

# Computer Handover Training - contents



Tasks for you to practice after the course - This list will be sent to you via an email before the course begins

Task	Detail
<p>1. <a href="#">How to use videos to learn</a></p>	<p>You will find these here  <a href="https://www.achievenow.org.uk/afghan-links">https://www.achievenow.org.uk/afghan-links</a>  <b>Site under Construction – we will email when complete</b>  <b>You will be able to play in YouTube at slow speed, and using Subtitles !</b></p>
<p>2. <a href="#">How to login Desktop&amp;Mouse explained</a></p>	<p>Account                      <b>User1</b>            Password                    <b>UserUser</b>            Windows Desktop &amp; Mouse explained, Icons/ task bar, Left and Right hand mouse clicks, Clicks – Single &amp; Double clicks , Trackpad</p>
<p>3. <a href="#">How to change User password</a></p>	<p>Settings - &gt; Users</p>
<p>4. <a href="#">How to connect to the internet</a></p>	<p>Sign into Crown Plaza website.            Inside the hotel            Outside the hotel</p>
<p>5. How to find your emails on laptop</p>	<p>Need to be on the internet to receive new emails            Attendees select the their email provider. Links sent in email.  <a href="https://outlook.live.com">https://outlook.live.com</a>  <a href="https://mail.google.com">https://mail.google.com</a>  <a href="https://login.yahoo.com">https://login.yahoo.com</a>            To sign in <b>attendees need to bring their passwords</b></p>
<p>6. <a href="#">How to create an email account</a></p>	<p>Using Gmail account            Helpful if unable to access existing email account</p>

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<a href="#">7. How to easily remember websites -</a>	Save a page (eg. Gmail) as a <b>favourite</b> in Google Chrome or Edge. Making the webpage easier to find.
<a href="#">8. How to create an email</a>	Using Gmail
<a href="#">9. How to read, translate &amp; listen to an email</a>	In Gmail Cut and paste information into Google translate. English to Pashto No Dari option in Google translate. Helpful Dari website <a href="https://mylanguages.org/learn_dari.php">https://mylanguages.org/learn_dari.php</a>
<a href="#">10. Change the language of the laptop</a>	Change the language and access the appropriate keyboard
<a href="#">11. Open an email attachment</a>	Open and save an email attachment on your laptop
<a href="#">12. Accessing info from an email</a>	Including how to Open links, Open attachments, Save attachments to laptop, See where attachment has been saved
<a href="#">13. Delete an email once read</a>	Understand your Inbox; Difference between new and previously read email. How to delete read email
<a href="#">14. Create a more complex email</a>	Include attachments and a link in an email.

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<a href="#">15. How to use whatsApp link mobile to desktop</a>	Pin WhatsApp to the toolbar; Link mobile phone to the desktop, Main features of WhatsApp Desktop.; Efficient communications with mobile Video call Audio Call Attach files
	<b>Helpful laptop features</b>
<a href="#">16. Use the camera and save the file.</a>	How to use the internal camera
<a href="#">17. How to use the internal microphone</a>	Record an audio file
<a href="#">18. Find a file on a laptop</a>	File Explorer search, How to find a file, By name, date, file type
<a href="#">19. Malware</a>	Run a monthly Malwarebytes scan to keep viruses off laptop
<a href="#">20. Lock the keyboard and other quick options</a>	Explore the options available when using the CTRL + ALT + DELETE keys.
21. Schedule a Zoom meeting	
<b>Protect Children online</b>	

Task	Detail
<a href="#">22. Windows Parental controls</a>	<p>How to create new family member account and how to set up parental controls in Windows 10. These features gives you the ability to schedule screen time, block certain applications or content, and restrict purchases without approval. In this video I will show you how to set up a family and where you can access these settings.</p>
<a href="#">23. Check browser history</a>	<p>Check browser history on Google Chrome &amp; how to clear browser history.</p>
<p><b>Learn English</b></p>	<p><a href="https://www.achievenow.org.uk/links-for-afghan-families">https://www.achievenow.org.uk/links-for-afghan-families</a></p> <p><a href="https://www.achievenow.org.uk/dari-language">https://www.achievenow.org.uk/dari-language</a></p> <p><a href="https://www.achievenow.org.uk/pashto-language">https://www.achievenow.org.uk/pashto-language</a></p>
<p>24. Quizlets</p>	<p>Create a free Quizlet account to use these features Join the Quizlet Afghan class.</p>
<p>25. Nessy</p>	<p>Nessy is a package to teach how to read and write in English.</p>
<p>26. Youtube</p>	
<p>27. Help with school work</p>	<p>This eBook lists MANY online learning resources. The majority of them are free.</p> <p><a href="https://static1.squarespace.com/static/560308e3e4b0ecc53143c47a/t/5ebafb730c8cd57a5386fa0b/1589312379839/Compressed+Online+Resources+To+Help+Learners+Exceed+.pdf">https://static1.squarespace.com/static/560308e3e4b0ecc53143c47a/t/5ebafb730c8cd57a5386fa0b/1589312379839/Compressed+Online+Resources+To+Help+Learners+Exceed+.pdf</a></p>