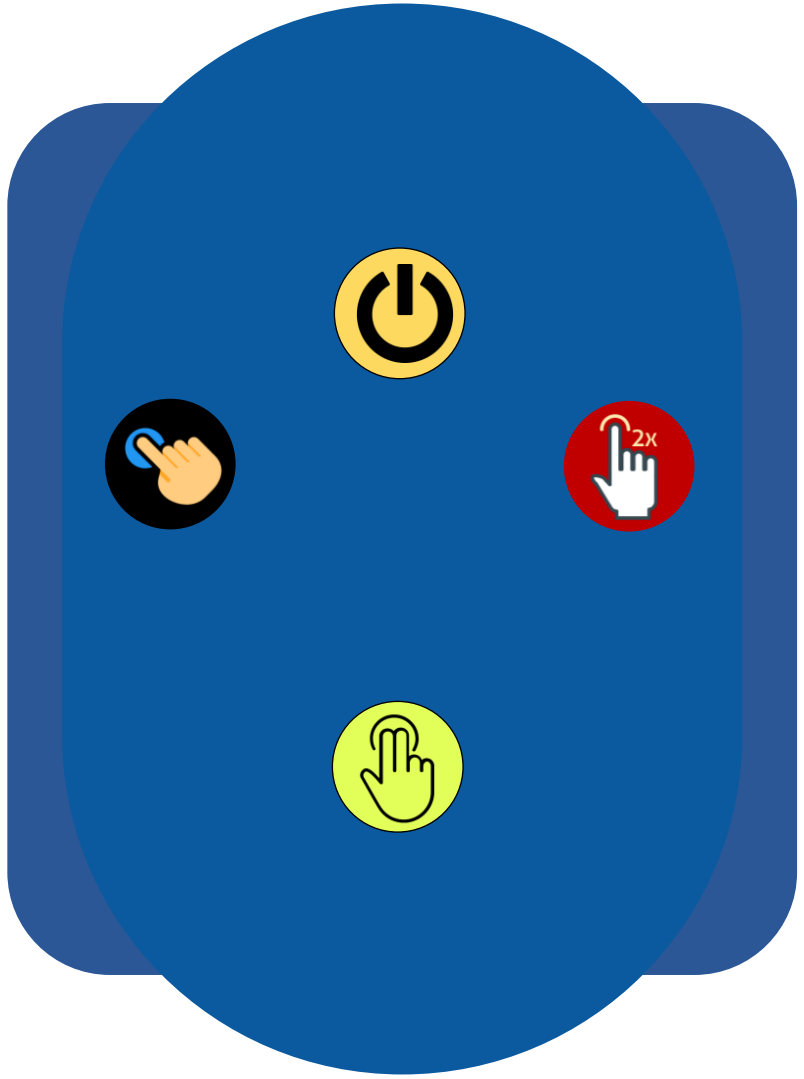
Basic Computer Skills

- Start a computer and log on securely
- Log off a computer
- Restart a computer
- Shut Down a computer



