

SHARP GUIDE to COMPUTER APPRECIATION

EASY AND FAST WAY TO LEARN COMPUTER BASICS



— by —
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📞 08060501094

SHARP GUIDE SERIES
ALSO AVAILABLE FOR

W
MS-WORD

X
EXCEL

P
POWERPOINT

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DEDICATION

This book is dedicated to Almighty God, whose grace, wisdom, and guidance made this work possible.

To Him be all the glory.

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1. INTRODUCTION TO COMPUTER

What is Computer?

Computer is an electronic machine that accepts input data, processes it, stores it and brings out an output known as result.

2. BRIEF HISTORY OF COMPUTER

Long time ago, thousands of years before electricity, before steam, even before books as we know them, people already had problems with numbers. Merchants needed to count goods, farmers needed to track harvests and astronomers needed to measure the stars.

So, in ancient Mesopotamia, China and other great civilizations, they built one of the earliest tools of calculation called the Abacus.

Simple tool made of wooden frame with beads sliding along rods.
A skilled abacus user could add, subtract, multiply and divide faster than someone doing it on paper.

This tool was the first step toward computing: turning thought into a physical system.

Centuries rolled on. In the 1600s, Europe's great scientific revolution was in full bloom. Astronomers like Kepler and Galileo were mapping the heavens. Mathematicians like Descartes and

Pascal were inventing new ways to describe the world. But calculations took time.

And so, in 1642, a French prodigy Blaise Pascal built the Pascaline, a small wooden box with gears and dials that could add and subtract automatically.

Soon after, in Germany, Gottfried Wilhelm Leibniz imagine something even more powerful: a machine that could handle not just addition, but multiplication and division too. His invention was

the Stepped Reckoner; it used a clever arrangement of gears to make it possible.

The 1700s brought the age of machines, where clocks, looms and engines were transforming life. In 1801, a French weaver named Joseph Jacquard created a loom controlled by punched cards – bits of stiff paper with holes in them that told the loom which threads to lift. Suddenly, patterns could be programmed. It was as though fabric itself had become a form of code.

Then came Charles Babbage, a brilliant but restless mathematician of 19th Century. He was frustrated by the endless errors in human-made tables of navigation and mathematics. Surely, he thought a machine could do better without mistakes or fatigue

In the 1820s, he designed the Difference Engine – a massive contraption of brass and gears that could mechanically calculate and print tables. It was never fully built in his lifetime because it was too costly.

Charles Babbage's true masterpiece was his next vision: the Analytical Engine. Unlike the Difference Engine, this was not just a calculator. It was something far greater: a general-purpose computer. It had a "mill" (like today's CPU) for holding numbers, and most importantly, it could be programmed with punch cards – just like Jacquard's loom, but for numbers and logic.

And standing beside him in this was Ada Lovelace, who looked at Babbage's machine and saw something astonishing. She realized it could not only manipulate numbers, but symbol - music,

language, anything that could be expressed in patterns. She wrote the first algorithm intended for a machine. For this, she is remembered as the world's first programmer.

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3. GENERATION OF COMPUTERS

1st Generation (1946 – 1956)

This generation made use of vacuum tubes (consumes a lot of electricity). Examples: ENIAC (Electronic Numerical Integrator and Computer), IBM-701.

2nd Generation (1956 – 1963)

This generation made use of transistors (minimizes energy consumption). Examples: IBM-1620, CDC-3600.

3rd Generation (1964 – 1971)

This generation made use of integrated circuits, which helped to reduce the size of a computer and made it easy to operate. Examples: IBM-360, PDP. This generation also came with keyboards and joysticks.

4th Generation (1971 – 2010)

This generation made use of microprocessor, which help to miniaturize computer structure, boost performance and speed. It came with mouse and printer. Examples: DEC-10, STAR-1000, PDP.

5th Generation (2010 – Present)

Present day computer that uses Ultra large-scale integration, parallel processing hardware and artificial intelligence. Examples: Laptops, Desktop, Ultrabook, Robots.

4. TYPES OF COMPUTERS

BASED ON CAPABILITY

1. **Analog Computers:** used for measuring physical quantities (mass, length, velocity, etc). Examples: slide rules, speedometer, castle clock, etc.
2. **Digital Computers:** has both electronic and digital components capable of processing data in binary form. Its basic element includes input, memory, control unit and

arithmetic logic unit. Examples: PC (desktop, laptops), Smart Phones, Calculators.

- 3. Hybrid Computers:** has components and functionalities of analog and digital computers. Examples: fuel vending machine, electrocardiogram, monitoring machine.

BASED ON CAPACITY

- 1. Mini-Computers:** smallest type – easily carried around.
Examples: laptops, phones.

2. **Macro-Computers:** bigger than minicomputers. Examples Desktop.
3. **Mainframe-Computers:** large computer that process tones of data very fast. Examples: IBM zSeries, System z10 servers.
4. **Super-Computers:** fastest computers in the world. Examples: TaihuLight, Cray-1, Summit Supercomputer.

5. CHARACTERISTICS OF COMPUTER

Characteristics of computer refers to those unique or collective features of a computer.

1. **Speed:** does calculations million times faster than humans.
2. **Accuracy:** doesn't make mistakes
3. **Diligence:** does not feel tired, it is consistent
4. **Reliability:** gives consistent accurate result if the same data is entered multiple times.

- 5. **Automation:** performs tasks with little or no human help.
- 6. **Versatility:** used for different kinds of tasks or works
- 7. **Multitasking:** performs more than one operation at the same time.
- 8. **Flexibility:** user for different purposes

6. APPLICABLE AREAS OF COMPUTER

Computers can be applied in different areas and fields.

