

Computer Literacy/ Digital Literacy

10 Things to Know

Number One Search engines

- Difference between “web browser” and “search engine”
- <http://bit.ly/2phkPcc>
- Top Ten Best Internet Browser Software
- <http://tiny.cc/egwjzz>
- 10 tips for smarter, more efficient Internet searching
- <http://tek.io/TQHWti>

Number Two

Word Processing

- Wikipedia definition: <http://bit.ly/2rl6Vat>
- Free Online Word Processors: <http://bit.ly/2rVmtnK>

Number Three Spreadsheets

- Wikipedia definition: <http://bit.ly/1EoZqxF>
- How to Make a Spreadsheet in Excel: <http://bit.ly/2nMW46e>

Number Four

Browser Basics

- Opening links in new windows
- Using Bookmarks/Favorites
- Editing URLs to perform navigation
<http://tiny.cc/mhwjzz>
- Clearing the browser cache
<https://zapier.com/blog/what-is-a-cache/>
- Understanding common error messages
<http://tiny.cc/3hwjzz>

Number Five Virus/Malware Scanning

- **DO NOT** EVER NEVER EVER surf the web without virus protection – and up-to-date virus protection.



Number Six

Common Keyboard Commands

- Keyboard Shortcuts for Windows: <http://bit.ly/2nOtTEQ>
- Keyboard Shortcuts for Mac: <https://apple.co/3fLNfY3>

Number Seven

Some Basic Hardware Terminology

- RAM
- Processor
- Bits, Bytes, Megabyte, Gigabyte, etc. <https://tinyurl.com/btv2z>
- Bits and Bytes: <https://tinyurl.com/odgml8e>
- Wifi: <https://tinyurl.com/ybujx4tq>
- Bluetooth: <http://bit.ly/1xEICQX>
- CAT 5, CAT 6, etc. <http://tiny.cc/fiwjzz>
- Router <http://bit.ly/1WJiouI>

Number Eight

Simple Networking Diagnosis

- 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:

<https://www.catchpoint.com/blog/domain-name-to-ip-address>

<https://www.coderstool.com/domain-into-ip?q=Domain+into+IP>

<https://www.whois.com/whois/>

Number Nine

How To Hook It Up



- Pictures are worth a thousand words so we will be looking at an assortment of graphics.

Number Ten

Security/Privacy

101

- One of the topics that is nearest and dearest to my heart (along with discerning what is known as FAKE NEWS).