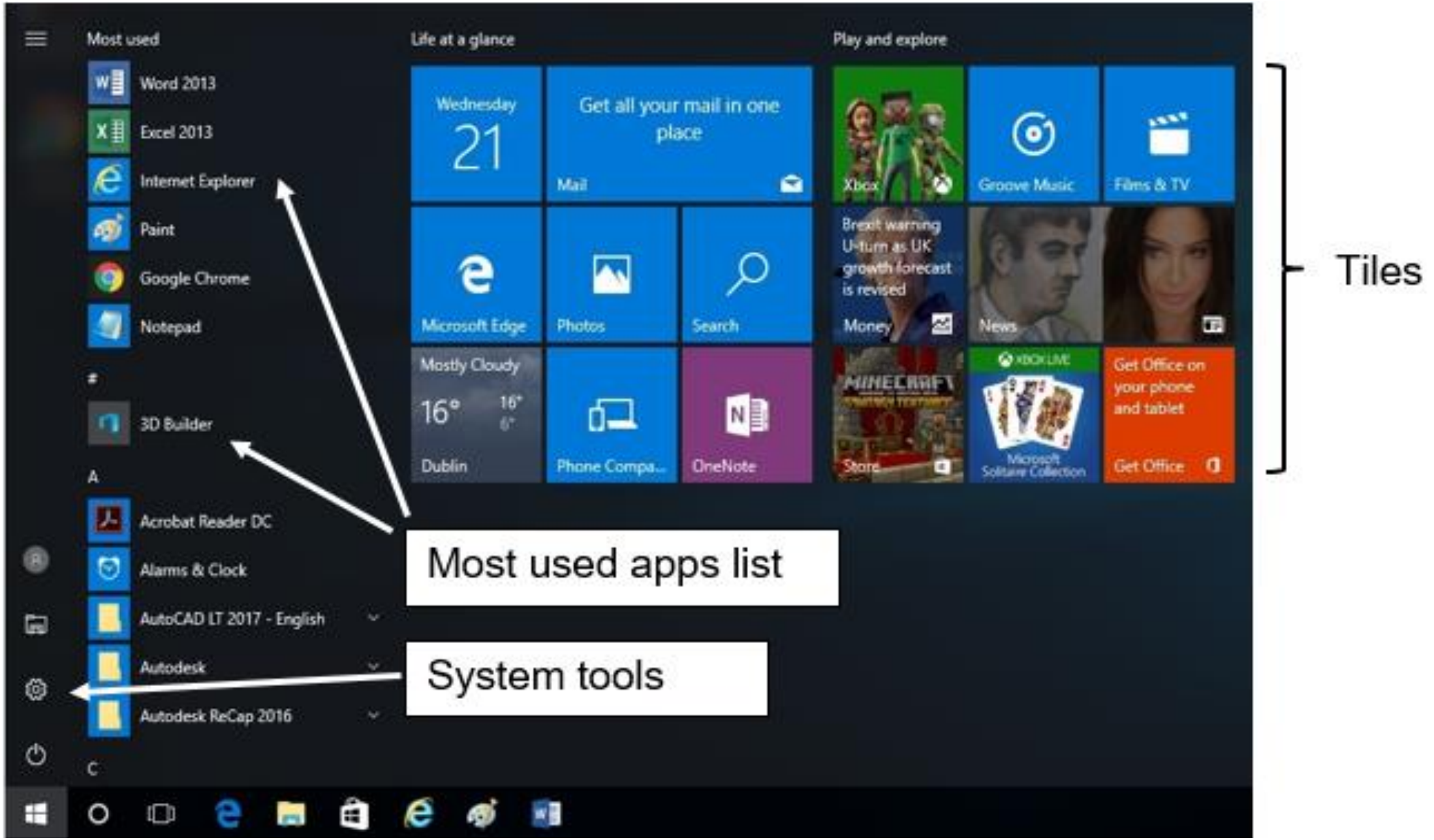
Starting a Computer and Logon Securely

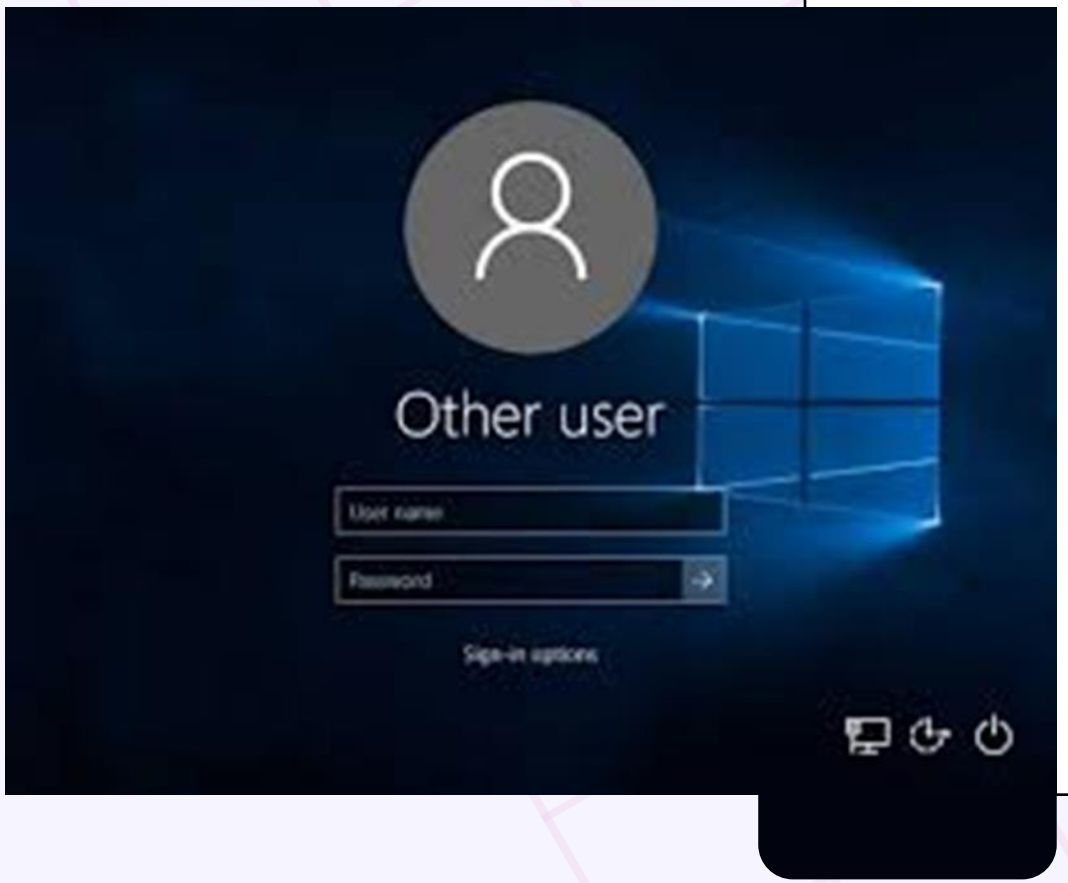
Steps:

