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**Introduction to computing**

**Documented by Nadia Abbas**

**Submitted to professor Shakir**

**Skills in CS**

1.**Typing:**

Daily practice Lessons for beginners:

➤ Asdf ;lkj

➤ Asdfgf ;lkjhj

➤ Qwer poiu

➤ Qwertr poiuyu

2. **Reading:**

➤ Text Book

➤ Documentation of the Topic

➤ Notes by googlying

3. **Abstraction:**

➤ Analyze information

➤ Detect patterns and relationships

➤ Solve problems on a complex, intangible level

➤ Be able to formulate theories about the nature of objects and ideas.

4. **Browser basics:**

➤ Opening links in new windows

➤ Using bookmarks

➤ Editing URLs to perform navigation

➤ Clearing the browser cache

Understanding common error messages

5. **Word processing:**

➤ Spell check

➤ Table creation

➤ Working with headers

6. **Simple networking diagnose:**

➤ Determine your IP address

➤ Verify physical connectivity to the network

➤ Check that you have a logical connection to the network

➤ Find out what path network traffic takes to get to its destination

➤ Translate from DNS names to IP addresses

7. **Learn Common keyboard commands:**

Learn the following shortcuts, it will make you a good programmer.

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| **Alt+F** | File menu options in current program. |
| **Alt+E** | Edit options in current program |
| **Alt+Tab** | Switch between open programs |
| **F1** | Universal Help in almost every Windows program. |
| **F2** | Rename a selected file |
| **F5** | Refresh the current program window |
| **Ctrl+N** | Create a new, blank document in some software programs |
| **Ctrl+O** | [Open](https://www.computerhope.com/jargon/o/open.htm) a file in current software program |
| **Ctrl+A** | Select all text. |
| **Ctrl+B** | Change selected text to be Bold |
| **Ctrl+I** | Change selected text to be in Italics |
| **Ctrl+U** | Change selected text to be Underlined |
| **Ctrl+F** | Open find window for current document or window. |
| **Ctrl+S** | [Save](https://www.computerhope.com/jargon/s/save.htm) current document file. |
| **Ctrl+X** | [Cut](https://www.computerhope.com/jargon/c/cut.htm) selected item. |
| **Shift+Del** | Cut selected item. |
| **Ctrl+C** | [Copy](https://www.computerhope.com/jargon/c/copy.htm) selected item. |
| **Ctrl+Ins** | Copy selected item |
| **Ctrl+V** | [Paste](https://www.computerhope.com/jargon/p/paste.htm) |
| **Shift+Ins** | Paste |
| **Ctrl+Y** | Redo last action |
| **Ctrl+Z** | Undo last action |
| **Ctrl+K** | Insert hyperlink for selected text |
| **Ctrl+P** | Print the current page or document. |
| **Home** | Goes to beginning of current line. |
| **Ctrl+Home** | Goes to beginning of document. |
| **End** | Goes to end of current line. |
| **Ctrl+End** | Goes to end of document. |
| **Shift+Home** | Highlights from current position to beginning of line. |
| **Shift+End** | Highlights from current position to end of line. |
| **Ctrl+Left arrow** | Moves one word to the left at a time. |
| **Ctrl+Right arrow** | Moves one word to the right at a time. |
| **Ctrl+Esc** | Opens the START menu |
| **Ctrl+Shift+Esc** | Opens Windows Task Manager |
| **Alt+F4** | Close the currently active program |
| **Alt+Enter** | Open the Properties for the selected item (file, folder, shortcut, etc.) |

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| **What else?** Does this cover the basic requirements of computer literacy or would you add a few more skills to the list?  Share your thoughts with us by commenting.    **Documented by : Nadia Abbas**  **P17-6057** |  |
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