

# COMPUTER BASICS

Workbook to review the basics of computers



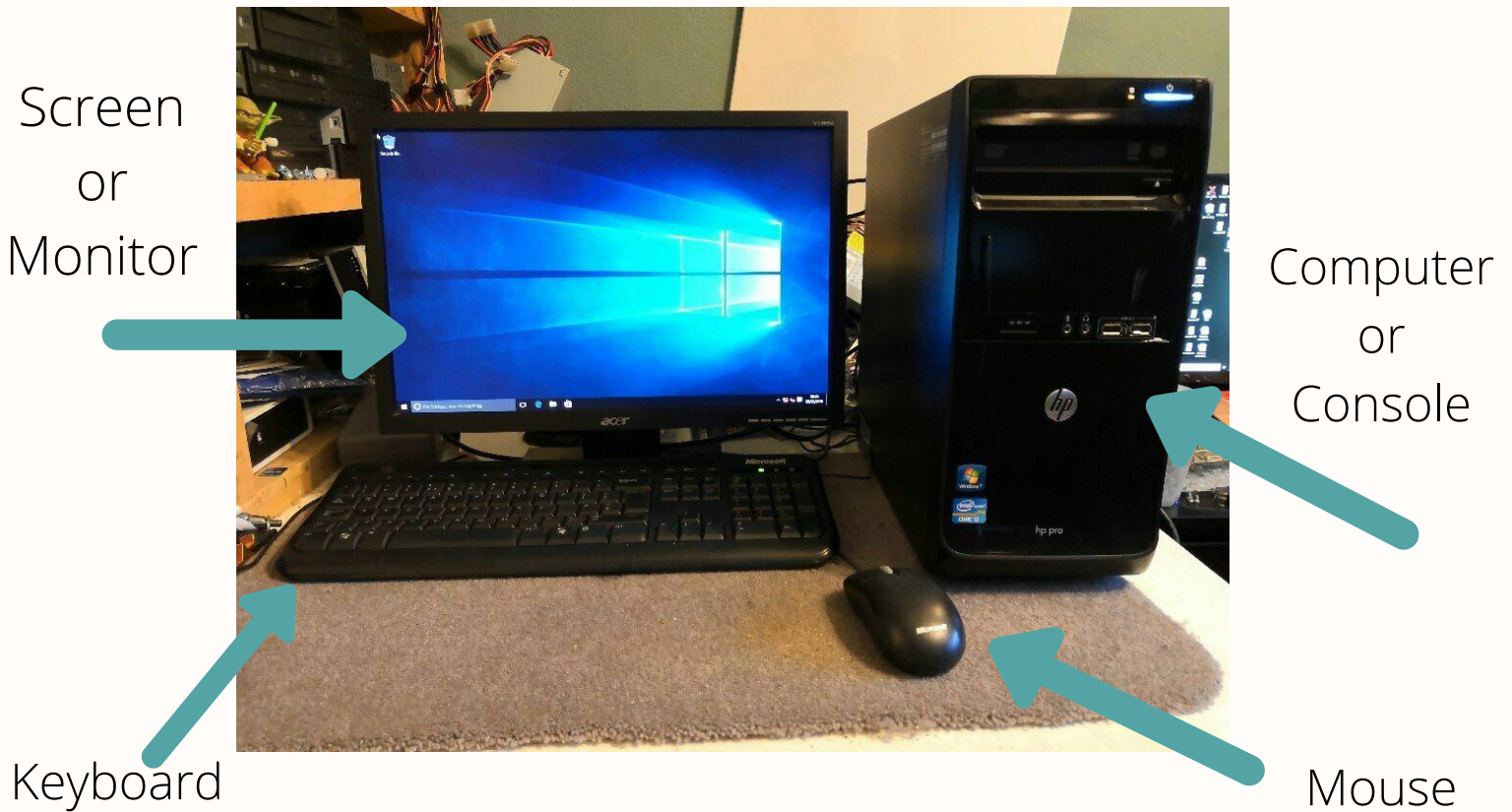
## CONTENTS

Page 2 - Computer Hardware  
Page 3 - Computer Hardware Accessories  
Page 4 - Saving Files to a Flashdrive  
Page 6 - Retrieving Saved Files  
Page 7 - Finding Files You Have Saved  
Page 9 - Uploading Files to a Website  
Page 10 - Notes



# Computer Hardware

## Desktop Computer



## Laptop



# Computer Hardware Accessories

Flashdrive  
or  
Thumb Drive



A flashdrive is a portable file storage device that is inserted into a USB port.

