COMPUTER BASICS

1 • ZERO SE START

- Start from zero—no prior knowledge needed.
- Learn the essential parts, terms and basic operations.
- Build a friendly foundation to use a computer with confidence.

Windows edition

12 pages

2 • A BEGINNER'S VISUAL HANDBOOK

- A clear, step-by-step guide to the basics of using a computer.
- Uses simple words and helpful sketches for easy understanding.
- Practical and hands-on, so you can learn by doing.

3 • THE COMPUTER SETUP



4 • THREE KEY TAKEAWAYS

- Know your computer
- Learn by doing
- Simple words + clear sketches

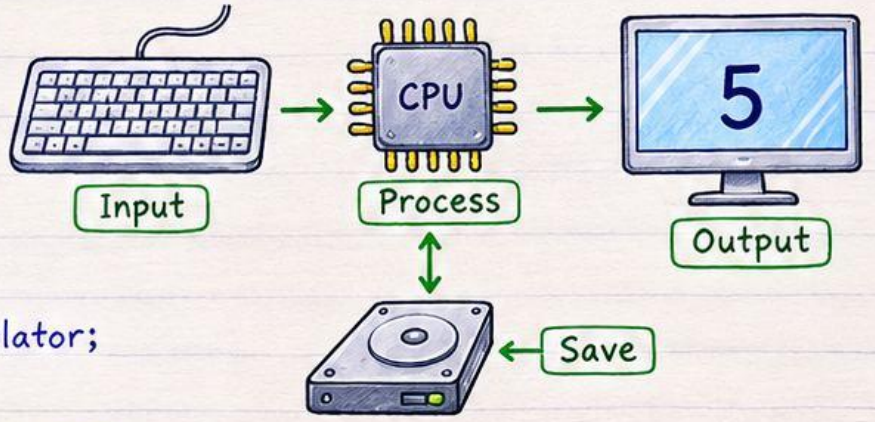
Start small. Practise every day.

WHAT IS A COMPUTER?

1 • A SIMPLE IDEA

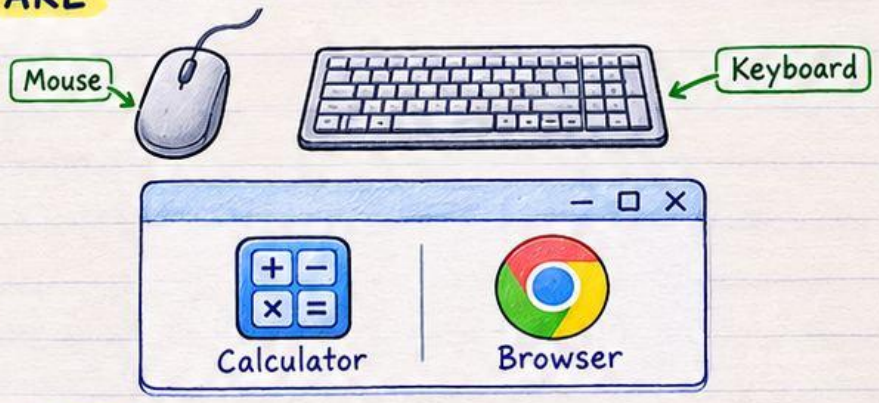
- A computer is an electronic device that follows instructions.
- It takes input, processes it, gives output and can store results.

Example: Type 2 + 3 in Calculator; the answer is 5.



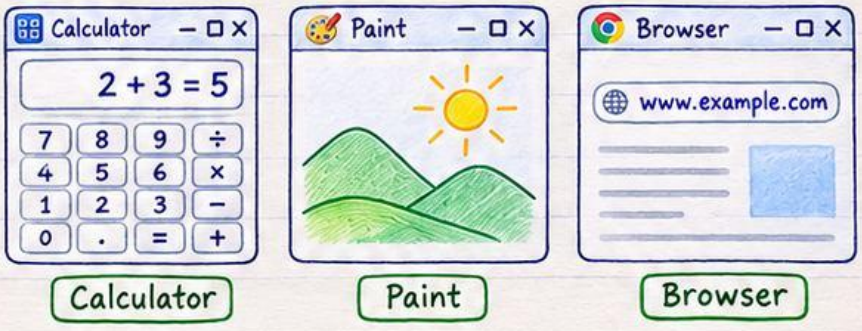
2 • HARDWARE & SOFTWARE

- Hardware = physical parts you can touch.
- Software = programs that tell hardware what to do.



3 • OPERATING SYSTEM & APPS

- An operating system manages the computer and lets apps run. Windows is one example.
- An app does a particular job: Calculator for sums, Paint for drawings, a browser for websites.



4 • DESKTOP OR LAPTOP?

- Desktop: usually separate screen, keyboard and system unit.



- Laptop: screen, keyboard, touchpad and battery in one portable device.



TRY IT:

Name three hardware parts you can see.

