

Essential Laptop Computer Skills: Checklist

If you don't know what it means, don't check it. If you know what it means but can't do it without help, don't check it. If you know what it means and can do it – Check it! Need to learn the unchecked items? Get Geeks on Tour's Boot Camp.

Turning it On and Off

- Computer Restart/Reboot
- Computer Shutdown
- Sleep/wakeup
- Wi-Fi on/off switch

Using the Mouse

- Point, Click, Double-Click, Drag
- Right Click, Scroll
- Touch-pads: Point, Click, Double-click, Drag, Right Click, Scroll
- Customize mouse or touch-pad features

Know your Keyboard

- Escape Key
- Function Keys
- Caps Lock/Num Lock
- Windows key
- Combining keys with Shift, Ctrl, Alt and Fn

Understanding the Desktop

- Desktop, Icons, shortcuts
- Start Button
- Task Bar, System Tray
- Customize Desktop, resolution, wallpaper, shortcuts
- Setting time of day, timezone

Managing Windows

- Starting programs
- Moving windows
- Minimize, Maximize, Close
- Scrolling
- Using Multiple Windows with the Taskbar

Getting Help

- Searching Help on your computer
- Searching Help on a program
- Googling for help on the web

Editing

- Typing, Insert, Backspace, Delete, reposition with arrows or Mouse
- Enter / Return for new line
- Selecting text with mouse, selection shortcuts, selecting with the keyboard
- Typing overwrites selection
- Cut, Copy, Paste, Undo

Filing

- My Documents / My Computer
- View, Create, Delete, Rename, Move folders within My Documents
- File Save vs. File Save As
- Finding files
- File Extensions
- Backing Up

Browsing the Web

- Know your 'Browser'
- Going to the URL or address of a website
- Searching
- Using Links / Going 'Back'
- Saving 'Favorites'
- Setting the Home Page
- Refresh / Stop
- Remember your usernames and passwords!!

Email

- Know your Username and Password
- Use Webmail
- Use Client (offline) email program
- Using BCC for multiple recipients

Safe Computing

- Understand Security Center
- Know how to make backups
- Don't fall for scams