

## What we will learn in Computer Basics

Handout from Lodi Memorial Library

(Developed by Barb Hauck-Mah for ESL Tech Literacy Grant; Modified by Jennifer Cohen Feb. 2015)

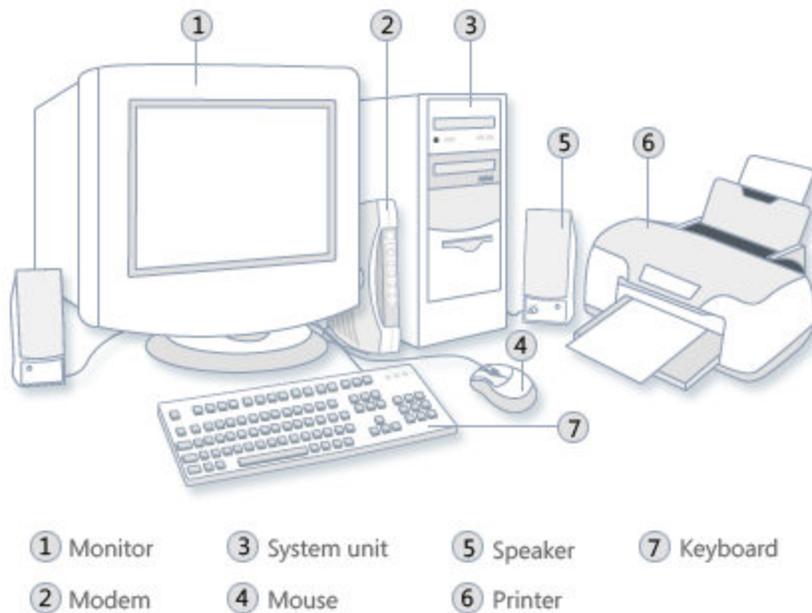
1. What parts of the computer do
2. What computer hardware and software are
3. How to turn the computer on and off
4. How to use the mouse
5. How to use the keyboard
6. How to use a program
7. How to print a document
8. How to get to the internet
9. What wi-fi or wireless is
10. How to organize information into files
11. Where to practice and get more information



## Parts of a Computer

Most computers, whether a desktop PC or a portable laptop, will have the same basic parts: keyboard, screen, hard drive, mouse, speakers, etc. However, depending on what kind of computer you're using, these parts will be found in different places. Also, some parts, such as a printer, are optional and will need to be bought separately from the rest of your computer.

## Basic Hardware for a Desktop Computer System



(Source : <http://windows.microsoft.com/en-us/windows/computer-parts#1TC=windows-7>)



## Practice 1

### Parts of a Computer and What They Do

Match the word to its picture below. What does this part do?

Keyboard



Printer



Monitor/Screen



Mouse

System unit or console



CD/DVD Drive

## What are a computer's hardware and software?

**Hardware outside:** Parts on the outside of the computer that you can touch.

**Examples:** Monitor, keyboard, and mouse

**Hardware inside:** Electronic objects inside the computer that store information and make it work. **Example:** Disk drive for memory.

**Software:** Includes all the instructions and programs that make the computer's hardware do their tasks.



**System software:** The operating system (OS) software controls computer's startup, shutdown, document storage, attached hardware devices, and applications software.

Mac the

**Applications software programs:** Computer instructions you install download onto your computer to do a specific job.



or



iTunes





## How to turn on the computer

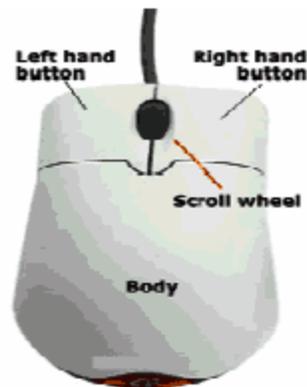
### Power Button

1. Press the round power button on the computer's system unit. If using a desktop PC, you will also need to turn the power button on your screen on.
2. Look for a glowing light around the button.
3. The computer will make sounds and pictures will flash on the screen for a minute or two.



## How to use the mouse

A **mouse** is a device that moves a cursor on the computer screen. It acts like a finger, allowing you to press on buttons and select objects.



**Left Button-** Use to point and select

**Right Button-** Use to open menus with special commands

**Scroll wheel-** Moves screen quickly up and down pages

**Cord-** Plugs mouse into the computer

### Tips for moving the mouse

1. Keep the mouse flat on the surface that the computer is placed on.
2. Hold the mouse steady and move it around slowly at first to get used to it.

