



KEY VOCABULARY

- **Hardware**- any physical part of the computer
- **Software**- a program that tells the hardware what to do
- **Operating system**- manages the computer, allowing it to turn on and execute tasks (usually Windows or Mac iOS)
- **Desktop**- main screen you see when all files and programs are closed
- **Icon**- small picture that represents a file or program
- **Taskbar**- bar at the bottom of the desktop that shows what files and programs you have open
- **Cursor**- the movable indicator that shows what point will be affected by the user's input (i.e., clicking, typing)
- **Web browser**- retrieves and presents information from the World Wide Web
- **Search engine**- searches for information, such as web pages, images, and specific file types, on the World Wide Web
- **USB**- Universal Serial Bus; portable file storage

TUTORIALS

Mouse Tutorials

- <http://www.gcflearnfree.org/computers/module/14>
- <http://www.bbc.co.uk/webwise/courses/computer-basics/lessons/clicky-mouse-game>

Typing Tutorials

- <http://bigbrownbear.co.uk/learntotype/>
- <http://www.sense-lang.org/>
- type-fu.com

SAVING TO A USB DRIVE



- Plug the USB drive into the port
- When you go to save the file, a "Save As" dialog box will open



- Select the USB drive by clicking on "Removable Disk (E:)" under "Computer" (It may have a name other than Removable Disk (E:), but the name will typically be followed by (E:) or (F:))



- Choose a file name that you will remember and that reflects what is in the document
- To remove the USB drive, close all files saved to the USB drive. Go to the taskbar and right click on the USB icon (you may have to click on the arrow to show hidden icons), then choose "Eject USB Mass Storage Device." It is now safe to pull out the USB drive from the port.

TECH UP

Upgrade Your Computer Skills

RESOURCES



LEARNING COMMONS

Academic Support Center • DSC-UCF Writing Center • Library Services
Everything You Need to Succeed

FalconAid Student Help Desk

Daytonastate.edu/falconaid

386.506.4243

Academic Support Center

Daytonastate.edu/ASC

386.506.4217

Library

Daytonastate.edu/library

386.506.3518

DSC-UCF Writing Center

Daytonastate.edu/CWC

386.506.3297

Tech Up Research Guide

[researchguides.daytonastate.edu/
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