(Approx. 508 words)

Tech Essentials for Windows

Everyone Should Know These TOP-25

By Jim Cerny, Forums Coordinator, and Class Instructor

https://thestug.org/

jimcerny123 (at )gmail.com

We get comfortable on our sofa while technology keeps marching on. Here is what I would consider being the absolute BASIC knowledge you need to enjoy your Windows computer. I do not include tablets or smartphones here, but I bet you can guess which of these would apply to them as well. Ok, can you check all these off your “must know” list? Try rating each of these as to your knowledge level – “confident,” “so-so,” or “need to know more.” If you have doubts, please Ask Google about it or ask people at your computer group.

1. Turn your device on and off, including totally off, so you don’t use the battery.

2. Mouse use – left-click, right-click, and scroll wheel.

3. Camera, speakers, earbuds, microphone, and other such plug-ins.

4. Printer hookup, text, change ink cartridges.

5. Internet modem test, restart, and know you are on the internet.

6. Open an app in a window. Change the size of a window, minimize and maximize it.

7. Move a window on your screen, work with more than one window open at the same time.

8. Closing a window.

9. Touchscreen skills – swiping, dragging, touching, enlarging, shrinking the screen, etc.

10. Log in to an account and log out after you are done.

11. Security app or software, know that it is working, scanning your computer for possible problems.

12, Keep ALL your passwords and logins in a good place.

13. Basic Windows settings – personalization, screen text size, and other options you can set for the way you use your computer.

14. Download a new app.

15. Search the internet for anything.

16. Find all the apps on your computer (Windows “start” button) and delete an app you no longer want.

17. Basic email skills – send a new email, maintain your CONTACT LIST, forward an email to others, add an attachment file.

18. Text editing – enter text, correct text, highlight text, copy and paste text.

19. Copy and paste other files and things such as a photo from the internet.

20. Browse the internet, going to different web pages, bookmark web pages, etc.

21. Use File Explorer to work with files and folders – rename, delete, create new folders, organize, etc.

22. Use a plug-in memory device, such as a small “pocket” drive, backup drive, or disc.

23. Create a new icon on your desktop, delete icons you no longer want.

24. Do online banking at your bank.

25. Taskbar functions and areas – Windows icon, search bar, quick-launch, notifications, etc.

Remember when you used a mouse for the first time? I bet you haven’t realized how much technology you have learned in the past ten years or so. Don’t forget to Ask Google if there is anything on this list you are unsure about; it is a great way to learn. Don’t be left behind -- you’ll miss out on some fun stuff now and what’s coming in the future.





