

Tech Time Handout: Computer basics

Goal: Become comfortable using a computer for common daily tasks.

Topics:

1. Hardware basics: Power button, volume controls, plugging in additional devices, mouse/keyboard or touch screen, and connecting to the internet.
2. Operating systems: Windows, Apple OSX, Linux.
3. Accessing the internet via the web browser: Internet Explorer/Microsoft Edge, Mozilla Firefox, and Google Chrome.
4. Searching the internet: using Google and other search engines.
 - a. Popular resources: Amazon (shopping), Craigslist (buying/selling), Wikipedia (encyclopedia), email service providers (Gmail, Yahoo, MSN, Comcast).
 - b. Internet security: using antivirus and strong, unpredictable passwords.
5. Word processing and productivity tools: Microsoft Office, Libre Office, Open Office
6. Library resources for further skill development:
 - a. UniversalClass: Computer Basics 101 and beyond.
 - b. Solitaire: built-in game to work on mouse skills.
 - c. Computer and software books: browse **004.16** in the non-fiction collection.

Homework: Sign up for Universal Class and enroll in the Computer Basics 101 course to practice skills discussed in this lesson.