

Computer Basics

6-hour course

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

- Explain how computers work.
- Define hardware and software
- Differentiate between a desktop, laptop and table computer, as well as a PC vs Macintosh
- Identify the different parts of a computer including the case, monitor, keyboard, mouse, and various peripherals including printers, scanners, speakers, headphones, webcams, and more
- Explain the functions of a computer's operating system
- Describe and identify different types of computer applications
- Follow the steps to set up, and turn on a brand-new desktop computer
- Navigate the computer's file system to find, open, and delete files and folders.
- Properly shut down a desktop computer
- Connect to the internet and browse the web
- Safely maintain, clean and protect a computer and its keyboard, mouse, case, monitor, etc.
- Perform basic troubleshooting tasks
- Learn more about an application by confidently using its Help feature

Introduction

1. About This Tutorial
2. What is a Computer?

Hardware Basics

3. Basic Parts of a Computer
4. Buttons and Ports on a Computer
5. Inside a Computer
6. Laptop Computers
7. Mobile Devices

Software Basics

8. Understanding Operating Systems
9. Understanding Applications

Using a Computer

10. Setting Up a Computer
11. Getting Started with Your First Computer
12. Getting to Know the OS

Using the Internet

13. Connecting to the Internet
14. Getting Started with the Internet
15. Understanding the Cloud

Safety and Maintenance

16. Keeping Your Computer Clean
17. Protecting Your Computer
18. Creating a Safe Workspace
19. Basic Troubleshooting Techniques

Extras

20. How to Use Your Computer's Built-in Help
21. Learning a New Program
22. Bringing Your Files with You
23. Using Accessibility Features

Quiz

24. Computer Basics Quiz

This curriculum is based on GCF Global's Computer Basics course. Videos and course materials can be viewed, at no charge, at <https://edu.gcfglobal.org/en/computerbasics/>.

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