

## **HARDWARE VS. SOFTWARE**

### **PARTS OF A COMPUTER**

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

### **DRIVES**

- Hard Drive
- Cd Drive
- DVD Drive
- Pen Drive

### **RAM**

- How It Works

## **TURNING ON THE COMPUTER**

### **DESKTOP**

- Icons
- Taskbar
- Start Button
- Time
- System Tray

### **WINDOWS**

- 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
- Using The Toolbar To Save
- 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**

### **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