

Basic Computer Training Manual

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I.0.1 Computer Basics Student Manual - Texas

•Most of the basics remain the same, particularly on other Windows versions •Exact instructions may differ . Objectives •Basic knowledge of computer components •Turning on and off the computer •Running a program •Handling files . Basic Terminology Computer

Beginning Computer Literacy

When you have logged on to the computer, you will see a number of small pictures, called icons, on the screen in front of you. When the screen looks like this, it is called the "Desktop". Let's look at a couple of the icons. They are shortcuts to other items. My Computer This lets you explore the files and folders on the computer.

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follows very specific instructions over and over. A computer cannot learn and, unless told to do so, won't respond to anything. Think of it as a very dumb dog that you have to teach to catch a ball every day and every time you want to play.1 Computers do very complex math. Mind you, it is always related to the basics: add, subtract, multiply ...

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