



Level I Computer Skills

Vocabulary

desktop computer



laptop





laptop bag

A top-down view of a desk with a dark wood grain. In the center is a black tablet with a dark screen. To the right is a silver laptop with a black keyboard. To the left is a white keyboard. Below the keyboard is a yellow folder. A black and silver pen lies on the desk to the right of the tablet. Several white papers are scattered around the tablet.

PC Tablet

computers at work



computers for games



computers for
browsing online



computers for
creating
documents





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Mobile number or email

Do you want to use your mobile number or email?

Your password

Gender

Male Female Not on Facebook

18+ 13-17

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computers for
keeping in touch



computers for email

Gmail

Search mail

G Suite

Compose

- Inbox 1,751
- Starred
- Snoozed
- Sent
- Drafts 64



Secrets of a knitting master

Gmail



10 of 3,953

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computers for
watching
movies

NETFLIX



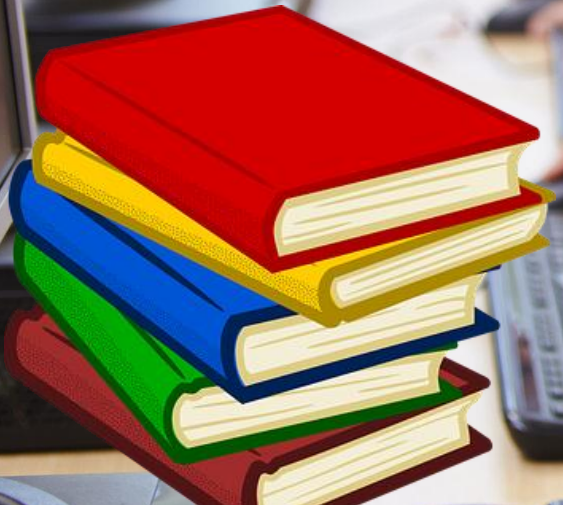
computers for music



computers for
online
shopping



computers for learning





printer



photocopier





mouse





keyboard



enter key



space bar

backspace



monitor



speakers



computer tower





52x

CD drive

web cam





microphone

USB keys





USB port

modem



headphones





touchpad



digital camera

browsing the
Internet



software





mouse
click

mouse
scroll



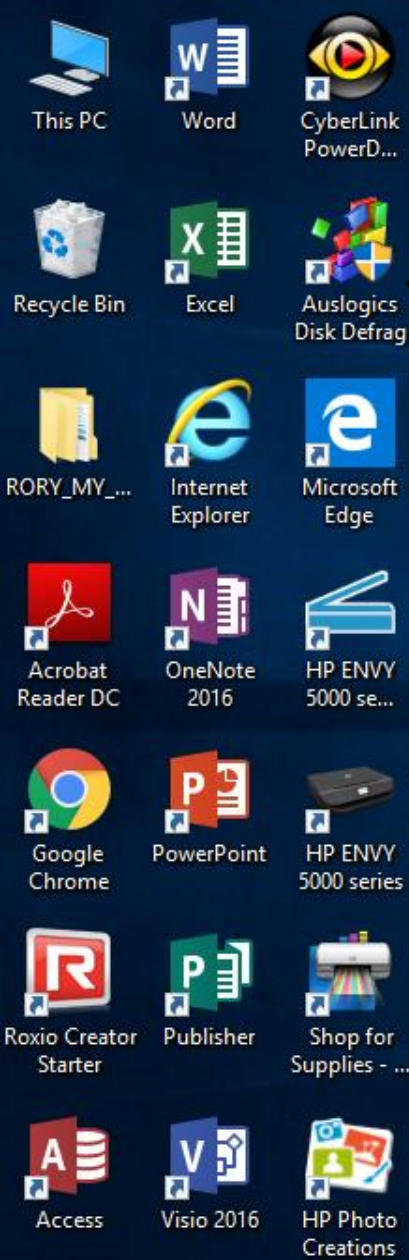
game controller





desktop





shortcuts

Word

Recent

Pinned

Pin files you want to easily find later. Click the pin icon that appears when you hover over a file.