1. Ensure the power plugs are in the socket and are powered.
2. Press the **Computer Power** Button.
3. Once the computer has booted up and the windows splash screen is launched, enter your **password** if required.
4. Press the **Enter/Return key**

Let's try it

Windows 10 Login Screen


Most used
Word 2013
Excel 2013
Internet Explorer
Paint
Google Chrome
Notepad
#
3D Builder
A
Acrobat Reader DC
Alarms & Clock
AutoCAD LT 2017 - English
Autodesk
Autodesk ReCap 2016
C
Life at a glance
Wednesday
21
Get all your mail in one place
Mail
Microsoft Edge
Photos
Search
Mostly Cloudy
16°
16°
6°
Dublin
Phone Compa...
OneNote
Play and explore
Xbox
Groove Music
Films & TV
Brexit warning U-turn as UK growth forecast is revised
Money
News
Store
XBOX LIVE
Microsoft Solitaire Collection
Get Office on your phone and tablet
Get Office
Most used apps list
System tools
Tiles



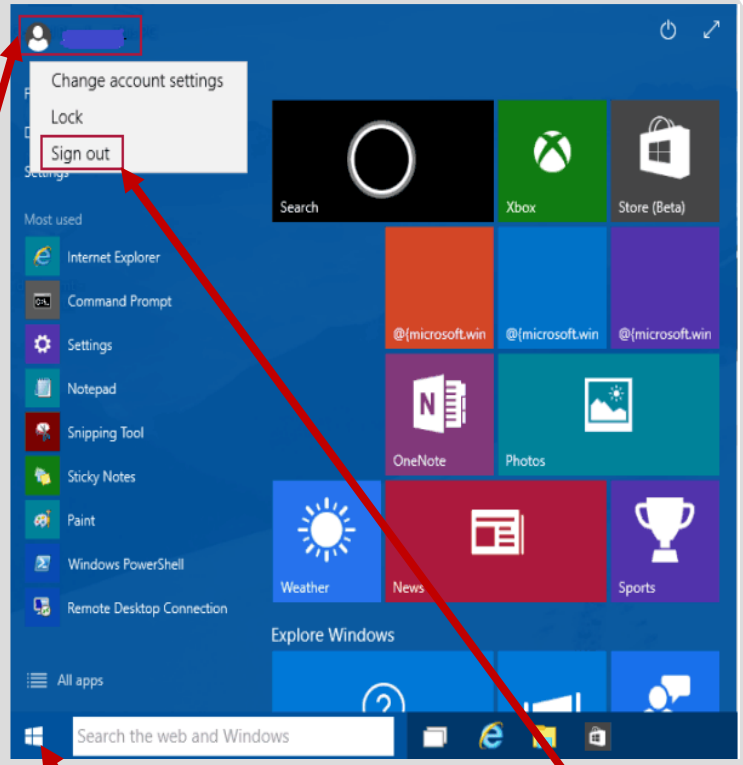
Start a Computer and Logon Securely

A computer may have multiple accounts

Steps:

1. If your computer has multiple accounts, click your **profile** name to launch the login screen.
2. Enter your **password**
3. Press **Enter**/**Return**

