

Basics 1: Computer Skills Tutorials

First complete the **Computer Skills Self-Assessment**.

Gaining New Computer Skills is a companion document for the self-assessment. Each “How to” below gives you links to resources to help you learn computer skills on the same topics that you looked at in the self-assessment. The resources include readings, videos and activities that help you learn the skills you need to become confident searching for and applying for jobs online.

1. How to start up a PC (laptop or desktop computer) and use a mouse and keyboard.

[Computer Basics](#)

[Typing Tutorial](#)

[Mouse Tutorial](#)

2. How to navigate the Windows system; how to use the Windows “Start” menu to open an app/program or open a document, photo or other file.

[Windows](#)

[Computer Literacy for Windows](#)

3. How to open an internet browser like Chrome, Edge or Firefox and navigate the internet, searching for and finding information I need.

[Internet Skills](#)

4. How to create and save a document in Word (Resume, cover letter, etc.)

[Creating and Opening Documents](#)

[Saving and Sharing Documents](#)

5. How to find and open a saved Word document on my computer.

[Creating and Opening Documents](#)

[Windows Basics - Working with Files](#)

6. How to convert a Word document to PDF (portable document format).

[Basic Computer Skills--What is a PDF File?](#)

7. How to create an email account (Gmail or Outlook/Hotmail) and set-up the 2-layered login security (or “two-step verification”) with a cell phone (a code is sent by text message to your cell phone when you login in to your email account).

[Internet Basics - Using a Web Browser](#)

[Google Account](#)

[Getting Started with OneDrive \(includes Outlook email/Hotmail\)](#)

8. How to create strong passwords and ways to remember or keep passwords safe. *Note: the simplest way to remember passwords is to write them down on a piece of paper that is kept in a safe place.*

[Internet Safety--Creating Strong Passwords](#)

[Internet Tips-Forgot Your Password?](#)

[How to Store and Remember All Your Passwords](#)

9. How to login to my email account, even on a computer I don't normally use.

[The Now--Understanding Login Methods](#)

10. How to send and receive email messages on a computer.

[Email](#)

11. How to use a smart phone to check and send email.

[Gmail for Mobile Devices](#)

[Smartphones & Tablets](#)

[Mobile Device Tips](#)

12. How to attach a document to an email message and send it to someone (like a resume and cover letter).

[Email Basics--Email Etiquette and Safety \(includes attachments\)](#)