

## Things to do with a new computer

*ComputerPals Volunteers will show you how ... Just ASK*

- Rearrange the desktop if necessary.
- Consider running the computer manufacturer's built-in apps.
- Add additional software programs including safety software and computer cleaners.
- Select an internet provider, join the Internet (Note:- A broadband connection is necessary) and use a search engine (like Google, Bing or Yahoo)

**Using a mouse and/or touchpad.** Left and right buttons, clicking, dragging, hovering, and scrolling.

**File Explorer:** Learn the simplest way to navigate around your computer using File Explorer.

**Add Software:** Most computers, as supplied, can do very little other than visit the internet and collect and arrange photographs. Further software is usually necessary for word processing, numerical work such as spreadsheets, and more advanced photographic work such as improving print quality, creating filmstrips, copying to DVD's etc.

**Safety Software.** There are many paid for options including Norton, Kaspersky, (free if with Barclays), McAfee (free if you are with BT broadband), or free programs such as AVG, Sophos and AVAST.

**Computer Cleaners.** These are necessary to keep your computer running efficiently. A recommended free program is called cCleaner and is available on the internet from Piriform.

**Word processing.** The most common software for the PC for this work is Microsoft WORD (a section of Microsoft's Office suite).. This program has to be purchased but a free program called Libra Office can be downloaded and contains most of the features of WORD.

**Numerical Work** Microsoft's EXCEL satisfies this type of work and is also included in Microsoft Office. Libra Office also includes a spreadsheet package that is similar to Excel.

**Managing Photographs.** Storing, photo enhancement, etc.

### **E-mail**

How to choose an e-mail client application and create an e-mail account

How often to read e-mail

How often to delete, or permanently delete, e-mail

How to deal with junk mail

**Backing up your data** When, how and why you should consider making copies of your computer and data important to you.

