Practical Tasks for Computer Users

Basic Tasks

1. Starting and Shutting Down: Learn how to start, restart, and shut down your computer.
2. Using the Start Menu: Explore the Start menu to find and open programs, settings, and files.
3. Managing Windows: Learn how to create, move, rename, and delete folders and files.
4. Using the File Explorer: Navigate through your computer's files and folders using the File Explorer.
5. Creating Shortcuts: Create shortcuts on your desktop for frequently used programs.
6. Using the Taskbar: Understand the Taskbar and its functions, including pinning and unpinning programs.
7. Using the Desktop: Customize your desktop background, icons, and screen saver.
8. Connecting Devices: Learn how to connect external devices like printers, scanners, and USB drives.
9. Using the Control Panel: Access and adjust various system settings using the Control Panel.
10. Using the Settings App: Explore the modern Settings app for managing system preferences.

Internet and Networking

11. Connecting to the Internet: Connect to a Wi-Fi network or Ethernet cable.
12. Using a Web Browser: Navigate websites, search for information, and download files.
13. Managing Bookmarks: Save and organize your favorite websites.
14. Using Email: Send, receive, and manage emails. (Gmail)
15. Creating an Account: Sign up for online accounts (e.g., Gmail, Facebook).
16. Using Social Media: Explore and interact with social media platforms.
17. Online Shopping: Make purchases online.
18. Online Banking: Access and manage your bank accounts online.
19. Video Conferencing: Use tools like Microsoft Teams, Zoom or Skype for online meetings.
20. Streaming Media: Watch movies, TV shows, and listen to music online.

Productivity and Organization

21. Creating Documents: Use word processing software to create documents.
22. Formatting Text: Apply font styles, sizes, and alignment to text.
23. Creating Spreadsheets: Use spreadsheet software to organize data and perform calculations.
24. Creating Presentations: Use presentation software to create slideshows.
25. Using a Calendar: Schedule appointments and events. (Google Calendar App)
26. Using a Task Manager: Create and manage to-do lists. (Google Task App)
27. Taking Notes: Use note-taking apps to capture ideas and information.
28. Using a File Manager: Organize and manage your files efficiently.
29. Backing Up Data: Create backups of your important files.
30. Using Cloud Storage: Store and access files online (OneDrive, Google Drive).
31. Microsoft 365 Online
32. Microsoft 365 Mobile App (Word, Excel, PowerPoint) **Excel**
     - Get and Transform Data (Scan table from hardcopy into excel, get data from pdf)
     - Conditional Formatting, Data Validation lecture notes
33. Google Docs, Google Sheets and Google Slides

34. Using Canva
35. Using CapCut
36. Using Snipping Tool (windows)
37. Using LightShot - The fastest way to take a customizable screenshot
38. Screen recorder (FreeCam, Loom: Free screen recorder for Mac and PC)

AI Tools

Software and Applications Installing Software: Download and install programs from the internet

34. Uninstalling Software: Remove unwanted programs from your computer.
35. Updating Software: Keep your software up-to-date with the latest versions.
36. Using Antivirus Software: Protect your computer from viruses and malware.
37. Using a Firewall: Protect your computer from unauthorized network access.
38. Using a Media Player: Play music and videos.
39. Using a Photo Editor: Edit and enhance your photos.
40. Using a Video Editor: Create and edit videos.
41. Using a PDF Reader: View and print PDF documents.
42. Using a Remote Desktop: Access your computer from another device.
43. AnyDesk

Troubleshooting and Maintenance

1. Troubleshooting Basic Issues: Resolve common problems like slow performance, crashes, and error messages.
2. Dealing with Viruses and Malware: Scan for and remove malicious software.
3. Fixing Internet Connection Issues: Troubleshoot problems with your internet connection.
4. Updating Windows: Install the latest Windows updates.
5. Defragmenting Your Hard Drive: Optimize your hard drive performance.
6. Cleaning Up Junk Files: Remove unnecessary files to free up space.
7. Managing Startup Programs: Control which programs start automatically when you boot your computer.
8. Checking Disk Space: Monitor your hard drive space and manage files accordingly.
9. Managing Power Settings: Adjust power options to save battery life or improve performance.
10. Using System Restore: Restore your computer to a previous state if something goes wrong.
11. Windows Networking Commands

Advanced Topics

Creating a User Account: Set up additional user accounts on your computer.

