**Study Guide #1**

1. Types of Computer:

* Desktop Computer
* Laptop Computer
* Tablet
* Smartphone

1. Computer Parts

* Monitor
* Keyboard
* Mouse and Touchpad
* System Unit
* Printer

1. Computer Buttons and Ports

* Monitor on/off button
* System Unit on/off button
* USB Port
* Headphone Port

1. Special Keys

* Enter – New Line
* Backspace – Delete
* Control (CTRL) – Push “C” copy and “V” Paste
* Shift – to make question mark or “?”
* Tab – Tabs stop
* Up Arrow
* Caps Lock – MAKE ALL CAPITAL LETTERS

1. Volume Setting

* + Make volume loud
* -- Make volume quiet
* Mute

1. Library

* Document
* Music
* Picture
* Video

1. Desktop Icons

* Internet Explorer, Google Chrome
* Recycle Bin
* Skype
* Control Panel