

Basic Computer Course – Beginner Notes

◆ What is a Computer?

A computer is an electronic device used to store, process, and display information. It helps us perform tasks like typing, calculations, internet browsing, and more.

◆ Parts of Computer

- Monitor – Displays output
 - CPU – Brain of the computer
 - Keyboard – Used for typing
 - Mouse – Used to control pointer
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◆ Basic Operations

- Turning ON/OFF computer
 - Using mouse (click, double-click, right-click)
 - Opening and closing applications
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◆ Keyboard Basics

- Typing letters and numbers
 - Using Enter, Backspace, Spacebar
 - Writing simple text
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◆ File and Folder

- Creating folder
 - Saving file
 - Opening and deleting file
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◆ Introduction to MS Word

- Creating document
- Typing text
- Basic formatting (bold, size, alignment)
- Saving document

◆ Internet Basics

- What is Internet
- Searching on Google
- Opening websites
- Downloading files

◆ Practice Task

👉 Create a document and type:

- Your Name
 - Address
 - 3 lines about yourself
- Save the file on Desktop.