

Safe use of Personal Computers (PC)

1. What is a personal computer (PC)?

A PC is a programmable electronic hardware-machine that computes, calculates and stores data and information (later only called data to shorten the text) with the help of software-programs. The interface between the user and the hardware part of the PC is normally given through a graphical user interface (GUI). The GUI is provided by the Operating System (OP), normally WINDOWS by Microsoft.

The human user (later only user) can readout data via screen or printer. He can also share electronically data with other people through email, floppy-disk, CD-ROM. Further he can store data constantly on hard-disk, CD-ROM, Floppy,... The user can interact with the programs and change information with keyboard and mouse.

1.a) What is the hardware of the PC?

Every part of a PC that can be touched and gripped with hands is hardware.

External devices linked with cables on ports:

for output:

- Screen
- Printer
- Modem (also internal possible)
- ...

for input:

- Keyboard
- Mouse
- Modem
- ...

Internal devices normally inside the PC:

Storage and exchange:

- Hard-disk
- CD/DVD-ROM/RW
- Floppy
- USB, Serial, Parallel,... Ports
- ...

Internal infrastructure to calculate and provide internal datas:

- Main-board (Board that hosts the slots for every other part of internal hardware and “roads” BUSes between the different parts)
- Central Processing Unit (CPU) (calculating brain of the PC)
- RAM/Memory (fast storage for only currently needed data and commands)
- Graphic card (to calculate what is showed on the screen, sometimes already part of the main-board, provides a slot for screen-cable)
- Soundcard (to calculate the sound, sometimes already part of the main-board, provides slots for microphone and ear-speakers or active loud-speakers)
- BUS (links between the different part of hardware to exchange commands and data)
- Power-Link
- ...

Every internal hardware device is linked over one or several BUS-systems to transport power, data and commands between the different devices.

1.b) What is the software of the PC?

The user uses different types of programs by giving “commands” over input-devices. The OP uses so-called drivers to give commands and data to hardware devices and to get commands and data from the hardware devices. The OP provides every necessary link between

- User and user-program
- Hardware and software
- Program and program
- ...

2. Hardware

2.a) How to keep hardware devices working well and “being happy”?

- First of all: the cables have to be put in and fixed correctly!
- UPS to avoid uncontrolled shut down when power is lost (power sharing...)
- The hard-disk has to be defragmented every few weeks (4-6) (Start->Programs->Utilities ->System Programs->Disk Defragmenter)
- Use only clean exchangeable devices (Floppy-Diskettes, CD-ROM,...). Like this you make sure that no dust comes into the PC. If they are not clean, try to clean them tenderly. Use a soft cloth and only try to clean it from inside to outside. Be very careful and do not destroy or scratch the outer layer of the exchangeable devices.
- Be careful with the PC (do not throw or beat it) otherwise thin electronic lines of the hardware may break and cause an hardware failure.
- ...

2.b) Where to change hardware settings?

- Some changes of settings directly belonging to the hardware can be made in the BIOS-interface right after starting the PC. (Normally you do not have to change anything here!!!)
- WINDOWS by Microsoft is the OP and handles the relation between hardware, user-software and the user. It uses drivers to interact with the hardware and a GUI to interact with the users via screen, keyboard and mouse.
- System Manager (Start ->Settings->System Manager->System->Hardware Manager): Here you can see every hardware device and conflicts between the devices. You can change the driver of a specific hardware device or simply change settings of them.
- ...

2.c) How to install a new hardware device with “plug & play”?

1. (Switch off the PC)
2. Put the new hardware device in the correct slot or fix the depending cable correctly.
3. (Switch on the PC)
4. WINDOWS will install or ask for the correct drivers for the new hardware device.
5. Put in the drivers CD-ROM or floppy if asked for. Be prepared to have a WINDOWS installation CD-ROM for your PC, for Windows may ask for it.
6. If there are instructions on screen follow them
7. It might happen that you are asked for a fresh start of the PC. Please do this, for WINDOWS can only use the driver correctly after a fresh start.
8. Use the device as intended.

In some cases you may put external hardware devices (memory stick, USB-devices...) in the right slot while running the PC. Then you may leave out number 1 and 3.

If it is no plug & play device it might happen that you have to install the driver before or after putting the hardware into the PC. Hardware devices are usually plug & play after date of production 1995. Please read the installation instructions of the devices very carefully before installing them. Otherwise you may crash the PC and damage the hardware by doing something wrong.