MEET THE MAIN PARTS

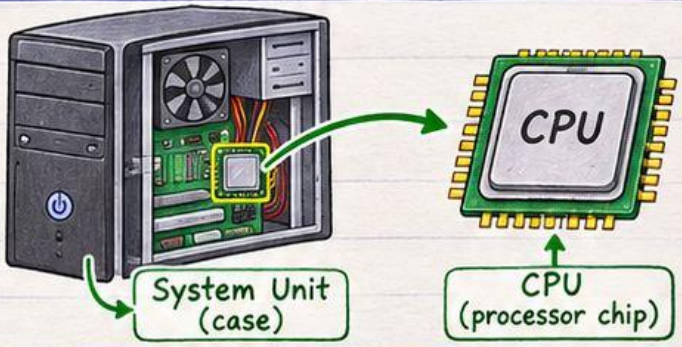
1 • MONITOR

- Shows text, pictures and videos.
- It is an output device.



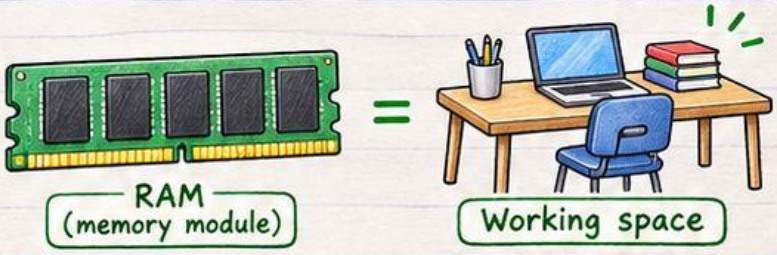
2 • SYSTEM UNIT & CPU

- The system unit is the case holding internal parts.
- The CPU is a small chip inside that carries out instructions.
- The whole case is not the CPU.



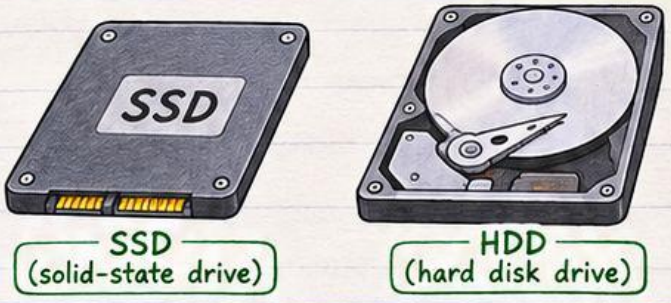
3 • RAM

- Temporary working memory for open apps.
- Its contents are normally lost when power is off.



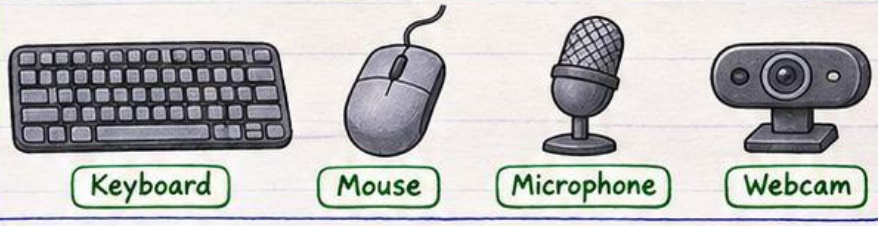
4 • SSD / HDD STORAGE

- Keeps saved files and apps even when power is off.
- Larger capacity means room for more data.
- SSDs are generally faster than HDDs.



5 • INPUT DEVICES

- Keyboard: type.
- Mouse: point and click.
- Microphone: record sound.
- Webcam: capture video.



6 • OUTPUT DEVICES

- Speakers/headphones: play sound.
- Printer: produces paper copies.



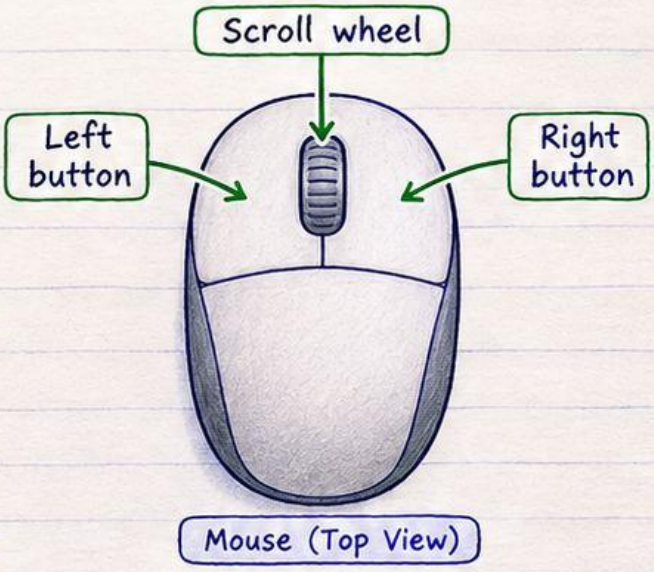
REMEMBER:

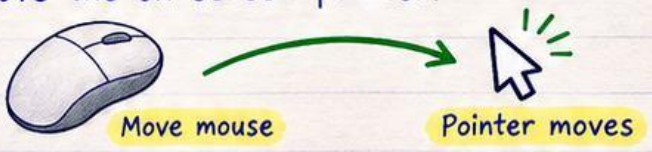
- RAM = working memory; storage = saved files.
- A touchscreen can be both input and output.