3. If you run out of room on the surface, pick the mouse up and put it back to where you started. The type of mouse used today uses a laser to figure out when it is being moved across a surface; if you pick the mouse up off the surface while moving it, the laser won't make contact with the surface and the white arrow on your screen will remain where it currently is.



4. Keep your wrist straight and your eyes on the screen, not the mouse itself.

### Where to click with a mouse

The white arrow, known as a cursor, points to objects on the screen. In word processing software, the cursor will take on a different shape (looking like the letter I) when you place it over text. Placing your cursor over some pictures will change the cursor's shape to a cross. Most often however, the cursor will change to a pointing hand when it is over a clickable Internet link. These links can come in the form of text, images, or buttons.



### How to click with a mouse

**Single click-** Move the cursor on top of the object you want to click on, holding the mouse steady. Gently press the left button on the mouse before releasing it, still keeping the mouse steady.

**Double click-** Sometimes you will need to click on the left button of the mouse twice to open programs or files on the computer. Unlike single clicking, double clicking needs to be done quickly or else a program won't open.

**Right click-** To open up menus that have more advanced instructions and commands, you can single click the right button on your mouse. Depending on what screen you're currently on, different menus will pop up.

**Clicking and dragging-** If you click and hold down the left button of your mouse while dragging the cursor, you can highlight text on a screen or move objects (such as icons) around it.

## Practice 2

### Mouse practice

**Palm Beach County Library** has two great tutorials on using a mouse.

<http://www.pbclibrary.org/mousing/>

<http://www.pbclibrary.org/mousing/mousecise.htm>

### Mouse Skills Program

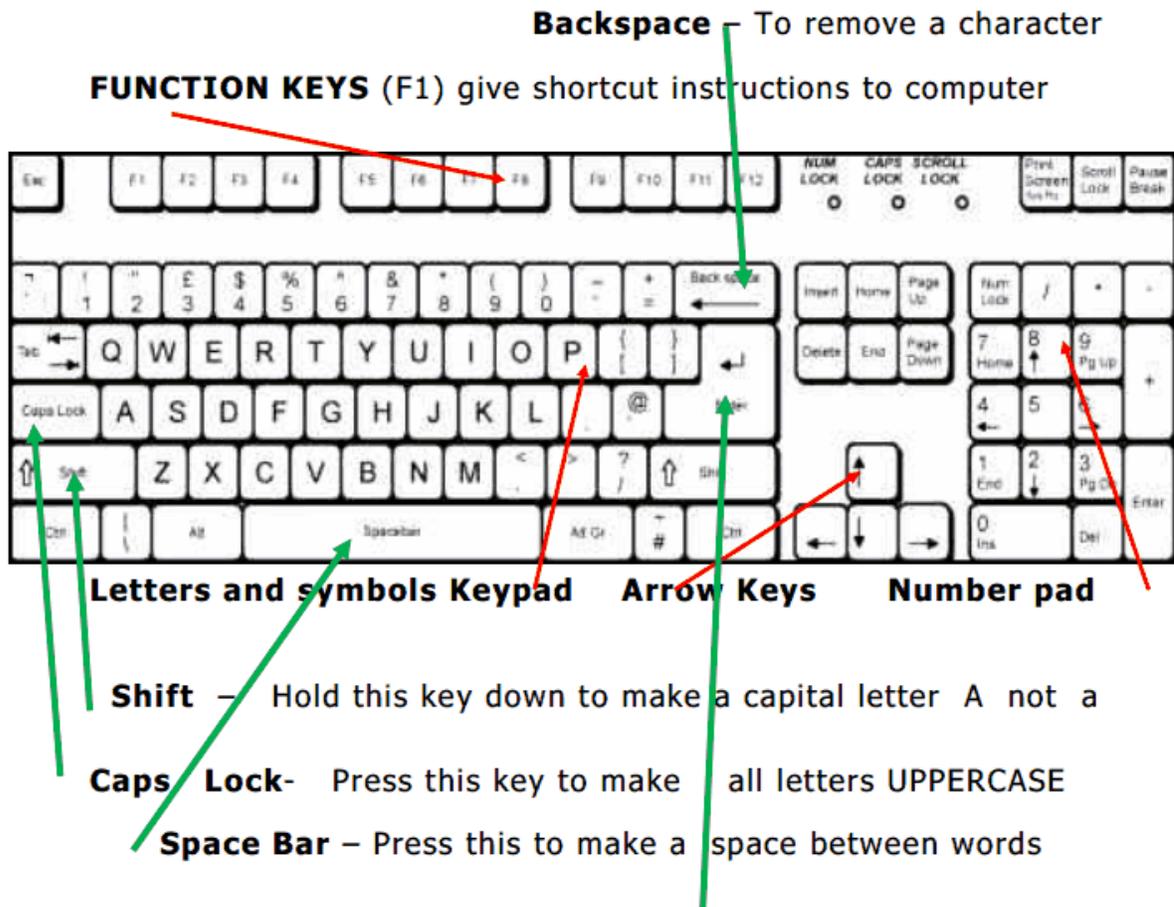
<http://www.mouseprogram.com/>

### Mouse Exercises

<http://www.seniornet.org/howto/mouseexercises/mousepractice.html>

## How to use the keyboard

Along with the mouse, the **keyboard** is how you will communicate with the computer most often. The picture below is of one type of keyboard. Many keyboards look slightly different although most will have the same buttons on them.



