

# Computer Essentials: Checklist

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## Turning it On and Off

- Computer sleeping/wakeup vs Screen-saver
- WiFi
- Computer Shutdown
- Computer Restart/Reboot

## 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 for left/right hand, sensitivity, speed, features

## Know your Keyboard

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

## Understanding the Desktop

- Desktop, Icons, shortcuts
- Start Button
- Quick Launch Bar
- 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

## 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

## Filing

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

## Getting Help

- On your computer
- On a program
- On the web

## Browsing the Web (optional)

- Know your 'Browser'
- Going to the 'address' of a website
- Searching for a website
- Using Links
- Going 'Back'
- Saving 'Favorites'
- Setting the Home Page
- Refresh
- Customize your Toolbar
- Remember your usernames and passwords!!