



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

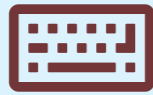
Computer Coaching

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