

Basic Computer Skills 101

Participant Guide

Goodwill of Central and Northern
Arizona

Basic Computer Skills- 101

Welcome to the Basic Computer Skills 101 Course. This workshop will introduce you to computer basics and functionality. This course will also begin to prepare you to complete the NorthStar Digital Literacy Certification Assessments.

Learning Objectives

Our goals for today are:

- Differentiate between Computers, Laptops and Smart devices
- Examine and practice desktop navigation
- Evaluate smartphone navigation
- Evaluate Windows 10 OS operating systems

Welcome

Welcome to the Basic Computer Skills course. This course will introduce basic computers concepts that will help prepare you to complete the Northstar Digital Literacy Certification courses. At the conclusion of this course, you will be able to:

This course will cover the following objectives:

- Differentiate between Computers, Laptops and Smart devices
- Examine and practice desktop navigation
- Evaluate smartphone navigation
- Evaluate Windows 10 OS operating systems

Notes:

Desktop vs Laptop



Label each device

1.	2.	3.	4.
-----------	-----------	-----------	-----------

Label the tablet



Device Navigation



Label each device

1.	2.	3.	4.
-----------	-----------	-----------	-----------

Label the ports



1. _____

Laptop



Label the laptop:

- 1.
- 2.
- 3.
- 4.
- 5.

Desktop



Label each device

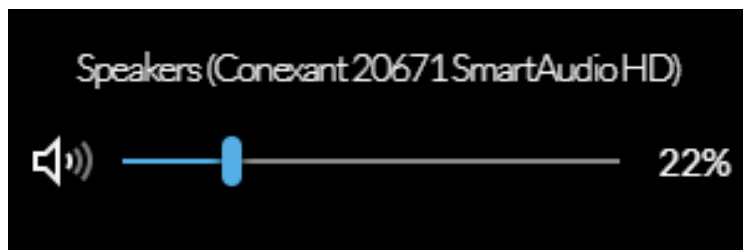
1.	2.	3.	4.
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Notes:

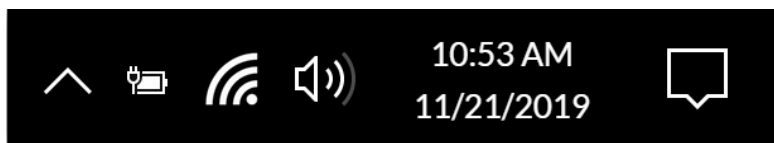
Additional Computer Functions



Circle the power button for the computer and monitor:



Circle the Mute button:



Circle the Wi-Fi icon:

Keyboard

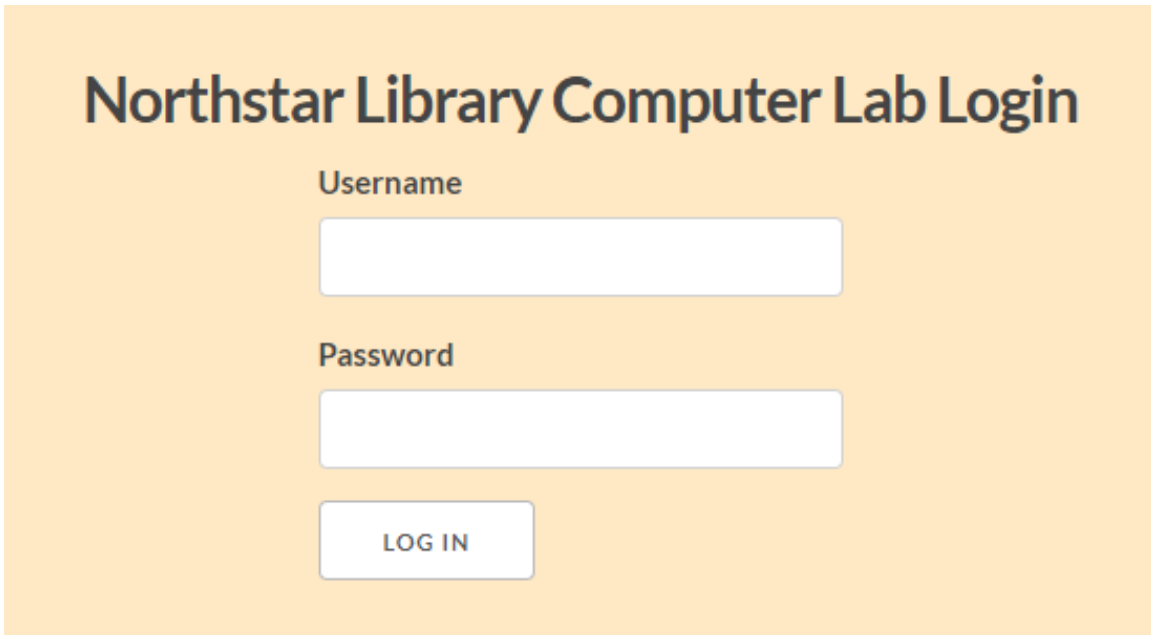


Label and circle each key:

1.	4.
2.	5.
3.	6.

Notes:

Login and Passwords



The screenshot shows a login interface with the title "Northstar Library Computer Lab Login". Below the title are two input fields: "Username" and "Password". Below the password field is a "LOG IN" button.

Place the login and password in the correct area of the picture.

Librarylab	53476
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Notes:

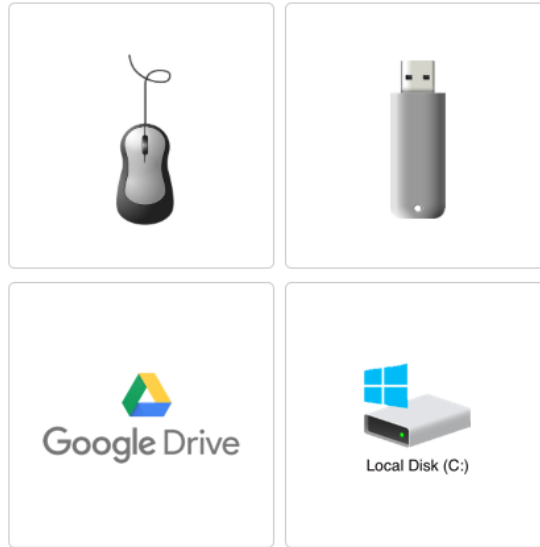
Computer Clicking

	<p>When you want to select something on a computer, you will move the mouse to get the pointer where you want and then press down on the button.</p>
	<p>This button is often used to show a menu of options.</p>
	<p>This clicking option uses a pointing device gesture in which the user selects a virtual object by "grabbing" it and dragging it to a different location or onto another virtual object.</p>

Mouse Pointers

Pointer	
Cursor	

Computer Storage



Label the storage devices

1.	2.	3.
-----------	-----------	-----------

Notes:

Smartphone Notifications



A. You have a new email

B. Your phone is broken

C. A software update is available

D. Your phone has been hacked

Which notification is reflected in the picture? Circle your answer

Smartphone Ports



1. Circle the location of the charging port.
2. What is the other port shown in the picture?

Touchscreen Keypad




Circle the button on the keypad that allows you additional keypad options

Smartphone Volume



Circle the location on the phone where you can change the volume

Internet Basics

Label the internet browsers

Domains

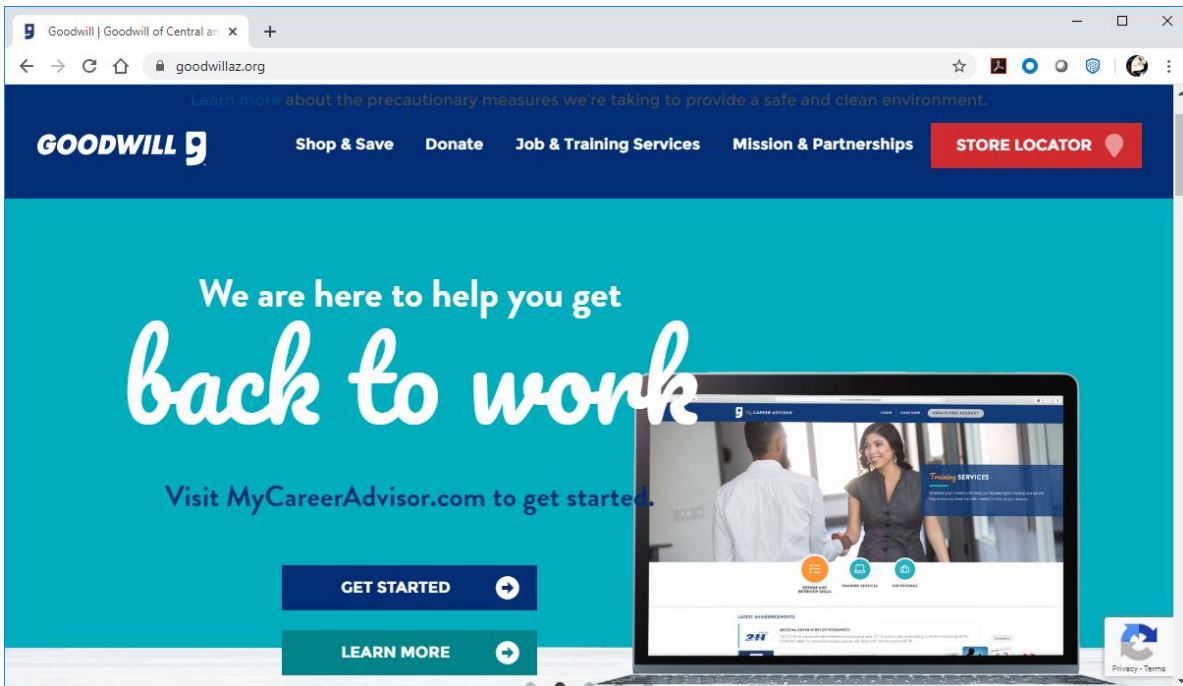
.COM	
.GOV	
.ORG	
.EDU	

Search Engines

What are 3 of the most popular internet browsers we use every day?

1.	2.	3.
----	----	----

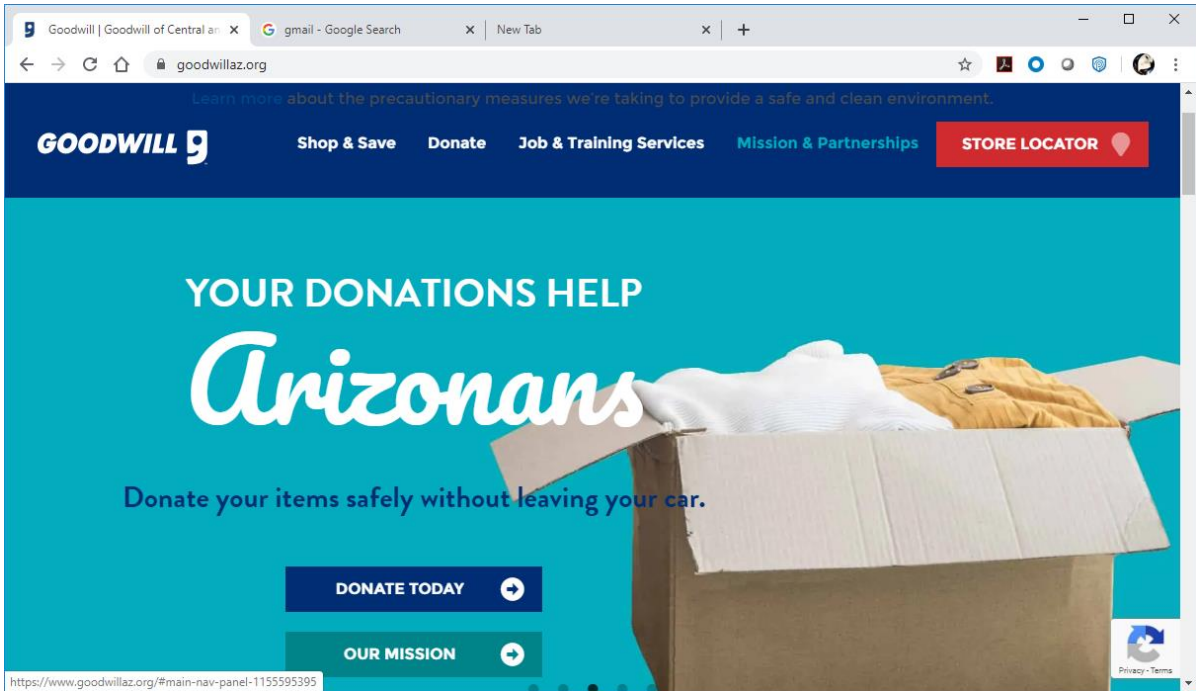
Browser Basics



Label the different parts of the browser window

1.	2.	3.	4.
----	----	----	----

Basic Computer Skills- 101




Label the tabs in the browser window

New Tab	
X	

Notes:

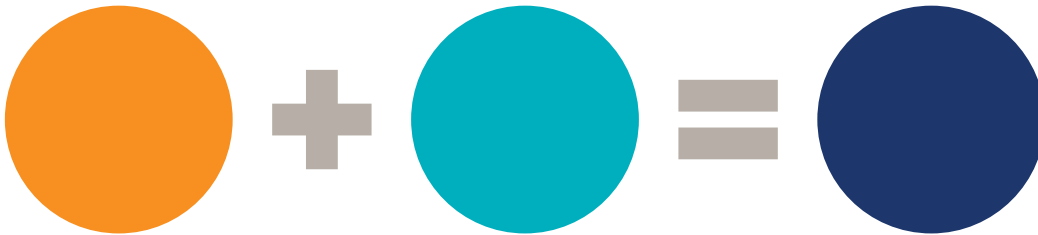
Email Etiquette

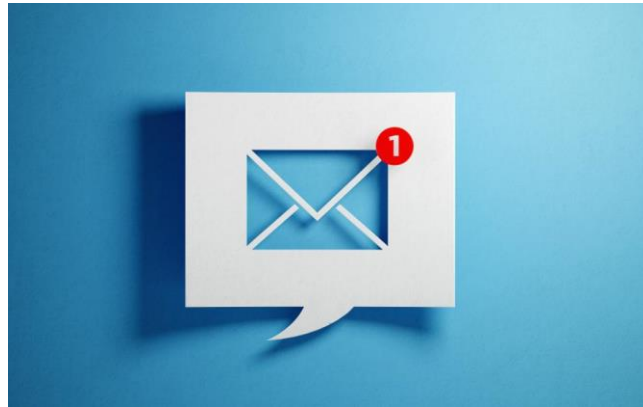
Notes:

Email

Fill in the blanks






Email Address



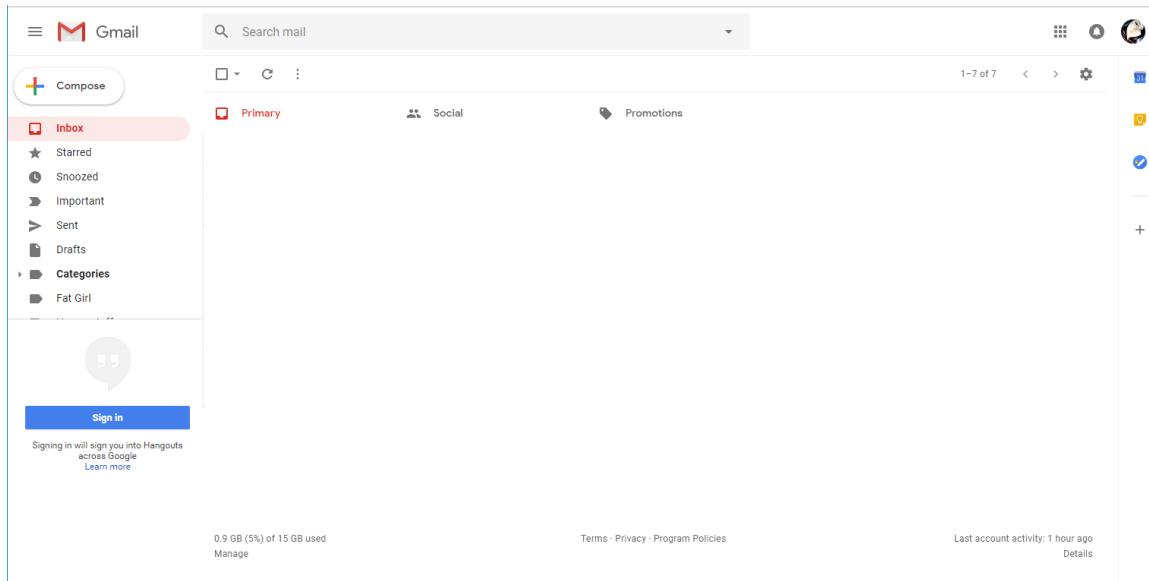
Username	
Domain	

Email sign-up

Notes:

Email Creation



Circle the button you would use to create a new email

Email Etiquette

To: sally.jobseeker@gmail.com; howard_johnson4587@yahoo.com; johnnyfootball@outlook.com;

Subject: FWD:

CONGRATULATIONS!