MOUSE & TOUCHPAD

1 • KNOW THE BUTTONS

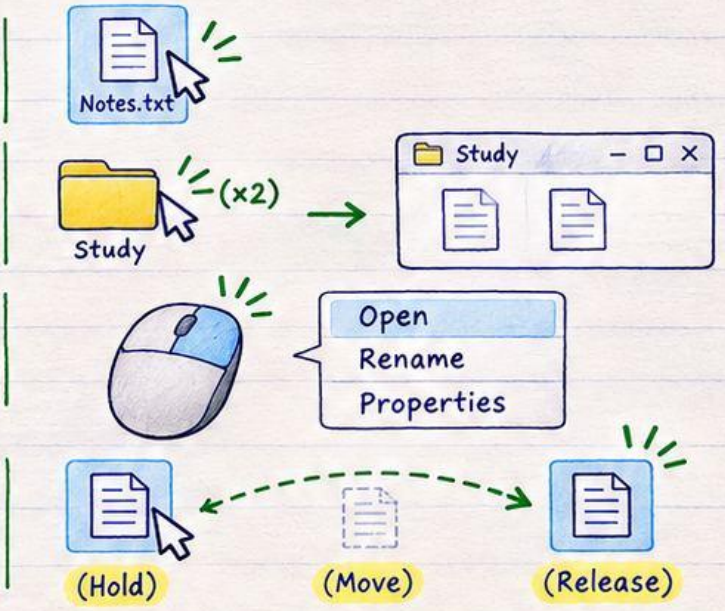
- A mouse usually has three main parts: **Left button**, **Right button** and a **Scroll wheel**.
- By default (right-handed setup):
  - Left button: select, open and drag.
  - Right button: show a menu of actions.
- The buttons can be swapped in **Settings**.
- Move the mouse on a **flat surface** to move the on-screen pointer.





2 • FOUR EVERYDAY ACTIONS

- **Single left-click:** select an item or press a button.
- **Double-click:** two quick left-clicks open a desktop file/folder in the usual setup.
- **Right-click:** show a menu of actions.
- **Drag and drop:** hold the left button, move an item, then release.



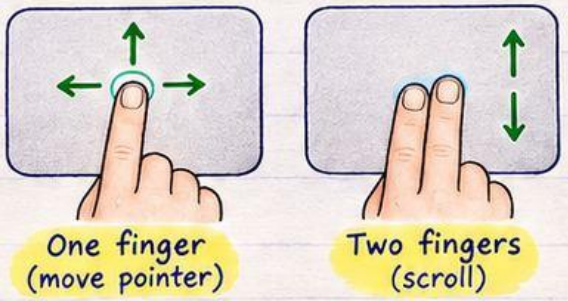
3 • SCROLL

- Roll the **wheel** to move up/down a page.
- Scrolling moves the **view**, not the file itself.



4 • LAPTOP TOUCHPAD

- Slide **one finger** to move the pointer.
- **Tap once** to click if tap-to-click is enabled.
- Slide **two fingers** to scroll on supported touchpads.



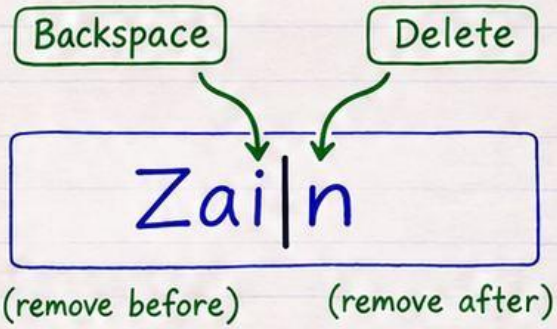
TRY IT:
Select a folder, open it, then scroll a long page.

KEYBOARD: YOUR FIRST KEYS



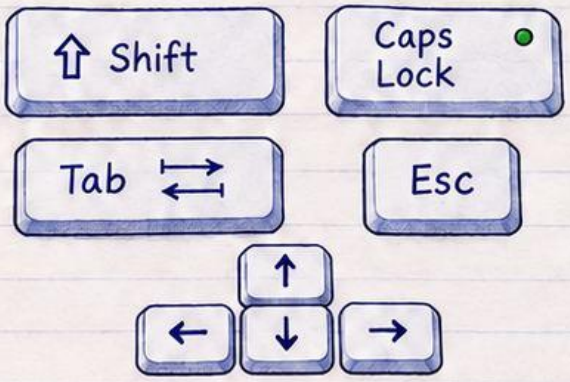
1 • TYPE & CORRECT

- **Letters / numbers:** enter text.
- **Space:** add a gap between words.
- **Enter:** new line in text, or confirm an action.
- **Backspace:** remove the character before the cursor.
- **Delete:** remove after the cursor in text, or delete a selected item.



2 • SPECIAL KEYS

- **Shift + letter:** one capital letter.
- **Caps Lock:** turn capital-letter typing on/off.
- **Tab:** move to the next field; its action depends on the app.
- **Arrow keys:** move the cursor or selection.
- **Esc:** dismiss many menus or cancel an action.



3 • START WITH THESE SHORTCUTS

- Ctrl + A select all.
- Ctrl + C copy.
- Ctrl + V paste.
- Ctrl + Z undo.
- Ctrl + S save in many apps.

⚠ A plus means hold the first key and press the second.

