Computer Basics - Beginner Guide

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Hardware and software

Hardware is the physical parts (keyboard, screen, CPU). Software is the programs that run on it (browser, word processor).

Files and folders

Keep work organised in folders with clear names, e.g. 'School/Maths/Homework-Week1'.

Safe internet use

Use strong, unique passwords. Do not share personal details with strangers. Check links before you click.

Keyboard shortcuts

Ctrl+C copy, Ctrl+V paste, Ctrl+Z undo, Ctrl+S save. On Mac use Cmd instead of Ctrl.

Checklist

[ ] I can create a folder [ ] I can save a file [ ] I can search the web safely

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