3. Software

In this part is described, how to use Programs in windows, handle and structure your file-system and how to customize your WINDOWS. It is only a very brief description, but it might help to use your computer correct.

On the top right of every window of a started program you see signs like: _, 2 small frames or one big frame and a cross.

With a click to the _ you will minimize the window frame and it will be only shown in the task-list on the bottom of the screen (maybe only visible if you take the mouse pointer to the bottom of the screen).

The 2 small frames will make your current program window a bit smaller

The single big frame will make the current program-window a full-screen Window.

The X will end the program immediately. Sometimes you will be asked if you want to store first...

3.a) User Programs

The user programs described in this parts are usually used in offices. This is only a very brief introduction. Please refer to the user manuals or the help-functionality of the program to get further hints how to use the specific program.

3.a.i) Word

Word or WordPad is a product of Microsoft. It is used to make text-documents. It is designed to type and structure a text, insert some pictures or text-tables. It can store, change and print documents.

1. Open Word by double-click on the program-item or on a *.doc document
2. Within the menu-bar (top of the screen) you will find menus like File, Edit, View...

Create a new text-document

3. File-> new File

Open a given text-document

double-click on the file in Windows-Explorer (see later in 3.b.i)

- 3a) File-> open file
- 3b) Search the folder in which the file is by using the folder-tree on screen.
- 3c) Click on the file and then on the OK-button

Typing the text

It does not matter whether you want to change a given text or if you want to start a new document.

4. Click with the mouse-pointer at the place where you want to write.
5. Type in the text.
6. Mistakes may be corrected by clicking directly after the mistake in your text, then use the backspace-key to kill the wrong characters of your written text and type the word correct.

Structuring your text

After typing the text you may want to structure your text and format your text.

7. Press the Enter-key in front of the lines you want to set apart from the others. This will bring the text after the pointer into the next line.
8. Highlight a text-passage to format it by pressing the left mouse and drawing the mouse-pointer over the text you want to format.
9. When the text is highlighted you may choose the font, font-size, bold, Italian, underlining, alignment (left, middle, right, right and left),...

Store (save) your document

To store your document

10. File->save
11. If you store a new document the first time you will be asked what name it should have and where to store it. Otherwise it will overwrite the old file.
12. If you want to change the place, name of the file where to store, chose File-save as... and chose a place and name for the file.

Print a file

13. File->print

As mentioned earlier: This is only a very brief introduction. Word can do much more to help you structuring your text-document and to make it nice. Please refer to the help by using the F1-key. Type in the keywords like bold, if you want to make a text bold and choose one of the proposals of the help-function

3.a.ii) Excel

Excel works nearly the same way as Word, for it is also from Microsoft. Excel is a program to calculate and structure your data in tables and to show diagrams.

You may open Excel-Files and create new ones like you do in Word, but you will use Excel and *.xls-file of course.

Every cell of an excel-sheet is a single unit. You may edit it in the edit-field on top of the sheet. You may only use the table-structure to structure your dates or other things, which can be shown easily within a table. But Excel is especially made for handling numbers and calculating them.

To calculate for example how much a meal will cost you may have a table like this:

<i>Kind of food</i>	<i>Prize per kg</i>	<i>quantity</i>	<i>Prize over all</i>	<i>used formula</i>
Maize	2500	25	62500	'=(B2*C2)'
Beans	4000	5	20000	'=(B3*C3)'
Meat	10000	4	40000	'=(B4*C4)'
Fish	6000	5	30000	'=(B5*C5)'
		TOGETHER:	152500	'=(D2+D3+D4+D5)'

The column used formula is left out, but the used formula is typed in the field prize over all without the".

For further hints refer to the help with F1...

3.a.iii) OpenOffice

OpenOffice is similar to Word and Excel. It provides nearly the same functionality but has some other features like making presentation or drawings or printing as PDF by using File->Export as PDF. You may even use *.doc and *.xls files within OpenOffice. For the differences in detail please refer to the help functionality with F1-key.

3.a.iv) Thunderbird

Thunderbird by Mozilla provides you the possibility to write, send and get emails. Before you can get new emails you have to create an account to a given email-address.

Start Thunderbird with a double-click.

Here you see a similar menu-bar like in Word

Creation of a new user account.

