

The keyboard contains a set of keys, including letters, numbers, and special characters used to type text. It also includes function and shortcut keys.

Note: [Typing Club](#) and [Typing.com](#) offer free keyboarding classes for all computer levels.




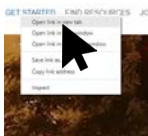
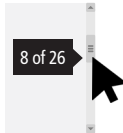





- **Capitalize letters/type special characters:** Hold down the "shift" key and type. For example, to type capital "A", press the "shift" key and "a" key. To type a percent sign, press the "shift" key and "5" key.
- **Delete a character:** Use the "backspace" key to delete a character to the left of the cursor. Use the "delete" key to delete a character to the right of the cursor.
- **Arrow keys:** Moves the cursor up, down, left, or right.
- **Tab key:** Moves the cursor between fields or boxes on a web page or form.
- **Enter key:** Moves the cursor to the next line or to submit a form. On some keyboards, this is also known as the "return" key.
- **Space bar:** Adds a space between text.

Notes







Mouse

The mouse allows you to move the cursor on the computer monitor/screen and select objects or text. It typically has two buttons to perform various functions.

Action & Function	Step 1	Step 2
Left-click Opens a menu, file, document, or link	Position the cursor over the object. 	Press/click the button on the left side of the mouse; some items require just one click and some may need two. 
Right-click Opens a menu of options for an image, link, or file	Move the cursor over the object and press/click the button on the right side of the mouse. 	Move the cursor over the item, then press/click the left button on the mouse. 
Scroll Allows you to move up or down in a document, screen, or webpage	Move the cursor to the vertical side bar on the right side of the screen. 	Press/click the square, then hold the left button down and scroll down. 
Drag & Drop Places a file in a desired location, i.e., email or a folder	Press/click the object you want to, and keep the left button pressed down. 	Move the mouse to "drag" the object to a new location, such as a folder. Release the left button to "drop" the file. 

Cursor

The mouse controls the pointer on the screen, known as the cursor. The cursor looks like an arrow in its default state, but changes shape as it performs different computer tasks. Below are the most common types of cursors used in Microsoft Windows.

Cursor	Description	Cursor	Description	Cursor	Description
	Arrow Normal selection		Hand Select links		Ibeam Text selection
	Cross Precision selection		Universal No Unavailable		Wait Screen loading or busy

Printer

Printers allow you to print, copy, and scan documents. Below are the steps to print a document.

Note: *These steps may vary depending on the type of computer and printer you are using.*

Step 1: Make sure the printer is connected to the computer and turned on.

Step 2: Open the document or image you want to print. This can be a file you've saved on your computer, a webpage, or an email.

Step 3: Click on the "File" menu in the top left corner of the window, and select "Print".

Step 4: Choose the printer you want to use if multiple printers are installed.


Step 5: Adjust print settings, such as number of prints, double-sided printing, and color vs. black and white.

Step 6: Click the "Print" button to send the document or image to the printer.


PART 2: WINDOWS MENU

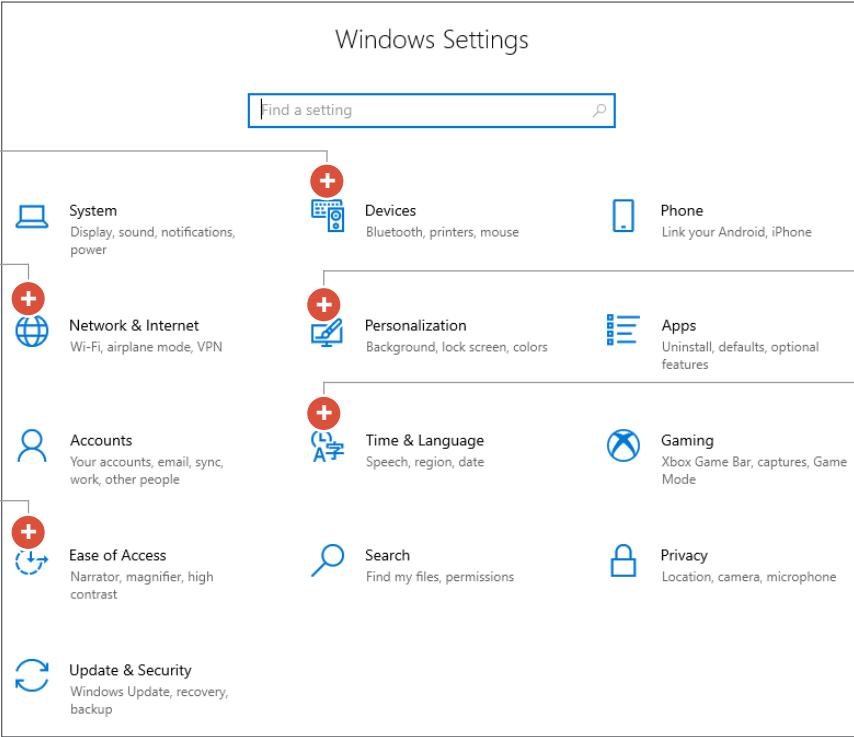
Every computer has an operating system. As discussed in Part 1, PCs typically use Microsoft Windows. Similar to smartphones, as Windows makes upgrades, they release numerical versions. The following sections will walk you through Windows 10.

