

COMPUTER BASICS

GETTING STARTED

HOUR 01

*Class
Overview
What You Will
Learn*

BASIC COMPUTER SKILLS

HOURS 02

*Anatomy of a
Computer How
Computers Work*

*Meet the hardware
and software that
make computers tick.
Discover the
keyboard, mouse,
and screen—your
digital playground.*

OPERATING SYSTEMS

HOURS 02

*The Operating System
Turning on the Computer and Logging
On The Desktop*

- *Windows, macOS, Linux—pick your portal!*
- *Navigate desktops, icons, and menus like a pro.*

THE KEYBOARD AND MOUSE

HOURS 03

*Keyboard
Commands
The Mouse
Left-Clicking, Double-Clicking, and Right-Clicking*

NAVIGATING THE COMPUTER AND SOFTWARE

HOURS 05

*The Start
Menu
Managing
“Windows”
Buying a
Computer*

Other Programs and Software

- *Create folders, save files, and organize your digital world.*
- *Learn the art of drag-and-drop!*

SHUTTING DOWN THE COMPUTER

HOURS 02

*Logging Off vs. Shutting
Down Finding More Help
Vocabulary to Know*

Essential Software Know-How

HOURS 2

- Applications, utilities, and more!
- Explore word processors, spreadsheets, and beyond.

Input Devices Unleashed

Hour 01

- Type, click, swipe! Dive into keyboards and mice.
- Master input for creative adventures.

Your Hourly Challenge

Hour 01

- Test time! Show off what you've learned.
- Each hour counts toward your computer mastery.

✨ Welcome to Our Learning Journey! ✨

🕒 **Course Duration: 20 Hours**

- We'll cover everything from A to Z in just 20 hours. Buckle up!
- Each hour is packed with knowledge and practical skills.

💰 **Pricing: 500 per Hour**

- Quality education is an investment. Your growth is our priority.
- Let's make every minute count!

📄 **Post-Course Extras:**

- After mastering the material, you'll tackle a one-hour test. Show off those skills!
- Need guidance later? Our virtual doors are always open.

🚀 **Ready for Your Demo?**

- When you're set, I'm here! Let's dive into a dynamic one-hour demo class.
- Get a taste of what awaits you.

✉️ **Contact Anytime:**

- Have questions? Curious about a topic? Reach out via our app.
- Learning doesn't end with the last class—it's a lifelong adventure!

See you in class! 🎓 [Ghanshyam Kumar]