



PRINTABLE STEP-BY-STEP TUTORIAL

Your First Computer Session: A Simple Practice Guide

Use this hands-on guide to build confidence with the essential tasks of using a computer at home. Work through the steps slowly and repeat the safe tasks until they feel familiar.

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Before you begin

Set up your computer on a comfortable, stable surface

Leave enough room for the screen, keyboard, and mouse.

Find the charger or power cable

Check that the device can receive power before starting.

Keep your sign-in details nearby

You may need a password, PIN, or another sign-in method.

Write down your home Wi-Fi name and password

Keep sensitive information private.

Keep a notebook for questions and non-sensitive instructions

Use it to record what you want to practice next.

THE MAIN PHYSICAL PARTS OF LAPTOP AND DESKTOP COMPUTER

Understanding the key components helps you use, connect, and care for your computer with confidence.



DIAGRAM Identify the main parts of a laptop or desktop before switching it on.

Complete your first computer session

1 Identify the hardware

Locate the screen, keyboard, touchpad or mouse, power button, ports, speakers, and charger. On a desktop, also check the monitor, computer tower, keyboard, mouse, and power or display cables.

2 Turn the computer on

Connect the charger or power cable, press the power button once, and wait for the startup screen. Avoid pressing the button repeatedly if startup takes a little time.

3 Sign in and explore the desktop

Enter your password or PIN. Look for the desktop, application icons, taskbar or dock, system menu, notifications, and open windows.

4 Open an application

Select an application icon or use the system launcher. If an icon is unfamiliar, pause and read its name before opening it.

5 Connect to Wi-Fi

Open the Wi-Fi controls from the taskbar, dock, or system menu, select your home network, and enter the Wi-Fi password when asked.

6 Open a web browser

Launch the browser and check the website address before entering information or downloading anything.

7 Practice a basic file task

Create or open a document, type a short practice note, and save it so you can find it again later.

8 Finish safely

Close your applications when you are done and use the computer's normal power controls rather than repeatedly pressing the physical power button.

GET CONNECTED. BROWSE SMART.

A STEP-BY-STEP GUIDE TO CONNECTING TO WI-FI AND BROWSING THE WEB SAFELY

Follow these simple steps to connect to Wi-Fi, browse the web, and stay safe online.

BROWSER CONTROLS: KNOW YOUR BASICS

TABS
Open multiple pages at once. Click the "+" to open a new tab.

BACK
Go back to the previous page.

REFRESH
Reload the current page to see the latest content.

BOOKMARKS
Save your favorite sites for quick and easy access.

BONUS TIPS FOR A BETTER EXPERIENCE

KEEP YOUR CONNECTION SECURE
Use a strong Wi-Fi password and change it regularly.

KEEP SOFTWARE UPDATED
Updates fix bugs and protect against security threats.

THINK BEFORE YOU CLICK
Verify links and sources before sharing personal or financial information.

RESPECT OTHERS ONLINE
Be kind, avoid sharing misinformation, and respect privacy.

PART 2: STAY SAFE ONLINE – FOLLOW THESE ESSENTIAL CHECKS

CHECK WEBSITE ADDRESS
Always look for "https://" and a padlock icon in the address bar. This means the site is secure and your connection is encrypted.

AVOID SUSPICIOUS POP-UPS
Be cautious of unexpected pop-ups offering prizes, warning of problems, or asking for personal information. Close them without clicking.

VERIFY DOWNLOADS
Only download files from trusted websites. Check the file type and source before opening. Use antivirus software for added protection.

STAY CONNECTED. STAY INFORMED. STAY SAFE.

The internet is a powerful tool—use it wisely, safely, and responsibly.

INFOGRAPHIC Use this path for connecting to Wi-Fi and browsing the internet more safely.

The essential skills to repeat

Sign in, find the desktop, and recognize the taskbar, dock, or system menu.

Connect to your home Wi-Fi and confirm that the connection is available.

Create, save, and later locate a simple document.

Install available updates and keep your information protected.

Open and switch between applications using their labels and icons.

Open a browser, check website addresses, and avoid unexpected downloads.

Send an email only after checking the recipient, message, and attachment.

Practice a small set of safe tasks repeatedly instead of trying to learn everything at once.

Safety check before clicking

Check the website address

Be cautious before entering personal information.

Use strong passwords

Do not share sign-in details casually.

Pause before downloading

Avoid unexpected downloads and unfamiliar files.

Keep the computer updated

Pay attention to update notifications.



Review email details

Check the recipient, message, and attachment before sending.

✓ When something does not work

Pause before changing advanced settings. Check whether the power or display cable is connected, confirm that the screen is awake, and read the labels on menus and icons. If the computer is slow to start, give it a moment rather than pressing the power button repeatedly.

Menu names and icon locations can differ between Windows, macOS, and Chromebooks, and may change after updates. Use this guide for basic practice and consult your device's instructions for system-specific steps.