

# Basic Computer Course

**Course Duration: One And half Month**

## **1. Introduction to Computers**

- What is a computer?
- Types of computers (desktop, laptop, tablet)
- Basic components (CPU, monitor, keyboard, mouse)

## **2. Operating System Basics**

- What is an operating system?
- Introduction to Windows / macOS / Linux
- File and folder management
- Basic settings and personalization

## **3. Input and Output Devices**

- Mouse, keyboard, scanner, microphone
- Monitor, printer, speakers

## **4. Typing and Keyboard Skills**

- Home row keys
- Touch typing practice
- Shortcuts (Ctrl+C, Ctrl+V, Alt+Tab, etc.)

## **5. Working with Software Applications**

- Microsoft Word: typing, formatting, saving documents
- Microsoft Excel: basic data entry, formulas
- Microsoft PowerPoint: creating simple presentations

## **6. Using the Internet**

- What is the internet and how it works
- Using a browser (Chrome, Firefox, Edge)
- Search engines (Google, Bing)

- Safe browsing practices

## **7. Email Basics**

- Creating an email account
- Sending and receiving emails
- Attaching files

## **8. Cybersecurity Awareness**

- Password safety
- Recognizing phishing and scams
- Safe software downloads

## **9. Basic Troubleshooting**

- Common computer problems and solutions
- Restarting, updating, virus scans

## **10. Introduction to Cloud Services**

- Google Drive / OneDrive basics
  - Uploading and sharing files
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