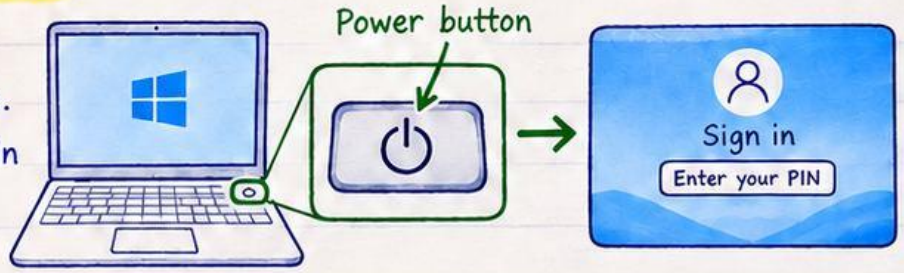


TRY IT: Type 'My name is Zain.' Correct a mistake, then save.

START, DESKTOP & SHUT DOWN

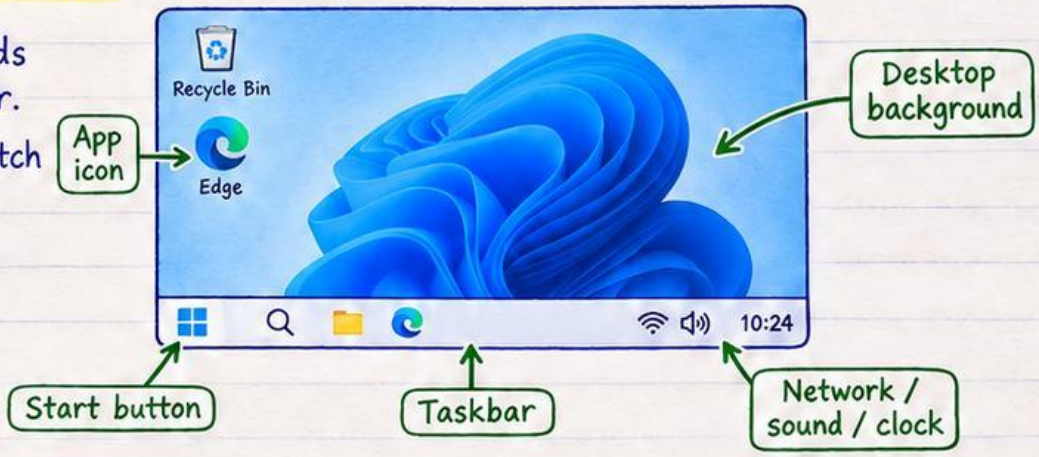
1 • START THE COMPUTER

- Connect power if needed.
- Press the power button once.
- Wait for Windows, then sign in using your account's PIN or password.



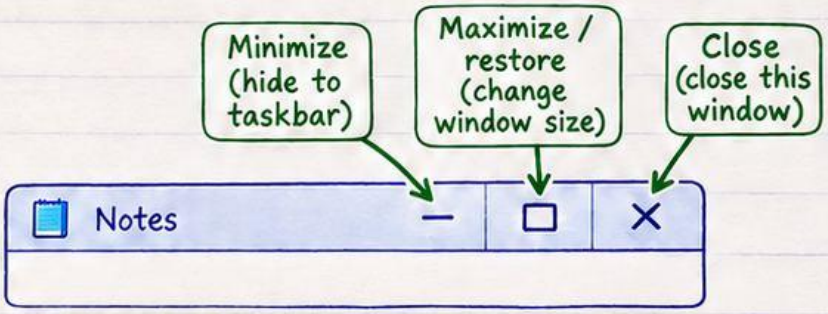
2 • MEET THE DESKTOP

- The Start button finds apps on your computer.
- The taskbar helps switch between open apps.
- Layout may vary by Windows version.



3 • CONTROL A WINDOW

- Many apps open in a window.
- Use the title bar controls:
- Closing an app may ask you to save.



- Alt + Tab switches between open apps.
- ⊞ + L locks the computer.

4 • FINISH SAFELY

- Save your work.
- Select Start > Power > Shut down.



- Sleep: low-power pause for a short break.
- Restart: closes apps and starts Windows again.
- Shut down: ends the session and turns off the PC.

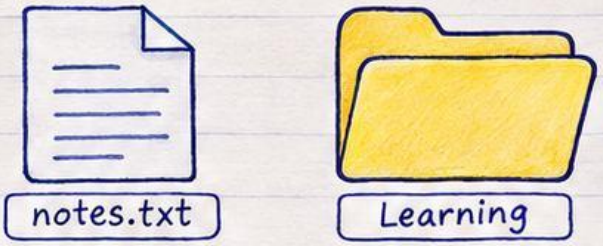
Remember:

- Do not unplug the PC or hold the power button for a normal shutdown.
- Let updates finish.

FILES, FOLDERS & STORAGE

1 • FILE vs FOLDER

- A file holds information.
- A folder organizes files and other folders.
- File name example: Zain-notes.txt.
- "Zain-notes" = name and ".txt" = extension/type clue.
- Renaming an extension does not convert a file.

