

Computer Basics

THE ESSENTIALS

Hardware, Software, and
Computer Overview
Buying a Desktop Computer
Buying a Notebook Computer
Upgrading a Computer

UNDERSTANDING HARDWARE

RAM and ROM
Mouse
Keyboard
Other Input Devices
Monitor
Printer Basics
Types of Printers
Input/Output Devices
Hard Drive
CD-ROM Drive
DVD Drive
Floppy Drive
Other Storage Devices
Formatting a Disk

UNDERSTANDING SOFTWARE

Understanding Graphical User Interfaces
Types of Software
Operating Systems

INTRODUCTION TO WINDOWS VISTA

Starting and Logging On to Windows Vista Home
Starting and Logging On to Windows Vista
Professional
Understanding the Windows Vista Screen
A Look at the New Windows Vista Start Menu
Using the Mouse: Pointing, Clicking and Double
clicking
Using the Mouse: Clicking and Dragging
Using the Mouse: Right-clicking
Using the Keyboard
Exiting Windows and Turning Off Your Computer

WORKING WITH A WINDOW

Starting a Program
Understanding the Parts of a Window

WORKING WITH PROGRAMS

Using Menus
Using Toolbars
Filling Out a Dialog Box
Entering Text in the WordPad Program
Editing Text
Saving and Opening a File
Selecting, Replacing, and Deleting Text
Using Undo
Printing a File
Getting Help by Contents
Getting Help with the Help Index and Search
Saving and Opening Files in Different Locations

WORKING WITH FILES AND FOLDERS

Understanding Storage Devices, Folders and Files
Using My Computer to See What's in Your
Computer
Opening a Folder
Creating and Renaming a Folder
Copying, Moving and Deleting a Folder
Opening, Renaming and Deleting a File
Copying and Moving a File
Restoring a Deleted File and Emptying the Recycle
Bin
A Closer Look at Files and Folders
Changing How Information is Displayed
Selecting Multiple Files and Folders
Using Windows Explorer
File Management Using Windows Explorer
Using MS-DOS

EXPLORING THE INTERNET

Introduction to the Internet
Connecting to the Internet
Displaying a Specific Web Page
Browsing the Web
Searching the Web
Adding a Web Page to Favorites and Changing
Your Home Page
Displaying a History of Visited Web Pages
Clearing the History of Visited Web Pages
Downloading Pictures and Files
Understanding Windows Firewall
Introduction to E mail