

# 10 Tips for Computer Beginners

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Starting out with a computer, laptop, or tablet can feel overwhelming — but it doesn't have to be. Whether you're completely new to technology or just want to feel more confident, these ten simple tips will help you get started.

*This guide has been created by Cambridge Online to support anyone taking their first steps into the digital world.*

## 1. Get to Know Your Device

Learn where the power button is, how to use the mouse/trackpad or touchscreen, and what the main buttons on screen do. Take your time to look around — there's no rush.

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## 2. Learn the Desktop or Home Screen

This is your starting point every time you turn on your device. Think of it like a desk — your apps and files are laid out for easy access. You'll soon learn where everything lives.

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## 3. Practice Using a Mouse and Keyboard

Click, double-click, right-click, and scroll. It gets easier with practice! On tablets, you can tap, swipe, and pinch to zoom. Try practising a little each day.

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## 4. Get Online with Wi-Fi

Wi-Fi connects your device to the internet without wires. Look for the Wi-Fi symbol (it looks like a small fan shape) and connect to your home or local network.

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## 5. Browse the Internet Safely

Use a web browser (like Google Chrome or Microsoft Edge) to visit websites. Type a web address into the bar at the top. Look for the padlock icon to know a site is secure.

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## 6. Set Up and Use Email

Email lets you send messages to anyone for free. Gmail, Outlook, and Yahoo Mail are popular choices. Keep your password safe and don't open unexpected attachments.

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## 7. Create Strong Passwords

Use a mix of letters, numbers, and symbols. Never share your passwords with anyone. If you need to, consider writing them down and keeping them in a safe place at home.

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## 8. Watch Out for Scams

If something seems too good to be true, it probably is. Don't click on suspicious links or give out personal details to unknown contacts. When in doubt, ask someone you trust.

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## 9. Save and Find Your Files

Learn to save documents and photos into folders so you can find them again later. Think of folders like drawers in a filing cabinet — they help keep things organised.

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## 10. Don't Be Afraid to Ask for Help

Everyone was a beginner once! Visit Cambridge Online's free walk-in sessions or call us on 01223 800450. We're here to help you build your confidence, one step at a time.

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## Need More Help?

Cambridge Online offers free, friendly support to help you get online and build your digital skills. We run regular walk-in sessions across Cambridge and Cambridgeshire.

### Get in touch:

Visit: [cambridgeonline.org.uk](https://www.cambridgeonline.org.uk)

Call: **01223 800450**

Email: [info@cambridgeonline.org.uk](mailto:info@cambridgeonline.org.uk)

*You're not alone on this journey. We're here to help you every step of the way.*