PUBLISHER'S CLEARING HOUSE WISHES TO AWARD YOU A GRAND PRIZE OF \$500,000! TO RECEIVE YOUR CASH PRIZE, PLEASE RESPOND WITH THE FOLLOWING INFORMATION: FIRST/LAST NAME, DATE OF BIRTH, SOCIAL SECURITY NUMBER, EMAIL ADDRESS, AND PHONE NUMBER.

SINCERELY,

PUBLISHER'S CLEARING HOUSE

1.
2.
3.

Email Replies





Reply	
Reply All	
Forward	

Describe what each button does.

Email Attachments

Which button will allow you to attach a file to an email?


Additional Resources


Label each file format

Windows 10

Operating Systems

 Outlook

 Windows 10

 Microsoft Word 2016

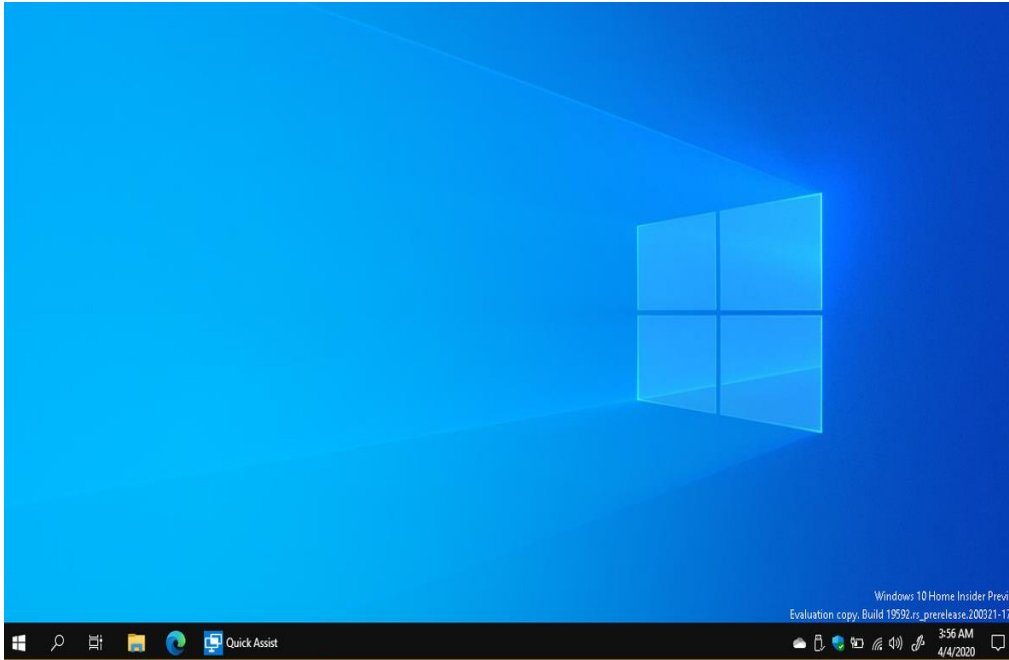
 Microsoft Office

Circle the correct operating system.

What is an Operating System?

An operating system is the most important software that runs on a computer. It manages the computer's memory and processes, as well as all of its software and hardware. It also allows you to communicate with the computer without knowing how to speak the computer's language. Without an operating system, a computer is useless.

Home Screen



Label the parts of the home screen.

