



MPACT
STRATEGIC CONSULTING



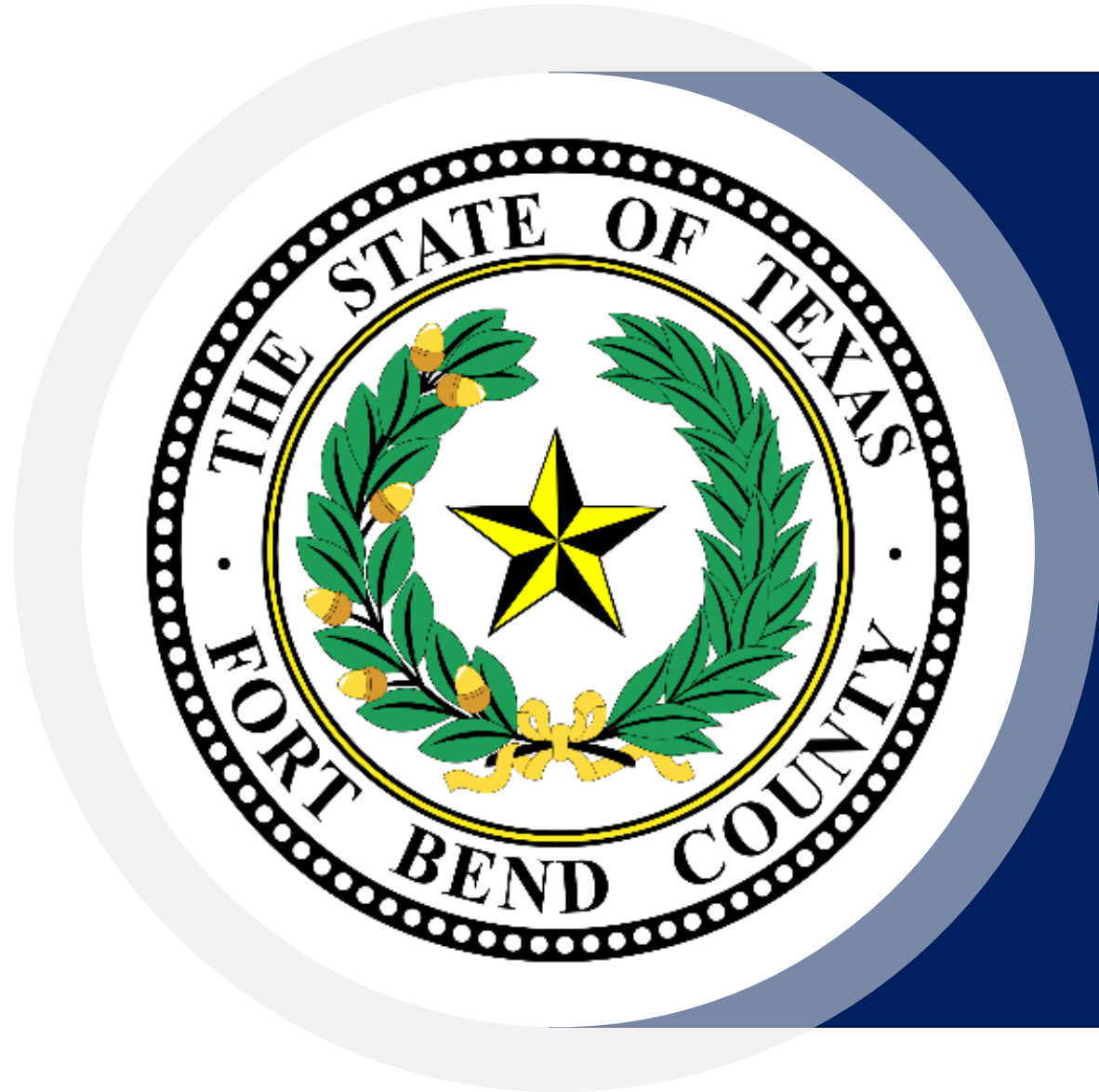
COMPUTER BASICS

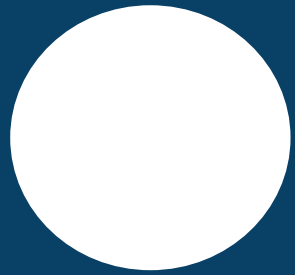
NOVEMBER 23, 2021



OVERVIEW

- 1 — INTRODUCTION TO COMPUTER BASICS
- 2 — BROWSING THE INTERNET
- 3 — MAINTAINING YOUR COMPUTER
- 4 — RESOURCES





INTRODUCTION TO COMPUTER BASICS

Introduction to Computer Basics

In the information age, computer skills have become required for running a competitive business.