Speakers



Portable speakers can be plugged into the computer.

Webcam



A webcam can be plugged into a USB port to allow for virtual meetings if the laptop or computer doesn't have a camera.



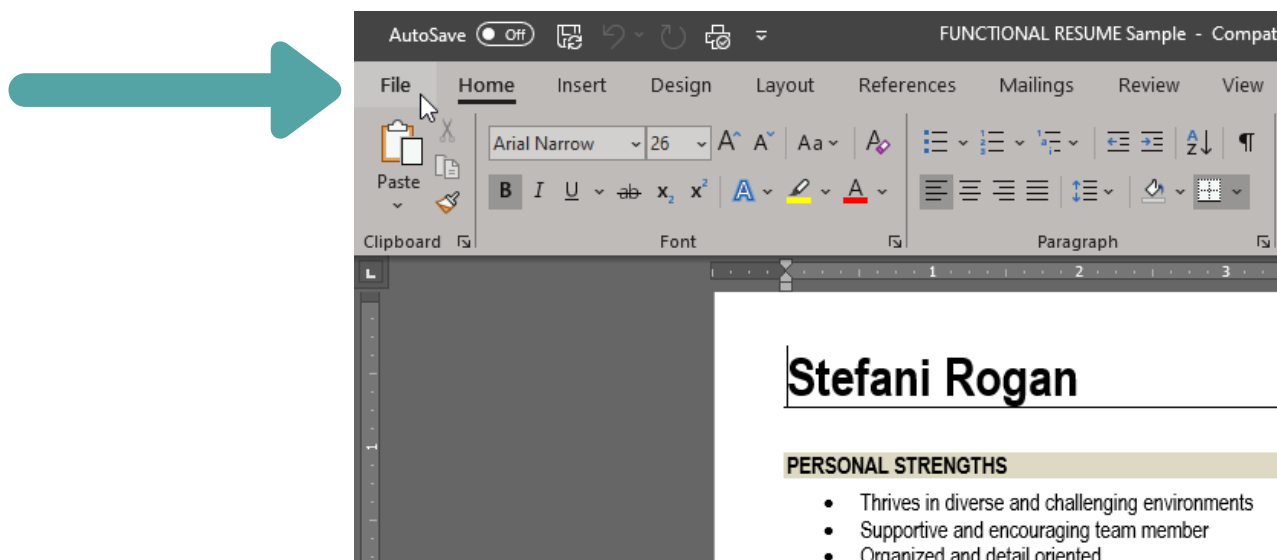
# SAVING FILES TO A FLASHDRIVE OR THUMB DRIVE

The flashdrive is a portable storage device for your computer files. You can save resumes, pictures, Word documents, etc on it. for this example we will show you how to save your resume to a flashdrive.

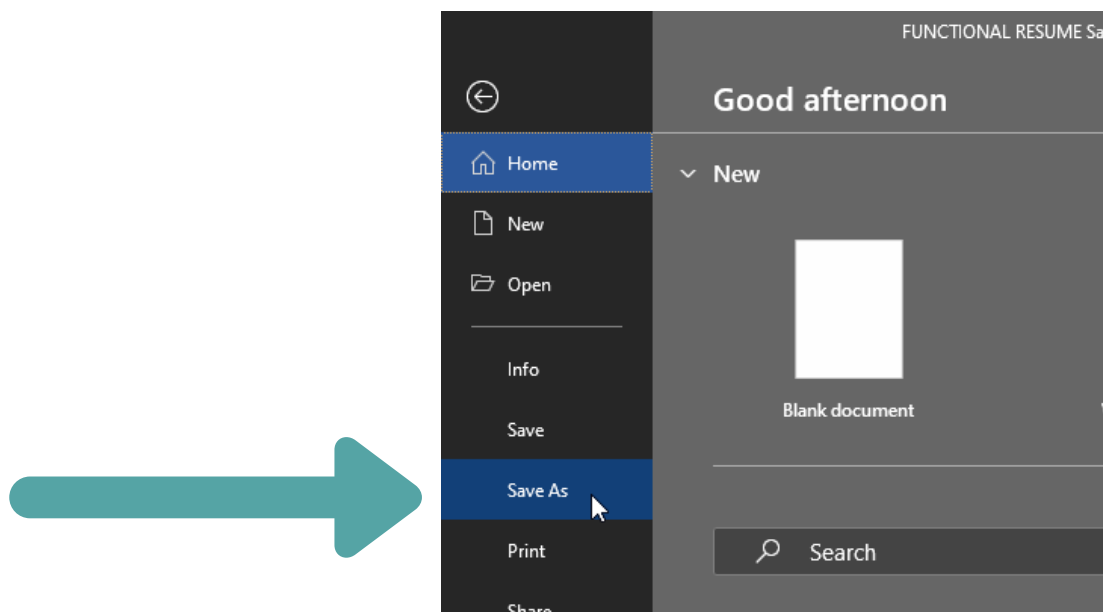
1. Make sure your flashdrive is in the USB port.



