

COMPUTER BASICS



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KEY VOCABULARY



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KEY PARTS

1. Monitor
2. Tower (system unit)
3. Keyboard
4. Mouse
5. DVD/CD Drive
6. USB Drive



HARDWARE & SOFTWARE

- **Hardware** is any physical part of the computer

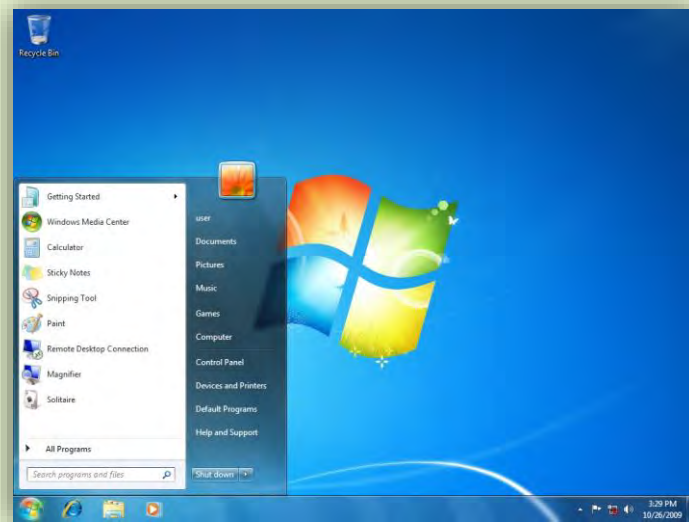


- **Software** is a program that tells the hardware what to do



OPERATING SYSTEMS

- The **operating system** manages the computer, allowing it to turn on and execute tasks.
- There are two main operating systems most people use:



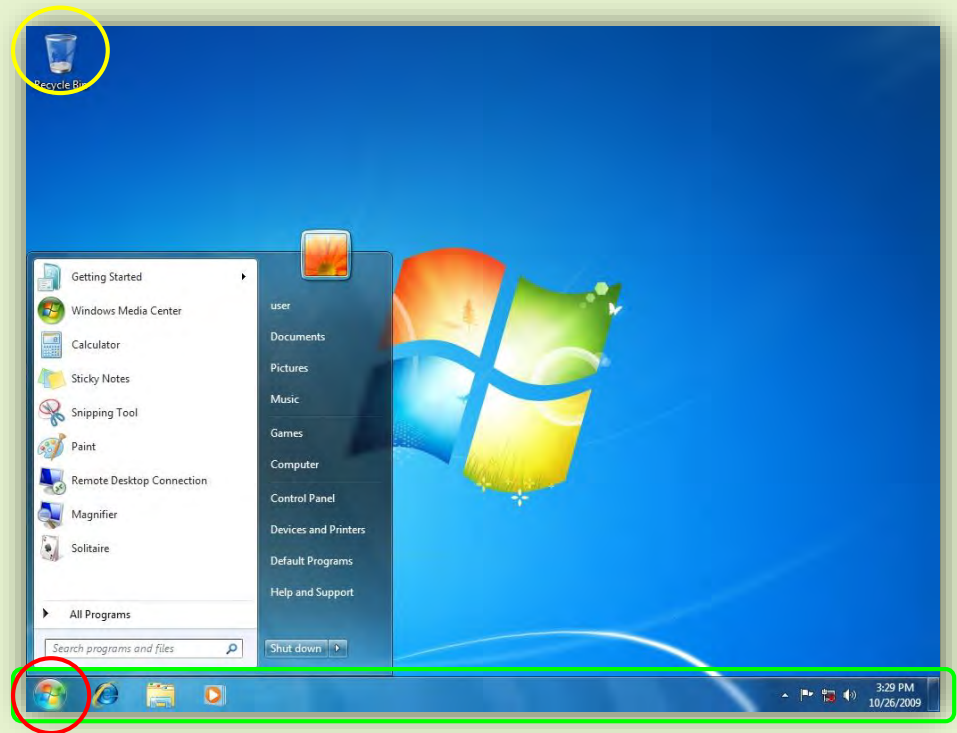
Microsoft Windows



Mac iOS

DESKTOP

- The **desktop** is the main screen you see when all files and programs are closed.
- An **icon** is a small picture that represents a file or program.
- The **taskbar** is the bar at the bottom of the desktop that shows what files and programs you have open, as well as what time it is and other status information.
- The **Start** button is typically in the bottom left corner and allows you to access all programs and files.



