

# Download Basic Computer Training Manual

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. The majority of you will start your computer experience with Windows, the operating system built by Microsoft. I.0.1 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 learn how you can put information in computers and get information out of computers. You will also learn how to use the computer. When you have logged on to the computer, you will see a number of small pictures, called icons, on the screen in front of you. When the screen looks like this, it is called the "Desktop". Let's look at a couple of these icons. They are shortcuts to other items. My Computer This lets you explore the files and folders on the computer. 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