- 1. Medicine:** X-ray scanner, thermometers, monitoring machine, etc
- 2. Agriculture:** for predicting weather conditions, produce recording – mini and macro computers.

3. **Banking and Finance:** customer information, counting money – desktop, laptop, scanners and analogue computers.
4. **Space Crafts:** space exploration; navigation and system management controls.
5. **Education:** for learning, recording student results, taking exams etc.
6. **Business:** for both small and large-scale businesses

- 7. Government:** for national ID Cards, Passports, checking population growth.

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7. COMMON COMPUTER TERMS

Some of the common computer terms used by computer users are as follows

1. **CPU:** Central Processing Unit
2. **Keyboard:** to type in instructions
3. **Monitor:** displays information
4. **Mouse:** for navigation and clicking
5. **Hard Disk Drive:** for storage in the computer
6. **Printer:** convert soft copy to hard copy

- 7. **Booting:** turning ON the computer
- 8. **System:** laptop or computer
- 9. **Application:** program that performs specific function
- 10. **Software:** set of instructions that tells the computer what to do.
- 11. **Desktop:** working screen of computer
- 12. **Hardware:** physical structure of the computer
- 13. **RAM:** Random Access Memory
- 14. **ROM:** Read Only Memory

- 15. Click:** presses the left part of the mouse
- 16. Double:** presses the left part of the mouse twice
- 17. Right Click:** presses the right part of the mouse
- 18. File:** object used to store information on a computer
- 19. Folder:** physical location for storing and organizing files
- 20. Documents:** collection of texts, images, videos
- 21. Data:** numbers, symbols, letter, etc
- 22. Bit:** smallest piece of data in a computer
- 23. Cable:** wires used for connecting devices

24. Ports: interface that allows peripherals device to connect to computer

25. Adapter: help incompatible devices to connect

26. Directory: location where a computer file is placed

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8. INPUT AND OUTPUT DEVICES

INPUT DEVICES: They responsible for data input.

1. **Keyboard:** key-in instructions. Input words and commands in form of letters, figures and symbols
2. **Mouse:** for navigation and clicking items
3. **Scanner:** converts hardcopy to softcopy
4. **Joystick:** for movement and position control
5. **Light Pen:** to draw lines, shapes, etc over a monitor

6. **Microphone:** sound input

OUTPUT DEVICES: They are responsible for displaying processed data

1. **Monitor:** displays information in form of images and text.
2. **Printer:** converts softcopy to hardcopy.
3. **Speakers:** responsible for producing sound.

9. HARDWARE

Computer hardware refers to those parts of the computer that we can touch, see and feel.

1. **Monitor:** displays information in form of images and text.
2. **Motherboard:** part of computer that connects other parts together.
3. **CPU:** central processing unit.
4. **Hard Disk Drive (HDD):** store data and information.

- 5. **Speakers:** responsible for producing sound.
- 6. **Sound Card:** used to generate audio signals
- 7. **Video Card:** used to generate video signals
- 8. **Mouse:** for navigation and clicking items
- 9. **Others include:** CD-ROM, DVD-ROM, Floppy Disk, Modem, Power Supply, etc.

10. SOFTWARE

A computer software is set of instruction that is given to the computer system which tells the computer system what to do, how to do it and when to do it.

We have: System and Application software

SYSTEM SOFTWARE

Type of software that is used to run the computer hardware of the computer and creates the platform for running other application programs.

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Types of System Software

1. **Operating System (OS):** responsible for controlling and directing the activities of a computer system. Examples: Android OS, iOS, Windows, Linux, MacOS.
2. **Device Drivers:** program that allows the operating system to communicate with specific hardware. Examples: BIOS Drivers, USB Drivers, Sound Card Drivers, VGA Drivers.

- 3. Firmware:** instruction data usually stored on ROM which holds information on how the device should operate.

Examples: BIOS, UEFI

- 4. Utility:** software that provides additional functionalities.

Examples: Antivirus, Disk Defragmenter, Windows Registry, System Profiler, WinRAR

APPLICATION SOFTWARE

Type of software that is used for specific task that is not usually related to the operational function of the computer system.

Types of Application Software

1. **Word Processor:** used to type, edit and compose documents. Examples: MS Word, WordPad, Google Docs.
2. **Web Browsers:** used for accessing the internet. Examples: Chrome, Opera-mini

3. **Graphic Software:** used for designing and manipulation of images, editing of photos. Examples: CorelDraw, Photoshop, Adobe Illustrator.
4. **Presentation Software:** used to present information in form of slides. Examples: PowerPoint, Corel Presentations, InDesign
5. **Database Software:** used to manage, maintain and perform database operations. Example: MS Access, Oracle, MySQL

6. Multimedia Software: used for playing multimedia files.

Examples: VLC, Windows Media Player, Inkscape.

7. Education Software: used for learning purposes.

Examples: Wisenet, Talent

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11. STORAGE DEVICES

A storage device is any hardware that is used to keep files and documents

Types of Storage Devices

1. **Hard Disk Drive (HDD):** This is a magnetic disk computer hardware device that is used to store data in the computer system.

2. **CDs and DVDs:** Compact disks (CDs) and Digital Versatile Disks (DVDs) are also external storage devices that are used to store and record multimedia files and images
3. **USB Flash:** USB flash is a portable pen-like device that is also used to store files (images, videos, music etc.).
4. **Solid State Drive (SSD):** This is a non-volatile memory storage device that is used by modern computer systems today. SSD are faster, lighter and more reliable than HDD.

