



<http://www.gcflearnfree.org/>

GCFLearnFree.org

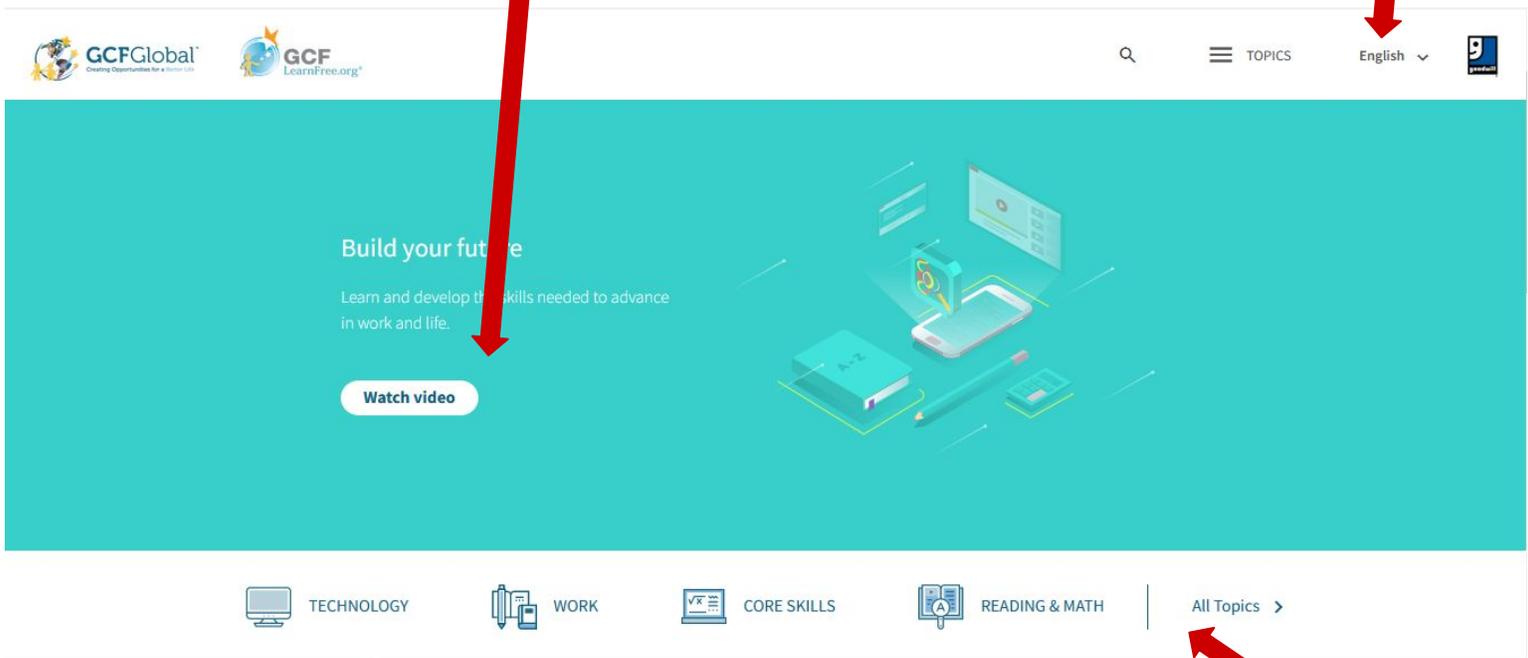
GCFLearnfree.org is a free educational website that provides online training to help you develop work and life skills. There are over 300 topics to choose from including many popular digital tools such as Microsoft Office, Gmail, Internet Basics, as well as Reading, Math, Work and Career, and many more. The courses are self-paced so you can go at your own speed and set your own schedule.

To Get Started

1. Type **www.gcflearnfree.org/** in your browser address bar or click the blue link at the top of this page.

Click **Watch Video** to view a short video describing GCFLearnFree.

Click to switch language to Spanish or Portuguese.



Click a category to view tutorials by topic or click **All Topics** to view them all at once.