2. With your resume open in Word, click on File in the upper left hand corner.

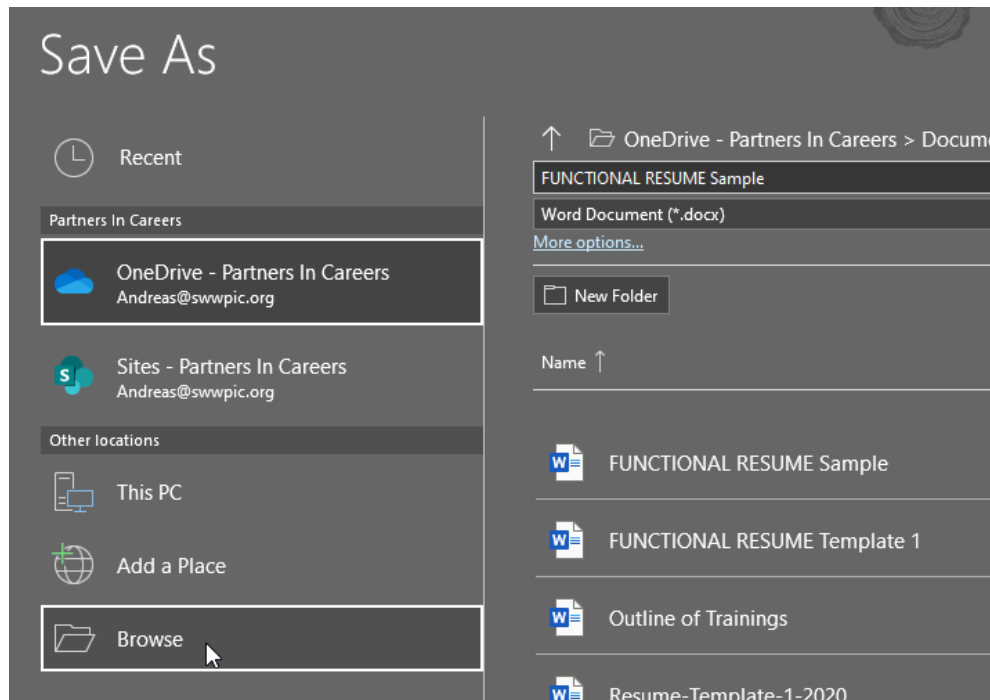


3. Next click on Save As, which is in the menu on the left side.

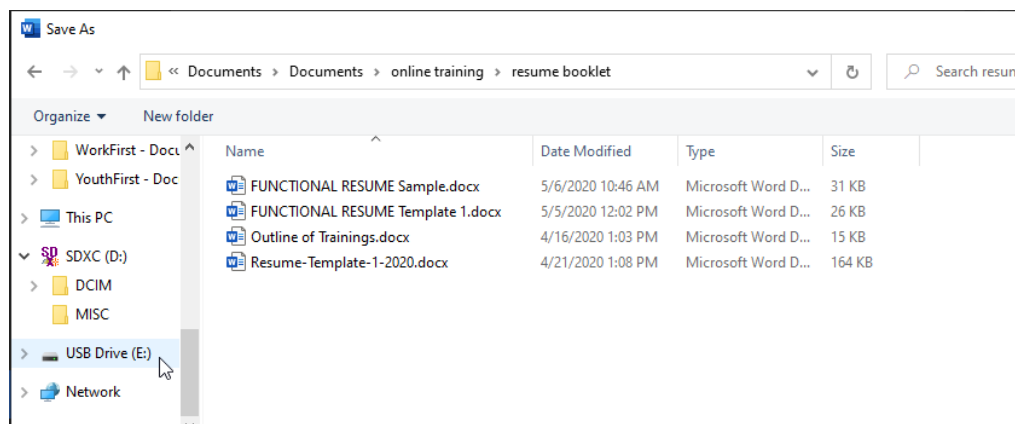


# SAVING FILES TO A FLASHDRIVE OR THUMB DRIVE

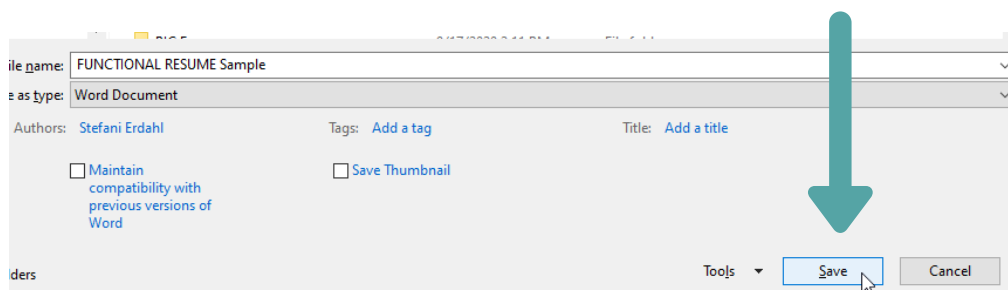
4. This next step may vary according to which version of Word you are using. Next click on Browse in order to select where you want to save the file.



5. A Save As window will pop up. On the left hand side is a list of places you can save the document. Scroll down and click on USB Drive.



