

## **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
- AERO
- Taskbar
  - Notification Area
  - Start Button

### **WINDOWS**

- Title Bar
- Close, minimize/restore, maximize
- Address Bar
- Task Toolbar
- Views
- Status Bar
- Moving
- Sizing
- Closing
- Snap
- Shake
- Compare 2 windows

### **TASKBAR**

- Moving
- Jump Lists
- Pinning

### **CUSTOMIZING**

- Desktop Background
- Window Color
- Screen Saver
- Gadgets
- Control Panel

## **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
- Save to a CD/DVD

## **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

## **SYSTEM MAINTENANCE**

- Disk Cleanup
- Backing Up
- Windows Update