# Basic Computer Skills

## Hardware and Software

- What is Computer Hardware?
- Overview of the Main Components of a Computer
- What is Computer Software?
- Overview of Operating Systems and Applications
- Keyboard and Mouse Shortcuts

## Using Windows

- The Start Menu and Taskbar
- Using the Desktop
- Searching for Files and Programs

## Files and Folders

- Using Windows Explorer/File Explorer
- Navigating through the folder system
- Creating folders
- File types for different programs

## Using Microsoft Word

- Create a basic document
- Create a document based on a template
- Spell check
- Save document with correct naming

## Using the Internet

- Understanding Browsers
- Using Search Engines
- Setting Home Pages
- Creating and Accessing Bookmarks/ Favourites
- Downloading Files

## Security Basics

- Understanding Computer Risks
- Creating Safe Passwords
- Viruses/Malware
- Safe Browsing

*\* Course content can be modified to suit your organisation*

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