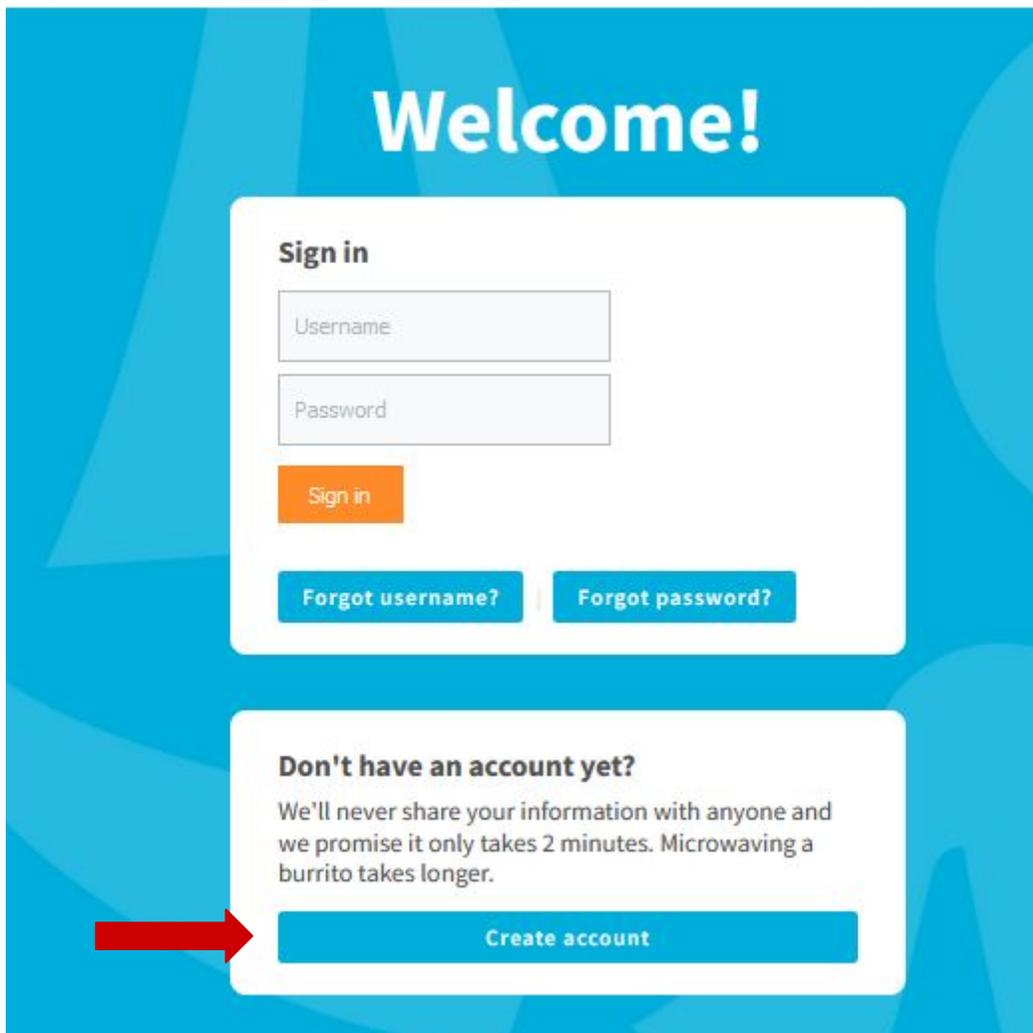
Create an Account

You are not required to create an account to access GCFLearn but if you would like to save your progress or print certificates of completion in any of the tutorials then an account will allow you to do just that.

1. Scroll to the bottom of the page and click on **My Account**.



2. Click the **Create Account** button..



- Type a unique username and password, your email address, and select the country you are located. Be sure to click the small box for the Terms and Conditions.
- Click **Create Account** to complete account setup.

You don't have to create an account to take advantage of our free, self-paced tutorials. But it's the only way to track your learning history so you can earn an Achievement of Completion certificate for each tutorial you finish. Don't worry – We'll never share your information with any outside agency.

Username

Email

Password

Confirm Password

Afghanistan

I have read and agree to the [Terms of Use](#) at GCFLearnFree.org.

Create Account



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cmkone ✓ Ah, good choice!

██████████ ✓

..... ✓ Ah, good choice!

..... ✓ Perfect!

United States

I have read and agree to the [Terms of Use](#) at GCFLearnFree.org.

Create Account

Once you are signed in, click **My Account** to track your progress and view and print your certificates. **Important:** Make sure you click **My Account** and sign in to GCFLearn each time you use the website to track your work.

Welcome, cmkone!