USING THE MOUSE



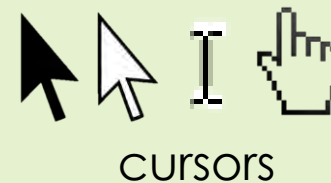
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HAND PLACEMENT

- Place forefinger on **left button**
- Place middle finger on **right button**
- Let thumb and ring fingers rest lightly on the sides of the mouse
- Use forefinger for **scroll wheel**



CLICKING & SELECTING

- To choose an item, such as a hyperlink, click on it **once**.
- To open a program or file or to highlight a word, **double click**: quickly click on the left button twice with your forefinger.
- To select several letters or words, press down the left button and drag to the left or right until the desired amount of text is **highlighted**.
- **Right click** using the middle finger on the right button to cut, copy, or paste selected text or object.



NEED PRACTICE?

- Try a mouse tutorial from Goodwill's free computer tutorials!

<http://www.gcflearnfree.org/computers/module/14>

- Want to try a game instead? Check out the BBC's "Clicky Mouse Game" (Use sound or click "S" for subtitles)

<http://www.bbc.co.uk/webwise/courses/computer-basics/lessons/clicky-mouse-game>



USING THE KEYBOARD



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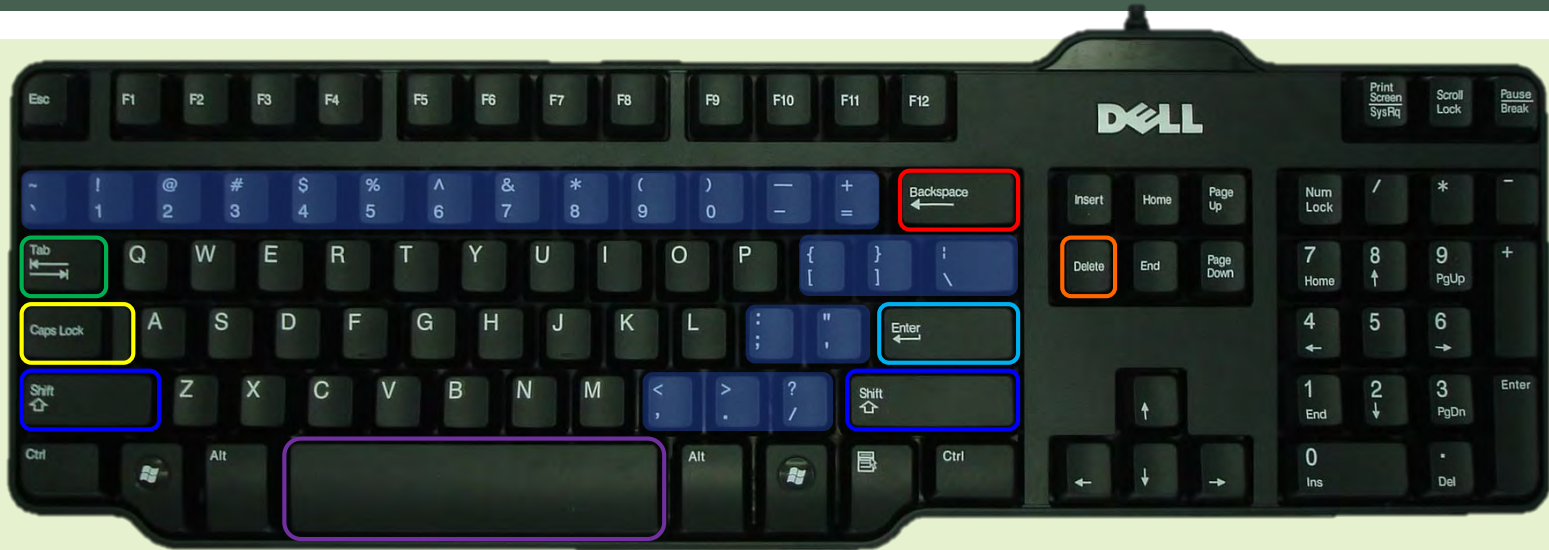
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HAND PLACEMENT

Touch typing is using all ten of your fingers to reach all of the keys on the keyboard in the most efficient way possible. Your index finger should rest on “f” and “j,” which is why most keyboards have ridges on these keys.