5. **Random Access Memory (RAM):** RAM is that computer memory that stores temporary data and on-going activities.
6. **Floppy Disks:** Floppy disks or floppy diskettes are portable storage magnetic devices used to store data. They are made up of thin flexible materials which also make light in weight and are easy to use and carry.
7. **Memory Card:** They are portable small storage devices that are mainly used by mobile devices in storing files.

- 8. Magnetic Tape:** It consists of a narrow plastic ribbon coated with fine particles of magnetizable material, used as a medium for recording films.

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12. COMPUTER PERIPHERALS

Computer peripherals are those internal and external devices that can be detachable from the computer. They are not fully required for a computer to function. For example, even if the keyboard or mouse is unplugged from the computer, the computer system will still load/boot up.

INTERNAL PERIPHERALS

Devices that are usually attached inside the computer system but are removable when the need arises.

1. **Card Reader:** reads data from storage medium devices such as memory cards.
2. **TV Card:** gives you the functionality of allowing you to watch TV from your computer and vice versa.

3. **Sound Card:** used inside a computer system to generate audio signals which it sends to the computer speakers to generate sound.
4. **Graphics Card:** responsible for the control of how the images are displayed in the monitor.
5. **CD-ROM:** Compact Disk Read Only Memory is a storage device that is used to keep files.
6. **Network Interface Card:** provides means by which a computer can connect to a network.

- 7. Modem:** This is networking hardware computer device that is used to convert digital data/information to analog signal that can be sent over cable wires.

EXTERNAL PERIPHERALS

Devices that are not attached to the computer system and are usually seen to be used outside the computer system.

1. **Mouse:** A pointer device that is used for navigation and cursor control.
2. **Keyboard:** used to input letters, numbers, symbols and implement other special functions.
3. **Speaker:** This is an external peripheral device that gives out audio sounds gotten from inputs from either microphones or multimedia software.
4. **Scanner:** converts hardcopy files or documents into digital form that can be seen and displayed on a computer screen.

5. **Joystick:** used to control the position and movement of the pointer in computer systems.
6. **Light Pen:** light sensitive device used to draw lines, shapes, images and move over them in a monitor of a computer system.
7. **Projector:** used to project images or video onto a wall surface or whiteboard.
8. **Printer:** converts soft copy files or document displayed in screens into hardcopies (on sheet of paper)

9. Plotter: A plotter is a printer that is used to print vector graphics.

10. Microphone: used to record sounds. It converts sound into electrical signals which can be stored in the computer and read by the sound card producing an output through the speakers.

11. External Camera - This is a video and image capturing device that is attached to the computer for taking images and recording video shots.

13. COMPUTER OPERATING SYSTEM

Computer operating systems are defined as computer software that is responsible for controlling and directing the activities of a computer system.

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FUNCTIONS OF COMPUTER OPERATING SYSTEM

- 1. Device Management:** keeps track of the device's various activities, manages all input and output devices (Keyboards, Scanners, Microphone, Storage devices etc.)
- 2. Input and Output Management:** similar to the device management explained above. The OS is responsible for controlling input and output activities as well as data provided by those devices to a computer system.

3. Process Management: manages tasks while processing (during execution), this it does by properly allocating resources to tasks in process; also involves process scheduling (that is the assigning when and how a process will kick start).

4. Memory Management: management of the computer's primary memory; allocates memory to on-going tasks, keeps track details of its location, status and other necessary details.

- 5. File Management:** it performs file management functions such as reading a file, opening a file, deleting a file, recovering deleted files etc.
- 6. Time Sharing:** responsible for the allocation of time to users of computer systems who are sharing the same resources (printer, scanner etc.).
- 7. Interrupt Handling:** responsible for handling any event that needs urgent attention. An interrupt usually

terminates or pauses the ongoing event of a computer system in order for the users to attend.

8. **Security:** ensures the computer system's integrity, confidentiality and availability by protecting it against malicious programs, malware or unauthorized access.
9. **Command Interpreter:** interprets commands entered by the user (humans - You and I). It reads a command, understands it and executes the command efficiently.

10. Virtual Storage: provides virtual storage which makes it possible for the OS to load programs bigger than its physical memory.

11. Provision of Interface: provides interface (point of communication) for users to be able to input data, store, retrieve and manipulate files and other kinds of documents.

12. Communication Management: Communication management function is also another function of the

operating system which can be done in two ways: By sending messages between ongoing tasks and sharing memory and other resources with various users. The seven layers in communication from bottom to top include: Physical layer, Data link layer, Network layer, Transport layer, Session layer, Presentation layer and Application layer.

TYPES OF COMPUTER OPERATING SYSTEMS

1. **Windows OS:** developed by Microsoft Corporation; designed to run on personal computers (Laptops and Desktops)
2. **MAC OS:** developed by Apple Inc; which is used for apple's mac devices.
3. **Linux OS:** is an open-source operating system that is used in computers like that of Windows OS and MacOS.

4. **Android OS:** is an open-source Linux based operating system that was developed by Google which is meant for mobile phones and tablets.
5. **iOS:** which stands for iPhone operating system is an operating system developed by Apple Inc. which is used for its iPhone devices.

CATEGORIES OF OPERATING SYSTEMS

- 1. Batch Operating System:** is that type of operating system whereby similar jobs to be executed are being grouped into batches and submitted to the computer for processing. Examples of batch operating systems include Payroll System, Bank Statements, etc.
- 2. Distributed Operating System:** is a type of operating system whereby distributed applications make use of multiple central processors, connecting multiple

computers through a single channel of communication (LAN or WAN etc.). Types of distributed operating system includes Client Server Systems, Peer-To-Peer, Middleware, Three Tier and N-Tiers.

