# Windows Basics: all topics

Windows Basics topics are designed to introduce you to personal computing and the Windows <u>operating system</u>. Whether you're a beginning computer user or someone with experience using a previous version of Windows, these topics will help you understand the tasks and tools you need to use your computer successfully.

#### Learn about your computer

- <u>Introduction to computers</u>
- Parts of a computer
- Using your mouse
- <u>Using your keyboard</u>
- <u>Turning off your computer properly</u>

#### **Desktop fundamentals**

- <u>The desktop (overview)</u>
- <u>The Start menu (overview)</u>
- <u>The taskbar (overview)</u>
- <u>Desktop gadgets (overview)</u>
- <u>Working with windows</u>
- Using menus, buttons, bars, and boxes

#### Programs, files, and folders

- Using programs
- Working with files and folders
- <u>Getting started with printing</u>
- <u>Getting started with Paint</u>

#### Internet, e-mail, and networking

- Getting started with e-mail
- <u>Understanding security and safe computing</u>
- <u>Setting up a wireless network</u>

### **Pictures and games**

- Working with digital pictures
- Learn about Windows games

## Help and support

- <u>Getting help</u>
  <u>What accessibility features does Windows offer?</u>