Sign out a Computer



User Account

Start Button

Sign Out

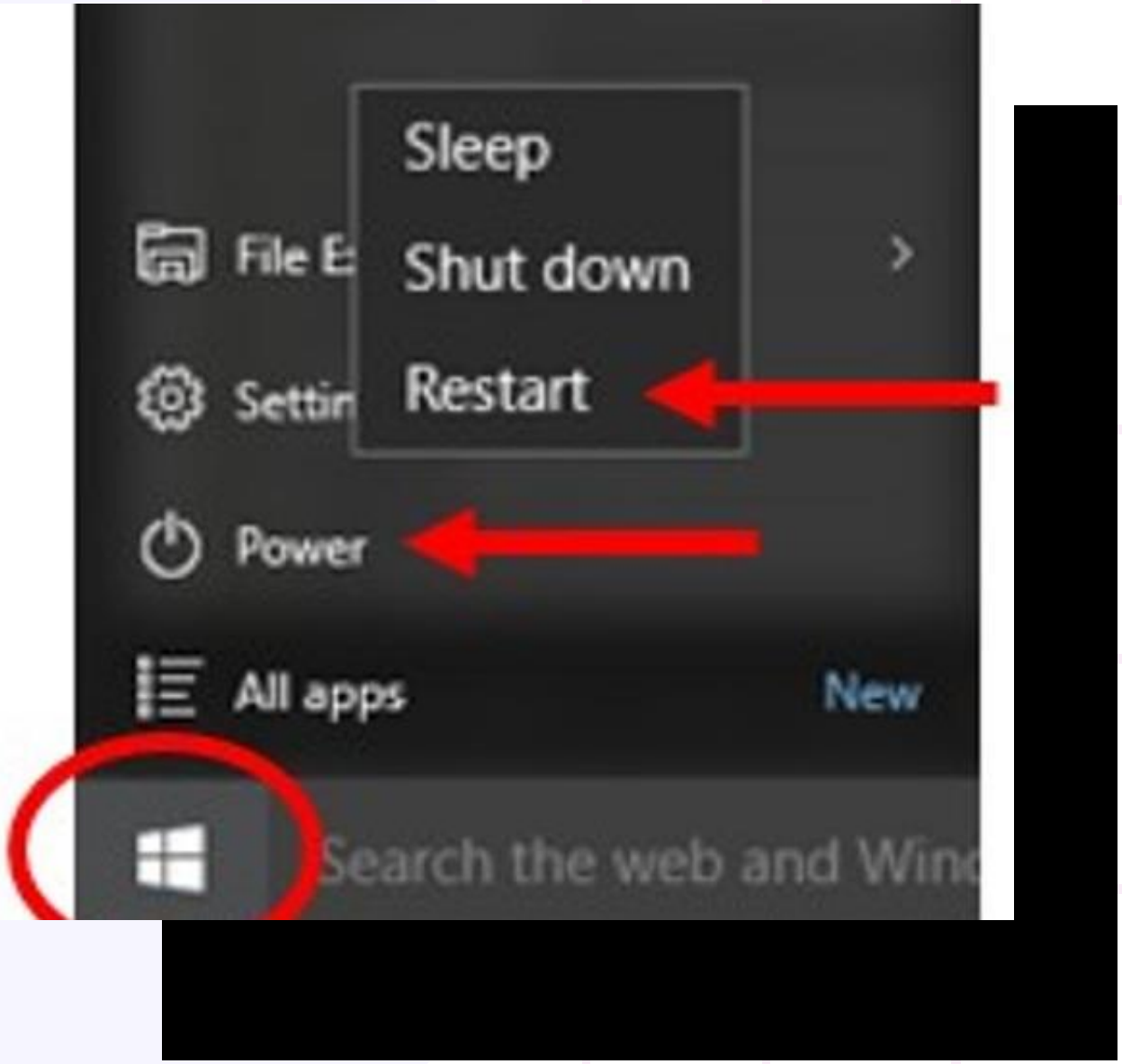
1. Click the Start Button
2. Click the User Profile
3. Select Sign Out

Restart a Computer

Steps:

1. Close any open files and applications
2. Click the **Start** button
3. Select the **Power Button**.
4. Click **Restart**.

