

# WHAT TO KNOW ABOUT YOUR PC

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# INTRODUCTION

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- What are PC skills?
  - Most common tasks we use computers for:
    - Web browsing, Email, Finances, Picture/video storage/sorting, Gaming, Recipes, Genealogy, etc.
- Why are they important?
  - Get the most out of your application
  - Tuning & performance
  - Unnecessary upgrades

# GETTING FAMILIAR WITH THE COMPUTER

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- Understanding hardware: monitor, keyboard, mouse, CPU
  - USB A vs USB C
  - Video output types
    - VGA, DVI, HDMI
- Basic software components: operating system, applications
  - OS – Windows, Mac, Linux, etc.
- Memory (RAM) vs disk storage

# NAVIGATING THE DESKTOP

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- Icons, taskbar, and start menu
  - Locate applications
  - Power functions – off, sleep, hibernate
- Opening and closing programs
  - Minimize, maximize, resume
  - X vs file/close

# FILE MANAGEMENT

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- Creating, saving, and organizing files
  - File name + file extension
  - Importance of file extensions
- Using folders efficiently
  - Best aid in locating & organizing to your needs



# INTERNET & WEB BROWSING

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- Using browsers: Chrome, Edge, Firefox
  - Edge & Chrome share same code base – differences in menus & security defaults
- Searching effectively with search engines
  - Use recognized known ones – Google, Bing, DuckDuckGo

# EMAIL & COMMUNICATION TOOLS

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- Setting up an email account
  - Microsoft – Outlook.com, Google – Gmail.com
- Sending and receiving emails
  - 3<sup>rd</sup> party (outlook, Thunderbird, etc.) can be troublesome
  - Direct web-based work well – Gmail, Outlook, Spectrum, etc.

# BASIC TROUBLESHOOTING

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- Common issues and quick fixes
  - Slow – usually hard drive wear/failure – seldom memory related
  - Replace mechanical (HDD) with Solid State drive (SSD)
  - Use Task Manager to isolate likely cause – check Startup programs
- Restarting and updating the system
  - Apply Windows updates regularly
  - Do not use 3<sup>rd</sup> party tools developed for older Windows versions
    - CCleaner, Defragmenters, Driver updaters, Memory/Registry cleaners, Anti Virus (AV)



# CYBERSECURITY BASICS

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- Importance of strong passwords
  - Phrases work well
- Recognizing phishing attempts and scams
  - Do NOT react to sudden pop-ups
  - Never call numbers displayed
  - Don't click questionable email links
  - Never give remote access to your device
  - Malwarebytes only paid/add-on recommended

# CONCLUSION

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- Summary of key points
  - Trust OS to maintain itself – save your money
- Encouragement to practice and explore more
  - Explore great YouTube instructional videos
  - Participate in PC group meetings & discussions
  - Consult with experts BEFORE trying a fix yourself