
Computer Basics for Beginners

*A Complete Step-by-Step Guide to Understanding
Computers, the Internet, and Digital Skills*

- Windows 11
- Internet & Email
- Microsoft Office
- Cyber Safety
- UPI & Digital Life
- Troubleshooting
- Career Skills
- AI Tools



SUMAN BISWAS

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Copyright

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A Complete Step-by-Step Guide to Understanding Computers, the Internet, and Digital Skills

Written by **Suman Biswas**

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Disclaimer

This book is written for general learning purposes. Every effort has been made to make the information accurate, clear, and current at the time of writing. However, technology changes quickly. Menus get moved, buttons get renamed, apps get updated, and new features appear every few months. What you see on your own screen may look a little different from the descriptions in this book. When that happens, don't worry — the underlying ideas stay the same, and you will usually find the option you need nearby.

The author and publisher are not responsible for any loss, damage, or inconvenience that may arise from using the information in this book. Before making any change to your computer that could affect your files — such as resetting the system, deleting partitions, or editing system settings — always make a backup first.

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Dedication

To my parents, who taught me that learning never ends.

To every grandmother who wants to video-call her grandchildren, every student who is nervous about their first computer class, every shopkeeper who wants to accept digital payments, and every job seeker who has been told "you need computer skills" — this book is for you.

You are never too old, too young, or too late to learn.



Preface

A few years ago, I watched a retired school teacher in my neighbourhood sit in front of a brand-new laptop that her son had bought for her. She had taught mathematics for over thirty years. She could solve problems in her head faster than most people could on a calculator. Yet she sat there, hands in her lap, afraid to touch the keyboard.

"What if I break it?" she asked.

That one question stayed with me. It wasn't a lack of intelligence that kept her away from the computer. It was a lack of a friendly, patient guide — someone to explain things slowly, without assuming she already knew the words that everyone else seemed to use: *browser, download, cloud, app, file, folder*.

That is why I wrote this book.

Computer Basics for Beginners is the guide I wish I could have handed her that day. It starts from absolute zero. It does not assume that you know anything. If you have never switched on a computer, you can start on page one and finish this book able to write letters, send emails, make video calls, pay bills safely, protect yourself from scams, fix common problems, and even explore artificial intelligence tools.

I have tried to write this book the way a good teacher speaks in a classroom — slowly, clearly, with examples from everyday life. When I explain the RAM of a computer, I compare it to the top of a study table. When I explain the internet, I compare it to a postal system. When I explain passwords, I compare them to the keys of your house. These comparisons are not perfect, but they help you form a picture in your mind, and once you have that picture, the technical details become much easier.

You will also notice that this book is practical. Every chapter ends with activities, a quiz, and a small project. Please do them. Reading about swimming does not teach you how to swim. In the same way, reading about computers will only take you halfway. The other half comes from your own fingers on the keyboard and mouse.

Finally, please be patient with yourself. Every expert was once a beginner who clicked the wrong button. Mistakes are part of learning. Modern computers are surprisingly hard to "break" by normal use, and almost everything you do can be undone.

Let's begin this journey together.

Suman Biswas Kolkata, India



How to Use This Book

This book is designed so you can learn in two ways.

1. Cover to cover. If you are completely new to computers, read the book from the beginning. Each part builds on the one before it. Part 1 explains what a computer is. Part 2 teaches you how to operate it. Part 3 takes you onto the internet. Later parts teach office software, safety, digital life, troubleshooting, career skills, and the latest technologies.

2. As a reference. If you already know the basics, jump to the chapter you need. Want to learn Excel formulas? Go to Chapter 6. Worried about a suspicious message? Go to Chapter 7. Computer running slow? Go to Chapter 9. The detailed Table of Contents and the Index at the back will help you find topics quickly.

Features you will find in every chapter

Feature	What it does
Learning Objectives	Tells you what you will be able to do after the chapter
Key Concepts & Definitions	Explains new words in plain English
Real-life Examples	Connects ideas to everyday situations
Figure notes	Show where a picture or diagram helps understanding
Tables	Compare options side by side
Tips, Warnings, Did You Know?	Short boxes with extra advice
Common Mistakes	Errors beginners often make — and how to avoid them
Practice Activities	Hands-on tasks to build confidence
Chapter Summary	A quick recap of the main points
Glossary Terms	Key words to remember

Feature	What it does
Quiz (10 Questions) and Answers	Checks your understanding
Mini Project	A small real-world task to apply what you learned

The callout boxes

Throughout the book, you will see coloured boxes. Each one has a purpose:

TIP

Tip boxes give shortcuts and smart ways of doing things.

WARNING

Warning boxes alert you to risks — things that could lose your data, money, or privacy.

DID YOU KNOW?

Did You Know? boxes share interesting facts that make learning fun.

QUICK FACT

Quick Fact boxes give a short, memorable piece of information.

PRACTICE NOTE

Practice Note boxes remind you to try something on your own computer.

ILLUSTRATION

Figure boxes describe a diagram or screenshot that illustrates the topic. In the print edition, these mark where illustrations appear; you can also look at the same thing on your own screen.

A note about Windows, Mac, and phones

Most of the step-by-step instructions in this book use **Windows 11**, because it is the most common operating system on desktop and laptop computers. Where it is useful, I also explain how to do the same task on a **Mac**, and on **Android** or **iPhone**. If you use a

different version of Windows, most steps will be very similar.

Your learning kit

Before you begin, keep these things ready:

- A computer or laptop (any brand is fine)
- An internet connection (Wi-Fi or mobile hotspot)
- A notebook and pen to write down passwords safely, notes, and quiz answers
- Thirty minutes a day of quiet practice time

At the end of the book, you will find a **30-Day Computer Learning Plan**, a **Skills Checklist**, a **Practice Workbook**, a **Study Planner**, a **Progress Tracker**, and a **Certificate of Completion** you can fill in when you finish.



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