

Intro to Computers

This is a very basic course and is designed for the new computer user.

In this course you will learn:

- How to start up and shutdown your computer
- How to use the mouse and keyboard
- Clicking, Double Clicking & Scrolling
- What the desktop is and what is on it
- What a window is and how to make it smaller or larger
- About the start button and start menu
 - About submenus
- How to select and run a program
 - What Icons are
- Where your documents, pictures, music and other files are stored
 - How to get to the internet
- What portable storage devices are and what they look like