6. When you click on the drive, the window will show everything that is on the Flashdrive. Select where you want to save the resume (a specific folder or just to the drive. Then click Save.

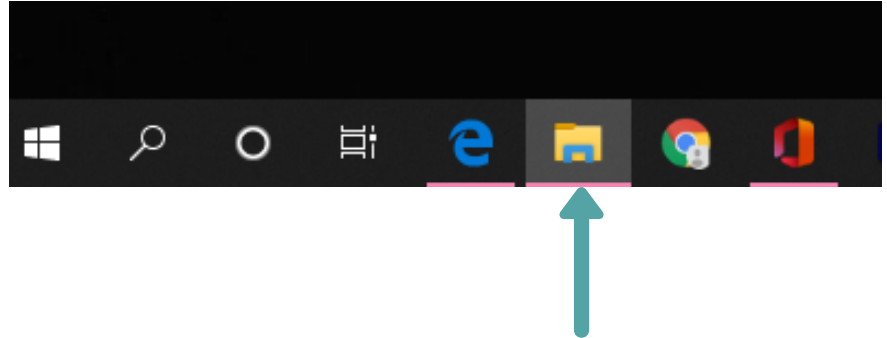


# RETRIEVING SAVED FILES

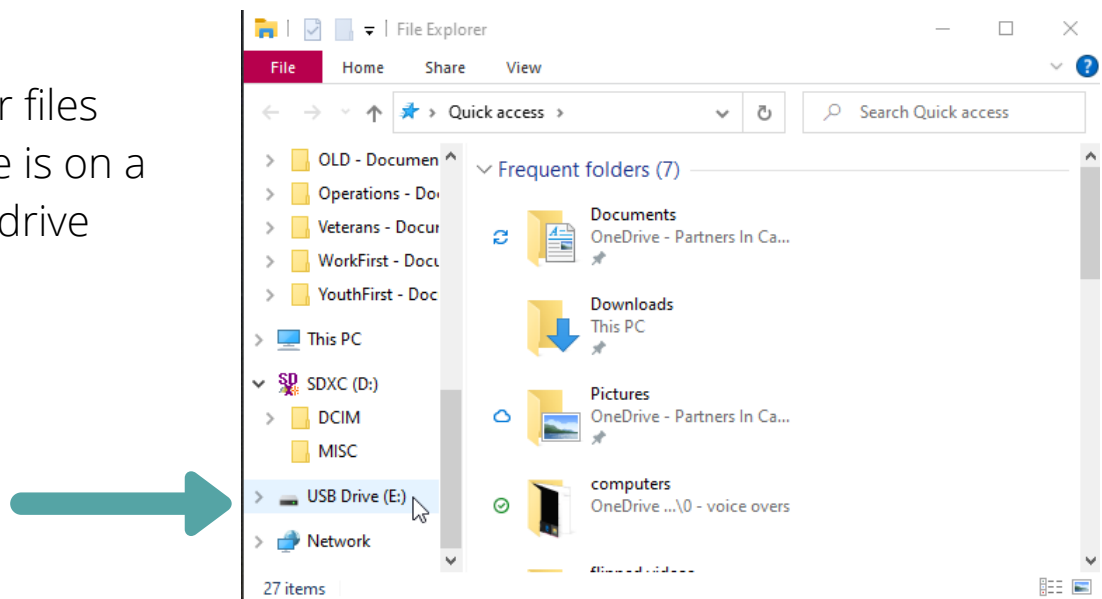
Once you have saved a file on your computer or flashdrive there are two main ways of retrieving it. You can go directly into the file and open it or you can open the software you used.

