



Goodwill Community Foundation (GCF)
Computer Basics Training

Session 2:
Computer Safety & Maintenance

Robby the Bot

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Welcome and Introductions

Please Introduce Yourselves in the Chat

- Your Name
- Where You Live
- Organization Name
- Hobby or Fun fact



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Housekeeping

- Zoom Sessions are Recorded
- How to Receive Credit on VLC [<link in chat>](#)
- Use Chat for Questions
- Please Keep Mics Muted
- Q&A Discussion at the End
- Directions to Register [<link in chat>](#)
(Monday, Wednesday & Friday - 12 to 1 pm)

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Additional Support Services

- GCF Training Sessions (Mondays & Wednesdays)
- Lesson Review Sessions (Fridays)
- One2One Tutoring & Support
- Youtube Playlist [<link in chat>](#)

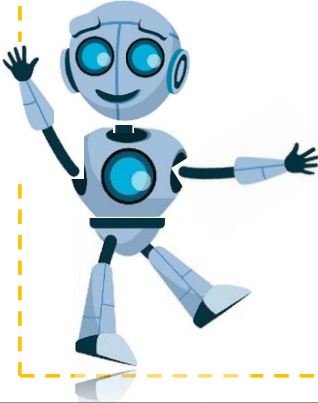
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Learning Objectives



Today's Group will Learn:

1. Identify Ways to Take Care of Your Computer and Keep Your Computer Safe
1. Create a Safe Workspace
2. Try Some Basic Troubleshooting Techniques

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Which parts of the computer do you clean?



(Write your answer in the chat)

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Cleaning Your Computer

Lesson 16 from
Computer Basics
GCF Tutorial



CLEANING YOUR COMPUTER

COMPUTER BASICS

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Do you have an antivirus installed?

(Write your answer in the chat)



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Protecting Your Computer


Lesson 17 from
Computer Basics
GCF Tutorial



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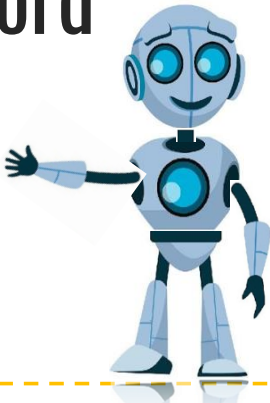


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What do you think of when you heard the word Ergonomics?

(Write your answer in the chat)



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Creating A Safe Workspace

Lesson 18 from
Computer Basics
GCF Tutorial



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Do you know what to do if your screen goes blank?

What if you can't close an application,
or don't hear any sound from your speakers?



(Write your answer in the chat)

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Troubleshooting Techniques



Lesson 19 from
Computer Basics
GCF Tutorial
[<link in chat>](#)

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Troubleshooting Tips

Don't Panic!



- Write down your steps
- Take notes about error messages
- Always check the cables
- Restart the computer

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Q & A

Questions and Answers (Raise hand)

What is one thing you learned from today's session that you may use yourself or share with someone else?

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Wrap Up

Summary

- Cleaning the computer
- Protecting from viruses
- Paying attention to our bodies
- Basic Troubleshooting

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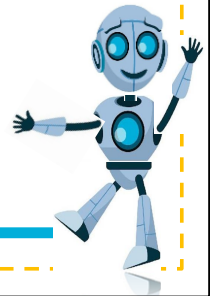
Websites



Academy of Peer Services
AcademyOfPeerServices.org

APS Virtual Learning Community
APS-Community.org

Goodwill Community Foundation (GCF)
edu.gcfglobal.org



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Links (From Chat)



- **VLC Webinars & Resources** - <https://aps-community.org/faces-places-webinar-series/>
- **GCF Training Sign Up** (Eventbrite) - <https://bit.ly/GCF-Training>
- **One 2 One Tutoring** (G Forms) - <link to come>
- **Youtube Computer Basics** (Module) - <https://www.youtube.com/playlist?list=PL4316FC411AD077AA>
- **Computer Basics (Lesson #16) Keeping Your Computer Clean** - <https://edu.gcfglobal.org/en/computerbasics/keeping-your-computer-clean/1/>
- **Computer Basics (Lesson #17) Protecting Your Computer** - <https://edu.gcfglobal.org/en/computerbasics/protecting-your-computer/1/>
- **Computer Basics (Lesson #18) Creating a Safe Work Environment** - <https://edu.gcfglobal.org/en/computerbasics/creating-a-safe-workspace/1/>
- **Computer Basics (Lesson #19) Basic Troubleshooting Techniques** - <https://edu.gcfglobal.org/en/computerbasics/basic-troubleshooting-techniques/1/>



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Thank You

Have a Great Day!

