

FREE BEGINNER TRAINING

Computer & Internet Basics

For Afghan Families — Moms, Dads, Brothers & Sisters

آموزش کامپیوتر و اینترنت برای همه اعضای خانواده

Windows • Gmail • YouTube • Facebook • Instagram • LinkedIn • Telegram • WhatsApp • Google Drive

MyWebUniversity.com

Subscribe on YouTube: @MyWebUniversity • @MyWebUniversity-Dari

Welcome! You Can Learn This.

This training uses simple steps and pictures — no experience needed.



Stay Connected

Video call and message family abroad or across town using WhatsApp and Telegram.



Learn & Enjoy

Watch videos, news, recipes, and lessons anytime on YouTube.



Keep Things Safe

Store photos and documents safely online with Google Drive.



Get Things Done

Email, search, and apply for opportunities with confidence.

What You'll Learn Today

1

Using a mouse, keyboard, and the Windows desktop

2

Opening a web browser and typing a website address

3

Creating and using a Gmail email account

4

Watching and searching videos on YouTube

5

A first look at YouTube Studio for sharing your own videos

6

Using Facebook, Instagram, and LinkedIn

7

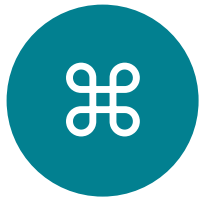
Messaging on Telegram and WhatsApp

8

Storing photos and files with Google Drive

9

Staying safe: passwords and privacy basics



Windows Basics: Mouse & Keyboard

The two tools you use to control every computer.

1

Left-click — point and press once to select or open something.

2

Double-click — press twice quickly to open a program or file.

3

Right-click — press the right button to see more options.

4

Scroll wheel — roll the small wheel to move up and down a page.

5

Typing letters — press keys gently, one at a time.

6

Spacebar — the long key adds a space between words.

7

Enter key — confirms an action or starts a new line.

8

Backspace — deletes the letter just before the cursor.

PRACTICE TIP

Open Notepad (search "Notepad" in the Start Menu) and practice clicking, typing your name, and using Backspace to fix mistakes. There is no way to "break" the computer by clicking around — feel free to explore!



The Start Menu & Taskbar

Your home base for opening anything on the computer.

1

Start Menu — click the Windows logo (bottom-left corner) to see all your programs.

2

Search bar — next to the Start button, type an app's name (e.g. "Chrome") and press Enter.

3

Taskbar — the bar along the bottom shows open programs; click an icon to switch to it.

4

Closing a window — click the ✕ in the top-right corner of any window to close it.

5

Shutting down — open the Start Menu, click Power, then "Shut down" when you're finished.



REMEMBER

Every program you use — browser, email, video call app — is opened the same way: through the Start Menu search bar.



Opening the Internet (Web Browser)

A browser is the app that opens websites — like a door to the internet.

1

Find the browser — look for the Chrome (colorful circle) or Edge (blue wave) icon on the desktop or taskbar.

2

Click once to open it — a new window with a search/address bar at the top will appear.

3

Type a website name — click the address bar and type, for example, YouTube.com, then press Enter.

4

Or just search — type any question or word (e.g. "weather today") to search the whole internet.

5

Open a new tab — click the small + near the top to browse a second website at the same time.



WEBSITES WE'LL VISIT TODAY

YouTube.com • Gmail.com • Facebook.com • Instagram.com • LinkedIn.com • Telegram.org • WhatsApp.com • Drive.Google.com



Gmail: Your Free Email Address

Email is your ID card for the internet — most apps require one.

1

Go to Gmail.com and click "Create account."

2

Enter your name — first and last name, exactly as you'd like it shown.

3

Choose a username — this becomes yourname@gmail.com.

4

Create a strong password — write it down somewhere safe and private.

5

Add a phone number — used to verify it's really you.

6

Confirm your birthday — required by Google for all accounts.

7

Accept the terms — scroll down and click "I agree."

8

You're in! — your inbox opens automatically.

WHY THIS MATTERS

Your Gmail address and password will also sign you into YouTube, Google Drive, and Google Cloud — one login for many tools. Keep the password private and never share it, even with people you trust.



Gmail: Sending & Reading Email

Once you're logged in, sending a message takes four clicks.

1

Click "Compose" — the colorful button on the top-left starts a new email.

2

Type the recipient's email in the "To" box (e.g. son@gmail.com).

3

Add a subject and message — a short title, then your message below it.

4

Click "Send" — the paper-airplane button in the bottom-left.

5

To read email — click "Inbox" on the left, then click any message to open it.



ATTACH A PHOTO

Click the paperclip icon while composing to attach a photo or document from your computer.



YouTube: Watching & Searching Videos

Free videos on every topic — news, cooking, prayers, comedy, and more.

1

Go to YouTube.com in your browser (or use the YouTube app on a phone).

2

Use the search bar at the top — type any topic, like "Dari news today."

3

Click a video's picture to start watching.

4

Use the controls — pause/play, volume, and full screen at the bottom of the video.

5

Subscribe to a channel — click the red "Subscribe" button to see new videos from that creator.



WATCH IN YOUR LANGUAGE

Search "Dari" or "Pashto" along with your topic to find videos in your own language.