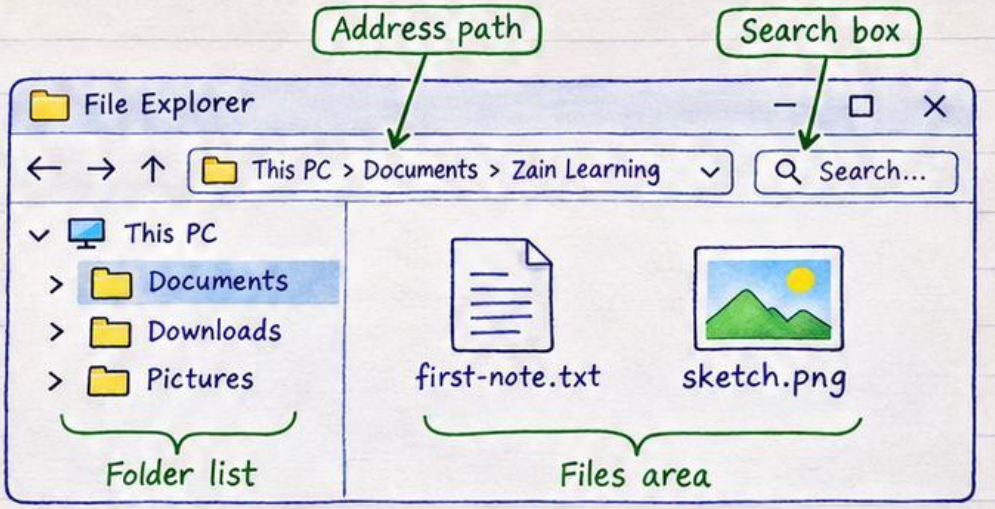


2 • COMMON FILE TYPES



3 • FILE EXPLORER

- Windows + E opens File Explorer.
- Documents: your documents.
- Downloads: files downloaded from the web, unless you choose another location.
- Pictures: images.
- This PC: drives and connected storage.

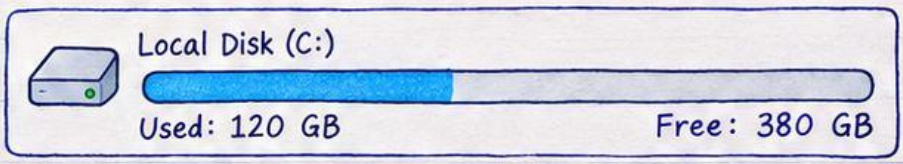


4 • MAKE A SIMPLE FOLDER TREE



- Use clear names so you can find things later.
- File Explorer search can help find a file by name.

5 • SIZE & SPACE

- KB < MB < GB < TB: from smaller to larger units.
- 

- Videos usually need much more space than short text files.

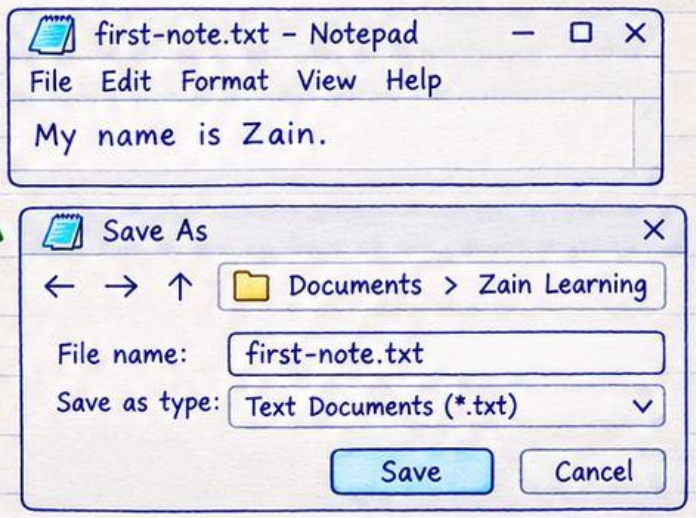
Remember: Renaming an extension does not convert a file.

TRY IT: Open Documents and create a folder called Zain Learning.

SAVE, COPY, MOVE & DELETE

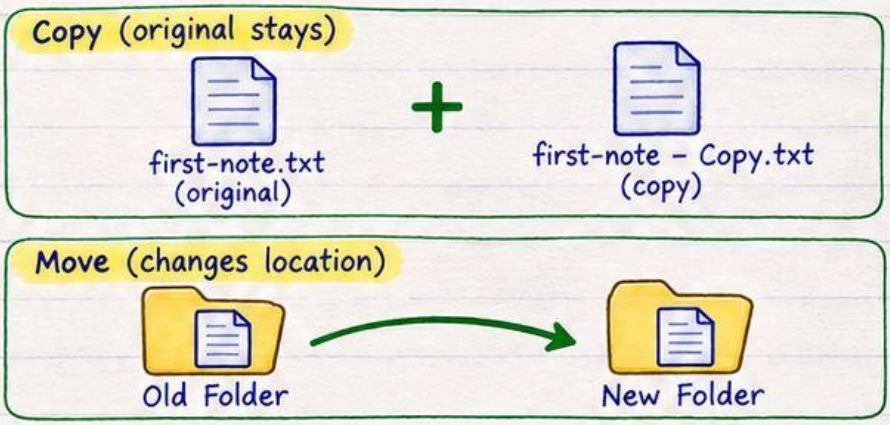
1 • CREATE & SAVE A FILE

- Open **Notepad** from Start search.
- Type: **My name is Zain.**
- Choose **File > Save** or **Save As**.
- Pick **Documents > Zain Learning**, enter **first-note.txt**, then **Save**.
- **Ctrl + S** saves later changes in many apps.
- **Save** writes changes to a file.
- **Save As** usually makes a new named copy or chooses another location.
- Check where you saved it.



