

Introduction to basic computing (in Windows 8/10)

Summary of tutorials covered:

Clients new to computing might benefit from a structured approach to using a personal computer or laptop (I make no significant distinction between the two). There are *four* areas covered; I have emphasised W8 as most new clients will be upgrading from W7 or have it already, but methods are still broadly applicable to W7. Each topic can be taken in sequence or individually; there is a separate sheet for each.

1. Introduction to basic computing skills, including:

- Use and function of mouse and cursor
- Start screen vs Desktop view
- customising Start screen views in W8 (or desktop in W7)
- Charms, corners and shutting down
- Using Windows Action Centre

2. Navigation, including:

- Use of mouse and touch pad
- Use of File Explorer to locate files, pictures and folders.
- Folder/Path view to navigate file structure and external devices.
- Searching for files and folders (from Start screen *and* Windows Explorer)
- How to locate and then *safely* copy files between folders (and USB drives) etc, using copy & paste rather than click & drag etc.
- Customising and moving around in Tiles, on the Start screen.

3. General Housekeeping, including:

- Reasons for User *and* Administrator accounts and how to set up.
- Safety and Security (antivirus measures; automatic updates; using Windows Action Centre (available in W7 and W8).
- The necessity for routine document save *and* data backup.
- Regular removal of accumulated 'rubbish' for faster operation and quicker start-up (CCleaner etc).
- Deleting and Uninstalling (use, differences etc).

4. Safe Surfing, including:

- **Emails, including** setting up an account, using/importing attachments, folders, fraudulent or suspicious attachments.
- Using the internet and internet browsers such as Google; awareness of internet scams; Checking secure channels when sharing personal data; the Google Auto fill and password fill function.

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