# Farm Computer Literacy Guide

A computer literacy guide for farm office tasks, helping beginners learn files, email, browsing, and safe habits step by step. Print a copy, follow each step in order, and keep the guide handy where you work.

Farm / unit: _____ Date: _____ By: _____

1. Learn to turn the computer on and off
2. Practice using mouse and keyboard
3. Learn to open and save files
4. Set up an email account
5. Browse the internet safely
6. Make a spreadsheet of farm records
7. Print a document
8. Back up files to a drive

**YOUR NOTES**

**TIP** Practice with a small task like a feed log so the new skill ties to real work.



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