This training will walk participants through the basics of operating their Windows Personal Computer (PC) and provide them resources for further education.

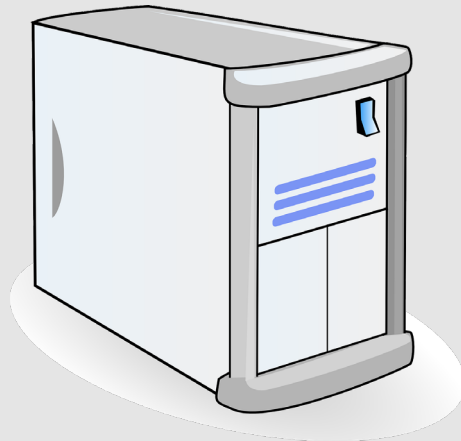


[Video link](#)

Your Computer

Your computer is composed of multiple pieces working together. Typically, a complete computer setup contains:

- **A computer case (or chassis) containing the computer components, like the CPU and motherboard, which do the computing**



For the sake of this course, we will use the word “computer” to refer to your entire setup.

Your Computer

Your computer is composed of multiple pieces working together. Typically, a complete computer setup contains:

A monitor, or screen, which displays the image (a laptop will have its own built-in screen)



For the sake of this course, we will use the word “computer” to refer to your entire setup.

Your Computer

Your computer is composed of multiple pieces working together. Typically, a complete computer setup contains:

- **Peripherals, which allow you to interact with your computer. These include a:**

- **Keyboard**



- **Mouse or touchpad**



- **Webcam and/or headset**



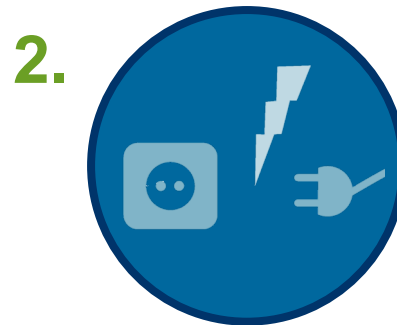
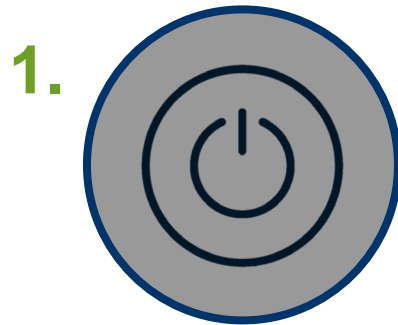
For the sake of this course, we will use the word “computer” to refer to your entire setup.

Start Up

To turn on your computer, find and press its power button.

If you have pressed your power button but the computer has not begun its startup sequence, ensure it is:

- **Plugged in** (or its battery is charged if it is a Laptop)
- **Connected to the monitor**, and that the monitor is plugged in and turned on



Logging In

After your computer has powered on, **follow the prompts on-screen to either create an account or log in to an existing account.**



[Video link](#)

Desktop Layout

Once your computer has powered on and you have logged in to your account, your computer will display your desktop.

Desktop: Your computer's large background, or "home screen." Think of your desktop like a tabletop, upon which you can place your files and organize your belongings.

On a new computer, the desktop is largely blank, but it can be highly customized to suit your personal tastes, filled with files and shortcuts for easy access, and its background image can be changed.



Navigation

To navigate around your computer, drag your mouse cursor via your mouse or trackpad over the icon you would like to explore and double-click (clicking twice rapidly) the left mouse button. Doing so will open the application or folder you clicked on.

