



### Software Updates

How your computer receives ongoing improvements



### Viruses / Malware

Things that can damage your computer and information



### Google Docs

Cloud based app for working with words



### Excel

Desktop app for working with numbers and spreadsheets

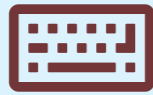
# Computer Coaching

Face-to-face computer coaching for people who have never used a computer or people who need to upskill for a new career



### File formats

Each app works with files in specific formats



### Keyboard

Hardware used to enter letters and numbers



### Google Sheets

Cloud based app for working with numbers



### Word

Desktop app for working with words and documents



### Google Search

How you find information on the internet



### Saving & Backup

Saving your work and keeping a copy



### OneDrive

Cloud based place to store files, photos and videos on Windows computers



### Mouse

Hardware used to click and scroll



### Google Slides

Cloud based app for making presentations



### PowerPoint

Desktop app for making presentations



### Cloud

Large groups of computers in data centres



### Sync

How information copies from your computer to the cloud



### Apple iCloud

Cloud based place to store files, photos and videos on Apple computers



### Wi-Fi

How computers connect to the internet



### Mail

Desktop app for sending and receiving email on Apple computers



### Outlook

Desktop app for sending and receiving email



### Gmail

Cloud based app for sending and receiving email



### Managing Storage

How you keep your files, photos and videos for the future



### Google Drive

Cloud based place to store files, photos and videos



### Dropbox

Cloud based place to store files, photos and videos



### Safari

Internet browser used on Apple computers



### Edge

Internet browser used on Windows computers



### Chrome

Popular internet browser for all types of computers