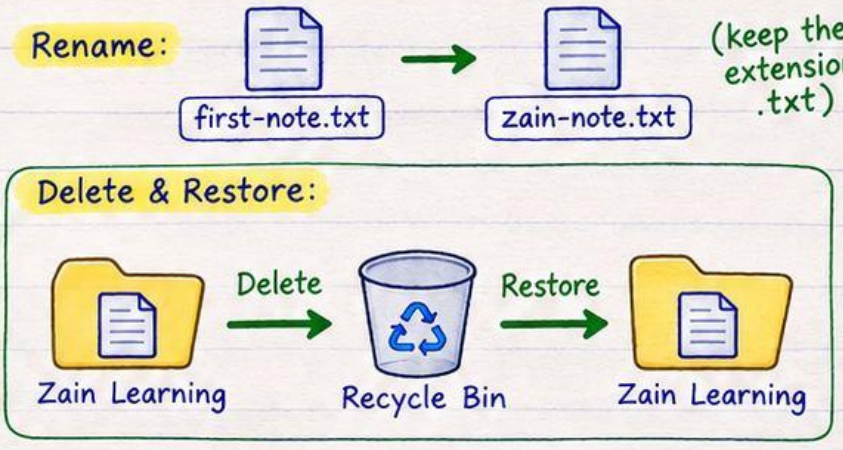
2 • COPY vs MOVE

- **Copy:** Ctrl + C, open destination, Ctrl + V. The original stays.
- **Move:** Ctrl + X, open destination, Ctrl + V. The file changes location.



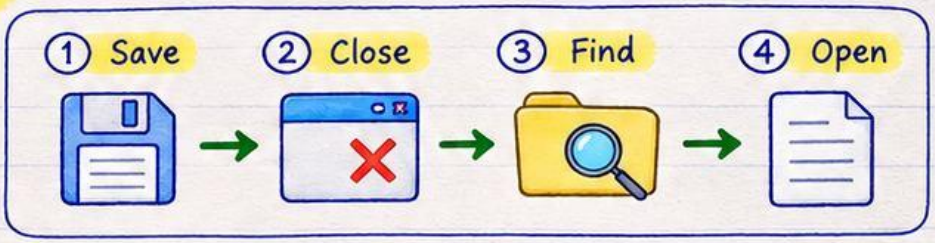
3 • RENAME & DELETE

- Select a file and press **F2** to rename it.
- Keep the correct extension.
- **Delete** removes a selected item. On local drives it usually goes to **Recycle Bin**.
- Open Recycle Bin, select the file, choose **Restore**.
- Some deletions bypass the bin; **Shift + Delete** bypasses it.
- Emptying the bin removes this easy restore option.



4 • A QUICK PRACTICE

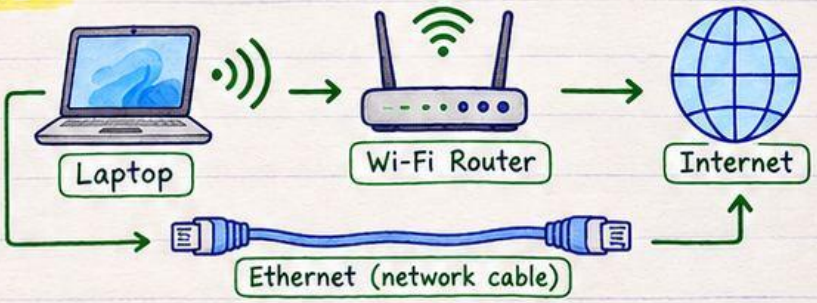
- Save **first-note.txt**, close it, find it in your folder and open it again.
- Copy it into a new **Practice** folder.



INTERNET & YOUR BROWSER

1 • CONNECT TO THE INTERNET

- Wi-Fi connects wirelessly; Ethernet uses a network cable.
- A Wi-Fi connection alone does not guarantee internet access.



- On Windows, select the network area on the taskbar, open Wi-Fi networks, choose your trusted network and connect. Enter its password if asked.

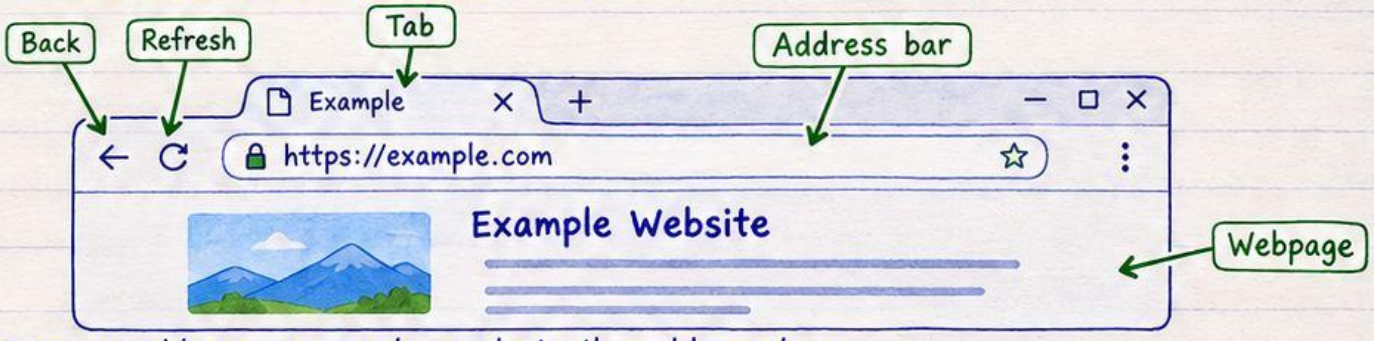


2 • BROWSER vs SEARCH ENGINE

- A browser is the app that opens websites, such as Edge or Firefox.
- A search engine helps find pages, such as Bing or Google.