TYPING CORRECTLY



- **Shift:** Hold down and hit the intended key to **capitalize** a letter or to type **a symbol**
- **Caps Lock:** Tap once to type in **ALL CAPITALS**; tap again to remove caps lock
- **Tab:** Indent a line or move the cursor to the next active field
- **Enter:** Move to the next line or activate the field
- **Space:** Insert space between characters; always add space after punctuation
- **Backspace:** remove material to the left of the cursor
- **Delete:** remove material to the right of the cursor



NAVIGATION KEYS



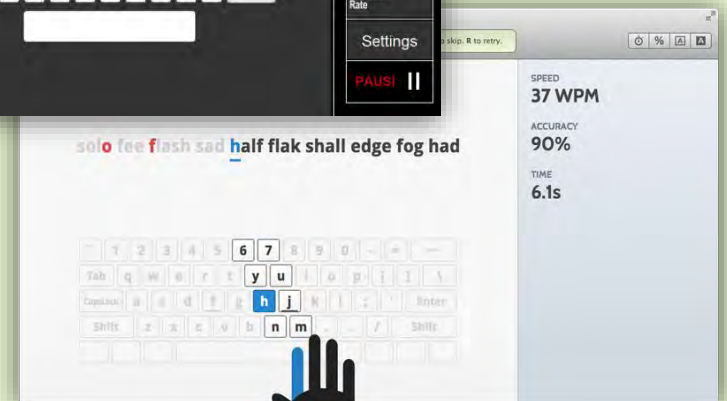
- **Home:** Takes you to **beginning** of line or **top** of page
- **End:** Takes you to **end** of line or **bottom** of page
- **Page Up:** Scrolls **up** the page
- **Page Down:** Scrolls **down** the page
- **Right, Left, Up, & Down Arrows:** Allow you to navigate between characters and lines



NEED PRACTICE?

Typing Tutorials

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



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BROWSING THE WEB



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WEB BROWSERS

A web browser retrieves and presents information from the World Wide Web.



Internet Explorer



Mozilla Firefox



Google Chrome



Safari



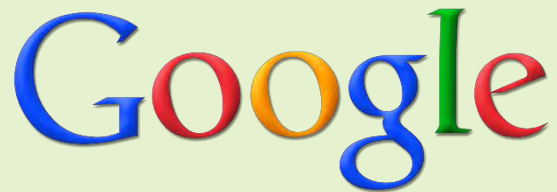
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SEARCH ENGINES

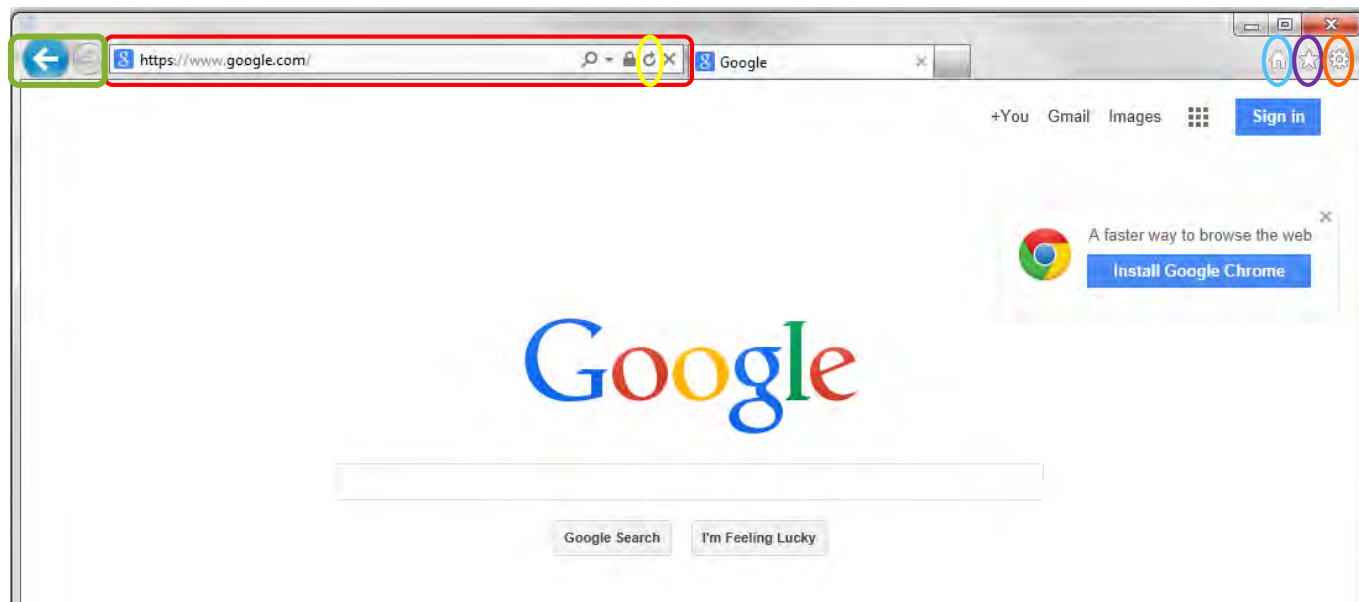
A search engine searches for information, such as web pages, images, and specific file types, on the World Wide Web.