1. File->new->Account...
2. Choose the checkbox Email account and click Next
3. Type in the name that will be send to other and the Email-address of the account. -> Next
4. Use POP as server type and type in the POP3-server name, uncheck the global inbox flag ->Next
5. Then you will be asked for your User Name. Type in the provider given User name -> Next
6. Then you may choose a name for this account. This is a free choice. ->Next
7. Now is your Email-Account ready to get mail. Please check if the information about your account are correct. If not click Back until you come to the point where you can correct the information.

Getting emails to a certain account.

You can get the mails to all email-accounts at the same time, but this way you have to store all passwords. This will minder the safety and security (Chapter 4.a Passwords). This will work if you just put the Get-button on top left in the tool-bar.

1. If you want get emails for only one single account right-click on this account-name
2. Chose 'Get Messages for Account' in the appearing menu
3. The PC will try to establish an online-connection if not already established (otherwise if there is not establishing of connection, try to do so for yourself by using the online connection-item on desktop or opening firefox)
4. Thunderbird will try to contact your email-provider.
5. If you have not stored your password you will now be asked for it.
6. Thunderbird put your incoming emails into the inbox of your account.
7. Click on the inbox and choose one of the bold marked emails, these are unread emails.
8. Click on the chosen email and read it, if it is up to you to read or copy it to the depending folder or print it for the intended receiver.
9. Be careful with Attachments (see also 4.b.ii Attachments to emails)

Reply or forward emails

1. Click on the email and press the Reply- or forward-button in the middle of the tool-bar
2. Go on with number 2 of sending new email

Sending new email:

1. Click on the Write-button second from left on top in the tool-bar.
2. Check if the sender is correct (if there is only one account you do not have to do this), otherwise left-click on the triangle right of the box on top after the 'From:' and choose your account.
3. After the 'To:' you may now type the email address of the intended receiver of the email (by clicking on the Contacts-button, second from left in the tool-bar you may also choose a contact already known in your Address Book in Thunderbird.
4. Choose a subject or title of your email. This will help others to see what the mail is about.

It helps the user to choose if he or she wants to read the email, move it to another folder or print it... (e.g. Subject: "To Mister R. Kunda" or "About the last board-meeting on 08.September")

5. Type the text on the big editor field.
6. When you are ready check the From and To information again
7. File->Send Later (or press Ctrl+shift+Enter at the same time). If there is only one email to be send you also may use the Send-button on top then the email will be send directly (Go on with number 11).
8. The mails are now collected in the unsent message folder.
9. To send the messages right-click on the Unsent Messages Folder in Local Folders on the bottom of the folder-list on the left side.
10. Choose Send Unsent Messages in the appearing menu.
11. Now it starts something like in number 3-5 of Getting Emails (as seen above)
12. Thunderbird puts the sent emails in the folder sent of your user account.

To learn more about Tunderbird please press F1-button within the program

3.a.v) Firefox

Firefox by Mozilla is a so-called Web-Browser. You may look at web-pages with this program. Use it carefully, because this is one of the main entry-points of viruses (also see 4.c)

How to use the web-browser?

1. Double click on the item of Firefox.
2. The PC will now try to establish an online-connection if it is not already established. (otherwise if there is not establishing of connection, try to do so for yourself by using the online connection-item on desktop)
3. A start page will appear.
4. On top is a blank box where you may type in the address of a web-page (like www.google.com or www.christ-online.de/mission).
5. On a searching Portal like google.com you may type in intelligent search requests to find according web-pages. Follow the links by clicking on them.

To learn more about Firefox please press F1-button within the program

3.a.vi) Other user-programs

Other user-programs are similar to the presented ones. To find out how they exactly work you may refer to the Help-function within the program by pressing the F1-button in the program.

3.a.vii) Automatic updates

Some programs provide automatic updates to enlarge the number of features of the program, to close security-leaks or simply repair a false behavior of the program. If you are asked for such an update, please refer to your administrator, because such a request could also be a virus. But if you are very sure, that this is an update provided by the company that developed the program you may download and install it. First ask your administrator!!!

3.b) Handling data and files

The whole data and all the programs are stored in Files on different devices. The files are put in different Folders to make it easier to find them. A device may contain some folders and files, every single folder may contain other folders and files. Like this the data-structure looks like a tree and is called tree-structure. The root of the tree is 'My Computer'. The first thick branches are the different devices (hard-disk, CD-ROM, Floppy,...). Within the devices there are smaller branches showed by folders. The folders contain other smaller branches with other folders. The files are like leafs of a tree.

