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functions such as  
backspace, enter / return,

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space bar, delete, tab, shift and caps lock. Basic typing skills. 2. Learning How to Use an

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Chief Focus: Windows or Mac OS X. Think of an operating system (OS) as the interface which lets you communicate with the computer.

Basic Computer Skills:

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## A Guide For Complete Beginners ...

The basic parts of a computer are as follows

- Input Unit –

Devices like keyboard and mouse that are used to input data and instructions to the computer are called

input unit. Output Unit

- Devices like printer and visual display unit that are used to provide



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Here is what they do:  
Click the first box going  
from left to right. Oh  
no! It's gone! Don't be  
startled because  
Notepad hasn't been  
lost in... To get it back,

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look at the bottom of the screen. You will see a rectangular box that says "Untitled - Notepad". Almost... Click the middle square. Notepad ...

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By double clicking, you are usually prompting the computer to take an action on the item you selected (double clicking on an icon on your computer desktop may open or start a program). Click and

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drag: Press and hold down a mouse button (usually the left button). As you hold down the button, move the mouse in any direction.

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Top 10 Computer Tips.  
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functions . 8 Surf the  
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Steps By Greg ...

A computer is an  
electronic device that



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receives input, stores or processes the input as per user instructions and provides output in desired format.

Computers have become an integral part of our lives because they can accomplish easy tasks repeatedly without getting bored and complex ones repeatedly without committing errors.

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## Tutorial - Tutorialspoint

A computer consists of four major parts: the input, output, CPU (central processing unit), and memory. Input consists of anything you will add into the computer (microphone, keyboard, mouse, scanner), and output is how the computer gives

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back to you (think The  
screen, speakers, etc.).  
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We will learn the basics of using a computer bit by bit. Each section will be a different computer topic and there will be several lessons in each section. We will learn about using your computer, computer parts such as the mouse, monitor, keyboard, USB and Ethernet as well as topics such as computer

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