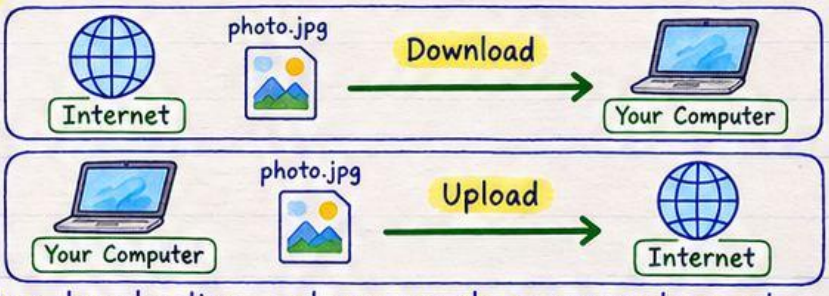
3 • KNOW THE BROWSER WINDOW



- Type an address or search words in the address bar.
- Ctrl + L selects it. • Ctrl + T opens a tab. • Ctrl + W closes the current tab.

4 • DOWNLOAD & UPLOAD

- Download: internet → your computer.
- Upload: your computer → internet.



- Check the Downloads folder after downloading, unless you chose somewhere else.

CAREFUL: Check the website address before signing in. HTTPS encrypts the connection; it does not prove a site is honest.

PORTS & CONNECTING DEVICES

1 • USB-A

- Rectangular connector.
- Common for a mouse, keyboard or USB flash drive.
- Match its orientation; never force it.



2 • USB-C

- Small oval connector, reversible.
- Can carry data; charging and video depend on the device, port and cable.



☑ Check support.

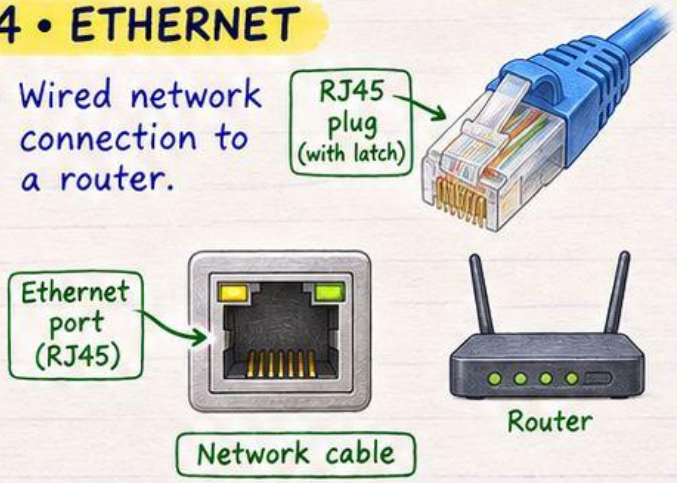
3 • HDMI

- Carries digital video and audio to a compatible monitor or TV.
- Select the correct input on the screen.



4 • ETHERNET

- Wired network connection to a router.



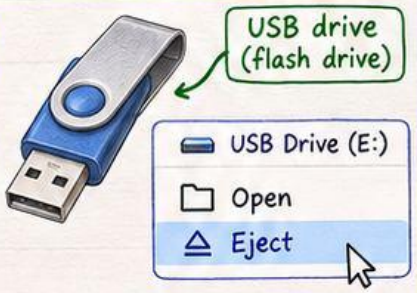
5 • AUDIO & POWER

- Headphones may use a 3.5 mm jack, USB or Bluetooth.
- Use the correct approved charger for your computer; do not assume any matching plug is safe.



6 • USB STORAGE & BLUETOOTH

- USB drive: plug in, open File Explorer, copy files.
- Wait for transfers to finish, then use Eject before unplugging.



- Bluetooth: turn it on, put the device in pairing mode, then add it in Bluetooth settings.



⚠ **REMEMBER:** Port shapes and locations differ between computers.

KEEP YOUR COMPUTER & FILES SAFE

1 • STRONG SIGN-IN

- Use a long, unique password or a passkey where supported.
- Enable two-step verification for online accounts.
- Keep passwords and one-time codes private.



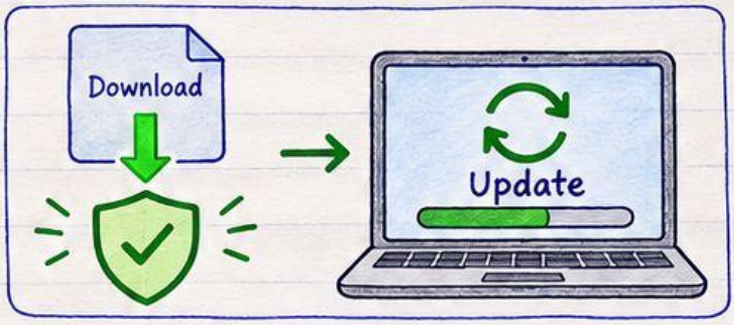
2 • SPOT A SCAM

- Urgent prize, payment or password messages may be phishing.
- Check sender and web address.
- Open the official app/site yourself instead of using a suspicious link.