Recently Visited

- ▶ Grammar
- ▶ Computer Basics

Profile

Username
cmkone

Real Name
cmkone

[Edit Profile](#) [Sign Out](#)

Learning History					
TOPIC	STATUS	QUIZ	DATE COMPLETED	PRINTABLES	CEUS
Computer Basics	1 of 20 Lessons	⚠	-	-	-
Grammar	1 of 27 Lessons	⚠	-	-	-

Start a Tutorial

1. Now let's select a tutorial and get started. Click **Topics** to view the complete list.



2. Next, click the tutorial you would like to begin. For example, click **Get Started with Computers**.

I want to... Get started with computers Learn Microsoft Office Apply for a job Improve my work skills Design nice-looking docs More...	Basic Skills Computers Smartphones & Tablets Typing Tutorial Windows More...	Work & Career Career Planning Resume Writing Cover Letters Job Search and Networking Business Communication More...	Creativity & Design Graphic Design Creativity Photography Image Editing Photoshop More...
Microsoft Office 2019 2016 2013 Word Excel PowerPoint Access Excel Formulas More...	Internet Skills Internet Online Safety Social Media Email Search Better More...	Skills for Today Adapting to Change 3D Printing Wearables Freelance Work Personal Finance Sharing Economy Decision-Making More...	Core Skills Math Reading Grammar Language Learning More...
	Google Gmail Google Docs Google Sheets		

3. Next, click the tutorial you would like to complete. For example, click **Get Started with Computers**.

4. A numbered list of modules is displayed. Click each module in order and view/complete its contents. In this example, click **About this Tutorial** to complete the first module.

Click to view the **YouTube Playlist** of videos for this module.

Computer Basics
If you're new to computers or just want to update your skills, you've come to the right place. New videos coming soon!

[Go to YouTube Playlist](#)

Logged in and your progress is being saved

Introduction

- 1 About This Tutorial** ✓
[Learn what's covered in this free course.](#)
- 2 What is a Computer?**
Learn what a computer is and how it functions.

A checkmark appears next to modules you have completed.

A module you must still complete..

Read through the information provided in the module. Some modules include YouTube videos that you can watch while others have interactive buttons you can click to learn more information.

Computer Basics - What is a Computer?

[Back to Tutorial](#)

What is a computer?

A **computer** is an electronic device that manipulates information, or data. It has the ability to **store**, **retrieve**, and **process** data. You may already know that you can use a computer to **type documents**, **send email**, **play games**, and **browse the Web**. You can also use it to edit or create **spreadsheets**, **presentations**, and even **videos**.

▶ Watch the video below to learn about different types of computers.

Click to return to the Tutorial outline.



Click to watch a YouTube video.

Computer Basics - Buttons and Ports on a Computer

[Back to Tutorial](#)

Front of a computer case

▶ Click the buttons in the interactive below to become familiar with the front of a computer.



Click the button to learn more.

Test Your Knowledge!

At the completion of a module, you will be given the opportunity to complete a multiple choice 10 question quiz. Completing the quiz is a great way to see how much you have learned.

The following example displays the quiz for the **Get Started with Computers** module.

1. Read the question and then click on the answer you believe to be true.

Lesson 24: Computer Basics Quiz

Quiz

Question 1 of 10

What is **software**?

Clothing designed to be worn by computer users	Any part of the computer that has a physical structure
Flexible parts of a computer case	Instructions that tell the hardware what to do

[Submit](#)



Click to submit your answer and go to the next question. .

After you successfully answer all of the questions in a quiz you can view your score results. If you'd like to retake a test, click the **Retry** button and try again.

If you are happy with your quiz results, click the **Back to Tutorial** button.

The image shows a quiz results interface. At the top, a teal header contains the text "Computer Basics - Computer Basics Quiz" and a "Back to Tutorial" button. Below this is a yellow bar with the word "Quiz". The main content area has a white background and contains the text "Try again!" followed by "You answered **8 out of 10** questions correctly. Click the Retry button if you'd like to take the quiz again!". In the center is a donut chart with an orange ring and a grey segment, with the number "80" in the center. To the right of the chart is a blue "Retry" button. Below the main content area, there is a "Back to Tutorial" button. A red arrow points from a text box to the "Retry" button, and another red arrow points from the same text box to the "Back to Tutorial" button.

Computer Basics - Computer Basics Quiz [Back to Tutorial](#)

Quiz

Try again!

You answered **8 out of 10** questions correctly. Click the Retry button if you'd like to take the quiz again!

80

Retry

Back to Tutorial

Click **Retry** to retake your test. Or, if you are happy with the result click **Back to Tutorial**.

