

Computer Skills Study Guide

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Computer Skills Study Guide Basic
Computer Skills: A Guide For
Complete Beginners 1. Working
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Focus: Using the mouse/touchpad
and keyboard. Making the transition
to computers... 2. Learning How to
Use an Operating System Chief
Focus: Windows or Mac OS X Think
of an operating system (OS) as
the... 3. ... Basic Computer Skills: A
Guide For Complete Beginners
... Learn how to use your
computer's built-in help function.
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Undo feature to revert back to the
most recent changes you made.
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extensions that exist, as well as
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