- 3. Time-sharing Operating System:** which is also known as multitasking systems is the system by which each task being carried out by different users is given a time of the CPU. Time sharing allows several people located at different

points (terminals) to use a particular computer system simultaneously (at the same time).

4. **Network Operating System:** can be defined as a computer operating system that is used to connect workstations and personal computers together under a local area network (LAN) or wide area network (WAN).
5. **Real time Operating System:** are those types of operating system that are designed to handle real time applications that process data as they come in. Examples of real time

operating systems include Command Control Systems, Airline Traffic Control Systems, Network Multimedia Systems, etc.

6. Multiprocessing Operating System: is that type of operating system in which two or more processors (CPUs) are used in the computer system. The use of multiple processors in a computer system helps to speed up tasks processes and save time spent.

- 7. Mobile Operating System:** used in mobile phones, tablets and smart watches that enable them to run applications and other tangible programs.

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14. WINDOWS 10/11 INTERFACE (ENVIRONS)

1. **Start:** Opens the start menu where you can access the following:

- Applications/Programs - show installed apps and software you can open and use
- Search Bar – allows you to search for apps, files, folders, settings and web information.
- Power Options – used to shut down, restart, sleep, lock and update.

- Settings – opens the settings window, where you can change system preferences like sound, display, background, etc.
- User Account/Profile – displays account information and options to lock, sign out and switch users.
- Pinned Apps – displays frequently used or favorite apps for quick access.

- Recently Used Files and Apps – shows recently opened program for easy re-opening.
- Documents, Pictures and Download – quick access to common folders where files are stored.

2. **Search Input:** A search box used to quickly find apps, files, settings or web results on the computer.
3. **Task View:** To add and manage virtual desktops.
4. **Task Bar:** Long bar at the bottom of the screen that contains open apps, pinned apps and other system icons.

5. **Show/Hide Icon:** Small button located at the far end of the taskbar used to open and quickly show hidden icons or restore hidden windows.
6. **Internet, Battery, Calendar, Date, etc.** System tray that displays system information such as network connection, volume, time, date, notification, battery status, etc.
7. **Widget:** Small interactive panel that displays quick information such as weather, news, calendar, event or reminders.

15. FILE EXPLORER

File Explorer is a system application that is used to browse (search) through files and perform other file management operations such as editing, copying and pasting, arrangement of files and lots more.

HOW TO OPEN FILE EXPLORER

- Press Win + E
- OR Click on the file explorer icon in the task bar
- OR Search for File Explorer using the search input bar and click on it

FILE EXPLORER INTERFACE (ENVIRONS)

1. **Title Bar:** displays the name of the current folder or window you are viewing.
2. **Window Controls:** we have the:
 - Minimize - sends the window to the taskbar
 - Maximize/Restore - enlarger or return the window to its previous size
 - Close – close the file explorer window.

3. **Navigation Bar:** comprises of:

- **Back Button** – returns you to the previous folder or location.
- **Forward Button** – moves you to the next folder after using the back button.
- **Up Button** – moves you one level higher from the current folder to its parent folder.
- **Refresh** – updates the current folder view to show the latest files or changes.

4. **Menu Tab:** found in older versions of windows; which when clicked display group of related commands called ribbons
5. **Ribbons:** group of related commands for managing files
6. **Dialog Box Launcher:** small button found in some group of related commands, used to open more detailed settings or options related to that group.
7. **Address Bar:** shows the current folder path and allows for quick navigation to other locations

- 8. **List:** arranged command options that appear in menus or dropdowns
- 9. **Icons:** small graphical symbols representing commands.
E.g. Copy, Paste, etc.
- 10. **Side Navigation Pane:** located at the top left side of the file explorer, used to quickly access files, drives, network locations, etc.
- 11. **Search Box:** used to browse or search for files and folders within the current location

12. Content Pane: main area where files and folders inside the selected location are displayed.

13. Column Headings: labels such as: Name, Date Modified, Type and Size.

14. Preview Pane: shows a preview of the selected file without opening it fully

15. Details Pane: shows additional information about the selected file, such as size, type, date created.

16. Scroll Bars: used to move up, down, left or right when viewing many files or folders.

17. Status Bar: shows information about the folder or details about the selected file.

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FILE EXPLORER OPERATIONS

1. Selection: choosing files or folders to work with.

- Single Selection – Click once

- Multiple Selection - Hold Ctrl and click different items
- Range Selection – Hold Shift and click at the last item
- Select All – Press Ctrl + A
- Drag Selection – Click and drag your mouse around the items you want to select.
- One-By-One Selection – Press Shift + Arrow Keys (Left, Right, Up, Down)

2. Create New Folder: making new folder for storing files. It can be done using any of these two methods below.

- Press Ctrl + Shift + N
- Right Click → New → Folder

3. Create Text Document: text file used to type notes.

- Right Click → Text Document

4. Copy: making duplicate items without removing the original one. It can be done using any of the following methods.

- Ctrl + C (*after selecting the items*).

- Right Click on the selected item → Copy
- Click the Copy Icon (*after selecting the items*).

5. Paste: placing a copied or cut file into another location. It can be done using any of the following methods.

- Ctrl + V
- Right Click → Paste
- Click the Paste Icon

6. Cut: moving file or folder from one location to another.

- Ctrl + X (*after selecting the items*).

- Right Click on the selected item → Cut
- Click the Cut Icon (*after selecting the items*).

7. Delete: removing file or folder from its current location.

- Press the Delete Key (*after selecting the items*).
- Press the Backspace Key (*after selecting the items*).