YouTube Studio: Sharing Your Own Videos

For families ready to upload — go to [Studio.YouTube.com](https://studio.youtube.com).

1

Go to [Studio.YouTube.com](https://studio.youtube.com) and sign in with the same Gmail account.

2

Click "Create" then "Upload video" in the top-right corner.

3

Choose a video file from your computer or phone.

4

Add a title and description — tell viewers what the video is about in simple words.

5

Click "Publish" to share it with the world — or "Private" to share with just family.



START PRIVATE

New to uploading? Choose "Private" or "Unlisted" the first few times while you get comfortable.



Facebook: Friends, Family & Community

Connect with people you know and join community groups.

1

Go to Facebook.com and click "Create new account."

2

Fill in your name, birthday, and Gmail address then create a password.

3

Add a profile photo so friends and family recognize you.

4

Search for people you know using the search bar at the top, then click "Add Friend."

5

Join a group — search topics like "Afghan community" to find local and global groups.



PRIVACY SETTING

In Settings, set who can see your posts to "Friends" instead of "Public" for more privacy.



Instagram: Sharing Photos & Moments

A simple way to share pictures and follow people you admire.

1

Go to Instagram.com and click "Sign up."

2

Use your Gmail address to create the account, then choose a username.

3

Tap the + button to share a photo from your computer or phone.

4

Write a short caption describing the photo, then click "Share."

5

Follow family and friends by searching their name and clicking "Follow."



PRIVATE ACCOUNT

In Settings > Privacy, turn on "Private Account" so only approved followers see your photos.



LinkedIn: Jobs & Professional Life

A resume and job-search tool used by employers worldwide.

1

Go to LinkedIn.com and click "Join now."

2

Sign up with your Gmail and fill in your name and location.

3

Add your work and education history — even volunteer work counts.

4

Search for jobs using the "Jobs" tab and typing a role, like "driver" or "cashier."

5

Connect with people by clicking "Connect" on their profile to grow your network.



KEEP IT PROFESSIONAL

Use a clear, friendly photo and honest information — employers often check this profile first.



Telegram: Fast, Free Messaging

Chat, share files, and follow news channels from anywhere.

1

Go to Telegram.org and click "Get Telegram" to download it, or open the app.

2

Enter your phone number to sign up — Telegram sends a code by text message.

3

Type the code you received to confirm it's your number.

4

Search a contact's name or number and tap it to start chatting.

5

Join a channel — search a topic (e.g. "Afghan news") to follow free updates.



LARGE FILES

Telegram is great for sending large photos, videos, or documents at full quality.



WhatsApp: Calls & Messages with Family

The most popular way to video-call family across the world.

1

Go to WhatsApp.com and click "Download" (or open the app on a phone).

2

Enter your phone number to verify your account with a text code.

3

Add a profile photo and name.

4

Open a chat and tap the phone or video icon at the top to call.

5

Send photos or voice messages using the paperclip or microphone icon.



FREE INTERNATIONAL CALLS

WhatsApp calls use the internet (Wi-Fi), so calling family in another country costs nothing extra.



Google Drive: Safe Storage for Files & Photos

Your Gmail account includes free online storage.

1

Go to Drive.Google.com and sign in with your Gmail account.

2

Click "+ New" then "File upload" to save a photo or document from your computer.

3

Create folders to keep things organized — for example, "Family Photos" or "Important Papers."

4

Right-click any file and choose "Share" to send it to a family member's Gmail.

5

Open it from any device — your files follow you between computer and phone automatically.



NEVER LOSE A PHOTO AGAIN

Even if your phone is lost or broken, anything saved to Google Drive stays safe online.



Staying Safe Online

A few habits protect your accounts and your family.

1

Use a strong password

Mix letters, numbers, and symbols. Never share it, even with people you trust.

2

Watch for strangers & scams

Never send money or codes to someone you don't know in person.

3

Think before you click

Don't open strange links or attachments, even from a known contact.

4

Control who sees your posts

Set profiles to "Friends only" instead of "Public" when possible.

5

Log out on shared computers

Always sign out of Gmail and social media on a library or shared PC.

6

Ask before you're sure

A family member or this training's channel can help if something feels wrong.



Build the Habit: A Little Every Day

Comfort with a computer comes from short, regular practice.

1

10 minutes a day beats 2 hours once a week — little and often builds real confidence.

2

Practice one app at a time — master Gmail before moving to Facebook, for example.

3

Write down new passwords in a notebook kept somewhere private and safe.

4

Ask a younger family member to sit with you the first few times — two sets of eyes help.

5

Rewatch this video anytime on the MyWebUniversity YouTube channel whenever you need a refresher.



MISTAKES ARE PART OF LEARNING

You cannot break a computer by clicking the wrong thing. Explore freely and be patient with yourself.

You Did It — Keep Going!

More free lessons are waiting for you and your family.



Website: MyWebUniversity.com



YouTube: [@MyWebUniversity](#) (English) • [@MyWebUniversity-Dari](#) (دری)

ممنونیم که این آموزش برای شما و خانواده‌تان مفید بوده است

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Thank you for learning with MyWebUniversity.