Start Menu

Here, you can access applications, search for programs and files, customize settings, and connect to the Internet by clicking on the Windows icon  in the bottom left corner of your monitor.

Settings

Click the gear icon  to access the Windows Settings options.



The screenshot shows the Windows Settings application interface. At the top is a search bar labeled "Find a setting". Below it are several categories, each with an icon and a list of sub-options:

- System** (laptop icon): Display, sound, notifications, power
- Devices** (Bluetooth icon): Bluetooth, printers, mouse
- Phone** (phone icon): Link your Android, iPhone
- Network & Internet** (globe icon): Wi-Fi, airplane mode, VPN
- Personalization** (monitor icon): Background, lock screen, colors
- Apps** (list icon): Uninstall, defaults, optional features
- Accounts** (person icon): Your accounts, email, sync, work, other people
- Time & Language** (clock and globe icon): Speech, region, date
- Gaming** (Xbox icon): Xbox Game Bar, captures, Game Mode
- Ease of Access** (person with plus icon): Narrator, magnifier, high contrast
- Search** (magnifying glass icon): Find my files, permissions
- Privacy** (lock icon): Location, camera, microphone
- Update & Security** (refresh icon): Windows Update, recovery, backup

Explanatory text boxes on the left and right side of the screenshot describe the categories:

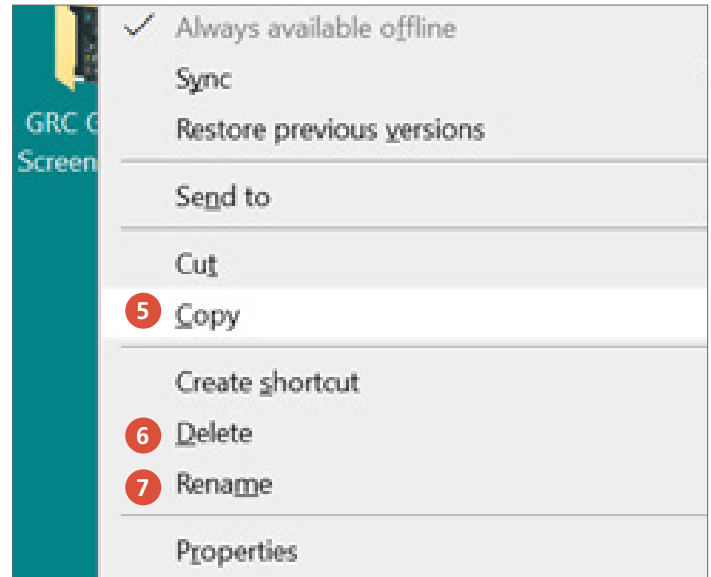
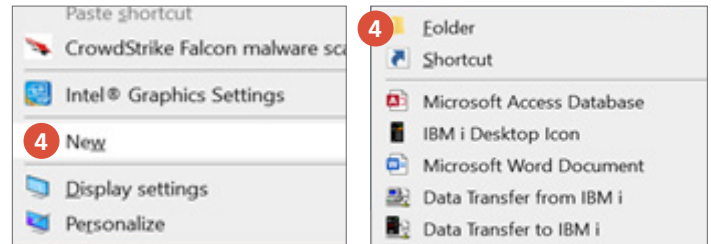
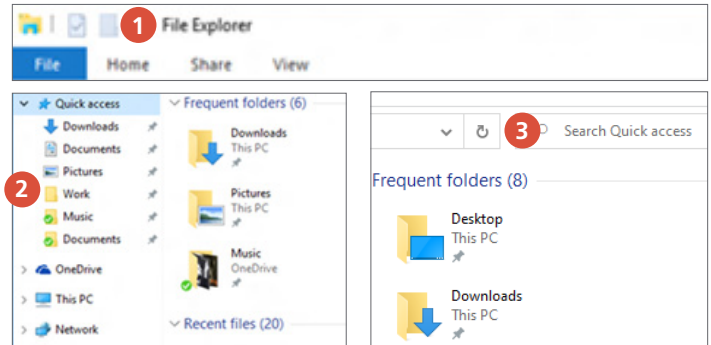
- Left side:**
 - "Add and customize your computer's devices such as printer, web cams, headphones and mouse" points to the **Devices** category.
 - "Manage and identify your Wi-Fi and Internet connections" points to the **Network & Internet** category.
 - "This section includes settings that make your computer easier to use including text-to-speech, magnifier, and other accessibility options" points to the **Ease of Access** category.
- Right side:**
 - "Set your desktop background, fonts and colors, and other appearance options" points to the **Personalization** category.
 - "Customize the computer's language, date, time and more" points to the **Time & Language** category.