With the help of the OP you are able to create new folders and files, to copy, move or delete them.

3.b.i) How to use Windows Explorer?

Windows Explorer is the tool to create, to copy, move and delete files.

Start Windows Explorer with a double-click to the item on the desktop or
Start->Programs->Windows Explorer

On the left you will see the tree-structure, which is described above. Some branches (devices or folders) are not showed completely. If this is the case there will be a '+' in front of the branch. Open branches are marked with '-'.

To open a branch left-click on the '+' in front of the branch and it will show the next level of branches which may also be closed.

If there is no sign in front of a folder it is the end of the branch.

To chose a folder left-click on the name of the folder.

On the right you can see what the current (blue marked) folder contains. This can be some folders or files.

Create a new empty file or folder

To create a new file you have to do only a few steps.

1. Choose in the left area folder where to create your new folder or file, be sure that the intended folder is highlighted in blue
2. Choose File->New->Folder (or the specific file-type) in the menu-bar on top of the Windows-Explorer-Frame
3. The new folder or file is created and the name is something like 'new folder' and highlighted in blue
4. Type in a well chosen name for your new file or folder and press Enter.
5. Your new file or folder is now ready to be used.

Copy or move a file or folder

To copy or to move a file or folder is also done in very few steps

1. Choose in the left area the folder where your file to copy or move is at the moment.
2. Left-click on the file or folder to copy or to move in the right area of the Windows-Explorer frame (To choose more than one file: While pressing Shift + left-click on the first file in the list and then on the last file you want to copy. Every file in between will be highlighted as well.)
3. Left-click on the copy (two sheets of paper) or cut (a pair of scissors) symbol in the tool-bar on top.
4. Windows-Explorer now knows that you want to copy or to move the file(s) or folder(s)
5. Now select the folder in the left area where the file or folder should be copied or moved to.
6. Left-click on the paste symbol (sheet on folder) on top in the tool-bar.

7. The file or folder is now copied or moved to its destination.

Delete a file or folder

To delete a file or folder you do nearly the same as if you copy a file

1. Select in the left area the folder where your file or folder to delete is.
2. Left-click on the file or folder to copy or to move in the right area of the Windows-Explorer frame (To choose more than one file: While pressing Shift left-click on the first file in the list and then on the last file you want to copy. Every file in between will be marked as well.)
3. Left-click the delete symbol (cross) on top in the tool-bar.
4. You are asked if you want to move the file or folder into the Recycled folder. Press Yes if you are sure.
5. If you want to restore the file you may open the recycled folder, right-click on the file or folder and select Restore in the appearing menu. The file or folder will be placed at the folder, where it was before you deleted it.
6. If you want to delete it for sure you may open the recycled folder, right-click on the file or folder and select Delete in the appearing menu. If you want to delete everything in the recycled folder for sure, then you may right-click on the recycled folder and empty the folder by selecting it in the appearing menu.

Rename a file or folder

To rename a file or folder to avoid same names or to easily find them you also have to do only a few steps.

1. Select in the left area the folder where your file or folder to rename is.
2. Left-click on the file or folder to copy or to move in the right area of the Windows-Explorer frame. (You can only choose one file or folder to rename at the same time, otherwise Windows will be confused.)
3. Right-click on the file or folder in the right area of the Windows-Explorer frame and select Rename (nearly at the bottom of menu) in the appearing menu.
4. Type in the new name and press Enter
5. The file is now renamed.

3.b.ii) Organizing your data in a windows file-system

Like written earlier, Windows uses a tree-structure. You can take profit out of this. Do all your Program-folders in one Program Files Folder (see later in 3.c.i Installation of new Programs). Do all your documents or data-files in one big folder-system like in 'My Documents'. Create some smaller folders in this folder to subdivide your files into different topics, like 'KCCC', 'KCRC', 'Seminars',... You may even subdivide this structure if you have different kinds of things within these topics... Put the files in the suitable folder. This will help you to find it later.

If you store all your data-files in one big branch of folders it will be very easy to make backups, by just copying this parent-folder to a CD...

3.b.iii) How to find lost files?

Sometimes it happens that you loose a file. Then it will be necessary to search it. The Windows-Explorer provides such a function.

1. Choose Tools in the menu-bar
2. Select Find->Files and Folders
3. Type in the name or a text within the file into the corresponding fields
4. Left-click on the Start-button

5. On the bottom of the frame will appear some suggestions of files and folders. Choose the correct one by double-clicking on it.