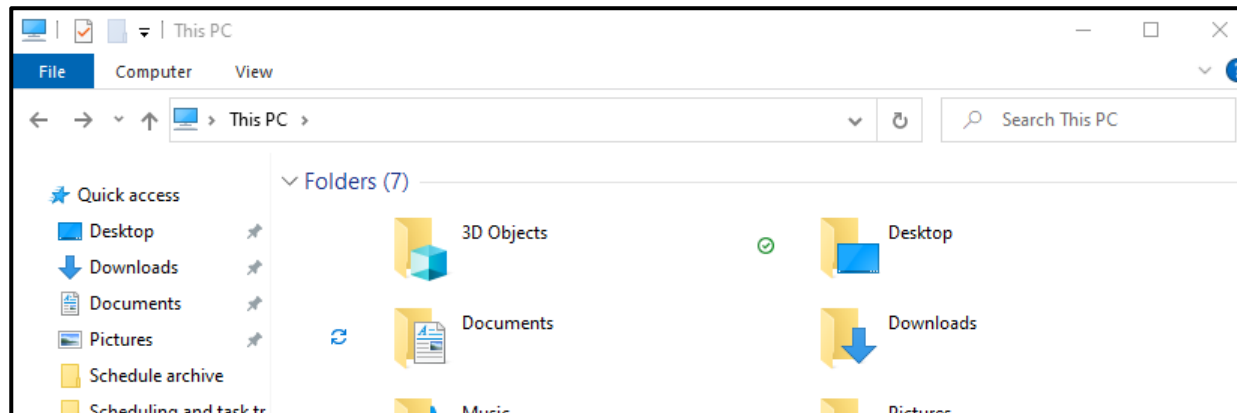


Tip: Your mouse typically has three parts. **A left button, right button, and a scroll wheel.** Typically, the left mouse button is used to select, the right button is used to open an information menu, and the scroll wheel is used to scroll through screens.

Folders

Your computer uses folders to file and organize for your applications, files, and anything else stored on your computer. Windows comes with pre-existing folders, including the system folders named:

- **Desktop**, which contains all the files and folders you place on your desktop
- **Downloads**, which contains all the files you download from the internet
- **Documents**, which is typically where you will store your files and documents
- **Pictures, Music, and Videos**, which are typically used to store these file types separately





Knowledge Check

Select the correct answer.

Your main navigation tool is your:

- A. Keyboard
- B. Motherboard
- C. Mouse or trackpad
- D. Case



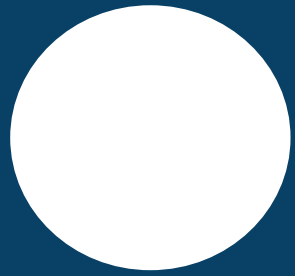
Knowledge Check

Select the correct answer.

Your main navigation tool is your:

- A. Keyboard
- B. Motherboard
- C. Mouse or trackpad**
- D. Case

The other answers listed are important parts of the computer, but they are not your primary method of navigation.



BROWSING THE INTERNET

Internet Browsers

Internet browsers are applications used to surf the internet. While there are a wide variety to choose from, they differ in the features they provide the user.

the most popular include:



Google Chrome – Integrated Google Accounts



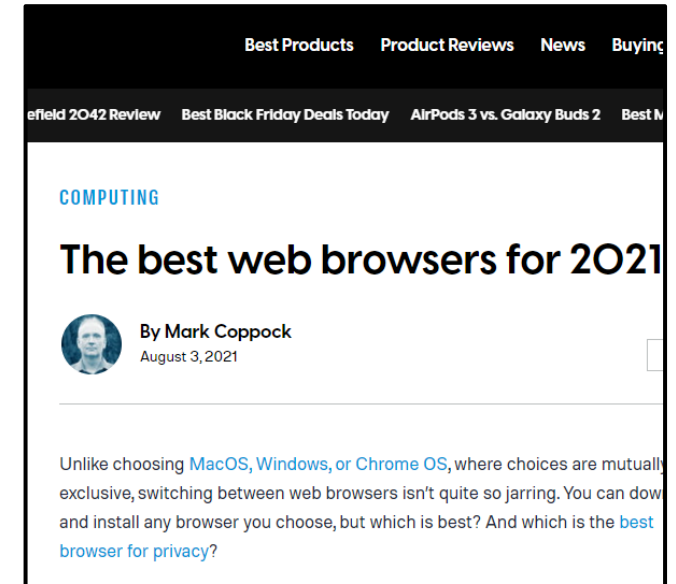
Microsoft Edge – Microsoft-focused features



Mozilla Firefox – Better privacy



Opera – More built-in features



Click the image and
browser names for more
information

Using Search Engines

Search engines are websites, accessible by internet browsers, that take user-provided keywords and scour the internet to find the most relevant websites.