Notes

PART 3: FILE MANAGEMENT

Using files and folders helps you organize, store, and access information more efficiently. Below are some basic functions in Windows 10.

- 1. File Explorer:** Open File Explorer by clicking on the folder icon or pressing the Windows key + E.
- 2. Navigate folders:** Use the left-hand pane to navigate through different folders and drives. Click on a folder to display its contents in the main window to the right.
- 3. Search for files/folders:** Use the search box in the top-right corner to search for specific files or folders. Type keywords related to the item and the search results will appear in the main window.
- 4. Create a folder:** Right-click on your desktop, select "New", and click on "Folder". Type over New Folder highlighted in blue to name the folder. Then press "Enter".
- 5. Copy file:** Select the file you want to copy, right-click, and select "Copy". Navigate to where you want to copy the file, right-click and select "Paste".
- 6. Delete file:** Select the file you want to delete, right-click, and select "Delete" or press the "Delete" key on your keyboard.
- 7. Rename file:** To rename a file, right-click on the file, select "Rename", and type in the new name.



Notes

PART 4: HOW TO USE THE INTERNET

Public vs. Private Wi-Fi Connections

It's important to understand the security implications of public and private networks and to take the necessary precautions to protect your data and privacy.

Public Wi-Fi	Private Wi-Fi
Available in public places like cafes, airports, libraries, and hotels	Connection dependent on local service provider, only accessible within area where the network is installed
Free or low-cost	Cost associated with usage
Typically, does not require a password	Requires a password
Security risks	Less security risks

Connect to Wi-Fi

Wi-Fi technology allows computers and devices to connect to the Internet and communicate with each other. To connect to Wi-Fi, go to the computer's settings, and select Network & Internet, as seen on page 6.

Step 1: Turn Wi-Fi on, and select a network.

Step 2: A list of available Wi-Fi networks will appear. Select the network you want to connect to from the list.

Note: If the network is secure, you will be prompted to enter the Wi-Fi network password. Type the password, and click "Next" or "Connect".

Step 3: Once connected, you will see a message saying "Connected" or the network name with the "Connected" status.

Note: If you have previously connected to a network and want to automatically connect to it when in range, enable the "Connect automatically" option when entering the password.