3.b.iv) Backups

In order to keep files for times when your computer breaks down or when the files are accidentally deleted you should have backups. Backup your files every 1-4 weeks on CD-Rom. Copy the data-file folder on the CD-Rom by using specific software to “burn” them.

3.c) Customize your Windows

Normally WINDOWS does not provide a comfortable environment for your business, but it gives you the possibility to make it comfortable and suitable for your work. There are some software programs you can install at your PC, like the user-programs above. Or you may want to have shortcuts to your program and data files. With WINDOWS XP you may want to have different User-Accounts to have different desktops and user rights.

3.c.i) Installation of new Programs

There are not all programs installed at your PC at first. To install a new user-program like an office program you have to do very few steps.

1. Insert the program and installation CD-Rom into the CD-Rom device.
2. The installation setup will start automatically. (If not search for the CD-Rom device in Windows-Explorer and start “setup” by double-clicking on it.)
3. Follow the instruction on screen
4. If you are asked where to install the program, choose a folder in the root-branch Program Files and a Subfolder named like the Program.
5. WINDOWS may ask for a fresh start to integrate the new software into the system. Do this.
6. The program is now ready to be used.

3.c.ii) Making links to often used programmes and files

Some programs or files are used very often and it is too much work to open them via Start ->Programs->... or the Windows-Explorer.

Instead you may make a link to the program or data file on the desktop (screen first shown after starting Windows).

1. Search the program or data file with Windows-Explorer
2. Right-click on it.
3. Select “send to”->“**Link on desktop**”
4. Close Windows-Explorer and you will see the new link on your desktop.
5. Start it with double-click

3.c.iii) Use of user accounts

If there are different users using a PC it might be a good idea to have different user-accounts. And it may be good to have passwords for them. Windows 98 only provides this for the use of Networks and the look & feel environment but not for rights.

Windows XP has three different types of users.

1. Administrator or Boss (is allowed to change settings and to install all kinds of software)
2. Normal User (is allowed to change documents and data and may install some kinds of software, but not all. Cannot change hardware-settings)
3. Guest (is allowed to read data and use programs but cannot change settings or install programs).

Please use the account with less possible rights to do your job. Otherwise you will give viruses the opportunity to use your rights to change the settings and damage your PC.

4. Safety and security

A computer should be guarded like a building. There are many different things to guard your computer. There are locks to keep your doors to specific functions or data closed. You have to use passwords as keys to open them. There are also programs that are able to infect and damage your computer like mosquitoes and Malaria does. You have to put some nets out and have some medicine prepared with an anti-virus-program. It is also necessary to avoid helping viruses to enter your computer. A third thing is attacks of other web-users or web-programs so-called hackers. We can use a security- or firewall to keep them out. Only allowed accesses can go through this checkpoint to the online connection.

But for the safety of your computer you have to use hardware devices as well to help the hardware to operate correct and avoid damages.

4.a) Passwords

Passwords are like keys to open the door to a program, specific data or to your email account. Choose passwords you can remember and do NOT write them on an open paper near the PC. This would be like laying your front-door key right in front of the door. If you save your password on the PC you also make it easy for hackers to get your keys to accounts and data.

A password is normally case-sensitive; this means that there is a difference between capital letters and small letters within the password.

To make your password as secure as possible use at least 8 characters mixed up with special characters (‘,._-+*’), numbers (1234567890) and letters (abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRSTUVWXYZ). A bible verse is one of the most secure passwords for it mixes up all types of characters and has more than 8.

For example: Yoane3,16 (Do not use this one because it is one of the most popular one, choose another one.)

Sometimes you are just given a password by someone else, try to remember it by heart and use it when asked for it, but be careful who you give it to, otherwise you may let bad guys into your system.

4.b) Avoid an ill computer (AntiVir, Virus, Worms,...)

Like human-beings a PC can get ill. There are different types of ill-making programs.

1. Virus (Program that damages your computer and reproduces itself with the help of the OP)
2. Worm (Moves like a worm from PC to PC via email and world wide web, reproduces itself via sending emails to addresses listed in your address-book)
3. Trojan (Program that tries to fool you by making you believe that it is another program. It tries to get your passwords to provide instant access to a hacker or program.
4. Phishing (Emails that ask for your passwords, very common in the US and Europe with bank-accounts)
5. ...

