



Section 1 - Hardware Basics

- The Monitor
- The Keyboard
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- Central Processing Unit
- Modems
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- Image Scanners
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Section 2 - Software Basics

- Operating Systems
- Units of Measure
- Files and Folders
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Section 3 - Using Windows 10

- Starting the Computer
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- User Accounts
- Cortana
- File Explorer
- Viewing Folder Contents
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- Menus and Dialog Boxes

Section 4 - Office 2016 Essentials

- Starting Office Applications
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- Quick Access Toolbar
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