8. Rename: change the name of a folder/document.

- Press F1 to rename (if you are using external keyboard)
- Right Click → Rename

9. View Properties: to check the properties of a folder/document which includes its file type, date of creation, attributes, location, etc.

10. Other file explorer operations include:

- Compress/Extract files
- Create Shortcut
- Set Permissions

16. WINDOWS SETTING INTERFACE

Windows setting interface is the control center of the computer where users can change and manage how the system works. It allows you to adjust things like brightness, volume, etc.

HOW TO OPEN WINDOWS SETTINGS

- Press Win + I.
- OR Search for Settings using the search input bar and click on it.

Windows setting categories and some of the major settings include:

1. System: controls the main functions of the computer;

major settings include:

- Display
- Sound
- Notifications
- Power & Battery
- Storage

- Multitasking
- Remote Desktop
- About PC

2. Bluetooth and Devices: manages connected devices and wireless connections.

- Bluetooth
- Printers & Scanners
- Mouse

- Keyboard
- Touchpad
- Cameras
- USB Devices

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3. Network and Internet: controls internet and network connections.

- Wi-Fi
- Ethernet

- Mobile Hotspot
- VPN
- Airplane Mode
- Proxy Settings
- Data Usage

4. Personalization: changes the appearance of Windows.

- Background/Wallpaper
- Themes

- Colors
- Lock Screen
- Fonts
- Start Menu
- Taskbar

5. Apps: manage installed applications and features.

- Installed Apps
- Default Apps

- Optional Features
- Startup Apps
- Offline Maps
- Video Playback

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6. Accounts: handles user accounts and sign-in options.

- Your Info
- Email & Accounts
- Sign-in Options

- Family & Other Users
- Backup
- Access Work or School

7. Time and Language: controls language and regional settings.

- Date & Time
- Language & Region
- Typing

- Speech
- Keyboard Settings

8. Gaming: provides settings for games and game performance.

- Xbox Game Bar
- Captures
- Game Mode

9. Accessibility: helps users with disabilities use the computer more easily.

- Narrator
- Magnifier
- Closed Captions
- Keyboard Accessibility
- Mouse Pointer
- Voice Access

10. Security: protects the computer and user information.

- Windows Security
- Virus & Threat Protection
- App Permissions
- Location
- Camera & Microphone Access
- Find My Device

11. Windows Update: keeps Windows updated and secure.

- Check for Updates
- Update History
- Advanced Options
- Windows Insider Program
- Delivery Optimization

17. COMMON PC SETTINGS

Some of the common PC settings include the following:

1. Desktop Background: picture or image displayed on the desktop.

- Open **Settings** (Or Right Click on your desktop)
- Click **Personalization**
- Select **Background**

- Choose: (Solid Color, Picture, Slideshow, Windows Spotlight)
- Select recent pictures below; or click on Browse Photos

2. Lock Screen: the screen appears before signing into the computer.

- Open **Settings**
- Click **Personalization**
- Select **Lock Screen**

- Choose: (Picture, Slideshow, Windows Spotlight)
- Customize lock screen status if you like.

3. Screen Saver: A screen saver appears when the computer is inactive for some time.

- Open **Settings**
- Click **Personalization**
- Select **Lock Screen**
- Click **Screen Saver**

- Choose a screen saver style (3D Text, Blank, Bubbles, Mystify, Ribbons)
- Select **Setting** (customize the rotation speed, surface style, resolution etc. if you like)
 - Set waiting time
 - Click **Apply** then **OK**

4. Password: this helps protect the computer from unauthorized access.

- Open **Settings**
- Click **Accounts**
- Select **Sign-in Options**
- Click **Password**
- Choose: (Add Password, Change Password)
- Enter and confirm the password

- Type in Password Hint (text reminder designed to jog your memory if you forget your account password)
- Click **Next**

5. New User Account: A user account allows another person to use the computer separately.

- Open **Settings**
- Click **Accounts**
- Select **Family & Other Users**

- Click **Add Account**
- Enter Microsoft account details or create a local account
- Follow the instructions to finish setup

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6. Adjust Screen Brightness: brightness controls how light or dark the screen appears.

- Open **Settings**

- Click **System**
- Select **Display**
- Use the **Brightness slider** to adjust brightness

7. **Themes:** This changes the overall appearance of Windows.

- Open **Settings**
- Click **Personalization**
- Select **Themes**
- Choose an existing theme or download a new one

8. System Sounds: System sounds are audio alerts from the computer.

- Open **Settings**
- Click **System**
- Select **Sound**
- Adjust volume or sound devices
- Open **More Sound Settings** for advanced options

9. Connecting to Wi-Fi: allows wireless internet connection.

- Click the Network icon on the taskbar
- Turn on Wi-Fi
- Select a network
- Enter the password
- Click Connect

10. Bluetooth Devices: connects wireless devices such as speakers and keyboards.

- Open **Settings**
- Click **Bluetooth & Devices**
- Turn on Bluetooth
- Click **Add Device**
- Select the device and connect

18. INSTALLING A PROGRAM

Installing a program is the adding of software or an application to a computer so it can perform specific or various tasks such as typing documents, playing media, browsing the internet, editing pictures and many more.

METHOD 1 (Installing from Microsoft Store): safest method to install programs. Examples: WhatsApp, Netflix, Spotify, etc.

1. Open **Microsoft Store**
2. Search for the program
3. Click the application
4. Click **Install** or **Get**
5. Wait for installation to be complete

METHOD 2 (Installing from a Setup File (exe or .msi): installed using downloaded setup files.

