

# Top 10 Tips for Computer Beginners

Learning to use a computer device for the first time can be fun, but we know that it can also be frustrating!

Here are some of our 'top tips':

**1. Be patient with yourself** – almost everyone finds it difficult and frustrating to learn how to use computers...

**2. Ask for help at any time**, but especially if you:

- Can't see the screen clearly
- Haven't used a keyboard before, or can't use a mouse
- Have any security or safety concerns (e.g. phishing, using anti-virus software)

**3. Computers are there to enhance your life.** Think about what you would like to do better, more easily, or achieve in your life? Then ask someone for advice on how a computer can help you reach that goal.

**4. Try to be selective about who you listen to.** Those who are negative about computers may be scared themselves, or maybe the digital world is just not for them. Don't let your enthusiasm be dampened – it can be exciting and rewarding!

**5. Go at your own pace** – we suggest that you avoid comparing yourself with others – people have different background and experience, and you should learn to use technology at a pace that suits you.

**6. Set yourself small, realistic goals.** If you're not sure what these should be, discuss them with a friend or with a computer mentor or tutor if you have access to one. It is better to be able to find one useful website or send one short email than to end up with a head full of instructions and no results.

**7. Practice makes perfect:** don't shy from repeating the things you're learning until you feel you've got it...and don't be scared about making mistakes.

**8.** If you start dreaming about mice, and email, and keyboards, you probably need to **take a break!**

**9. Computers are also for fun.** You can play games: crosswords, cards, chess, Suduko, solitaire ... and you can also use computers to listen to music and the radio, or to watch TV and films.

**10. Don't panic!** It will all make sense in the end...