**Enter** – Press to start a new line when typing a document. Or, press it in a program to start or complete an action

### Interactive Keyboard Tutorial

<http://www.gcfllearnfree.org/computerbasics/5.3>

### Where is the software on a computer?



Click the **Start** button in the lower left hand corner of display on computer screen.



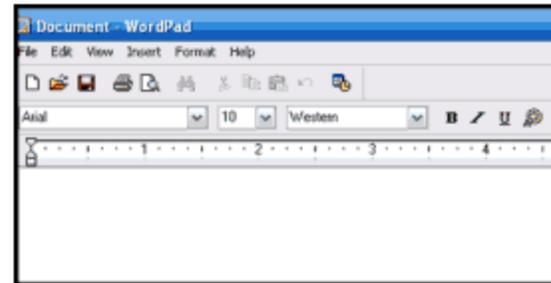
Click All Programs to see the full list of programs in the computer.

## Practice 3

### Using the keyboard and a program

We will type a few words to practice using the keyboard.

1. Open up your computer programs and look for a word processing program. Look for **Microsoft Word** (in **Microsoft Office**) or **Wordpad** (in **Accessories**).
2. Click to open to the program. A screen containing a blank white page will open.
3. Use the keyboard to type your first name. Press the spacebar once and then type your last name.
4. Hit the Enter key two times.
5. Use the Shift button to help you type today's date (example: December 30th, 2013) using both uppercase and lowercase letters. Hit Enter.
6. Press on numbers using either the alphanumeric pad or the number pad to type your phone number.
7. If you make a mistake, press the Backspace key to erase, then retype a letter or number.
8. Press the up arrow key to move your typing cursor upward. Press Caps Lock key and type MY NAME IS to the left of your name on the top line. 
9. Click the **File** button in the upper left hand section of your screen and then click **Save As** to save your document.

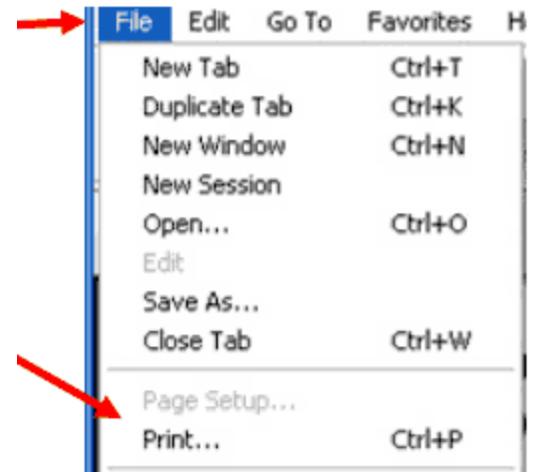


## Practice 4

### How to print a document

1. Click the **File** button in the upper left hand section of your screen and then click **Print**.

2. When the **Print Preview** comes up, look over your document. If it's to your liking, select 1 (or more) copies.
3. When you're ready to print your document, press the **Print** button.



## How to get on the Internet

**For Internet access, you need a computer plus:**

1. Free Web browser software. Examples:: Internet Explorer, Mozilla Firefox, or Google Chrome
2. A device to access the Internet. Examples: A modem or a router
3. Payments to an ISP (Internet service provider), which is usually your cable or phone company. Examples: Verizon, AOL, Optimum, etc.

## How do I get to the Internet from a computer?

Look for the icon of your Web browser on your desktop or in your All Programs menu. Using your mouse, move your cursor to the icon and left click. If you're clicking on your desktop's browser icon, you will need to double click but if you're clicking on the icon in your Start menu or the All Programs menu, you will only need to click once.



## What is wi-fi?

Wi-fi is a wireless technology that connects computers, mobile phones, and other

electronic devices over a wireless network. You may need a login or password to use a library or other public location's wireless connection.