Let’s try it



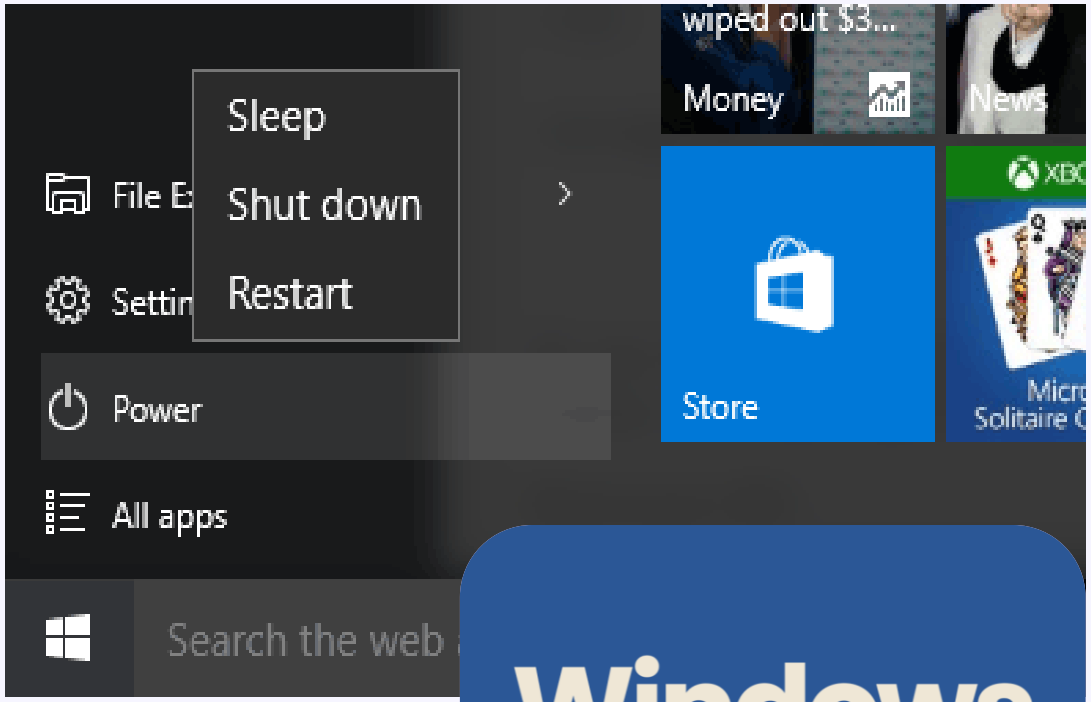
Basics of Using a Computer

Shutting Down a Computer

Steps:

1. Close any open files and applications
2. Click the **Start** button
3. Select **Power** button.
4. Click **Shut down**.

Let's try it



Quick way to **shut down** a Windows 8 and above computer

Windows + X, U,U

Basics of Using a Computer

Shutting Down the Computer

Close Current Application:

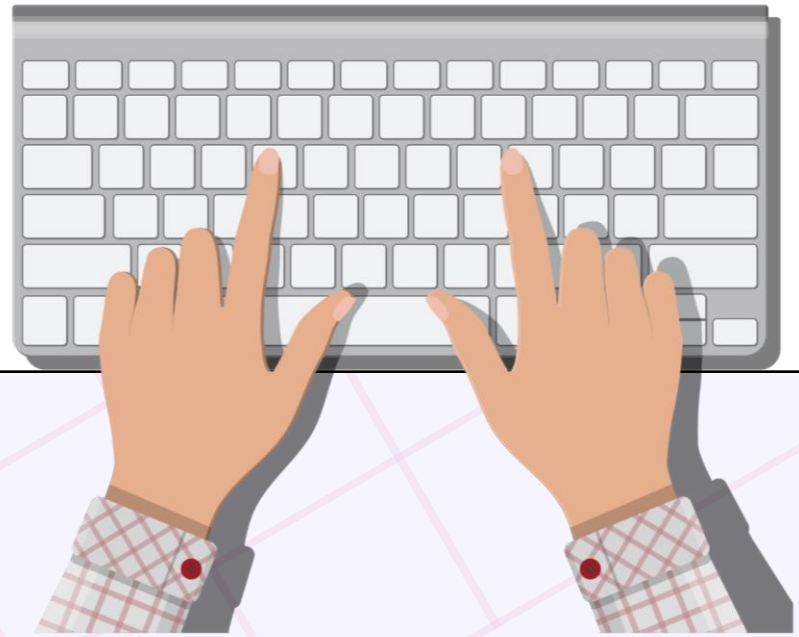
1. **Press Alt +Fn + F4** to close the active application. Repeat for All Applications.
2. Press **Alt +Fn + F4** for each open application until all are closed.