The most popular include:



Google



Bing



Yahoo

Click the browser names for more information

Tip: Like browsers, search engines have similar levels of performance, and choosing one comes down to personal preference and slight feature differences.



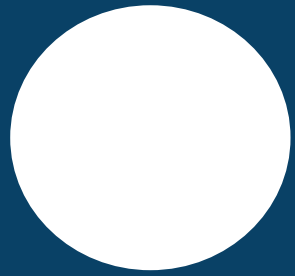
Knowledge Check

Select the correct answer.

An internet browser is:

- A. **An application used to access and explore the internet**
- B. Websites that take user-provided keywords and scour the internet
- C. Someone who helps you find the right internet service provider
- D. Someone who browses the internet

An internet browser is an application used to access and explore the internet.

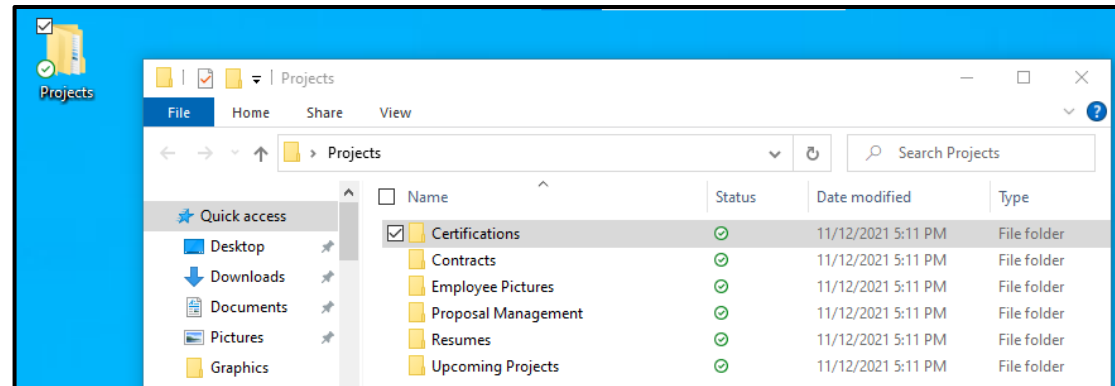


MAINTAINING YOUR COMPUTER

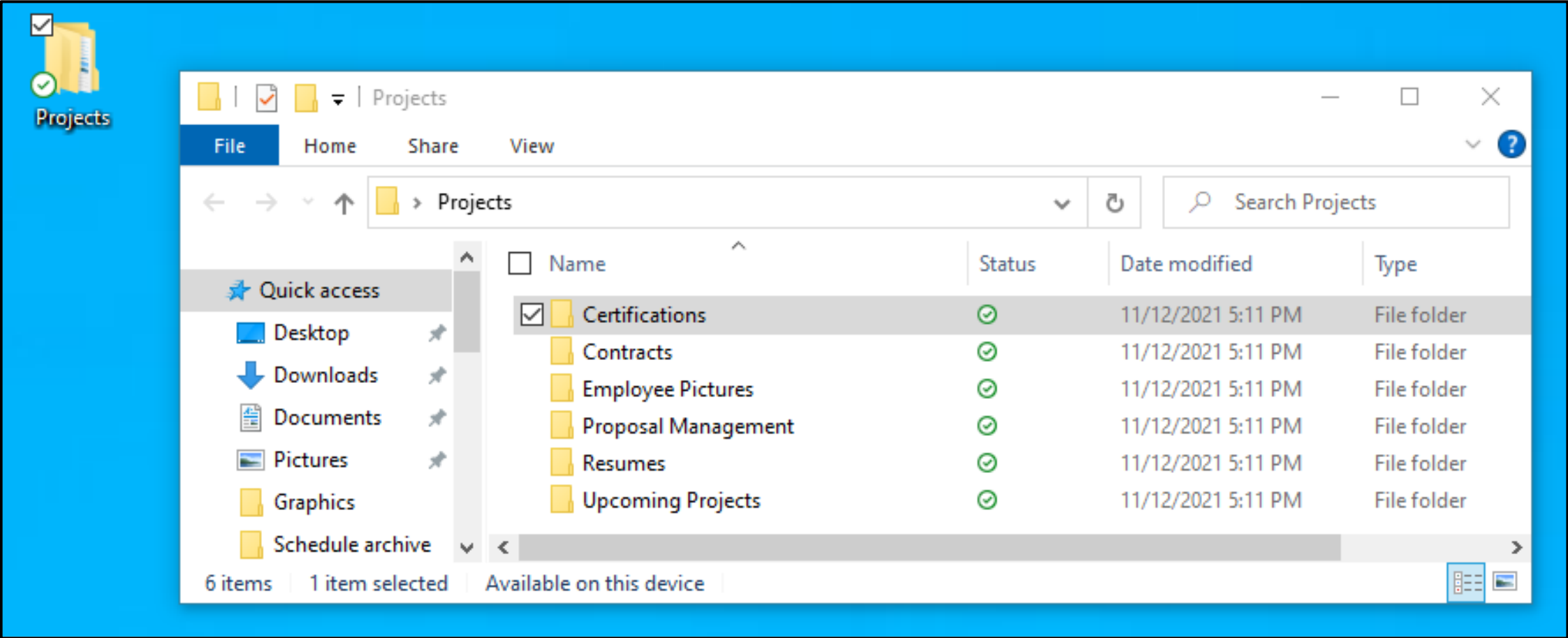
Organizing Your Computer

Once you've become comfortable with your computer, you may occasionally find your work slowed by unorganized files. Take some time to clean up your computer and you won't regret it.

