

About the Spoken Tutorial project

- Self explanatory - uses simple language
- Audio-video - uses multisensory approach
- Small duration - has better retention
- Learner-centered - learn at your own pace
- Learning by doing - learn and practice
- Simultaneous empowerment - learn a new FLOSS

Target Audience

Students

The Spoken Tutorial Project Team conducts workshops on Introduction to Computers and other FLOSS using spoken tutorials and gives certificates to those who pass an online test.

For more details, please write to contact@spoken-tutorial.org

The Spoken Tutorial Project is funded by the National Mission on Education through Information and Communication Technology, Ministry of Human Resource Development, Government of India.

Contact US:
Email: contact@spoken-tutorial.org
Website: <https://spoken-tutorial.org>



Spoken Tutorial by IIT Bombay is licensed under a Creative Commons AttributionShareAlike 4.0 International License

All trademarks within this document belong to their legitimate owners



Spoken Tutorial
<https://spoken-tutorial.org>



Introduction to Computers

National Mission on Education through Information and Communication Technology (NMEICT)
www.sakshat.ac.in
Funded by MHRD, Government of India.

Introduction

These Spoken Tutorials help the beginners to learn the basics about computer components and Using Gmail and Google drive. It is easy to learn for beginners

The following things are explained in this series

Computer

Various components of a computer and their connections
Connecting to a Printer and take a test print

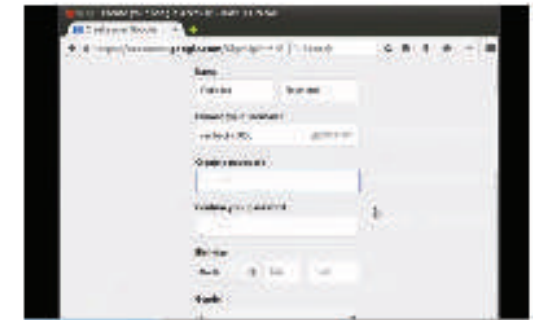
Gmail

Create a Gmail account
Compose Option for Emails
Format the email text.
Attach files to emails

Google Drive

Share files via Google Drive
Insert a photo or link into an email and about the Compose window options
Creating a document, a spreadsheet and a presentation

Uploading files & folders



Spoken Tutorials in Introduction to Computers series

Getting to know computers
Printer Connection
Introduction to Gmail
Compose Options for Email
Google Drive Options