## Opening a file directly

1. Open the File Folder icon at the bottom of your screen.



2. A window with your files will pop up. If your file is on a flashdrive, select the drive



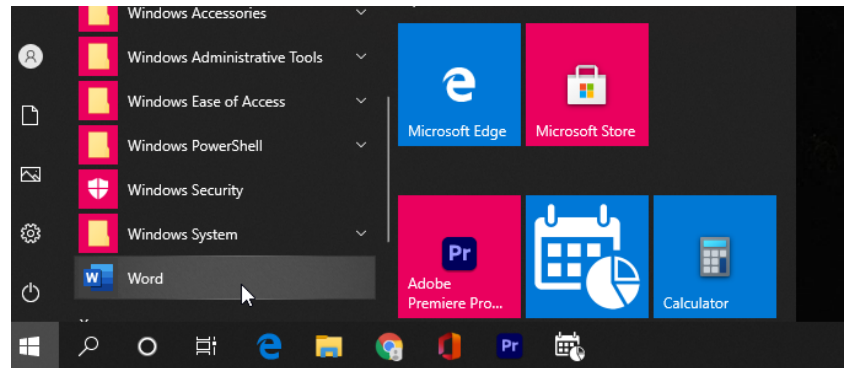
3. After selecting the USB drive, look in the main window at the folders and select where you put your file. When you found it double click on it to open it.

# RETRIEVING SAVED FILES

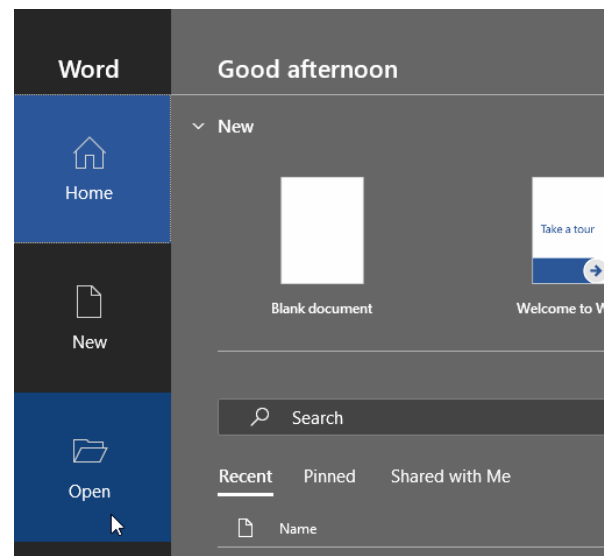
Once you have saved a file on your computer or flashdrive there two main ways of retrieving it. You can go directly into the file and open it or you can open the program you used.

## Opening a file through the Program

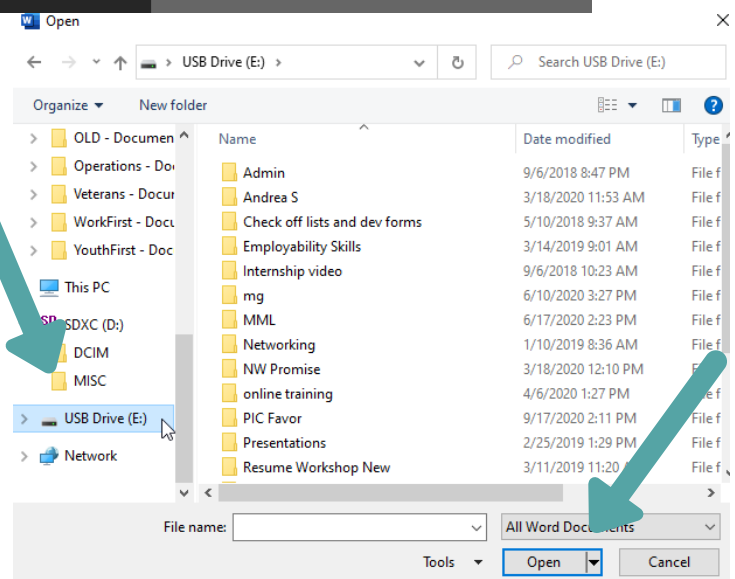
1. Click the start button and open the program your file was created in. For this example it would be Word.



