

**Basic computer skills:**

*You should probably know all these basic things. We will not have time to cover this in class.*

Copy and move files and folders in windows.

View and edit documents in Microsoft Word, Excel and PowerPoint

“Save” vs “Save as”

Right/Left Click

“copy” vs “cut”

“drag” and “drop”

Create a screen capture / print screen

Send/receive emails with attachments

Place an image in a word document and PowerPoint slide

Decompress or unzip a zip file.

Know basic file extensions (.doc, .txt, .xls, .zip, .pdf)

Know how to download files from the web to a folder on your machine.

Know where to find programs installed on a computer from the start menu.

Know how to log off a machine.