

Free Basic Computer Training Manual

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Free Basic Computer Training Manual

All computer information is stored in digital format. This format is binary code which consists only of 0s and 1s - on and off. Everything input into the computer is converted into binary code and likewise, in order to output the information into its original state, the binary code must be converted back again. Software

Computer Literacy Training Manual

I.O.1 Computer Basics Student Manual . The Computer Basics training session is a two (2) to four hour course. You will learn basic information about computers. You will learn vocabulary about computer hardware, and computer software. You will earn how you can put information in computers and get information out of computers. You will also

I.O.1 Computer Basics Student Manual

- The underlying software that runs all of the computer hardware and software - e.g. Windows 7, Mac OS X Desktop - Essentially the computer's "home" view. First screen you see once you log into the computer Program/App - A piece of software designed to accomplish a specific task - e.g. Microsoft Word, Microsoft Powerpoint, Internet

Beginning Computer Literacy

Computer Basic Skills Microsoft Windows PCs We use a conversational and non-technical way to introduce the introductory skills that you will need to develop in order to become comfortable with accessing and using computer programs. We will concentrate on the skills that will apply to many commonly used programs. Topics to be covered

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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 ...

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Rev. 05/07 6 o Processor (CPU) - coordinates the flow of data in the computer. Many times called the brain of the computer. o Motherboard - holds the computer's circuitry and components. o Video Card - allows images to be displayed on the computer. o Sound Card - allows input and output of sounds o Network Card - allows computers to communicate with one another over

Basic Computer Skills

___ 1 Learn basic computer terms ___ 2 Learn about folders, menus and windows ___ 3 Practice using the mouse Lesson 1 Handouts - Computer Basics: A Computer Internet Course for Older Adults Module 1 - Handouts: Computer Basics! IH- 2 Course adapted from National Institute on Aging (2007) Helping Older Adults Search for Health Information ...

Module 1 Handouts Computer Basics Computers

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