

BASIC COMPUTER TRAINING



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Sport is for everyone.

INCLUSIVE
Sports Academy CIC

www.inclusivesportsacademy.org

What can do the toolbar do?

Type in what you're searching for here and it should pop up! Both your documents AND internet results!



Open the internet browser!



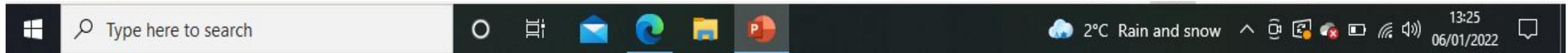
Open up your files and documents here!



Here you can connect to your Wi-Fi and check your connection!



Here you can check the time and date- as well as opening up your own online calendar!



You will find the 'power off' function under the Windows icon!



Cortana is similar to the search bar, however you can simply speak your commands instead of typing them out!



You can minimise whatever you're doing and go back to it after!



A lot of toolbars let you know the weather and temperature in your area!



Check your battery life here-it will let you know when you need to plug in!



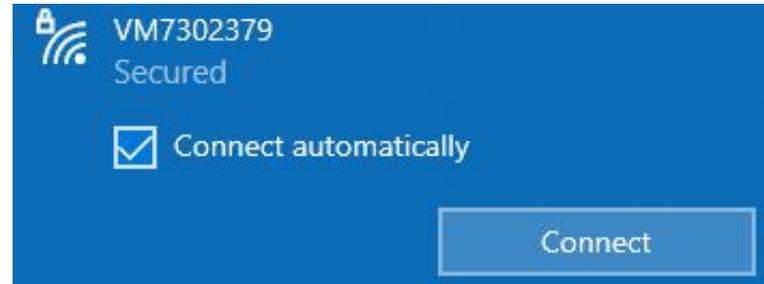
Here you can adjust your volume!



Connecting your device to the internet



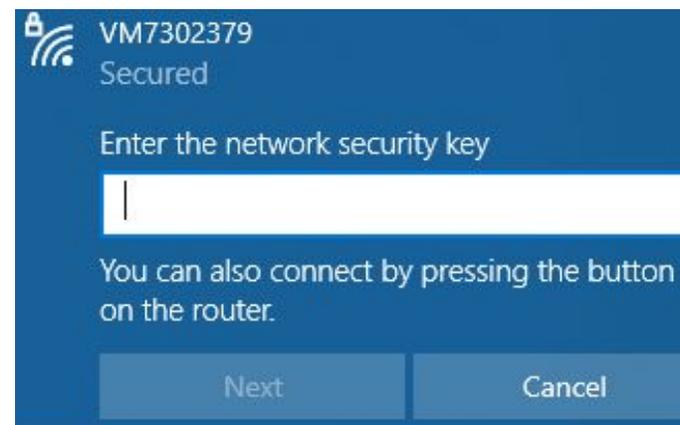
Open up your
Wi-Fi settings by
clicking this icon
on your toolbar!



Find your Wi-Fi network and click
connect! Make sure it's name matches
that of your internet router!



Type in your password (that will also be
located on your router) and click Next-
then you should be good to go!



Setting up an Email Address

- This will depend on what email you would like to use. The most common are outlook and G-mail.
- Usually, setting up is self explanatory and all instructions will appear on screen as you go along, which will assist you.
- Make sure that the email address you create is professional and easy to remember. Here are a few examples of do's and don'ts:

Do:

- Use your full name or organisation, if you don't use either make sure it's relevant and easy to remember.
- Keep it short and simple, a really long and complicated address will look like spam.

Don't:

- Use silly words or nicknames, if you have to ever send this to an employer it's a bad first impression!
- Use lots of random letters and numbers.

Sending Emails



Click Compose to start your email

Compose your email here! Always start off with 'Hello (name)'

Send it off! Always make sure to sign off with something like 'Kind Regards' or 'Many thanks'.



A screenshot of an email draft form. At the top, a dark grey bar says 'Draft saved' with window control icons. Below are two input fields: 'Recipients' and 'Subject'. A green arrow points to the 'Recipients' field, and another green arrow points to the 'Subject' field.

Insert the email address of your recipient here. Make sure they are spelled correctly, once you send one email to an individual, your account will usually recognise it from then on.

Make sure you insert what the subject of the email is here. EX: 'Job Application'. If you don't do this, other addresses may think it's spam and not successfully send to your recipient.



If you want to attach a document, use this button.

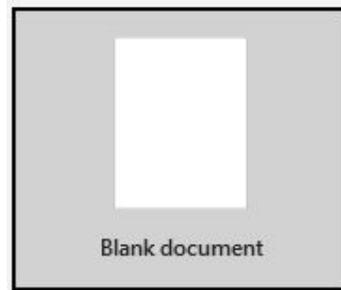
This bar allows you to customise the font size, colour and positioning.

Navigating Microsoft Word

- There are a lot of different Microsoft advanced features such as PowerPoint and Excel, but a great starting point is Microsoft Word. Here is how to get you started:



Open up Microsoft Word



Open a Blank Document



All functions will be found at the top of the screen. Such as font size and colour, print etc!

