

Course Lectures for “Basic Computer and Windows Skills”

Module 1 Introduction

1. Introduction

Module 2 Ergonomics

2. Ergonomics

Module 3 What is a computer

3. What is a computer

4. Functions and components of a computer

5. Keyboard and mouse

Module 4 Start the computer & getting to know the system

6. Start the computer

7. Windows desktop

8. The desktop icons & shortcuts

9. The Apps and system settings

10. Navigating File Explorer

Module 5 Creating folders and files

11. Create folders

12. Create files, save files

13. Rename folders, sub-folders and files.

14. Move folders, sub-folders and files

15. Saving folders and files to media.

16. Deleting and restoring folder and files

17. Search and help

Module 6 Printing and shutting down computer

18. Printing

19. Shut down computer