4.b.i) Use of Antivirus-Programs

To help to keep the PC clean use a Antivirus-program like AntiVir. Be sure to update the database of this program at least every 2 weeks. The program will normally ask for this update. It is necessary to so, because there are very bad guys who wants to damage PC and server of huge companies and they program new viruses every view days. These viruses may infect your system as well. So teach your Antivirus-program by updating its database. This may take quite a bit of time of your online time, but you may send and get mails while downloading the new database.

4.b.ii) Attachments to emails

Most of the viruses now a day come within attachments to emails. If there is an executable attachment to one of your emails do not start it if you are not very sure that it is from someone you know and you have asked him for this file.

It is important that you delete every email with dangerous attachments you have not asked for!

Even Word-documents or pictures may contain viruses, so be sure who sent you these emails!

Do not answer to chain-mails for they are entry-doors for email-viruses...

4.c) Avoid attacks of other web-users (Firewall,...)

There are also programs called firewall that avoid someone coming in. A firewall can be opened from inside but not from outside. You may knock on it from outside but it has to be opened from inside. On a PC a firewall is a program that functions like a security-checkpoint. It asks everyone who wants to establish an online or network connection to another PC, if it is allowed to do so and in case it is not hinders the connection. A firewall keeps attacks from outside out of the system, like a guard keeps bad guys outside, but lets in the people who are to come in. A firewall has to be trained and it may occur that the firewall program may ask you if you want a certain online connection. Read then very carefully the instructions on screen and allow or deny the connection.

4.d) Use of hardware-safety (UPS, hardware-firewall,...)

If you have a network you may have a hardware-firewall as well that closes some of the ports (entry-points) to your computer by hardware.

Especially in Zambia with times of power-sharing it is very important to use a so-called UPS. This device is put between the power-line of CESCO and your PC and stores some energy to avoid a sudden shut down of the system without saving the Windows settings. If the UPS is in good conditions and power goes off you will hear a signal. Please then do this:

1. Save and close every open document immediately
2. Shut off Windows (Start->shut off->shut off->OK) immediately

If you cannot shut down Windows fast enough the PC will probably ask for a check of its system when started next time. Please wait until the check is through. Especially Windows 98 may be damaged after such a power off crash. It has to repair itself to work correct. If this happens often the damage of the system may be too heavy and it won't start anymore. Then you have to install the OS new.

So please try to shut off the OS correct if possible!!!

5. Rescue your system

Sometimes your system might seem to work incorrect. If something like this happens, please give Windows the possibility to repair itself. If Windows is shut off and started fresh it will repair itself.

Sometimes it is only one program that causes a problem and you want only to kill this single program, but the X does not work anymore or there appears a text like: "The program ... does not react anymore." Then you may kill the program in the Task manager.

5.a) Shut off and fresh start

To shut off and start your PC fresh do this:

1. Close all open programs if possible.
2. Start->shut off->shut off (after this the PC will be off) / fresh start (the PC will get off and automatically start itself again(steps 3-4))->OK
3. If the PC fails in going off for at least 3min after doing this, press the On-button of your PC 10 sec. The computer will get off like if the power would be gone.
4. If you want to start the PC again: Push the On-button
5. If Windows starts a check of your PC to repair itself please wait until the check is finished!!!

5.b) Task manager

To kill only single programs or to emergency shut off your PC do this:

1. Press Ctrl+Alt+Del at the same time => the task manager will appear.
2. Select the non-working program with a left-click on it.
3. click **finish task**
4. If there is no reaction at all for at least 3min select shut off
5. Continue with 5.a) Step 3.

6. Some additional points

For a PC is a machine it needs some maintenance. Please be sure to follow the instructions in Chapter 2 above to help the machine working well.

For this was just a very brief introduction how to use a PC, please refer also to the help & support of Windows (Start->Help and Support). Normally you will find a guided tour for windows there. Maybe this will help you to learn more about the OP with some training-examples.

Every normal office-program has a help-function normally started with F1. If you have any special questions about a specific program use this function to learn more about it.

Be careful with your computer and avoid bad programs and guys on it!

Save your data every few weeks to have a backup

Working with a PC might seem difficult but it is only about practice. Try to work with it and it will be easier every time you work with it again.

It is OK if you do not know how to use a PC. Try to learn it and don't hesitate to ask someone. No one knows and can do everything

I hope this paper helps you to work with your PC more effective and with joy.

Michael Kozel