- Using the Command Prompt: Execute commands and tasks using the command line interface.
- Customizing the Registry: Modify system settings by editing the registry (advanced users only).
- Using Virtual Machines: Run multiple operating systems simultaneously.
- Networking Concepts: Understand basic networking concepts like IP addresses and DNS.
- Remote Access: Set up remote access to your computer.
- Using Group Policy: Configure settings for multiple users or computers.

- Scripting with PowerShell: Automate tasks using PowerShell scripts.
- Troubleshooting Hardware Issues: Diagnose and fix hardware problems.
- Data Recovery: Recover lost or deleted data.
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Additional Tasks (Optional)

- Learning Programming: Explore programming languages like Python or C++.
- Creating a Website: Design and build your own website.
- Gaming: Enjoy playing games on your computer.
- Using a VPN: Protect your privacy and access geo-restricted content.
- Using a Digital Signature: Sign documents electronically.
- Using a Digital Certificate: Verify the authenticity of digital documents.
- Using a Screen Reader: Access your computer if you have visual impairments.
- Using a Screen Magnifier: Enlarge the screen for users with low vision.
- Using Speech Recognition: Control your computer with your voice.
- Using a Text-to-Speech Converter: Convert text to audio.
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Additional Tasks (Depending on Your Interests)

- Editing Photos and Videos: Learn advanced photo and video editing techniques.
- Creating Music: Compose and produce music using digital audio workstations.
- Learning 3D Modeling: Create 3D models and animations.
- Using CAD Software: Design and create engineering drawings.
- Using GIS Software: Analyze geographic data and create maps.
- Using Data Analysis Tools: Explore data analysis and visualization techniques.
- Using Scientific Software: Perform scientific calculations and simulations.
- Using Medical Imaging Software: Analyze medical images.
- Using Legal Software: Manage legal documents and cases.
- Using Accounting Software: Manage finances and accounting tasks.
- Using GitHUB
- Using Visual Studio Code
- Using Reptlit

Additional Tasks (Based on Your Needs)

- Setting Up a Home Network: Connect multiple devices to a shared internet connection.
- Configuring a Router: Customize your router's settings to improve performance and security.
- Using a NAS Device: Store and access files over a network.
- Setting Up a Home Server: Host your own website or services.
- Using a Home Automation System: Control your home devices remotely.
- Using a Virtual Reality Headset: Experience immersive virtual worlds.
- Using an Augmented Reality Device: Overlay digital information on the real world.
- Using a Smartwatch: Access notifications and apps on your wrist.
- Using a Smart Speaker: Control your home devices with voice commands.
- Using a Tablet or Smartphone: Explore the features and apps available on mobile devices.

Additional Tasks (For Advanced Users)

- Customizing the Windows Interface: Create a personalized desktop experience.
- Optimizing System Performance: Fine-tune your system settings for maximum speed and efficiency.
- Troubleshooting Complex Issues: Diagnose and resolve advanced technical problems.
- Learning System Administration: Manage network and server environments.
- Using Linux: Explore and experiment with the Linux operating system.
- Learning Programming Languages: Master advanced programming concepts.
- Contributing to Open Source Projects: Participate in developing open-source software.
- Creating Your Own Software: Develop your own applications.
- Staying Updated with Technology Trends: Keep up with the latest developments in the tech industry.
- Sharing Your Knowledge: Help others learn and grow by teaching them about Windows and technology.