Basic Introduction to Computers – this course is for people who have never touched a computer, though computer users will learn many new things too. This course (or equivalent experience) is prerequisite to the other computer courses listed below. We look at:

- The physical parts of a computer (CPU, keyboard, monitor, mouse, etc.) and how they work
- Navigating the Windows desktop
- File and folder management, libraries, Windows Explorer
- Using programs
- Connecting to networks and the internet

Topic Outline:

1) **Introduction to Computers**

- Why are we here?
- What is a computer?
- Why do we use a computer?

2) **Getting Started**

- A look inside
- Terminology
- Types of computers
- The parts of a computer
- The keyboard and mouse

3) **Windows 10 Operating System**

- Desktop
  - Icons
  - Pointer
  - Taskbar
- date and time
- background
- Personalizing the desktop

4) **Windows Explorer**

- Parts of a Window
  - Back/forward buttons
  - address bar
  - search box
  - toolbar/command bar
  - menu bar
  - sizing buttons
  - navigation pane
  - view
  - moving a window
  - snap feature
- Working with libraries

5) Files and Programs

- Opening files or programs
- Saving your work
- Closing a program
- Help features

6) Creating and Managing Folders

- Creating folders
- Moving folders
- Renaming folders
- Deleting folders

7) Peripheral Devices

- What are peripheral devices?
- Managing peripheral devices
- Ports and plugins

8) Networks

- What is a network?
- What is a server?
- Why are networks useful?

9) Internet Basics

- Common terms
- The world wide web
- How to access the internet

10) Email Basics

- Why use email?
- Email addresses
- Email providers

11) Safety and Security

- Personal security
- Malware

12) Computer Maintenance

- Cleaning your hardware
- Disk Clean Up and disk defragmenter
- Backups

Remember, this course is for you. If there is anything else you want to know about, please ask!