## Practice 5

### Getting used to your computer

1. Check that all computer connections are plugged in. The monitor and systems unit of a PC won't turn on at all unless connected to a power source in your home.
2. Push the power button to turn your computer on. Note the images you see on the screen as your computer starts up. Estimate how long the computer's startup takes to finish. Remember that startup will often take longer as the computer gets older due to use, lack of hard drive space, and potentially malicious software from the Internet.
3. Look at the bottom right hand corner of the screen to find the **Volume** icon. It is usually very close to the computer screen's clock and is usually in the shape of a speaker with sound waves coming out of it. To change the volume, use your mouse to click on the icon. A bar will pop up that you can drag up and down; dragging it up increases the sound while dragging the bar down will lower the sound. Different computers will have different maximum volumes. 
4. Open the All Programs menu and look at the list of programs on the computer. Is Microsoft Office on the list? Do you recognize the names of any other programs?
5. When using the Internet or other programs, you will notice a collection of buttons at the upper right hand corner of your screen: a minus sign, two boxes, and an X. The X will often be red or will turn red if you move your cursor over it. When you want to close your Web browser or other software program, clicking on  the X will **exit** the program for you. If you want to keep the software open but temporarily get it off your screen, press the minus sign and the program will be **minimized** and ready to be brought back up by clicking on its tab

at the bottom of the screen. If you click on the icon of the two boxes, the program will be **resized**, taking up more or less space on your computer screen.

6. Always remember to Log Off at the end of your session when using a public computer for security reasons.

## How to organize information into files

Stored computer data is organized like a file cabinet with folders and files of information inside.

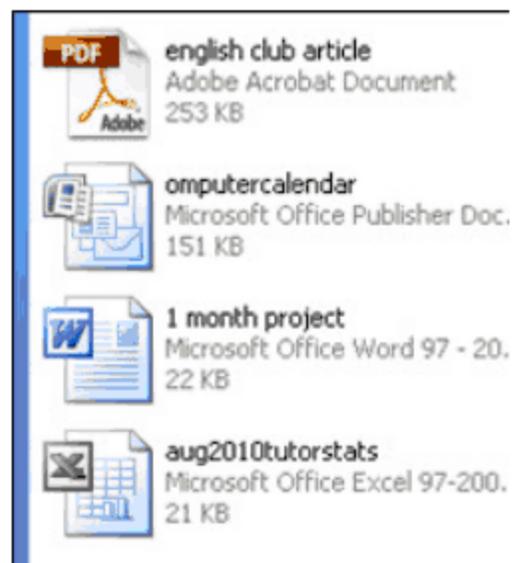
A **file** is any single item created with a program and saved to your computer. Here are 4 files created by 4 different programs:

A pdf document (Adobe Reader)

Advertising brochure (Microsoft Publisher)

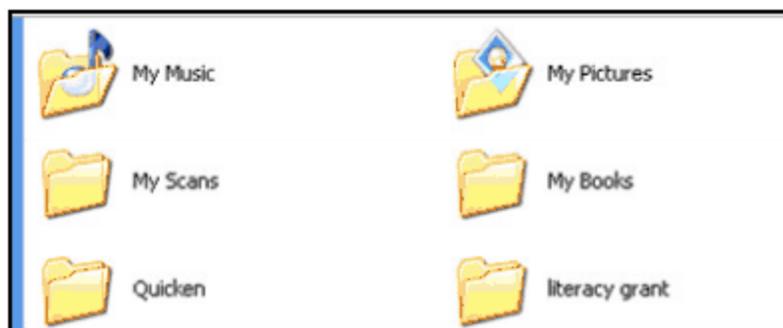
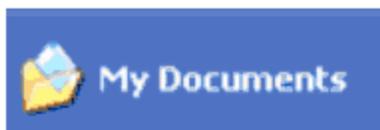
Text document (Microsoft Word)

Monthly statistics table (Microsoft Excel)



A **folder** is a collection of files, organized by the user.

**My Music** and **My Pictures** are folders.



**My Documents** is the biggest folder. It contains all the other folders with all their files.

## How to turn off the computer

You have to click the **Start** button to turn off the computer.

- Click **Log Off** if you want to close your work but leave the computer on. This will bring you back to the sign in menu.
- Click **Switch User** if you want to let someone else access their account while not shutting down your own programs (do not do this on a publically used computer for safety reasons!)
- Click **Shut Down** to turn the computer off completely.



### For more information

Microsoft has online help and tutorials for new computer users.

<http://windows.microsoft.com/en-us/windows/introduction-to-computers#1TC=windows-7>

**New to computers** (TLN Technology Committee)

Available in English and Spanish: <http://tech.tln.lib.mi.us/tutor/>

Visit your local library to borrow some great books on computer basics!