1. Download the setup file from a trusted website
2. Open the Downloads folder
3. Double-click the setup file
4. Click **Yes** if permission is requested
5. Follow the installation wizard
6. Click **Finish**

METHOD 3 (Installing from a CD/DVD)

1. Insert the CD/DVD into the computer
2. Wait for the installation window to appear
3. Click **Install**
4. Follow the instructions
5. Complete the setup

METHOD 4 (Installing from a USB Flash Drive): copied from another computer using a flash drive.

1. Insert the USB drive
2. Open **File Explorer**
3. Locate the setup file
4. Double-click the installer
5. Follow installation steps

METHOD 5 (Installing Through the Internet Browser):

downloaded and installed directly from websites. Examples are Google Chrome, Adobe Reader, etc.

1. Open a web browser
2. Visit the official software website
3. Download the installer
4. Open the downloaded file
5. Follow installation instructions

METHOD 6 (Installing Portable Programs): Does not require installation.

1. Download the portable software
2. Extract the file if zipped
3. Open the application directly

19. UNINSTALLING A PROGRAM

This is removing or deleting a program or application from a computer when it is no longer needed. Reasons may be any of the following: free storage space, remove unwanted software, improve computer performance or remove corrupt or harmful programs

METHOD 1 (Settings)

1. Open **Settings**
2. Click **Apps**
3. Select **Installed Apps**
4. Find the program you want to remove
5. Click the three dots (⋮) beside the app
6. Click **Uninstall**
7. Follow the instructions to complete removal

METHOD 2 (Control Panel)

- 1. Open Control Panel**
- 2. Click Programs**
- 3. Select Programs and Features**
- 4. Choose the program**
- 5. Click Uninstall**
- 6. Follow the instructions**

METHOD 3 (Program's Uninstaller)

1. Open the program folder from the Start Menu
2. Look for: **Uninstall** or **Remove Program**
3. Open it
4. Follow the instructions

METHOD 4 (Start Menu)

1. Open the **Start menu**
2. Find the application in the app list
3. Right-click the app
4. Select **Uninstall**
5. Follow the instructions

20. PC KEYBOARD SHORTCUTS

PC keyboard shortcut can make your operating and using your computer much easier and faster.

OBINTUSACADEMY

A. BASIC EDITING SHORTCUTS

- | | |
|--------------------|------|
| 1. Ctrl + C | Copy |
| <hr/> | |
| 2. Ctrl + X | Cut |

3. Ctrl + V	Paste
4. Ctrl + Z	Undo
5. Ctrl + Y	Redo
6. Ctrl + A	Select All
7. Ctrl + F	Find
8. Ctrl + H	Replace
9. Ctrl + N	Create New Window
10. Ctrl + O	Open
11. Ctrl + S	Save

12. Ctrl + P	Print
13. Esc	Cancel current operation

B. WINDOW/SYSTEM SHORTCUTS

1. Windows Key	Open Start Menu
2. Windows + D	Show/Hide Desktop
3. Windows + E	Open File Explorer

4. Windows + I	Open Settings
5. Windows + L	Lock Computer
6. Windows + R	Open Run Dialog Box
7. Windows + Tab	Open Task View
8. Windows + M	Minimize All Windows
9. Windows + Shift + M	Restore Minimized Windows
10. Windows + A	Open Quick Action Center
11. Windows + S	Open Search
12. Windows + X	Open Power User Menu

13. Windows + V	Open Clipboard History
14. Windows + P	Project Display Settings
15. Windows + U	Open Accessibility Settings
16. Windows + K	Connect to Wireless Devices
17. Windows + . (dot)	Open Emoji Panel

C. WINDOWS MANAGEMENT SHORTCUT

1. Alt + Tab	Switch Between Open Programs
2. Alt + Esc	Cycle Through Open Windows
3. Alt + F4	Close Active Window
4. Ctrl + F4	Close Current Document/Tab
5. Windows + Left Arrow	Snap Window Left
6. Windows + Right Arrow	Snap Window Right
7. Windows + Up Arrow	Maximize Window

8. Windows + Down Arrow	Minimize Window
9. Windows + Home	Minimize All Except Active

D. TASK MANAGER & SYSTEM CONTROL

1. Ctrl + Alt + Delete	Security Options Screen
2. Ctrl + Shift + Esc	Open Task Manager Directly
3. Windows + Pause/Break	Open System Information

-
4. **Windows + Ctrl + Shift + B** Restart Graphics Driver

E. FUNCTION KEYS (F1-F12)

- | | |
|--------------|-----------------------------|
| 1. F1 | Help |
| 2. F2 | Rename |
| 3. F3 | Search |
| 4. F4 | Address Bar List (Explorer) |

5. F5	Refresh
6. F6	Cycle Through Screen Elements
7. F7	Spell Check (where supported)
8. F8	Boot Options (during startup)
9. F9	Refresh Fields (some programs)
10. F10	Activate Menu Bar
11. F11	Full Screen
12. F12	Save As (many applications)

F. BROWSER/INTERNET SHORTCUTS

1. Ctrl + T	Open New Tab
2. Ctrl + W	Close Current Tab
3. Ctrl + Shift + T	Reopen Closed Tab
4. Ctrl + Tab	Move to Next Tab
5. Ctrl + Shift + Tab	Move to Previous Tab
6. Ctrl + L	Highlight Address Bar
7. Ctrl + R	Refresh Page

8. Ctrl + D	Bookmark Page
9. Ctrl + J	Open Downloads
10. Ctrl + H	Open Browsing History
11. Ctrl ++	Zoom In
12. Ctrl + -	Zoom Out
13. Ctrl + 0	Reset Zoom