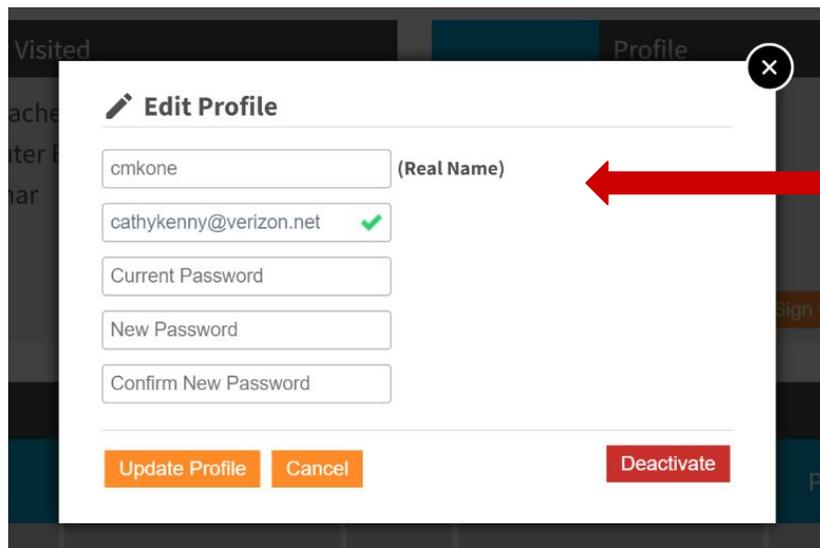
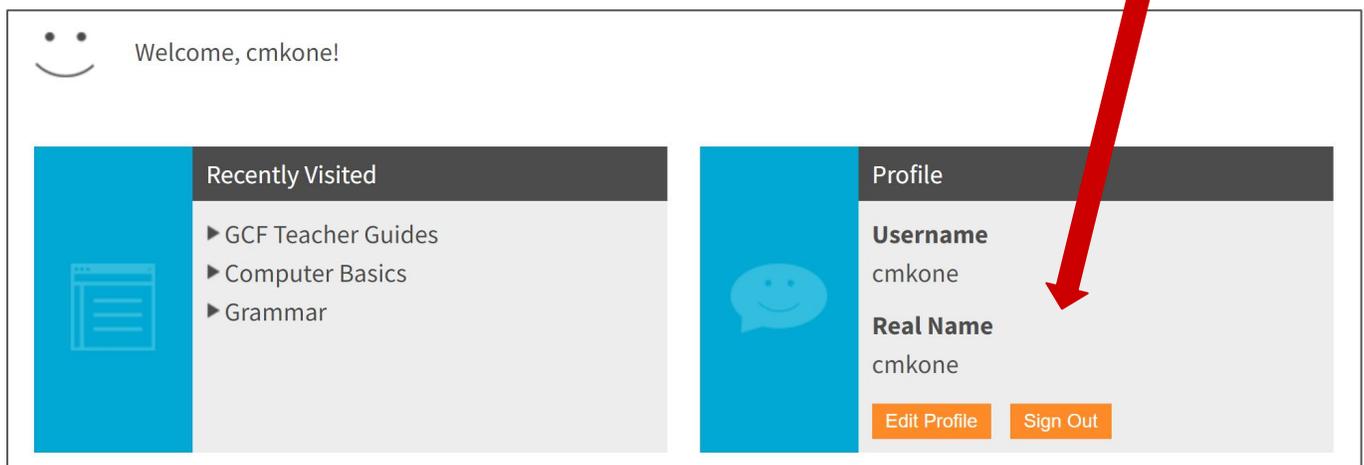
Print a Certificate of Completion

Once you finish a tutorial you can print or download (save a file electronically) a certificate of completion.

Click **My Account** to access your Learning History.



Before you print a certificate you may want to update the Real Name in your profile.



Type the full name you wish to appear on the certificate. Click **Update Profile** when you have finished.

Learning History 					
TOPIC	STATUS	QUIZ	DATE COMPLETED	PRINTABLES	CEUS
Computer Basics	20 of 20 Lessons	80%	8/29/2022		-
Grammar	1 of 27 Lessons		-	-	-
GCF Teacher Guides	1 of 11 Lessons	N/A	-	-	-

Click to print Certificate of Completion.

Click to download certificate

Click to print certificate

Printable Certificate
1 / 1 | - 83% + |  



1



Teach from Home

has completed the GCFLearnFree® self-paced coursework for

Computer Basics on August 29, 2022

with a quiz score of 80 out of 100



ACHIEVEMENT OF COMPLETION

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Congratulations on exploring GCFLearn!