



Beginning Computer: Focus is on Windows Basics, File Management

- What is Windows?
- Windows screen elements: buttons, bars, windows, and icons.
- Basic Terminology
- Setting up your computer.
- Using the Mouse and the Keyboard.
- Going for a drive: hard drives and removable drives.
- Explore the Start menu.
- Using Help.
- Launching programs, such as Word, Excel, PowerPoint.
- Work with Windows.
- Using Internet
- Windows - important folders.
- Creating custom folders for your documents.
- Understanding file management: create, save, organize, and find files.
- How to transfer files to/from CD.
- Recycle Bin.
- What's a crash and what do I do?
- Proper Shut Down.

Email and Internet Basics

- Internet and Email Terminology
- Internet Explorer
- Your Home Page
- Address Bar versus Search Bar
- Google
- Free Email versus Paid Email
- Logging in to Webmail versus Using an Email Program
- Sending/Receiving Email
- Forward/Reply to Email
- Saving Received Email
- Print Email or Web Page
- Uploading and Downloading
- Sending/Receiving/Saving Pictures Through Email
- Contacts