

Basic Home Computer Skills

Lesson 1 - Getting Started

- Switch On Computer
- Start Programs
- Close Programs
- Restore A Window
- Maximise A Window
- Minimise A Window
- Use A Menubar
- Use A Toolbar
- View A Website
- Use Hyperlinks
- Website Navigation
- Shut Down Computer

Lesson 2 - Basic Word Processing

- Create A New Document
- Move Cursor Using Arrow Keys
- Insert Text
- Delete Text
- The Shift Key
- The Caps Lock Key
- The Space Key
- The Enter key
- Undo Mistakes
- Save A File
- Print
- Close A File
- Open A File

Lesson 3 - Basic Internet Skills

- Print A Web Page
- Revisit Web Pages
- AutoComplete
- Browser Windows
- Buying On-line
- Using Google

Lesson 4 - Basic E-mail Skills

- Setup An E-mail Account
- Sign In To Your E-mail Account
- Read Messages
- Sign In To Your E-mail Account
- Send An E-mail Message

Lesson 5 - Using E-mail

- Print An E-mail Message
- Reply To An E-mail Message
- Delete An E-mail Message
- View Sent Items
- View Deleted Items