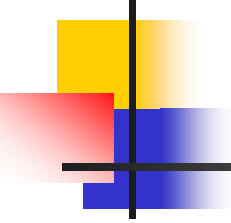


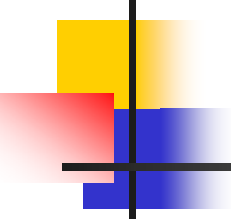


***Computer Basics:***  
***Things To Know Before***  
***You Get Started***

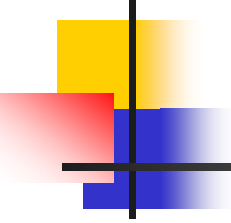
[www.computerscienceexpertise.com](http://www.computerscienceexpertise.com)

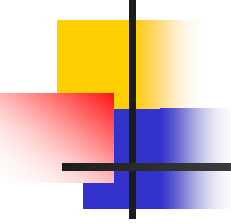
Towards QUALITY LITERACY FOR ALL

- 
- 
- You don't have to know a lot about a computer to use one.

- 
- 
- There are no keys you can press that will destroy the machine or your files.

- 
- 
- It helps to know how to type, but it's not necessary.

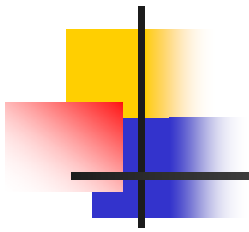
- 
- 
- Know how to take care of your computer and disks, and then do it.
    - \*Note: some speakers and paperclip holders have magnets, don't store floppy disks next to them or they can be damaged or erased.

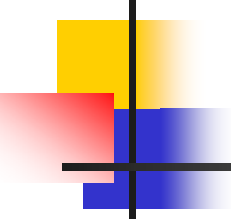
- 
- 
- Learn in your spare time, not just before a deadline.

- 
- 
- Master the basics before trying the fancy stuff.

- 
- 
- Remember to save your work often!



- 
- 
- Deleting something doesn't necessarily mean it's really gone. \*Note: deleting a file simply saves it to your recycle bin (garbage can) until it's emptied, also many programs have an undo button if you accidentally delete something, and some programs (including certain e-mail programs) automatically saves a copy of your work when a machine crashes (freezes).

- 
- 
- Stay calm. If something isn't working correctly or has gone wrong, step back, take a moment to collect your thoughts before you go back to the computer. Things will usually look up if you are no longer working to overcome your frustration. If you have accidentally deleted something important,

## Thank You for previewing this eBook

You can read the full version of this eBook in different formats:

- HTML (Free /Available to everyone)
- PDF / TXT (Available to V.I.P. members. Free Standard members can access up to 5 PDF/TXT eBooks per month each month)
- Epub & Mobipocket (Exclusive to V.I.P. members)

To download this full book, simply select the format you desire below

