

HARDWARE VS. SOFTWARE

PARTS OF A COMPUTER

- Monitor
- Tower Vs. Desktop
- Keyboard
- Mouse
- Printers

DRIVES

- Hard Drive
- CD Drive
- DVD Drive
- Pen Drive (Flash)

RAM

- How It Works

TURNING ON THE COMPUTER

DESKTOP

- Icons
- Taskbar
- Start Button
- Time
- System Tray
- Sidebar Gadgets
- AERO

WINDOWS

- Windows Sidebar
- Title Bar
- Menu Bar
- Tool Bar
- Status Bar
- Moving
- Sizing
- Closing
- Running A Program

CUSTOMIZING

- Desktop
- Control Panel Options
- Wallpaper
- Screen Saver
- Mouse

FILE MANAGEMENT

- Understanding File Management
- Moving Around
- Making Folders
- Renaming Folders
- Deleting Folders / Sub-Folders

SAVING

- Save
- Save As
- Save To Folders
- Save To Pen Drives
- Save To Desktop
- Burning to a CD

RECYCLE BIN

- Emptying
- Deleting
- Restoring

SELECTING

- Click, Ctrl Click
- Shift Click
- Ctrl A

CUT / COPY / PASTE

- Text & images
- Files
- Ctrl & Shift
- Send to a Pen Drive

PLAYING MUSIC CD'S

SHORTCUTS

- Creating

TASKBAR

- Moving
- Hiding

SYSTEM MAINTENANCE

- Run Disk Cleanup And Delete Non-Used Files
- Back Up Your Important Files
- Update Your Virus Protection
- Update and Run Ad-Aware
- Run Windows Update