
Computer Basics Custom Guide

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PC Basics 2012 - Claremont Graduate University

PC Basics 2012 Quick Reference Card General Concepts Understanding Hardware, Software, and Information Technology (IT): A computer's hardware is a computer item you can physically see or touch The software is a computer program that tells computer hardware how to operate Information Technology (IT), is the broad subject related to computers

Microsoft Windows 10 Quick Reference - CustomGuide

Quick Reference Guide Windows Desktop and Start Menu Start Menu Open the Start Menu: Click the Start button on the taskbar, or, press the key Resize an App Tile in the Start Menu: Right-click a tile, select Resize, and select a size Rearrange Tiles: Click and drag a tile to a new location in a group Or, drag a tile between groups

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computer basics - VFU

COMPUTER BASICS Seema Sirpal Delhi University Computer Centre What is a Computer? An electronic device that stores, retrieves, and processes data, and can be programmed with instructions A computer is composed of hardware and software, and can exist in a ...

Computer Basic Skills - Net Literacy

computer, the data on the disk is accessed The programs that you use (such as word-processing) and the program that runs your computer (the operating system) are stored on the CPU's hard disk Monitor: This part of the computer system that visually communicates with the ...

Microsoft Excel 2016 Basic Quick Reference

Quick Reference Guide The Excel 2016 Program Screen Keyboard Shortcuts Getting Started Create a Workbook: Click the File tab and select New or press Ctrl + N Double-click a workbook Open a Workbook: Click the File Copytab and select Open or press Ctrl + O Select a recent file or navigate to the location where the file is saved

Microsoft Outlook 2016 Step by Step - pearsoncmg.com

MicrosoftPressStorecom Microsoft Office/Outlook USA\$3499 Canada \$4399 [Recommended] This is learning made easy Get more done quickly with Outlook 2016

Office365 Basics - Wright State University

1Click on the gear icon in the upper right hand corner of your email 2 Click Mail under Your app settings at the bottom of the menu 3 Click Forwarding under the Accounts section 4 Click the circle next to Start forwarding 5 Type in the email you would like your Wright State email to forward to 6Click the box next to Keep a copy of forwarded messages if you would like a copy of the

INTRODUCTION TO MICROSOFT WORD 2010

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absolute beginners guide to computer basics 3rd edition

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20 Best Book Basic Computer And Information Literacy Third ...

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