THING EVERY NEW COMPUTER USER SHOULD KNOW

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It’s normal to be nervous the first time you sit from a computer. You commit the same mistakes all beginners make, and you worry about committing fatal error. Your palms perspire when you reach for the keyboard. You’re convinced you’ll never get it right.

Learning to operate a personal computer or PC is a little like driving a car. It seems hard at first but you soon gain confidence at the controls. Before you know it. You’re flying down the road (or through the document) at 60 miles per hour!

To gain that kimd of confidence, you first need to learn some basic “do’s” and “don’ts. Here is a list of the top things every computer user should know.

1. Save your work frequently.
2. Back up your work.
3. Organize your hard disk
4. Exit applications properly.
5. Handle your floppy disk properly.
6. Know how to recover a deleted file.
7. Protect your computer from the weather.
8. Know how to reboot after a computer lookup.
9. Don’t remove the floppy disk.
10. Be nice to your hard disk.