G. SCREENSHOT SHORTCUTS

1. PrtScn	Copy Entire Screen
2. Alt + PrtScn	Copy Active Window
3. Windows + PrtScn	Save Screenshot Automatically
4. Windows + Shift + S	Open Snipping Tool

H. TEXT NAVIGATION SHORTCUTS

1. Home	Beginning of Line/Page
2. End	End of Line/Page
3. Ctrl + Home	Beginning of Document
4. Ctrl + End	End of Document
5. Page Up	Move Up One Page
6. Page Down	Move Down One Page
7. Ctrl + Left Arrow	Previous Word

8. Ctrl + Right Arrow	Next Word
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I. TEXT SELECTION SHORTCUTS

1. Home	Beginning of Line/Page
2. End	End of Line/Page
3. Ctrl + Home	Beginning of Document
4. Ctrl + End	End of Document
5. Page Up	Move Up One Page

6. Page Down	Move Down One Page
7. Ctrl + Left Arrow	Previous Word
8. Ctrl + Right Arrow	Next Word

J. RUN COMMAND SHORTCUTS

1. cmd	Open Command Prompt
2. notepad	Open Notepad
3. calc	Open Calculator
4. mspaint	Open Paint

5. explorer	Open File Explorer
6. taskmgr	Open Task Manager
7. control	Open Control Panel
8. msconfig	Open System Configuration
9. services.msc	Open Services
10. devmgmt.msc	Open Device Manager

21. HOW TO

A

1. Add a bookmark → **Ctrl + D**
2. Add emoji → **Windows + .**
3. Append text at line end → **End**
4. Arrange windows side by side → **Windows + Left/Right**
5. Accessibility Settings → **Windows + U**

B

6. Bold text → **Ctrl + B**
7. Bookmark all tabs → **Ctrl + Shift + D**
8. Browse downloads → **Ctrl + J**
9. Browse history → **Ctrl + H**
10. Begin a new line → **Enter**
11. Bring up Start Menu → **Windows Key**

C

- 12. Calculate quickly → **Win + R → calc**
- 13. Close a browser tab → **Ctrl + W**
- 14. Close an app → **Alt + F4**
- 15. Close Task View → **Esc**
- 16. Close virtual desktop → **Windows + Ctrl + F4**
- 17. Copy → **Ctrl + C**
- 18. Copy file path → **Shift + Right Click → Copy as Path**
- 19. Create folder → **Ctrl + Shift + N**

20. Create desktop → **Windows + Ctrl + D**

21. Cut → **Ctrl + X**

D

22. Delete file → **Delete**

23. Delete permanently → **Shift + Delete**

24. Deselect items → **Click empty space**

25. Disable caps lock → **Caps Lock**

26. Display desktop → **Windows + D**

27. Duplicate screen → **Windows + P**

E

28. Edit address bar → **Ctrl + L**

29. Eject USB drive → **Right Click → Eject**

30. Empty recycle bin → **Right Click → Empty Recycle Bin**

31. End task → **Ctrl + Shift + Esc**

32. Exit full screen → **F11**

F

33. Find text → **Ctrl + F**

34. Find files and apps → **Windows + S**

35. Find computer name → **Windows + Pause**

36. Find and replace → **Ctrl + H**

37. Focus address bar → **Ctrl + L**

38. Full screen app → **F11**

G

39. Go back page → **Alt + Left Arrow**

40. Go forward page → **Alt + Right Arrow**

41. Go to bottom of page → **Ctrl + End**

42. Go to top of page → **Ctrl + Home**

43. Group windows → **Snap Layouts (Windows + Z)**

H

44. Hide desktop icons → **Right Click Desktop → View**

45. Hide current window → **Windows + Down**

46. Highlight all text → **Ctrl + A**

47. Help → **F1**

I

48. Indent text → **Tab**

49. Italicize text → **Ctrl + I**

J

50. Jump between tabs → **Ctrl + Tab**

51. Jump to first tab → **Ctrl + 1**

52. Jump to last tab → **Ctrl + 9**

K

53. Keep window on screen side → **Windows + Arrow**

54. Kill frozen app → **Ctrl + Shift + Esc**

L

- 55. Lock computer → **Windows + L**
- 56. Launch File Explorer → **Windows + E**
- 57. Launch Run dialog → **Windows + R**
- 58. Launch Settings → **Windows + I**
- 59. Lower volume → **Volume Down Key**

M

- 60. Maximize window → **Windows + Up Arrow**

61. Minimize window → **Windows + Down Arrow**

62. Minimize all windows → **Windows + M**

63. Mute sound → **Volume Mute Key**

64. Move file → **Ctrl + X, Ctrl + V**

65. Move window monitor-to-monitor → **Windows + Shift + Arrow**

N

66. Navigate open apps → **Alt + Tab**

67. New tab → **Ctrl + T**

68. New window → **Ctrl + N**

69. Notepad → **Win + R** → **notepad**

O

70. Open calculator → **Win + R** → **calc**

71. Open command prompt → **Win + R** → **cmd**

72. Open downloads → **Ctrl + J**

73. Open emoji panel → **Windows + .**

74. Open history → **Ctrl + H**

75. Open Paint → **Win + R** → **mspaint**

- 76. Open PowerShell → **Win + X**
- 77. Open Task Manager → **Ctrl + Shift + Esc**
- 78. Open widgets → **Windows + W**

P

- 79. Paste → **Ctrl + V**
- 80. Paste without formatting → **Ctrl + Shift + V**
- 81. Play or pause media → **Media Key**
- 82. Print → **Ctrl + P**
- 83. Preview file → **Alt + P**