Today

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 Open Other Documents

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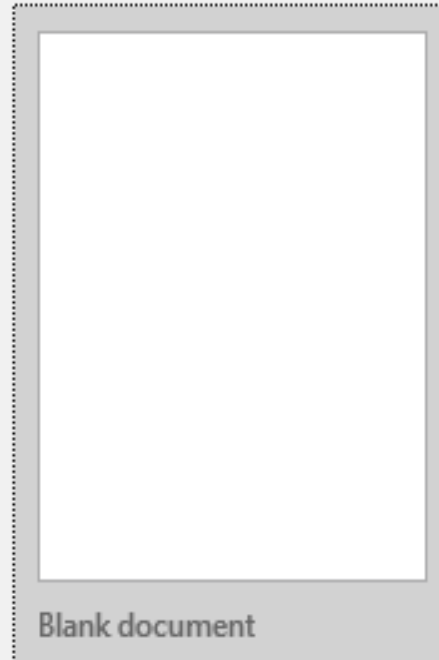


FC1

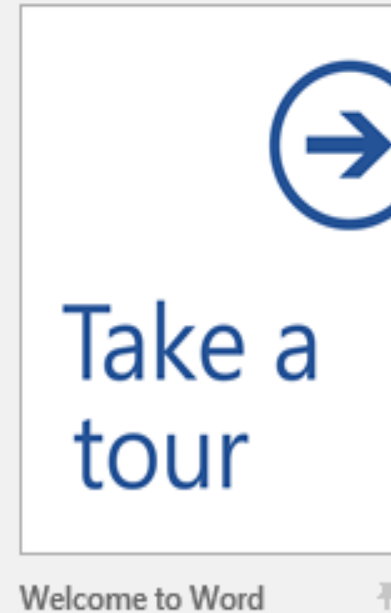
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[Switch account](#)

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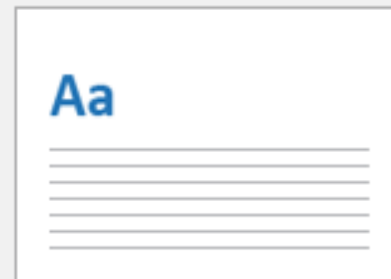


Blank document



Welcome to Word

Microsoft Word



Clipboard: Paste, Cut, Copy, Format Painter

Font: Calibri (Body), 11, A^, A^, Aa, A

Paragraph: B, I, U, ab, x₂, x², A, A, A

Styles: AaBbCcDc, AaBbCcDc, AaBbCc, AaBbCc, AaB, AaBbCcD, AaBbCcDc

Editing: Find, Replace, Select

Voice: Dictate



toolbar

|

Clipboard: Paste, Cut, Copy, Format Painter

Font: Calibri (Body), 11, A^, A^, Aa, A

Paragraph: Bullets, Numbering, Indentation, Paragraph Spacing, Language, Proofing

Styles: AaBbCcDc, AaBbCcDc, AaBbCc, AaBbCc, AaB, AaBbCcD, AaBbCcDc

Editing: Find, Replace, Select

Voice: Dictate

| ← cursor

File Home Insert Design Transitions Animations Slide Show Review View Help Tell me what you want to do