2. The program, Word, will open. On the left hand side is a menu. Select Open from that menu.



3. A file window will pop up. If you have saved the file on a flashdrive, then select that drive on the left hand side of the window. After selecting the USB drive, look in the main window at the folders and select where you put your file. When you found it, click on it and then click Open.

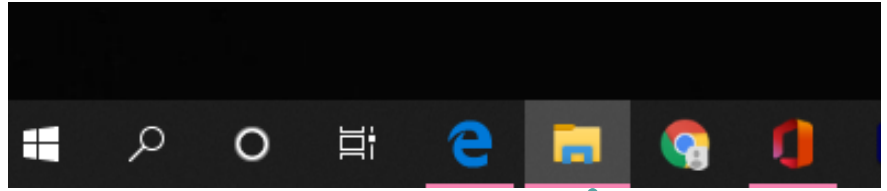


# FINDING FILES YOU HAVE SAVED

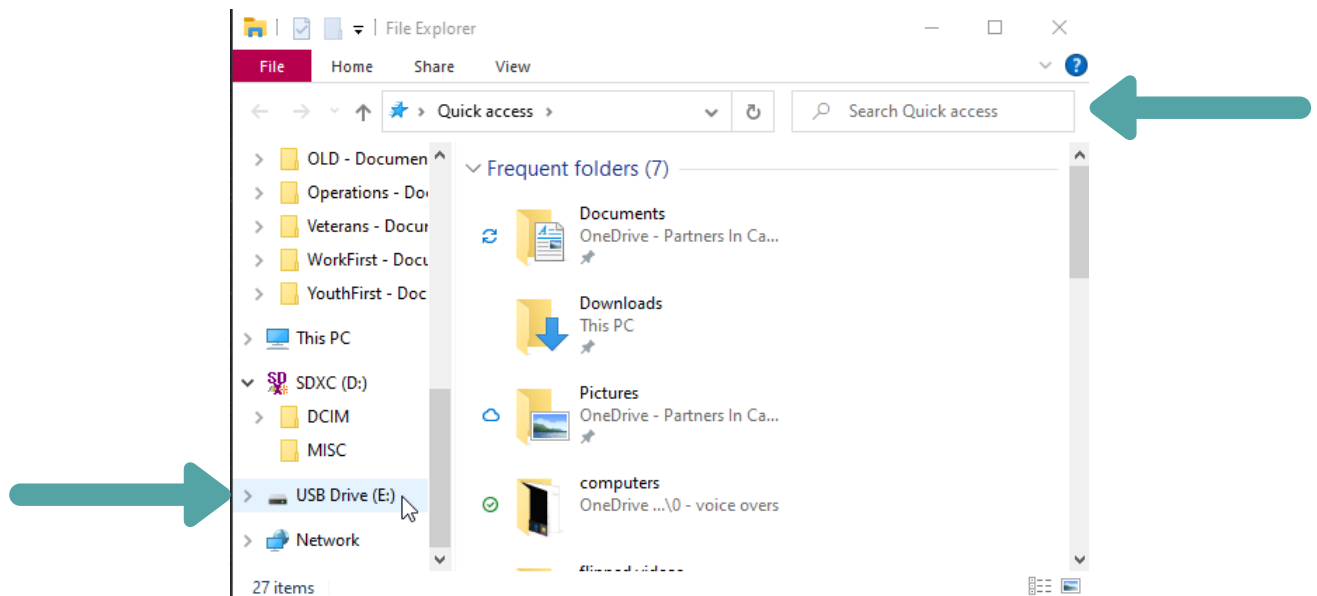
## I can't find my file!

If you can't find your file you can use the search box to find your file.