Notes

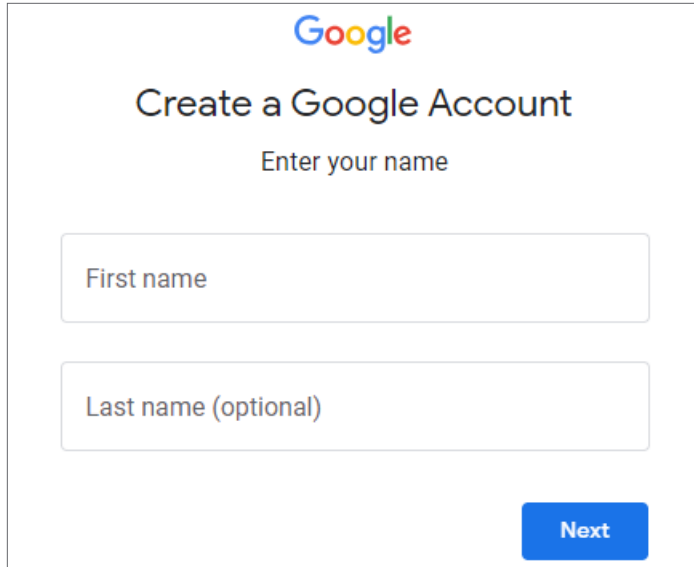
PART 5: GOOGLE ACCOUNT, EMAIL, & DOCUMENTS

You can create a free Google account to send emails, create documents and spreadsheets, and much more. To start, open your browser and type <https://accounts.google.com/signup>.

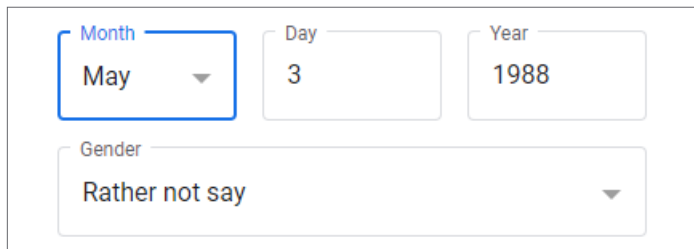
Note: Visit [Google Workspace Learning Center](#) to find training and help.

Create a Google Account

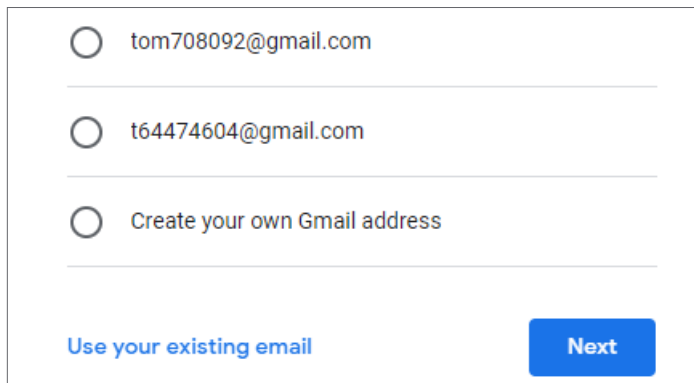
Steps 1:



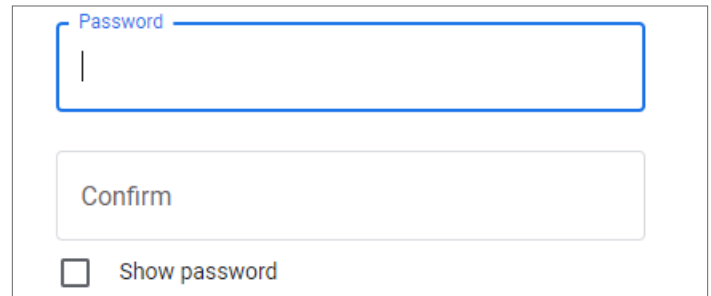
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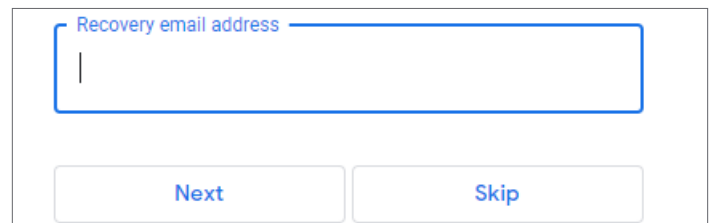
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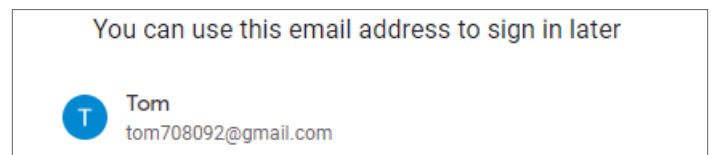
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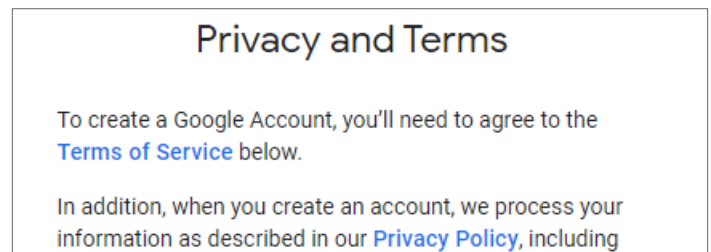
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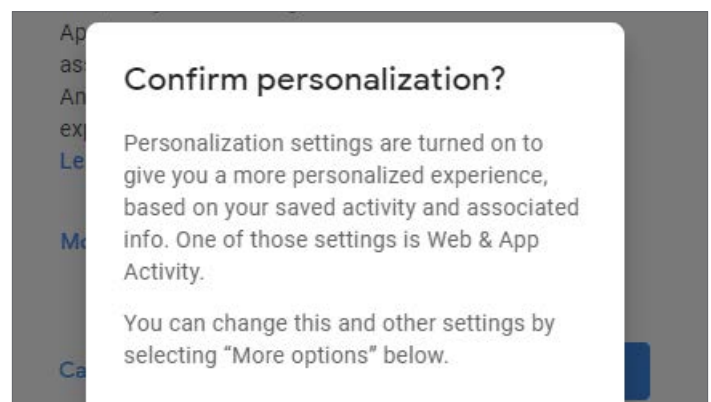
Step 6:



