

Computing Essentials Series:

Computer Basics Course Outline

Starting Your Computer

- Basic Computer Terminology
- Beginning a Computing Session
- Your Desktop

Using A Mouse and Keyboard

- Connecting Your Mouse to a Computer
- How a Mouse Works
- Using the Mouse
- Point and Click
- Double Click
- Mouseover
- Click and Hold Down the Left Mouse Button
- Using Keyboards
- Connecting A Keyboard to Your Computer
- Using a Keyboard
- Using the Arrows, Home and End Keys
- Number Key and Number Lock Key
- The Windows Launch Key

Opening & Closing Windows

- What is a Window?
- How to Minimize and Maximize Windows
- Search Tool

The Start Menu

- Tiles
- Controlling Tiles
- Making Big Tiles Small (and Vice Versa)
- The Windows Taskbar
- Pinning Apps to Taskbar

Operating Systems

- What Operating System is Installed on My PC?