To select a folder to save to:
File > Save as > Browse > Desired
Folder > Save



Microsoft Word Autosaves, so if your device shuts down or you close the document by accident- don't worry!



Organising Files

- It's really important to ensure that all of your files on your device are saved and filed correctly so you always know where they are!
- Here are a few tips to organise your files!
- 'Nesting' is a great way to organise your folders. So saving folders within each other. For example: Receipts > 2022 > January.
- Don't save them randomly to your desktop, try and come up with a filing system that suits you. Using plenty of folders with names that you will remember is very important.
- Clearing out files regularly is great, because you will save storage space and the less files there are- the easier they will be to find.
- Backing up files to things like a drive can also be beneficial just in case your device breaks/goes missing.

Google

Bing

yahoo!

Navigating the Internet

- Pretty much every device will have a button that will take you straight to the internet. This may be called something such as explorer, edge, chrome or safari! Here are some examples of what they may look like...



- There are no rules to which one you use, just find what suits you best!
- To find the website you need, instead of remembering website domains- just use a search engine! Here are some examples of the easiest to navigate!
- Simply type in what site you would like to visit and it should appear straight away!

Importance of passwords and security

- **What makes a strong password:**

- Don't use easily guessed things like names, birthdays and pets
- Use a mix of upper and lower case letters
- Use special characters (!£\$&) and numbers
- Use a different password for every account you use

Bad: sharon1974

Good: W6hn76\$H74-j/6

- Try and refrain from writing passwords down all in one place, but if you need to remember use a locked document

- **Security**

- Make sure you download antivirus software onto your device. A lot of these are free, and you must make sure that you keep it updated. If you type these names into your browser, there will be a step by step on how to install them. Here are a few we recommend:



TOTAL AV



AVG



Avast



Avira

Importance of antivirus

- An antivirus detects and removes viruses. So why is it so important to have antivirus installed on all of your devices? (Laptop, Phone, Desktop, tablet).
- You can often accidentally click on malicious links without even realising it, and end up downloading something dangerous. An antivirus will prevent this from happening.
- Viruses can steal your personal information such as private credentials and bank details. They can also hack into social media accounts.
- Viruses can often make your device run really slowly, and end up being quite hard to use. Some viruses can be so difficult to remove that it would cost more than a new device.
- Viruses can often lead to losing certain files and documents, unable to retrieve them.
- A lot of antivirus' has a setting which can child-proof your devices and block any inappropriate content.

Red Flags to watch for –DON'T CLICK THEM



WARNING!

YOUR COMPUTER IS INFECTED:

System Detected (2) Potentially Malicious Viruses: *Rootkit.Sirefef.Spy* and *Trojan.FakeAV-Download*. Your Personal & Financial Information **IS NOT SAFE.**

To Remove Viruses, Call Tech Support Online Now:

888-609-8516

(High Priority Virus Removal Call Line)

Your IP Address: 5.14.186.178 | Generated on 03-22-2014 | Priority: Urgent

Google

Your system is heavily damaged by **Four virus!**

We detect that your Google Nexus 5 is **28.1% DAMAGED** because of four harmful viruses from recent adult sites. Soon it will damage your phone's SIM card and will corrupt your contacts, photos, data, applications, etc.



If you do not remove the virus now, it will cause severe damage to your phone. Here's what you **NEED** to do (step by step):

Step 1: Tap the button and install APP for free on Google Play!

Step 2: Open the app to speed up and fix your browser now!



You Are At Risk
Your computer and network protections are at risk

Fix Now



Your payment info has been leaked!
You must resolve this issue to avoid losing your deposit.
Google Chrome - news-central.org

Yes! No

System message



Critical Error!

OK

Warning - Grand Prize Winner



Congratulations!

You are today's
\$3000.00 T-CASH PRIZE WINNER

Click "Yes" button below to claim before time runs out.

Yes No

Participation Required. See site for details.

REPAIR FAST NOW

MEET LOCAL SINGLES

WARNING

This Site Contains Photos of Beautiful Single Girls.



We have over 50,000 members on our site who are ONLY looking for romantic encounters. Everyday we have thousands of new users, who want only one thing - serious acquaintances.

Before signing up you must agree to the following rules:

Step 1: Confirm Your Age

lax1.ib.adnxs.com/pop?enc=fJkoQuo2DUB8mShC6jYNQAAAAAAPA_fJkoQuo2DUB8mShC6j...

lax1.ib.adnxs.com/pop?enc=fJkoQuo2DUB8mShC6jYNQAAAAAAPA_fJkoQuo2DUB8mShC6jYNQLkAlCwglOprHUKiUBkIh2MxVBRAAAAAPF

Thank You

Congratulations!

You've been selected from Los Angeles to take part in our anonymous survey. Complete this 30 second questionnaire, and to say "thank you", we'll provide you with a few exclusive offers including an iPhone 5, Apple iPad 2 or a \$1,000 Visa Gift Card.

Question 1 of 3:
Are you male or female?
 Male
 Female

Any Questions?

These are just the bare basics.

If you need any further support or information, please feel free to enquire to caitlin@inclusivesportsacademy.org.

You are now prepared for your assessment!



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