1. Open the File Folder icon at the bottom of your screen.



2. A window with your files will pop up. If your file is on a flashdrive, select the drive.



3. After selecting the drive that you believe your file is in, click in the Search box at the top right. Type in the file name. A list of files with that name should pop up. If you see your file, then double click on it to open it.

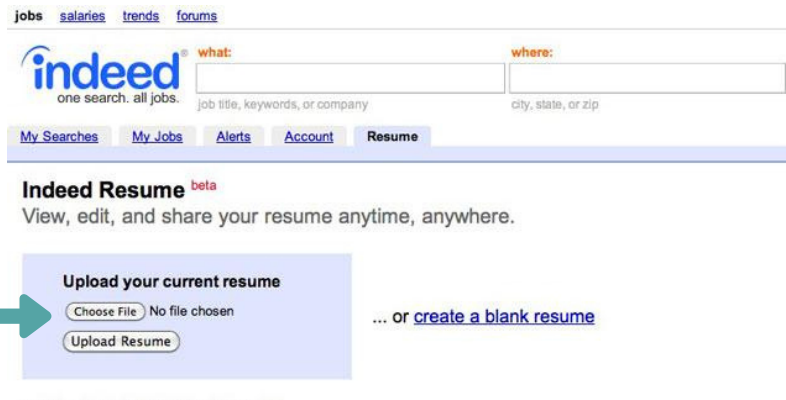
If you do not see your file try different words you could have used. If you still can't find it. Open the Flashdrive files and look through to see if it is even there.



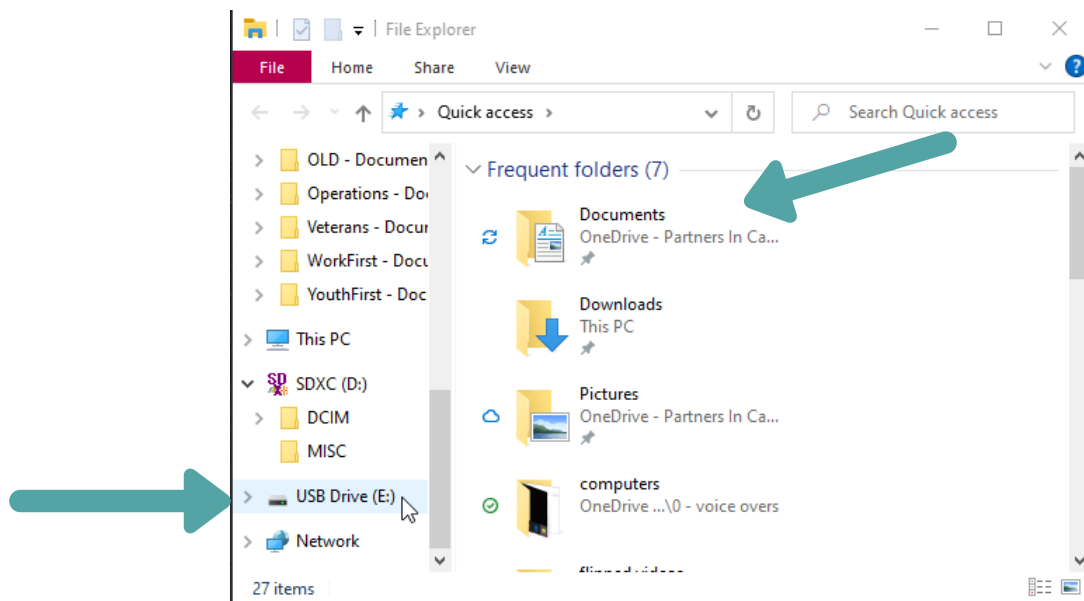
# UPLOADING YOUR RESUME TO A WEBSITE

**Any job that you apply to online will ask you to upload your resume.**

1. The website that you are applying to will typically have a spot that will ask you to upload your resume. Click Choose File.



2. A file window will pop up. If you have saved the file on a flashdrive, then select that drive on the left hand side of the window. After selecting the USB drive, look in the main window at the folders and select where you put your file. When you found it, double click on it or click Open.



3. Once the file is uploaded to the website the file name will appear.

## Resume (optional)



To apply with your Indeed Resume, [sign in](#) - No Resume? [Create one now](#)

[Attach additional documents](#)

[Add cover letter](#)

# NOTES