

## Introduction to computers

These are some of the topics you might like to consider if you have some training to get you started with the use of computers. You may already know what you would like to find out in a training session but if not here are some ideas.

- Identifying the main components of a desktop computer
- Switching the computer on and off
- Using the keyboard – including locating and using the SHIFT, CTRL and ALT keys
- The mouse – understanding and operating the actions click, right-click, click and drag, drag and drop, double-click
- Exploring the computer screen when you switch on
- Good practice when using a computer
- Recognising and using menu bars, toolbars and hyperlinks
- Move, re-size, maximise, minimise and close windows – the boxes on screen where information is shown
- Locate the calculator, games, a simple word processor (for writing, saving and printing documents such as letters) and other programs on your computer.
- Closing down at the end of a session
- Using 'Help'
- Understand how work is saved on a computer
- Create folders and sub-folders to store work logically on a computer
- Save into specific folders
- Move work between folders
- Delete work
- Transfer files away from the computer to keep a safe copy
- Customising the computer screen and other options including increasing the display magnification
- Emails – sending, receiving and reading emails
- Use the Internet – going to specific web sites and searching for information
- Using the Internet safely