Clipboard Slides Font Paragraph Drawing Editing Voice

Share Com

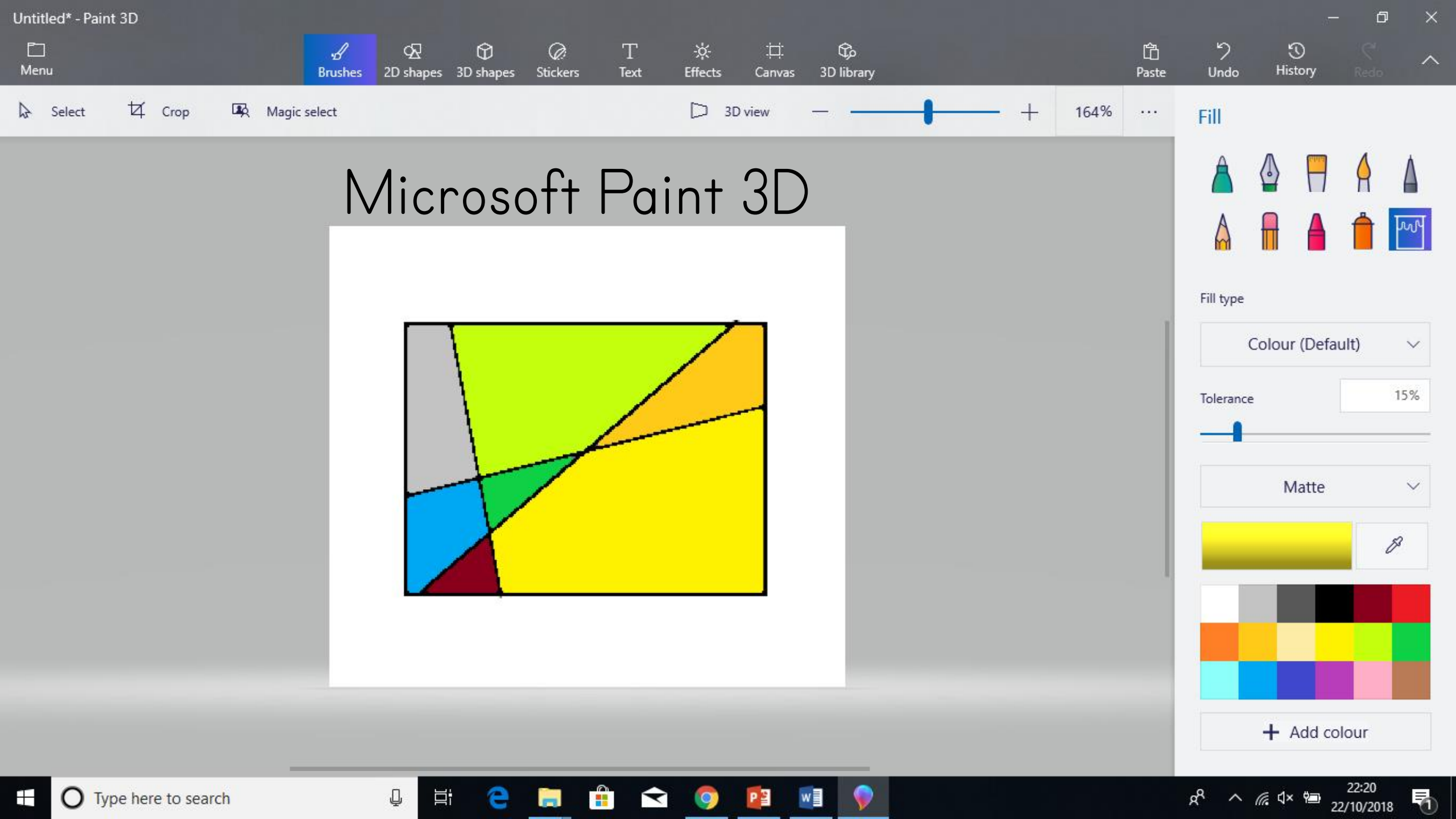
Find Replace Select Dictate

- 40
- 41
- 42
- 43
- 44

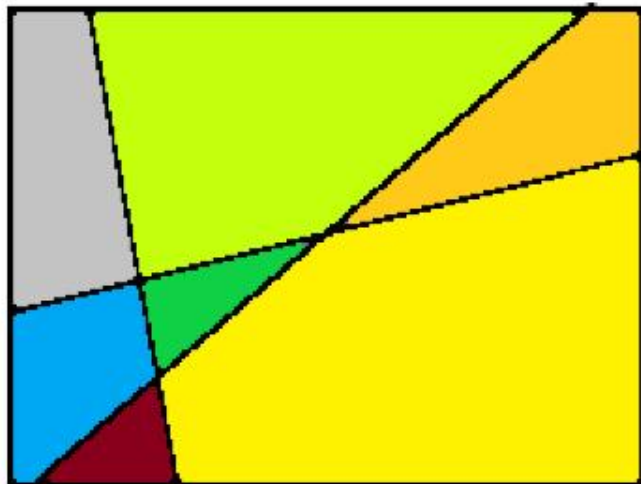


close the program





Microsoft Paint 3D



Fill

Brushes:

Fill type: Colour (Default) ▾

Tolerance: 15%

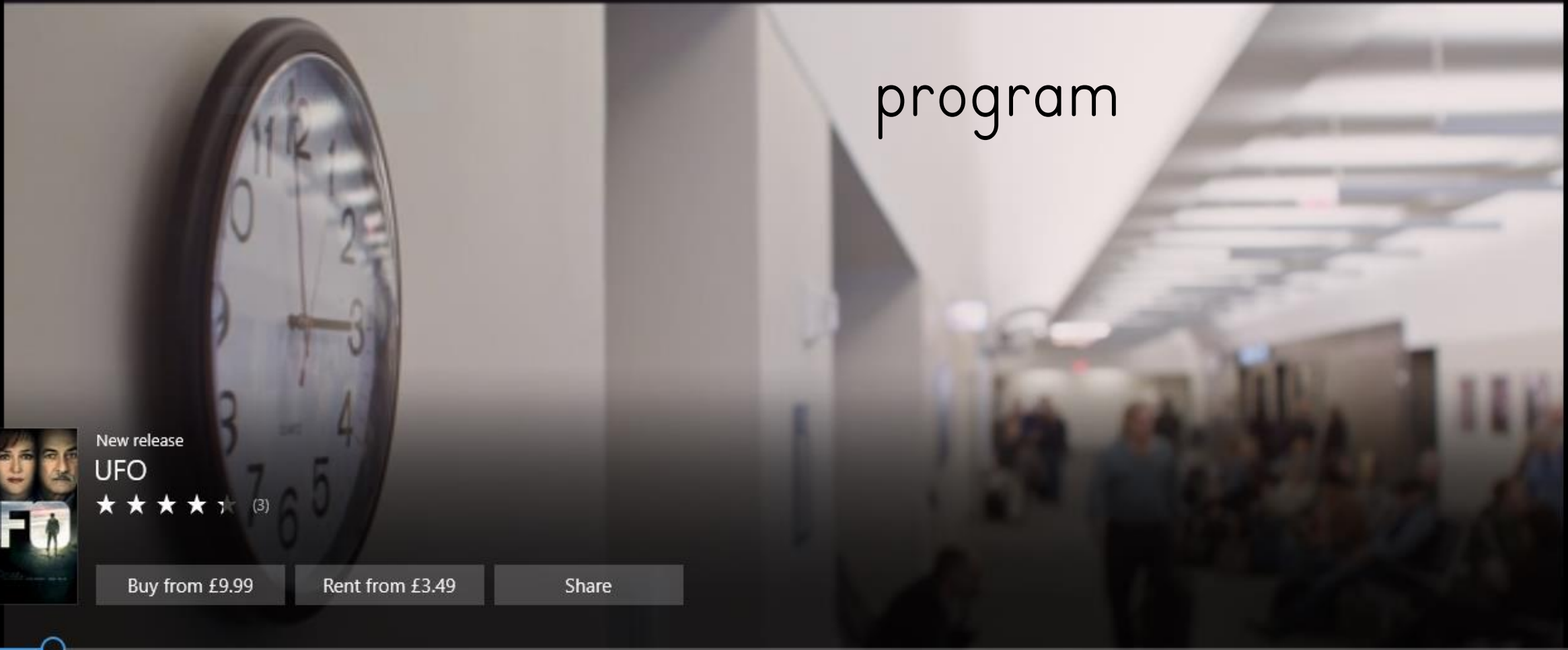
Matte ▾

+ Add colour



graphics





program



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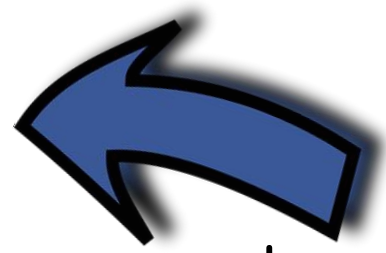
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link

A graphic of a film strip with sprocket holes on the left and right sides. The central area is a dark gray rectangle containing the text "The End" in a white, elegant cursive font. The text is centered and has a slight shadow effect.

*The
End*