Basic computer course – my note

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| Day | 1 | Date | 17-Oct-2020 |

* Start-power >shutdoen
* Alt+f4>shutdown
* Word MS office basic- power point>excel>word
* Power play
* Monitor
* Left- open>select
* Whuil
* Right-menu

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| Day | 2 | Date | 18-Oct-2020 |

* MS-word
* Seail
* W-word
* Desktop-word
* Word-file
* Esc-escape kiy (Close)
* Word-save (c+rl+s) give name
* Save as(alt+f4) a
* Copy+paste>>save as
* C+rl+c > copy
* C+rl+v >paste
* Keyboard(all key)