

# Tech Basics for Beginners

This playbook provides a beginner-friendly approach to understanding technology and internet basics. It is designed for adult learners who are new to the digital world or looking to update their tech skills.

## Step 1: **Introduction**

Familiarize yourself with the basic terminology of technology such as software, hardware, internet, and operating systems.

## Step 2: **Hardware Basics**

Learn about different hardware components of a computer, including the monitor, keyboard, mouse, and printer.

## Step 3: **Software Usage**

Explore various types of software that are commonly used such as word processors, web browsers, and email applications.

## Step 4: **Internet Skills**

Gain skills in using the internet, like navigating websites, understanding URLs, and recognizing basic online safety practices.

## Step 5: **Email Setup**

Set up an email account, learn how to send and receive emails, manage contacts, and maintain inbox organization.

## Step 6: **Digital Communication**

Understand different methods of digital communication such as messaging apps, video calls, and social media platforms.

## Step 7: **Online Safety**

Learn about internet security, including password best practices, how to identify secure websites, and how to avoid scams.

# **General Notes**

## **Practice**

Encourage consistent practice by using the learned skills regularly to build confidence and proficiency.

## **Assistance**

Seek help from tech-savvy friends or family, community resources, or online tutorials when needed.

## **Update Skills**

Technology evolves rapidly, so keep updated with the latest trends, software updates, and emerging online services.