The Google logo, featuring the word "Google" in its signature multi-colored font.The Bing logo, featuring the word "bing" in a blue, lowercase, sans-serif font with a small orange dot above the letter 'i'.The Yahoo! logo, featuring the word "YAHOO!" in a bold, purple, uppercase, sans-serif font.The MSN logo, featuring the word "msn" in a blue, lowercase, sans-serif font with a colorful butterfly icon to the right. The logo is reflected below it.

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GETTING TO KNOW YOUR WEB BROWSER

Address Bar: Where to type the URL, or web address

Navigation Arrows: Take you to recently viewed pages

Refresh: Tells the browser to load the page again

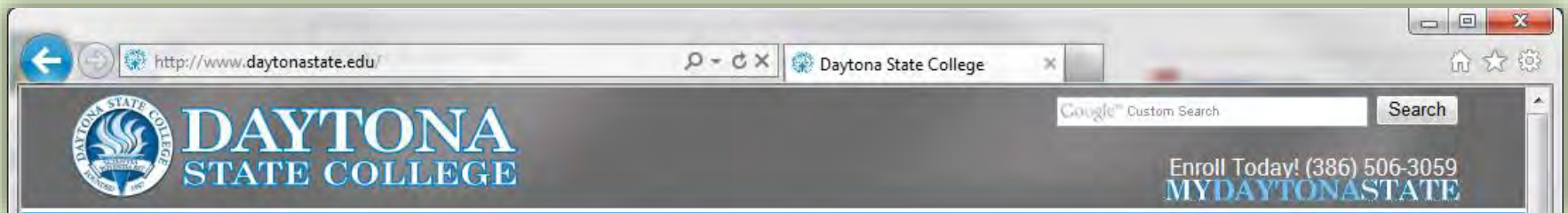
Home: Returns you to browser's home page

Favorites: Adds page to favorite's list and reveals other favorite pages

Settings: Allows you to print and change browser settings

TABBED BROWSING

- Typing search terms in the Google search bar on the DSC website is not using Google.com



- When you want to view more than one website at a time, you can open a new tab in any web browser by using the keyboard shortcut (Ctrl + T)
- To switch tabs without clicking, use Ctrl + Shift + Tab