One great way to start organizing your computer is to use folders. **Like file folders in real life, folders on your computer can even be nested (placed inside other folders) to group similar folders together.**



Organizing Your Computer



The Task Bar

The task bar runs along the bottom of your screen and contains the following:

- **Windows “Start Menu” button, which allows you easy access to settings and applications**



The Task Bar

The task bar runs along the bottom of your screen and contains the following:

- Search bar, which you can use to find any file, application, folder, or document stored on your computer



The Task Bar

The task bar runs along the bottom of your screen and contains the following:

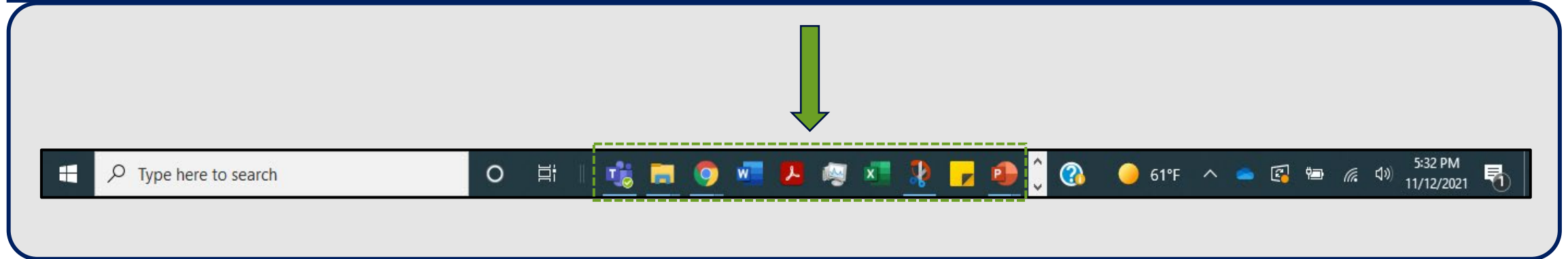
- **Cortana, Windows' built-in digital assistant**



The Task Bar

The task bar runs along the bottom of your screen and contains the following:

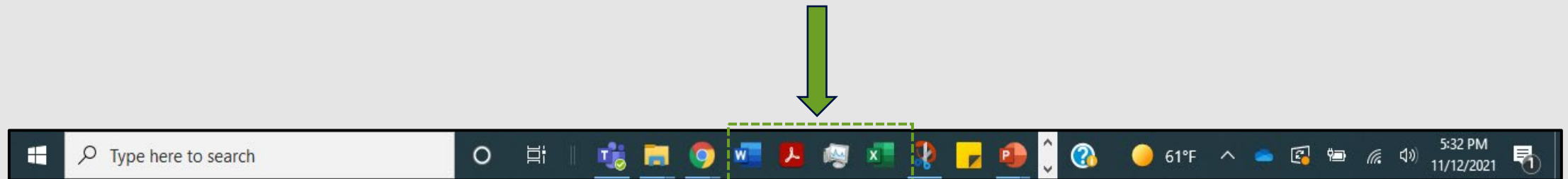
- All currently opened files, applications, folders, and documents



