



## Computer Basics

Learn the basics of using a computer: Use the mouse and keyboard, learn software application fundamentals, format text, print pages, and more.

### Computer Basics

#### 1.1 Use the Mouse

- Click
- Right-Click
- Double-Click
- Hover-Over
- Scroll
- Drag and Drop

#### 1.2 Use the Keyboard

- Keyboard Overview
- Keyboard Shortcuts

#### 1.3 Toolbars, Menus, and Ribbons

- Work with Toolbars
- Work with Menus
- Work with Ribbons
- Work with Dialog Boxes

#### 1.4 Create, Save, and Open Files

- Create a File
- Save a File
- Open a File

#### 1.5 Select and Edit Text

- Select a Block of Text
- Select All
- Select a Word
- Edit Text
- Delete Text

#### 1.6 Cut, Copy, and Paste

- Copy and Paste
- Cut and Paste

#### 1.7 Undo and Redo

- Make Changes
- Undo Actions
- Redo Actions



## **1.8 Format Text**

- Change the Font
- Change the Font Size
- Change the Font Color
- Apply Bold, Italic, or an Underline

## **1.9 Format Paragraph Alignment**

- Align a Paragraph

## **1.10 Find and Replace Text**

- Find Text
- Replace Text

## **1.11 Print**