Shut Down the Computer:

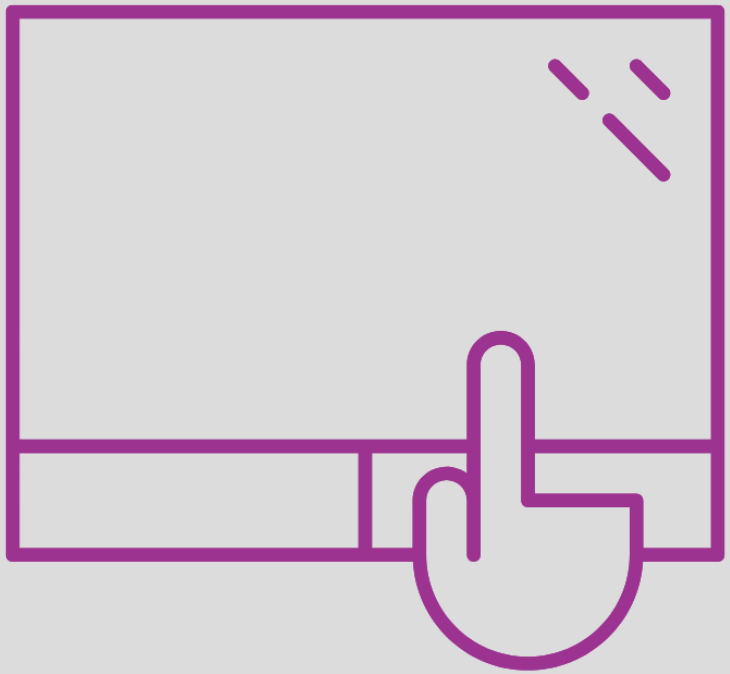
1. On the desktop, **press Alt + Fn + F4**.
2. In the "**Shut down Windows**" dialog, select "**Shut down**".
3. Press **Enter** to confirm**.**

Basics of Using a Computer

Using the Touch Pad and Keyboard



Touch Pad Basics



Single-clicking or Clicking

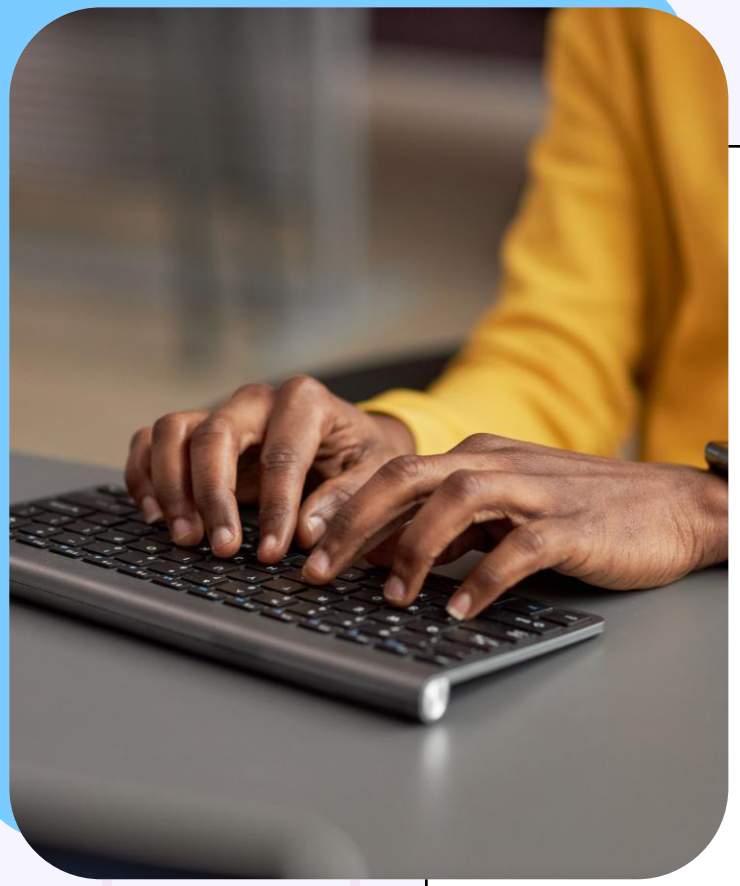
Tap the touchpad once with your finger to select an item.

Double-clicking

Quickly tap the touchpad twice to open files or programs.

