

Basic Computer & Internet Usage – Comprehensive Notes

1. Installing Software (S/W)

◆ A. Using Microsoft Store (For Windows)

- Built-in app store on Windows OS.
- Steps:
 1. Open **Microsoft Store**.
 2. Search for the app/software.
 3. Click **Get** or **Install**.
 4. Wait for download and installation.
 5. Open via Start Menu or desktop shortcut.

◆ B. Using Official Website

- For more apps or older versions.
- Steps:
 1. Open a browser.
 2. Search for the software (e.g., “Download VLC Media Player”).
 3. Click on the **official website** (watch for fake links).
 4. Download the correct version (Windows/macOS/Linux).
 5. Run the installer file.
 6. Follow on-screen steps to install.

✓ **Tip:** Always install software from trusted sources to avoid viruses or malware.

2. Browsers – What They Are & Examples

◆ What is a Browser?

- A **web browser** is software used to access and view websites on the internet.

◆ Common Web Browsers:



- **Microsoft Edge** – Built into Windows.
 - **Google Chrome** – Fast and widely used.
 - **Mozilla Firefox** – Known for privacy.
 - **Brave** – Focuses on ad-blocking and speed.
 - **Safari** – Default on macOS and iOS.
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3. Reading Online Newspapers (Epapers)

◆ What is an Epaper?

- Digital version of a printed newspaper.
- Looks like a scanned newspaper page.

◆ Steps:

1. Open a browser.
2. Search for “**epaper [newspaper name]**” or visit directly:
 -  [Times of India Epaper](#)
 -  [The Hindu Epaper](#)
3. Click on the date/page you want to read.

✓ **Tip:** You may need to create a free account for access.

4. Email Services

◆ Popular Free Email Providers:



-  **Gmail** – gmail.com
-  **Outlook/Hotmail** – outlook.com
-  **Yahoo Mail** – mail.yahoo.com
-  **Yandex Mail** – mail.yandex.com

◆ How to Use Email:

✓ To Read Emails:

1. Log in to your email account.
2. Go to your **Inbox**.
3. Click on an email to open it.

✓ To Send an Email:

1. Click **Compose** / **New Email**.
2. Fill in:
 - **To:** Recipient's email address.
 - **Subject:** Brief title of your message.
 - **Message Body:** Your message.
3. (Optional) Click **Attach**  to add files.
4. Click **Send** .

5. Downloading Files from Internet

- Find the **Download** button on a website.
- Choose the correct file (Windows/Mac/Android).
- Click and save the file.
- Check the **Downloads** folder to open.

6. File Management Basics

◆ Common Actions:

- **Create** a new folder: Right-click → New → Folder.
- **Rename:** Right-click → Rename.
- **Move:** Drag file/folder to a new location.
- **Delete:** Right-click → Delete (goes to Recycle Bin).
- **Restore** from Recycle Bin if deleted by mistake.

7. Searching the Web

◆ How to Search:

- Use **Google**, **Bing**, or **DuckDuckGo**.
- Type in what you're looking for:
 - Ex: "How to make a PDF file" or "Weather in Mumbai today"
- Click on the most relevant link.

8. Safe Browsing Tips

- ☒ Use strong passwords.
- ☒ Do not click suspicious links or pop-ups.
- ☒ Use antivirus software.
- ☒ Keep your browser and software updated.

9. Useful Shortcuts (Windows)

Action	Shortcut
Copy	Ctrl + C
Paste	Ctrl + V
Cut	Ctrl + X
Undo	Ctrl + Z
Refresh page	F5
Open new tab	Ctrl + T
Switch tabs	Ctrl + Tab
Save	Ctrl + S
Print	Ctrl + P
