

Basic Computer Skills

6-hour course

Upon completion of this course, students will be able to:

- Turn on, off, and reboot a computer
- Define basic computer terms including Keyboard, Mouse, Trackpad, Desktop, Icons, Button, Menu, File Extension. Download, Upload, router, Virus, Malware
- Explain how to use the Help feature of basic computer programs
- Execute the Undo and Redo commands from a menu or keyboard
- Give examples of file extensions and explain their purpose
- Find free software and distinguish between good software vs. bad / dangerous software
- Explain the difference between Open source and Closed source software
- Open, View, Create, Save and Fill in PDF files
- Install and uninstall software, and Update the operating system and installed software
- Change the desktop's background image
- Setup and troubleshoot a printer
- Disable startup programs
- Download, install and uninstall software

Basic Skills

1. Getting Started with Your First Computer
2. How to Use Your Computer's Built-in-Help
3. Undo Your Mistakes
4. Understanding File Extensions
5. Downloading and Uploading
6. Free Software
7. Open Source vs. Closed Source Software
8. What is a PDF File?

Setup and Maintenance

9. How to Set Up a Wi-Fi network
10. How to Update Your Software
11. How to Customize Your Desktop Background
12. What To Do if Your Computer Gets a Virus
13. How to Set Up a New Printer
14. How to Power Cycle a Device
15. Disable Applications from Running on Startup
16. How to Keep an Old Computer Running Smoothly
17. Tips for Speeding Up Your Computer
18. How to Defragment Your Hard Drive
19. Staring a Computer in Safe Mode

Installing and Uninstalling Software

20. Installing Software on Your Windows PC
21. Installing Software on Your Mac
22. Uninstalling Software from Your Windows PC
23. Uninstalling Software from Your Mac

This curriculum is based on GCF Global's Basic Computer Skills course. Videos and course materials can be viewed, at no charge, at <https://edu.gcfglobal.org/en/basic-computer-skills/>.

To purchase a customized instructor-led group or one-on-one training, delivered via Zoom, MS Teams or at your office, please [contact TechMentors](#).