Right-clicking

Tap with two fingers simultaneously or press the bottom-right corner of the touchpad to simulate a right-click for additional options.



Basics of Using a Computer

Keyboard Basics

Esc
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
Prt Sc
Pause
Page Up
Page Down
Home
End
Backspace
Caps Lock
Enter
Shift
Ctrl-L
Ctrl-R
Alt
Insert
Delete
Enter

Basics of Using a Computer

Keyboard Basics

Typing

Use the keyboard to type letters (A-Z), numbers (0-9), and special characters.

Enter Key

Press Enter to start a new line of text or confirm an action.

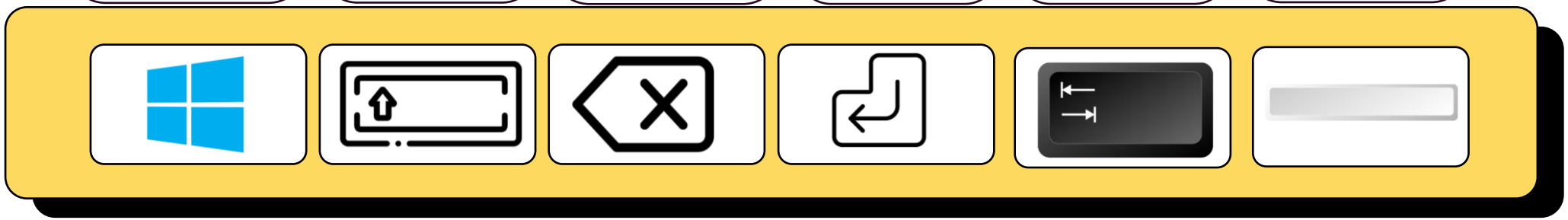
Backspace key

Use Backspace to delete the character to the left of the cursor.

Basics of Using a Computer

Keyboard Keys

Windows Button	Shift Key	Backspace Key	Enter Key	Tab	Space bar



Alphanumeric Keys

A-Z:	Letters used for typing text.
0-9:	Numbers used for numerical input.
Spacebar:	Adds a space between words or characters.
Enter/Return:	Executes commands, starts a new line in Word processing.
Backspace:	Deletes the character to the left of the cursor.
Tab:	Moves the cursor to the next tab stop; commonly used to create indents in text.

Modifier Keys

Shift:	Capitalizes letters and accesses the upper symbols on number keys.
Caps Lock:	Toggles capitalization for all letter keys.
Ctrl (Control):	Used in combination with other keys for shortcuts (e.g., **Ctrl+C** for copy).
Alt (Alternate):	Used for special functions and shortcuts (e.g., **Alt+Tab** to switch between open applications).

Function Keys (F1 –F12)

F1:	Often opens the help menu in applications.
F2:	Renames selected file or folder in Windows.
F3:	Opens the search feature in many applications.
F4:	Opens the search feature in many applications.
F5:	Refreshes the page or document in browsers and some applications.
F6-F12:	Various functions, often customizable or specific to software.

Navigation Keys

Arrow Keys (Up, Down, Left, Right):	Move the cursor or selection in the direction of the arrow.
Home:	Moves the cursor to the beginning of the line or document.
End:	Moves the cursor to the end of the line or document.
Page Up:	Scrolls up one page in a document.
Page Down:	Scrolls down one page in a document.

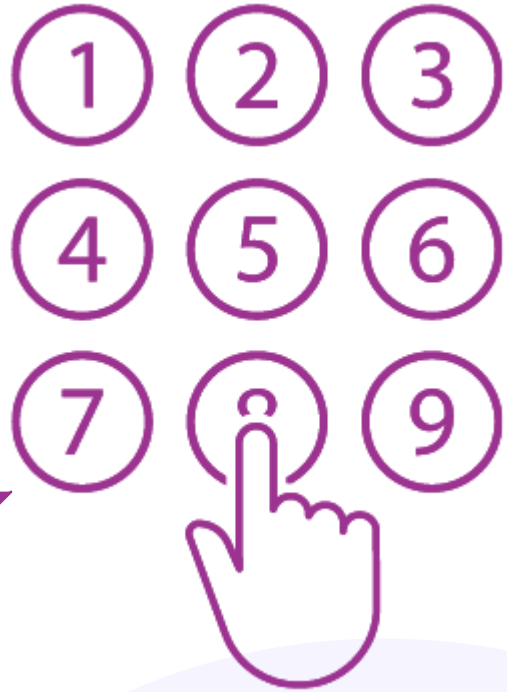
Editing Keys

Insert:	Toggles between insert mode (inserting text at the cursor) and overwrite mode (replacing text at the cursor).
Delete:	Removes the character to the right of the cursor.
Print Screen (PrtScn):	Captures the entire screen and copies it to the clipboard (useful for screenshots).