USING A USB DRIVE



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USB TRAVEL DRIVE

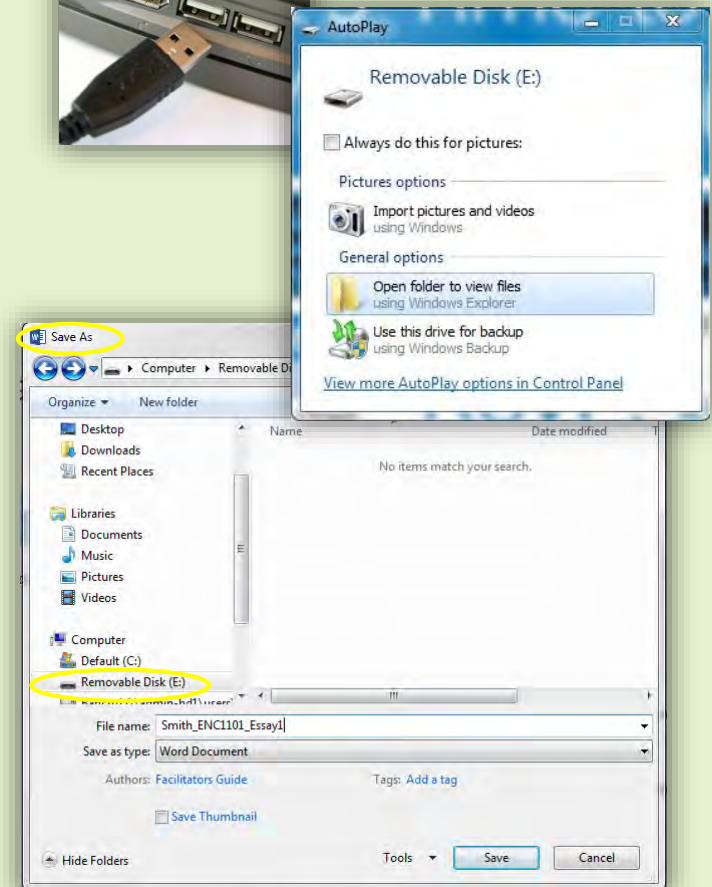


- Universal Serial Bus (USB) = Portable file storage
- Save file on one computer, plug the drive in on any other computer, then work, and resave file to the drive to work on again
- Write your name on it and keep track of it; people lose their USBs often.



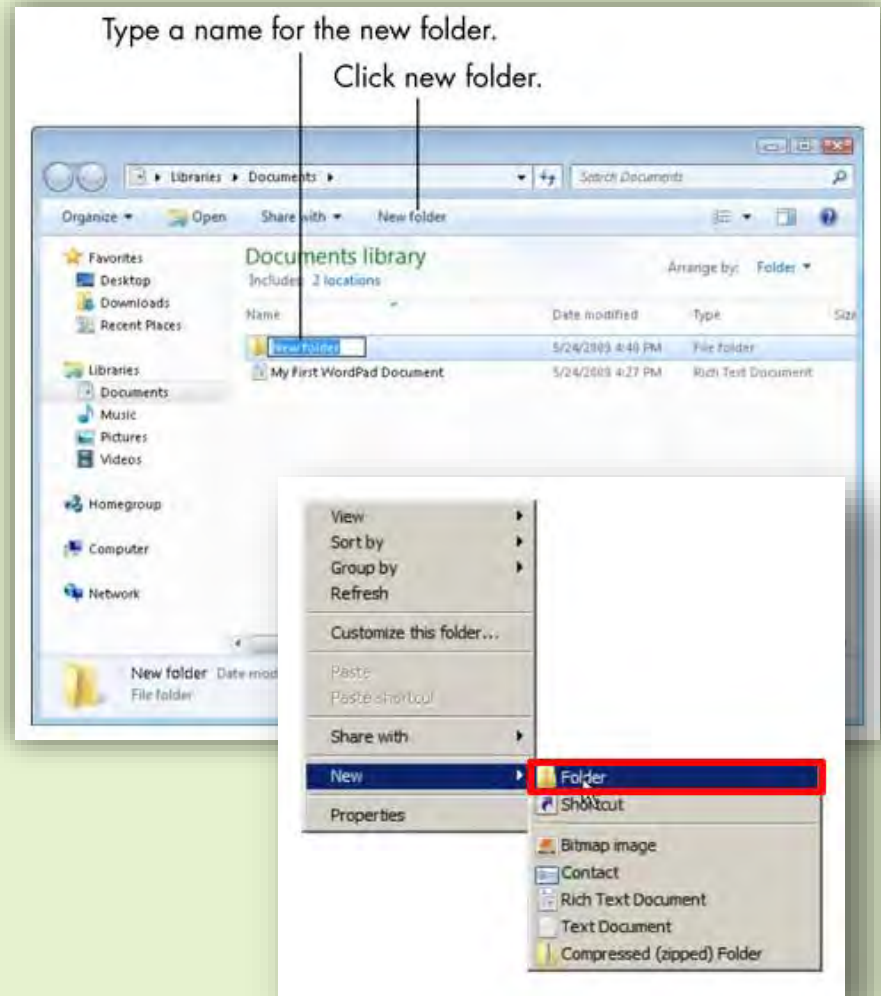
HOW TO SAVE TO A USB

- Plug the USB drive into the port.
- The computer may recognize you have plugged the USB in and may ask you what action you would like to take next.
- When you have chosen to save a file, a Save As dialog box will open.
- Select “Removable Disk” under “Computer” (It may have a name other than Removable Disk)
- Choose a file name that you will remember and that reflects what is in the document