84. Pin app to taskbar → **Right Click** → **Pin**

Q

85. Quit application → **Alt + F4**

R

86. Redo → **Ctrl + Y**

87. Refresh → **F5**

88. Rename file → **F2**

89. Reopen closed tab → **Ctrl + Shift + T**

90. Restart PC → **Ctrl + Alt + Del** → **Restart**

91. Run a command → **Windows + R**

S

92. Save → **Ctrl + S**

93. Save as → **F12**

94. Search page → **Ctrl + F**

95. Select all → **Ctrl + A**

96. Select multiple files → **Ctrl + Click**

- 97. Select file range → **Shift + Click**
- 98. Send print job → **Ctrl + P**
- 99. Show clipboard → **Windows V**
- 100. Show desktop → **Windows + D**
- 101. Show file extensions → **View → Extension**
- 102. Show hidden files → **View → Hidden Items**
- 103. Sign out → **Ctrl + Alt + Del → Sign Out**
- 104. Snap window left → **Windows + Left**
- 105. Snap window right → **Windows + Right**
- 106. Switch desktops → **Windows + Ctrl + Arrow**

107. Switch language → **Windows + Space**

T

108. Take screenshot → **Windows + Shift + S**

109. Take full screenshot → **PrtScn**

110. Take window screenshot → **Alt + PrtScn**

111. Task switch → **Alt + Tab**

112. Toggle full screen → **F11**

113. Type emoji → **Windows + .**

U

- 114. Underline text → **Ctrl + U**
- 115. Undo → **Ctrl + Z**
- 116. Unmute volume → **Volume Mute Key**
- 117. Update page → **F5**

V

- 118. View desktop → **Windows + D**

- 119. View open windows → **Windows + Tab**
- 120. View properties → **Alt + Enter**
- 121. View task manager → **Ctrl + Shift + Esc**

W

- 122. Widen browser view → **F11**

OTHERS

- How to connect Wi-Fi → **Click Wi-Fi icon**
- How to turn on Bluetooth → **Windows + A**

- How to turn off Bluetooth → **Windows + A**
- How to pair Bluetooth device → **Settings → Bluetooth**
- How to increase brightness → **Brightness Key**
- How to decrease brightness → **Brightness Key**
- How to change wallpaper → **Right Click Desktop → Personalize**
- How to change screen resolution → **Go to Display Settings**
- How to clear browser cache → **Ctrl + Shift + Delete**
- How to clear downloads list → **Ctrl + J → Clear**
- How to open recycle bin → **Double Click Recycle Bin**

- How to restore deleted file → **Recycle Bin → Restore**
- How to check storage space → **Go to Settings → Storage**
- How to uninstall app → **Settings → Apps**
- How to update Windows → **Settings → Windows Update**
- How to connect printer → **Settings → Printers**
- How to scan document → **Windows Scan App**
- How to open camera → **Search Camera**
- How to record screen → **Windows + G**
- How to open Game Bar → **Windows + G**
- How to record voice → **Voice Recorder**

- How to change password → **Ctrl + Alt + Del**
- How to change username → **Accounts Settings**
- How to add user account → **Settings → Accounts**
- How to remove user account → **Accounts → Family & Users**
- How to flush DNS → **ipconfig /flushdns**
- How to check IP address → **ipconfig**
- How to pin folder to Quick Access → **Right Click → Pin**
- How to sort files → **Right Click → Sort By**
- How to change file view → **View Menu**

- How to open file location → **Right Click** → **Open File Location**
- How to compress files → **Right Click** → **Compress**
- How to extract ZIP file → **Right Click** → **Extract All**
- How to create ZIP file → **Send To** → **Compressed Folder**
- How to check battery level → **Taskbar Battery Icon**
- How to enable night light → **Settings** → **Display**
- How to disable night light → **Settings** → **Display**
- How to extend display → **Windows + P** → **Extend**
- How to duplicate display → **Windows + P** → **Duplicate**

- How to project screen → **Windows + P**
- How to check RAM usage → **Task Manager**
- How to check CPU usage → **Task Manager**
- How to check startup apps → **Task Manager → Startup**
- How to disable startup app → **Startup Tab → Disable**
- How to open BIOS (during boot) → **F2/Delete**
- How to shut down PC → **Alt + F4 on Desktop**
- How to force restart PC → **Hold Power Button 10 Seconds**



ABOUT THE AUTHOR

I am Daniel Uchenna, an Information Technology educator, trainer, and entrepreneur dedicated to simplifying technology education for learners from all backgrounds.

As the Chief Executive Officer (C.E.O.) of Obintus Academy, I train students and professionals in Computer Appreciation, Microsoft Office Applications, Web Design, and other digital skills.

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I am the author of the *Sharp Guide Series*, which includes guides on Computer Appreciation, Microsoft Word, Excel, PowerPoint, HTML, CSS, and other technology-related subjects.

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Thank you for reading *Sharp Guide to Computer Appreciation*.

EASY AND FAST WAY TO LEARN COMPUTER BASICS.

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SHARP GUIDE on Computer Appreciation is designed to take you from zero knowledge to a strong foundation. It explains computer concepts in simple language, with clear examples and practical explanations that make learning easy and enjoyable.

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WHAT'S INSIDE



Introduction to Computers



Hardware and Software



Operating System (Windows)



Files, Folders and File Management



Using the Internet Safely and Effectively



PC Keyboard Shortcuts

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WHO THIS BOOK IS FOR



Students & Beginners
who are just starting
their tech journey.



Job Seekers
who want to improve
their computer literacy.



Entrepreneurs
who want to use technology
to grow their business.



Anyone
who wants to build
a solid digital foundation.

STAY CONNECTED



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