

Goal: Build confidence and competence in using your computer from the ground up.

Weekly Commitment: ~2 hours/week

Style: Structured learning + simple hands-on exercises + mini challenges

Level 1: Computer & File Basics (Weeks 1-2)

- ☐ Navigate Windows File Explorer
- ☐ Identify drives (C:, D:, USB, SSD)
- ☐ Copy, move, rename, delete files
- ☐ Use a USB drive to transfer files
- ☐ Transfer files between phone & PC (USB + wireless)

Mini Challenge: Transfer a file from your phone to your laptop and then onto a USB drive.

Level 2: System Awareness & Settings (Weeks 3-4)

- ☐ System settings (Display, Sound, Storage, Power)
- ☐ What is RAM, CPU, SSD vs HDD (in simple terms)
- ☐ Check system health (task manager, disk cleanup)
- ☐ Manage apps and startup programs

Mini Challenge: Change your desktop wallpaper and set your PC to open your most-used app on startup.

Level 3: Software & Installations (Weeks 5-6)

- ☐ Safely install and uninstall programs
- ☐ Understand .exe, .zip, and other file types
- ☐ Set default apps (for PDFs, media, etc.)
- ☐ Create desktop shortcuts

Mini Challenge: Install a new useful app (e.g., Notepad++, VLC, or Canva for Desktop)

Level 4: Internet Tools & Safety (Weeks 7-8)

- ☐ Browser basics (Chrome/Edge tips)
- ☐ Downloading safely (how to spot scams)
- ☐ Using bookmarks, extensions
- ☐ Clearing cache, history, cookies

Mini Challenge: Bookmark 5 sites you regularly use and install 1 helpful browser extension.

Level 5: Practical Projects (Ongoing)

- ☐ Organize your files/folders (Documents, Downloads, etc.)

- ☐ Create a backup of important files
- ☐ Create a resume or checklist in Word or Canva
- ☐ Use Google Drive or OneDrive for cloud storage