DIGITAL SKILLS HANDBOOK
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Table of Contents

ESSENTIAL COMPUTER SKILLS

Basic Computer Operations:
- Turning on/off computer properly
- Using mouse and keyboard
- Understanding desktop and taskbar
- Managing files and folders
- Installing/uninstalling software
- Basic troubleshooting

File Management:
- Creating, saving, and organizing files
- Understanding file extensions
- Using search functions
- Backing up important files
- Sharing files safely

Operating Systems:
- Windows basics
- macOS fundamentals
- Mobile operating systems
- Software updates
- System preferences

INTERNET AND EMAIL

Internet Basics:
- Web browsers (Chrome, Firefox, Safari)
- URL structure and navigation
- Search engines and techniques
- Bookmarking and favorites
- Download and upload files

Email Fundamentals:
- Creating email accounts