Computer Basics

The Keyboard

Escape Key

Function Keys

Keyboard Control Keys

Main Keyboard

Arrow Keys

Numeric Keypad

Keyboard Shortcuts

Use a Keyboard Shortcut: Press and hold 1 or more modifier keys (such as Shift or Ctrl) and then press the last key of the shortcut.

Open	**Ctrl + O**
New	**Ctrl + N**
Save	**Ctrl + S**
Print	**Ctrl + P**
Cut	**Ctrl + X**
Copy	**Ctrl + C**
Paste	**Ctrl + V**
Select All	**Ctrl + A**
Undo	**Ctrl + Z**
Redo	**Ctrl + Y**
Bold	**Ctrl + B**
Italicize	**Ctrl + I**
Underline	**Ctrl + U**
Left Align	**Ctrl + L**
Center Align	**Ctrl + E**
Right Align	**Ctrl + R**
Find	**Ctrl + F**
Replace	**Ctrl + H**

The Mouse

Left Mouse Button

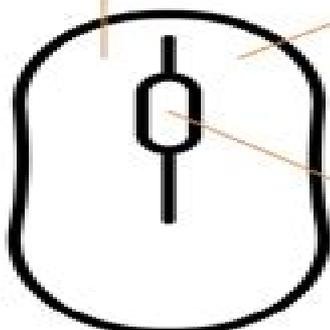A left mouse click can do things like select an option or a file, or open a menu or link.

Quickly click the left button twice in a row without moving the mouse to execute a double-click. A double-click usually opens an item or folder.

Right Mouse Button

A right mouse click usually displays a list or menu of things you can do with the selected item.

Scroll Wheel

Turn this wheel to move up and down a page.

Toolbars, Ribbons, and Menus

Toolbars

Toolbars display buttons for navigating, formatting, and other application-specific functions.

Ribbons

Ribbons appear at the top of the window. Related commands are grouped into tabs.

Menus

Menu bars appear at the top of a window. Each menu in the menu bar contains a related group of commands used for working with the application.

Computer Basics Guide Types

KJ Lindholm-Leary

Computer Basics Guide Types:

Computer Basics Absolute Beginner's Guide, Windows 11 Edition Mike Miller,2022-06-29 Make the most of your Windows 11 laptop or desktop computer without becoming a technical expert This book is the fastest way to get comfortable get productive get online get started with social networking make more connections and have more fun Even if you ve never used a Windows computer before this book shows you how to do what you want one incredibly clear and easy step at a time Computer basics have never ever been this simple Who knew how simple using computers could be This is today s best beginner s guide to using your computer or tablet with the Windows 11 operating system simple practical instructions for doing everything you really want to do Here s a small sample of what you ll learn Set up your computer and personalize the Windows 11 Start menu and desktop Connect to the Internet and browse the Web with Microsoft Edge Get started with social networking on Facebook Twitter Pinterest and LinkedIn Video chat with Zoom and Microsoft Teams Use Windows 11 s built in apps and find great new apps in the Microsoft Store Connect printers and external storage Connect to a home wireless network or public Wi Fi hotspot Go online to shop and sell including ordering food and groceries online Get work done quickly with Microsoft Office Organize view and share photos Listen to streaming music with Pandora and Spotify Watch streaming movies and TV shows with Amazon Prime Video Disney HBO Max Hulu Netflix and more Protect yourself against viruses spyware and spam *Computer Basics Absolute Beginner's Guide, Windows 10 Edition (includes Content Update Program)* Michael Miller,2019-10-25 Updated for the Latest Windows 10 2019 This is today s best beginner s guide to using your computer or tablet with the Windows 10 operating system Make the most of your Windows 10 notebook or desktop computer without becoming a technical expert This is the fastest way to get comfortable get productive get online get started with social networking make more connections and have more fun Even if you ve never used a Windows computer before this book shows you how to do what you want one incredibly clear and easy step at a time Here s a small sample of what you ll learn Set up your computer and use the Windows 10 Start menu and desktop Connect to the Internet and browse the Web with Microsoft Edge Get started with social networking on Facebook Twitter Pinterest and LinkedIn Use Windows 10 s built in apps and find great new apps in the Windows Store Connect printers and external storage and set up automatic file backup Connect to a home wireless network or public Wi Fi hotspot Go online to shop and sell and smart search with Microsoft Cortana Get work done quickly with Microsoft Office Organize view and share photos Listen to streaming music with Pandora and Spotify Watch streaming movies and TV shows with Amazon Prime Video Hulu Netflix and more Protect yourself against viruses spyware and spam Keep your system running reliably at top speed Computer Basics - Absolute Beginner's Guide Michael Miller,2014 Guides beginning users through basic PC operations in Microsoft Windows demonstrating such tasks as personalizing Windows 8 1 connecting to the Internet using social networks working with apps playing music and performing routine maintenance *Absolute Beginner's Guide to Computer Basics* Michael Miller,2007

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