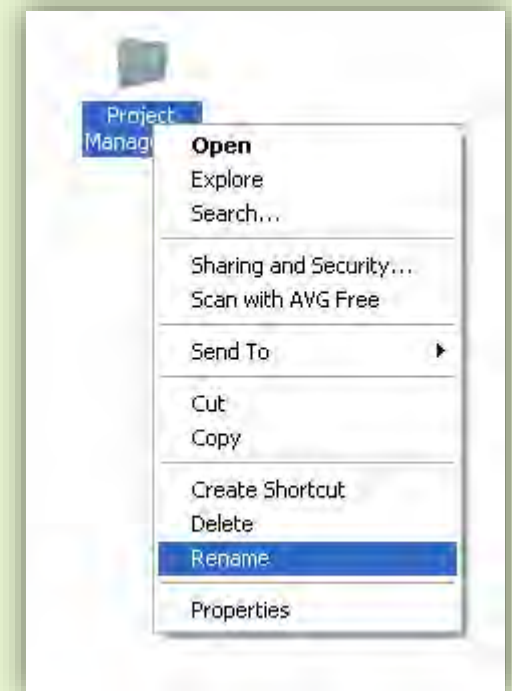
CREATING FOLDERS

- Go to the Start menu and select “Computer” from the right side of the menu.
- Select where you want to create the folder (USB drive)
- Click New Folder in the taskbar at the top of the window or right click and select “New,” then “Folder”
- Use a clear name



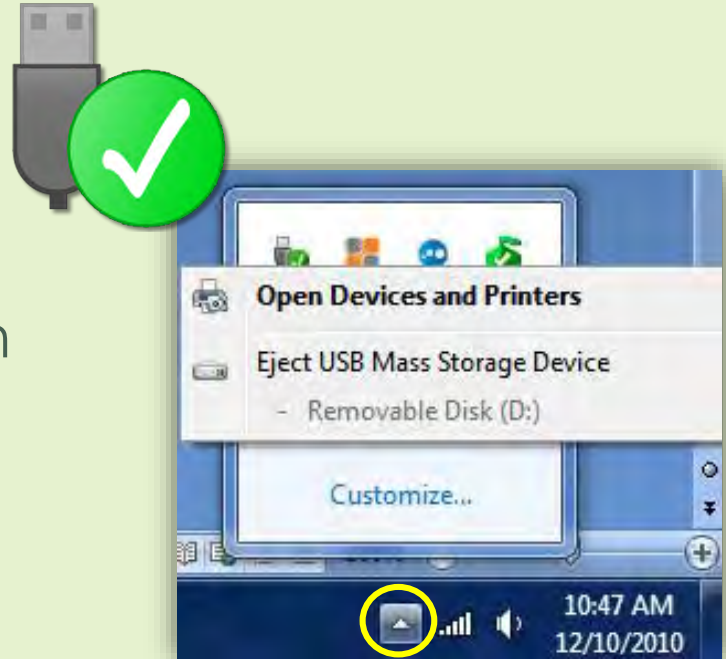
RENAMING & MOVING FILES

- **Renaming:** Right click on the file name, then select “Rename” (near the bottom of the options).
- **Moving:** Right click on the file name, click “Cut,” then open the folder, right click, and select “Paste.”
 - Alternatively, you can click on the file and drag it to hover over the folder icon, then release to move it.



HOW TO REMOVE A USB

- Close all files saved to the USB drive.
- Click on the arrow in the taskbar to show hidden icons if you do not see the USB icon by the date and time.
- Right click on the USB icon and select “Eject USB Mass Storage Device.”
- Remove the USB drive from the port.



WRAP-UP

Questions
and Exit
Survey



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