

[Family History for Beginners: Computer Basics, Part 4](#)

Perhaps some of you could use a refresher course on computer basics to maximize how you use your computer for online family history assistance. Fortunately, help is but a single mouse click away. If you're new to computers or just want to improve your knowledge or skills, this is the place for you. **Note to coaches and mentors:** If you are helping someone who is new to the computer, the person can read with you on this computer and then try the skills on the other computer being used for training. Also, the Projects and Goals in Computer Basics assume that the beginner has a computer or mobile device already set up for use. Note: essential skills covered are for both PC and Mac. URL for this unique computer basics courseware is

<https://www.thefhguide.com/computer-basics.html>

Computer Basics Projects

Click a Project below to get started. If you need help with laptops, tablets, or smartphone computing, [click here](#). For a glossary of computer terms, [click here](#). For additional articles and videos about Computer Basics, visit the [Vault page](#).



Project 1: PC Basics

Turn your computer on and off, identify the basic parts, learn the basics of Windows and file navigation, gain basic Internet skills, and more.



Project 1A: Mac Basics

Turn your Mac on and off, learn the basics of OS X and file navigation, gain basic Internet skills, and more.



Project 2: Gmail and Google Apps

Set up your own free Gmail account, learn how to send/receive/manage emails, and get started with apps such as Google Docs, Sheets, and Slides.



Project 3: PC Application Skills

Learn the basics of Microsoft Office and LibreOffice programs, for word processing, spreadsheets, and presentations.



Project 3A: Mac Application Skills

Learn the basics of Apple and LibreOffice programs, for word processing, spreadsheets, and presentations.



Project 4: Social Media

Set up accounts for Facebook, Instagram, and Twitter, and learn how to use these social media tools to connect with others.



Mobile Devices: Laptops, Tablets, and Phones

Get started using mobile devices such as laptop computers, tablets, and phones.