

# Outline – Introduction to Computers

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## **Computer Basics**

- Hardware and Software
- Using the Mouse
- Memory
- Storage Devices

## **Window Basics**

- Working with Windows
  - The Windows Desktop
- Working with Windows in Windows
  - Moving a Window
  - Resizing a Window
- Manipulating Windows
- Using the **START** Button
- Creating Shortcuts
- Using Menus
- Using the Keyboard
- Using the Toolbars
  - Moving a Toolbar

## **Managing Files, Folders and Disks**

- Using the Windows Explorer
  - Renaming Files
  - Creating Folders
  - Moving Files
  - Deleting Files
  - Restoring Deleted Files
- Managing Files

## **Word Basics**

- Starting Word
- The Word Window
- Creating a New Document
- Saving a New Document
- Opening Documents
- Moving Through Documents
- Editing Text
- Previewing Documents
- Printing Documents

## **Excel Basics**

- Starting Excel
- The Excel Window
- Moving Through Worksheets
- Creating a New Worksheet
- Saving a Worksheet
- Opening a Worksheet
- Editing Data
- Previewing Worksheets
- Printing Worksheets

## **Creating Formulas**

- Adding Cells
- Subtracting Cells
- Multiplying Cells
- Dividing Cells

***Please feel free to add any feature you are interested in learning.***