Special Keys

Escape (Esc):	Cancels the current operation or exits menus.
Windows Key (WinKey):	Opens the Start menu in Windows.
Fn (Function):	Used on laptops to access secondary functions of other keys (e.g., adjusting screen brightness, volume).

Numeric Keyboard



Enter	Executes commands or calculates formulas.
0 – 9	Number input.
+ (Plus)	Addition.
- (Minus)	Subtraction.
/ (Slash)	Division.
*** (Asterisk)**	Multiplication.

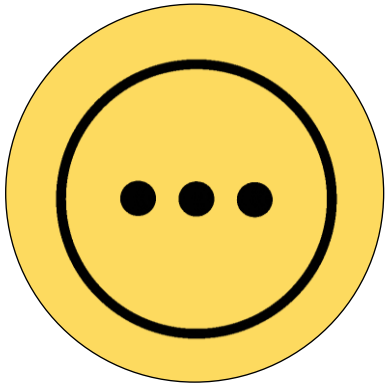
Common Keypad Shortcuts

Windows Shortcuts

Ctrl + C	Copy selected text or item.
Ctrl + X	Cut selected text or item.
Ctrl + V	Paste copied or cut text or item.
Ctrl + Z	Undo the last action.
Ctrl + Y	Redo the last undone action.
Ctrl + A	Select all text or items in the current window.
Ctrl + S	Save the current document or file.
Alt + Tab	Switch between open applications.
WinKey + D	Show the desktop.
Ctrl + P	Print the current document or page.

Tips

Tips for Effective Typing



Use Home Row Keys

Place your fingers on the home row (ASDF for the left hand, JKL; for the right hand) to type efficiently.

Touch Typing

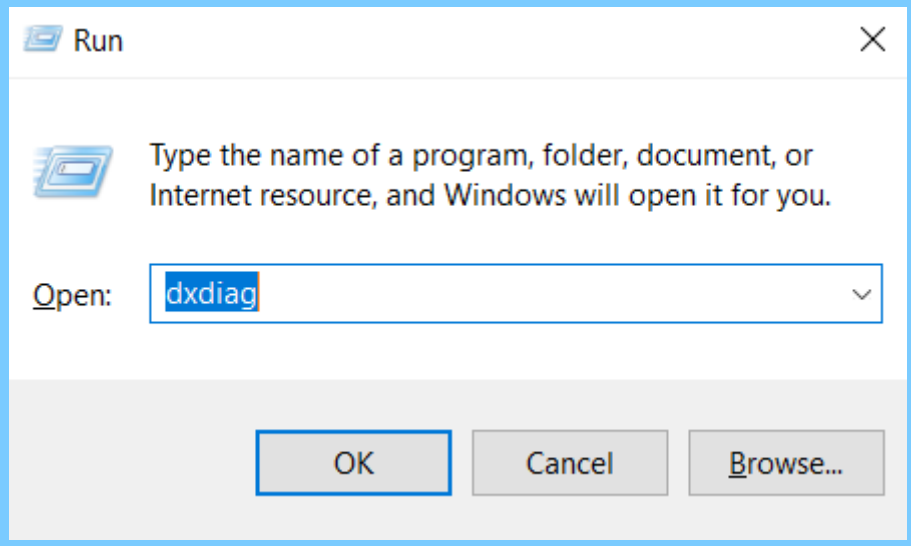
Practice typing without looking at the keyboard to increase speed and accuracy.

Regular Practice

Consistent practice helps improve muscle memory and typing speed.

Checking Computer Specifications

Using DirectX Diagnostic Tool (dxdiag)



DirectX Diagnostic Tool

Press the **Windows Key + R** on your keyboard. Type **dxdiag** into the Run dialog box and press Enter or click OK

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Use the Link below

https://chat.whatsapp.com/BEAZa9uRwaOA60pTe0LQQh

Questions and Answers

Designed and Presented by
Moses Ssebuwufu

Thank You for Joining Us!

Thank you for being here today. Please remember that Digital Skills are essential and we're here to learn together.