The Task Bar

The task bar runs along the bottom of your screen and contains the following:

- All pinned applications and folders. Pinning folders or apps (by right-clicking on them and choosing “Pin to taskbar” will attach the selected item to the task bar, making it easier to find)



The Task Bar

The task bar runs along the bottom of your screen and contains the following:

- **Your widgets menu, which can be customized to display weather information, internet connectivity information, the time and date, and other widgets**

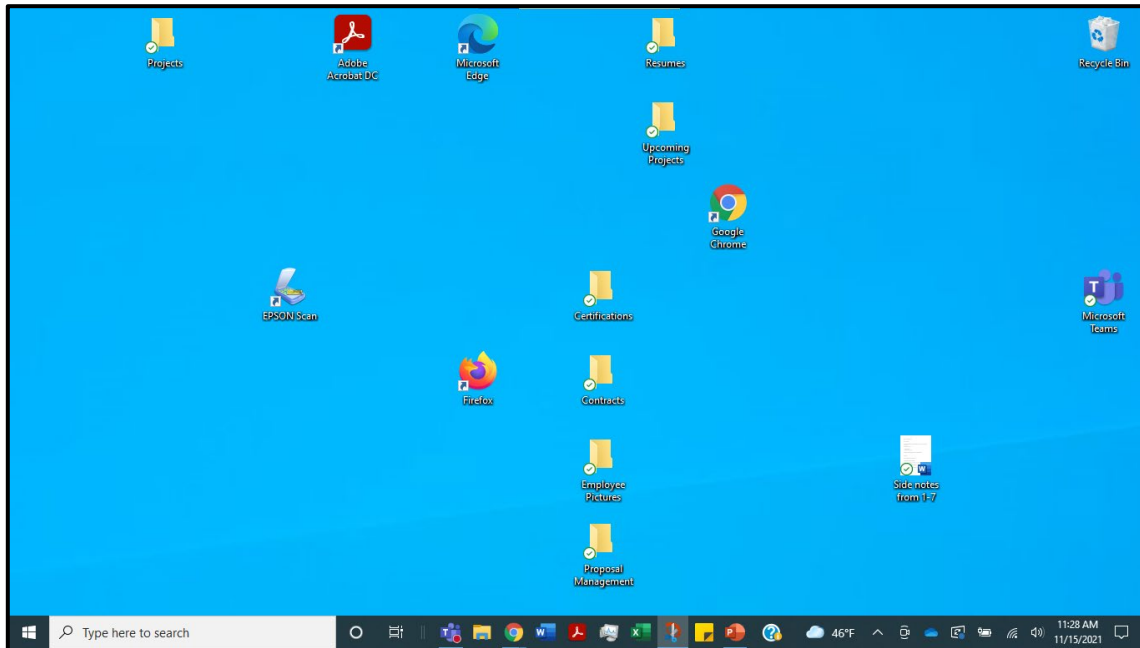


Desktop

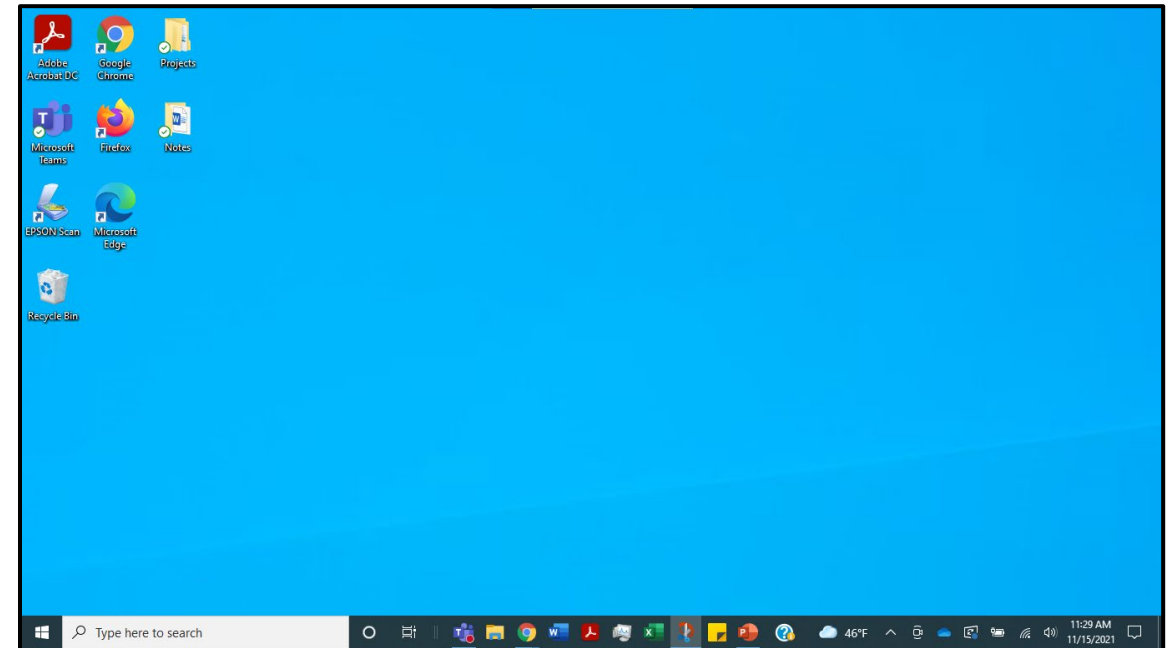
As discussed earlier, **you can customize your desktop and folders to more easily access your files, documents, folders, and applications.**

Below is an example of a poorly optimized desktop vs a well optimized one.

Before Clean-up



After Clean-up





Updating Your Computer

Users are recommended to regularly update Windows. Windows' updates contain security improvements and keep your applications and systems running quickly and securely.

To update your computer:

1. Search “update” in the search bar next to the Windows button
2. Click “Check for Updates”
3. If the update is downloaded and ready to go, click “Restart now” if you are ready to restart. If not, click “download”

Tip: You must restart your computer to install the new updates. Make sure you save all your work before restarting; otherwise, it may be lost. Your computer will also notify you of existing updates. Follow your computer's prompts to install pending updates.



Using Security Software

While the Windows Defender built into Windows 10 is free and pre-installed with Windows, users are still highly encouraged to use a third-party security program to protect their computer against:

- **Malware**
- Viruses
- Hackers

Malware is a term used to describe multiple kinds of malicious software designed to damage or take over your system. These include:



Using Security Software

While the Windows Defender built into Windows 10 is free and pre-installed with Windows, users are still highly encouraged to use a third-party security program to protect their computer against:

- **Malware**
- **Viruses**
- Hackers

A **computer virus** is a small program that spreads between computers and disrupts, corrupts, and even destroys data on your computer.

Viruses mostly spread via the internet, often through email attachments and downloads.

- Viruses
- Trojan horses
- Spyware
- Worms

Using Security Software

While the Windows Defender built into Windows 10 is free and pre-installed with Windows, users are still highly encouraged to use a third-party security program to protect their computer against:

- **Malware**
- **Viruses**
- **Hackers**

A **hacker** is an individual who uses computer skills and software to try to access your computer, accounts, or personal information.

Hackers may attempt to attack your computer with a variety of malware.

The best internet security suite

By Paul Wegeneil, 8 days ago

Click the image for more information



Knowledge Check

Select the correct answer.

Updating your computer:

- A. Requires computer expertise
- B. Is a waste of time
- C. Keeps your computer parts clean and free of rust
- D. Keeps your applications and systems running quickly and securely



Knowledge Check

Select the correct answer.

Updating your computer:

- A. Requires computer expertise
- B. Is a waste of time
- C. Keeps your computer parts clean and free of rust
- D. Keeps your applications and systems running quickly and securely**

Windows' updates contain security improvements and keep your applications and systems running quickly and securely.



RESOURCES

Introduction to Computer Basics — Resources

Review the following links on your own time to learn more about the subjects presented in this training:

- [Windows 10 Beginners Guide](#)
- [How to use Windows 10](#)
- [How to use Windows 10](#)
- [How to setup windows 10 on a new desktop computer or laptop in 2021](#)

Maintaining Your Computer — Resources

Review the following links on your own time to learn more about the subjects presented in this training:

- [How to use Windows 10](#)
- [Update Windows](#)
- [How to prevent and remove viruses and other malware](#)
- [Best Internet Security Suites](#)
- [Best Antivirus](#)
- [Best Antivirus Protection](#)