
Computer Basics 2.0

Prerequisite

Computer Basics recommended but not required

Instructor

Chris Hague
chrish@conejoadulted.org

School Phone

805-497-2761

Room Location

Per Catalog

Overview:

Ready for a full meal instead of just a taste? Learn more about your PC and how to get the most from your Windows experience! Improve your confidence doing everyday computer activities. Topics will include: Using Search and File Explorer to find what you are looking on your computer and the Internet, Outlook and Cloud email skills, organizing and transferring your personal files, backup and storage, protecting your computer, and much more.

Class Resources:

Each student will receive a course outline, new terminology, and other useful handouts.

Bring These Items To Class Daily:

- Pen or Pencil, note pad, flash drive

Instructional Procedure:

The instructor will lecture while demonstrating various techniques on a large screen at the front of the room. Students will follow along on their own classroom computer. Students may ask questions throughout the course.

Class Topics

Review of Windows Basics

- Navigating around your PC
- Starting and Controlling Apps
- Accessing Email and the Internet

Finding Files

- Storage Devices and your USB Flash Drive
- Searching and Browsing
- Creating, Renaming, Moving, Copying, Deleting

Using Email

- Outlook and Gmail

Using the Internet

- Microsoft Edge (previously called Internet Explorer)
- Surfing the Web and Doing Business

Backup, File Sharing, and Computer Protection

- Cloud, PC, Flash Drive
- Antivirus Protection