

12 Computer Literacy Skills for Professional Success

1. Turning On Your Device
2. Signing Into Your Desktop
3. Using the Mouse and Keyboard
4. Using Usernames/Passwords
5. Opening and Closing Applications
6. Saving Files
7. Renaming Files
8. Printing Documents
9. Typing
10. Basic Internet Search
11. Website Navigation
12. Email Basics



Computer Literacy Basic

ML Morrison



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