Step 7:



Step 8:



Email

Gmail is a popular service offered by Google to send, receive, and save emails and access other services like Google Docs and Google Sheets. To start, open your web browser, and go to your Gmail account at <https://www.gmail.com/>.

Note: For help setting up an email address, visit the [Get Started](#) page, and click *Email Setup*.

Send an Email

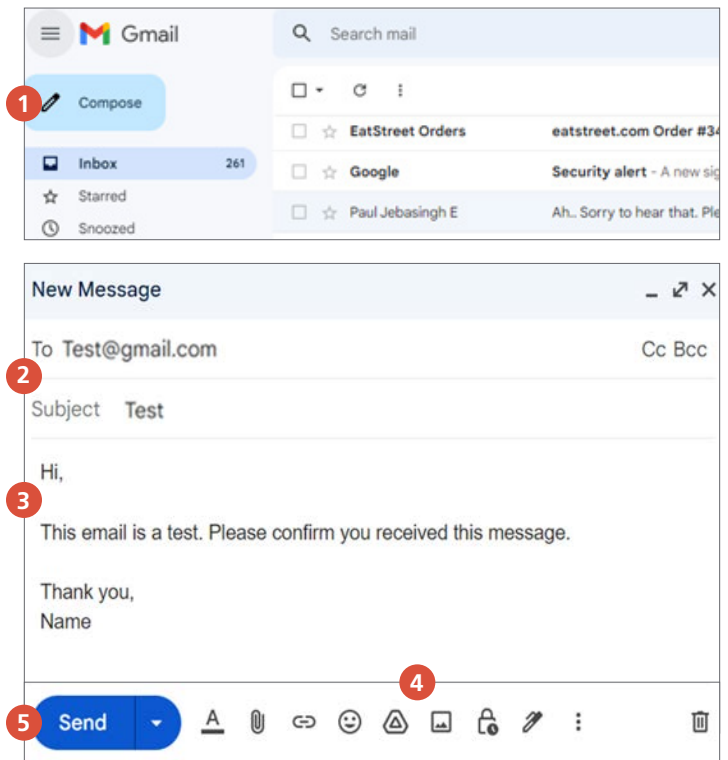
Step 1: Click "Compose" in the top left corner.

Step 2: Enter recipient's email address next to To and a subject.

Step 3: Type your message in the body of the email.

Step 4: Use the bottom section to change the format, attach a document, attach an image, and delete the email draft.

Step 5: Once complete, click the "Send" button.



Read & Respond to an Email

Step 1: Incoming emails appear in your inbox. To read an email, double-click on the title.

Step 2: To respond to an email, click "Reply" at the bottom of the message. You can also forward messages and add recipients to an email thread.

Step 3: To archive, report spam, and delete an email, use the tools at the top of the page. To see the functions of each, simply hover over the icons.

