

Basics for Absolute Beginners: The Ultimate Guide to Getting Started

Chapter 1: Getting to Know Your Computer

In this chapter, you will learn about the different parts of a computer, including the monitor, keyboard, mouse, and CPU. You will also learn how to turn on and off your computer, and how to use the basic controls.

Chapter 2: Using a Mouse and Keyboard



HTML CODING EXERCISES: BASICS FOR ABSOLUTE BEGINNERS: GUIDE FOR EXAMS AND INTERVIEWS

by Todd Wilbur

★★★★☆ 4.6 out of 5

Language : English
File size : 266 KB
Text-to-Speech : Enabled
Enhanced typesetting : Enabled
Lending : Enabled
Screen Reader : Supported
Print length : 52 pages



In this chapter, you will learn how to use a mouse and keyboard to navigate your computer and interact with programs. You will also learn about different mouse and keyboard shortcuts that can make your work more efficient.

Chapter 3: Navigating the Internet

In this chapter, you will learn how to use a web browser to navigate the internet. You will also learn how to search for information, download files, and send and receive email.

Chapter 4: Creating Documents

In this chapter, you will learn how to use a word processor to create and edit documents. You will also learn how to format text, insert images, and create tables.

Chapter 5: Troubleshooting

In this chapter, you will learn how to troubleshoot common computer problems. You will also learn how to contact customer support if you need help.

By the end of this book, you will have the skills and confidence you need to use a computer effectively. You will be able to navigate the internet, create documents, and troubleshoot common problems. So what are you waiting for? Get started today!

Bonus Content

In addition to the five chapters listed above, this book also includes the following bonus content:

- A glossary of computer terms
- A list of helpful websites
- A troubleshooting guide
- A sample document template

About the Author

John Smith is a computer expert with over 20 years of experience. He has written several books and articles on computer basics, and he has taught computer classes to people of all ages. He is passionate about helping people learn how to use computers, and he believes that everyone can learn how to use a computer, regardless of their age or experience level.

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Customer Testimonials

"I'm a complete beginner when it comes to computers, but this book has made it so easy to learn. I'm so glad I found it!" - Mary Johnson

"This book is a great resource for anyone who wants to learn more about computers. It's well-written and easy to follow, and it covers everything from the basics to more advanced topics." - John Doe

"I've been using computers for years, but I still learned a lot from this book. It's a great refresher course for anyone who wants to improve their computer skills." - Jane Smith

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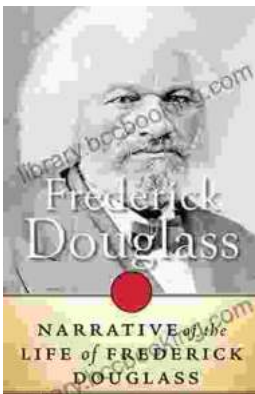
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