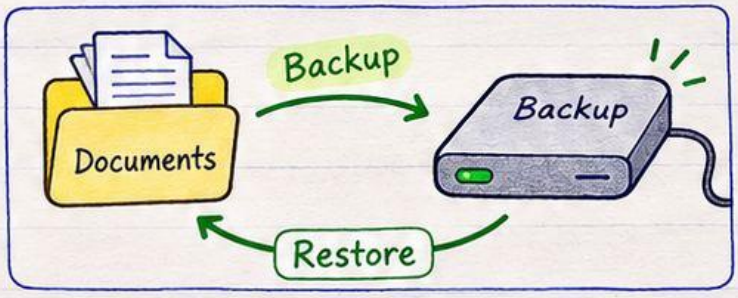
3 • DOWNLOAD CAREFULLY

- Use official websites or trusted app stores.
- Do not run unknown attachments or installers.
- Keep Windows, apps and security protection updated.



4 • KEEP A BACKUP

- A backup is another copy you can recover.
- Keep important files on a separate drive or a suitable backup service.
- Check you can restore a sample file.
- Sync alone may also copy deletions.



5 • SHARED COMPUTER HABITS

- Lock the PC when stepping away: Windows + L.
- Sign out of accounts on shared PCs.
- Avoid saving passwords on someone else's computer.



REMEMBER: No security tool makes every download safe. Pause and check before clicking.

CARE, QUICK FIXES & PRACTICE

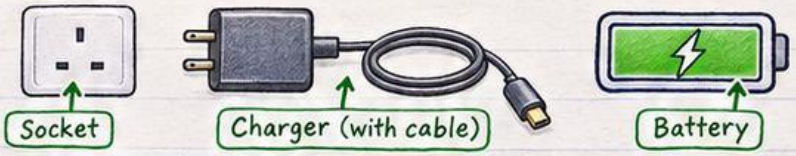
1 • LOOK AFTER THE COMPUTER

- Keep drinks away.
- Keep air vents clear.
- Shut down and unplug before cleaning; use a soft cloth and do not spray liquid directly on the device.
- Do not open the power supply.



2 • TRY SIMPLE CHECKS FIRST

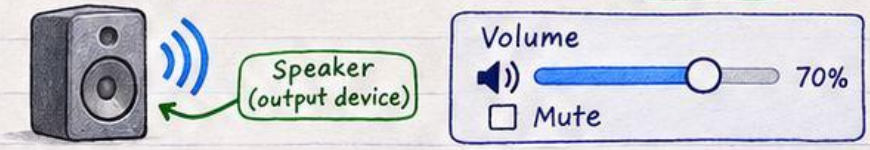
- *No power?* Check the socket, charger and cables.



- *No picture?* Check monitor power, video cable and selected input.



- *No sound?* Check volume, mute and output device.



- *No internet?* Check Wi-Fi, Airplane mode and another website.



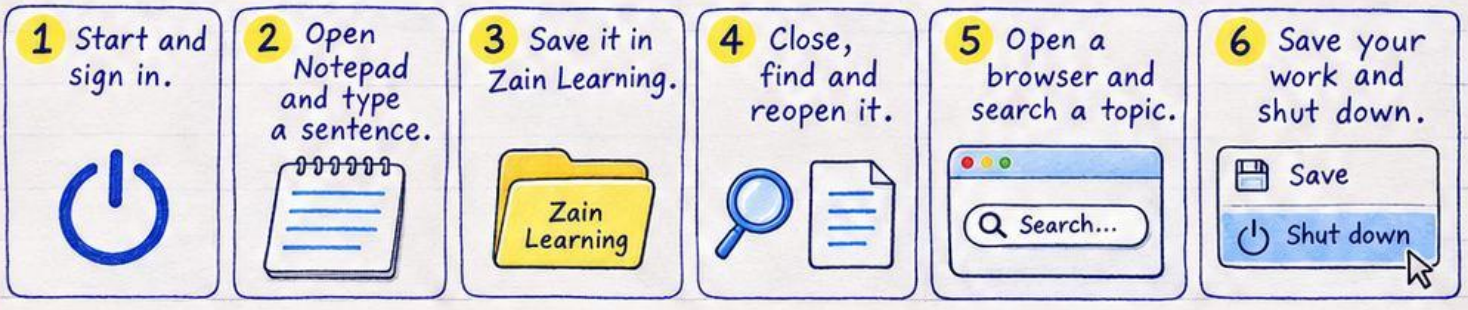
- *App frozen?* Wait briefly. If needed, `Ctrl + Shift + Esc` opens Task Manager; end only the stuck app. Unsaved work may be lost.



- If the issue continues, save what you can and restart.
- Record the exact error before asking for help.

3 • YOUR FIRST 15-MINUTE PRACTICE

1. Start and sign in.
2. Open Notepad and type a sentence.
3. Save it in Zain Learning.
4. Close, find and reopen it.
5. Open a browser and search a topic.
6. Save your work and shut down.



FINAL CHECK: Can you point, type, save, find a file and shut down safely? You have learned the essentials.