1.	2.	3.
----	----	----

Default browser



Edge



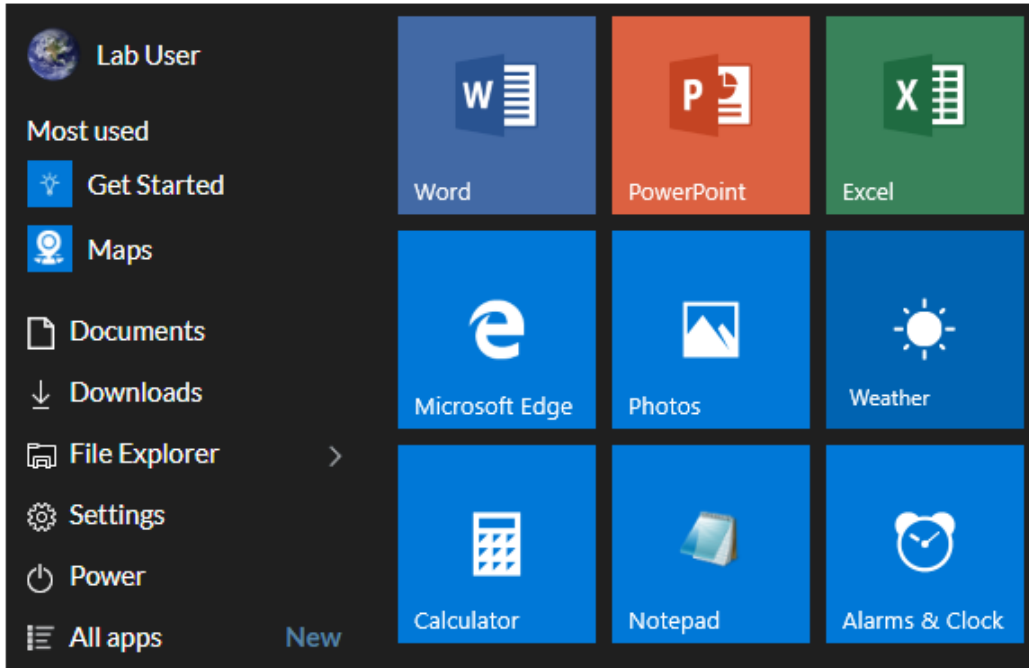
Cortana






Defender

Circle the Windows OS default browser

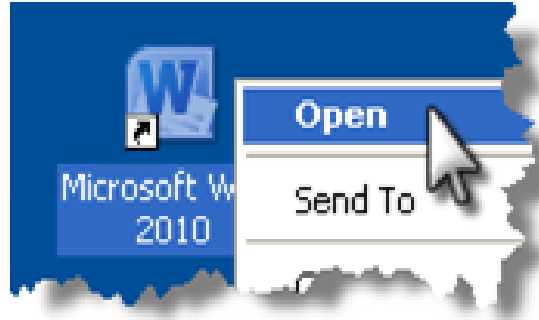
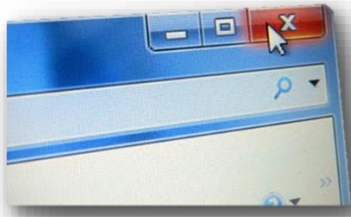
Microsoft Programs



Fill in the answer:

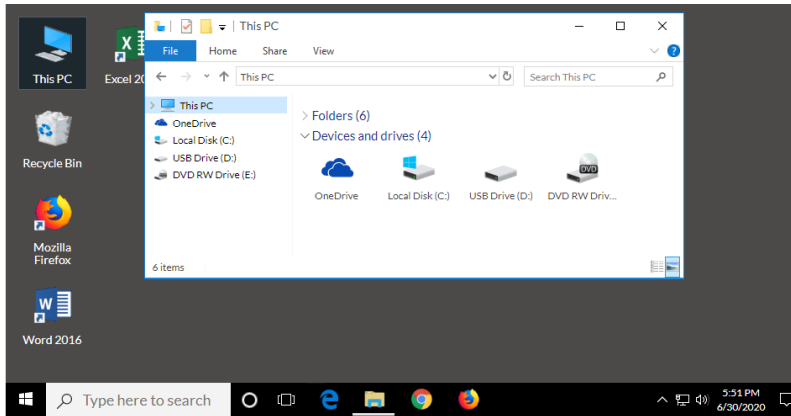
Additional program functionality



Fill in the purpose of each function

Right-Click	
Left-Click	
Close	

Devices and Drives



Label the correct answer for each device/driver

	Removable storage device
	Cloud storage drive

Shutting down Windows OS



Notes:
