

YOU CAN COMPUTE!

ALL THE BASICS TO GET YOU STARTED

Basic Computer Parts



Monitor



Keyboard



Mouse



Computer

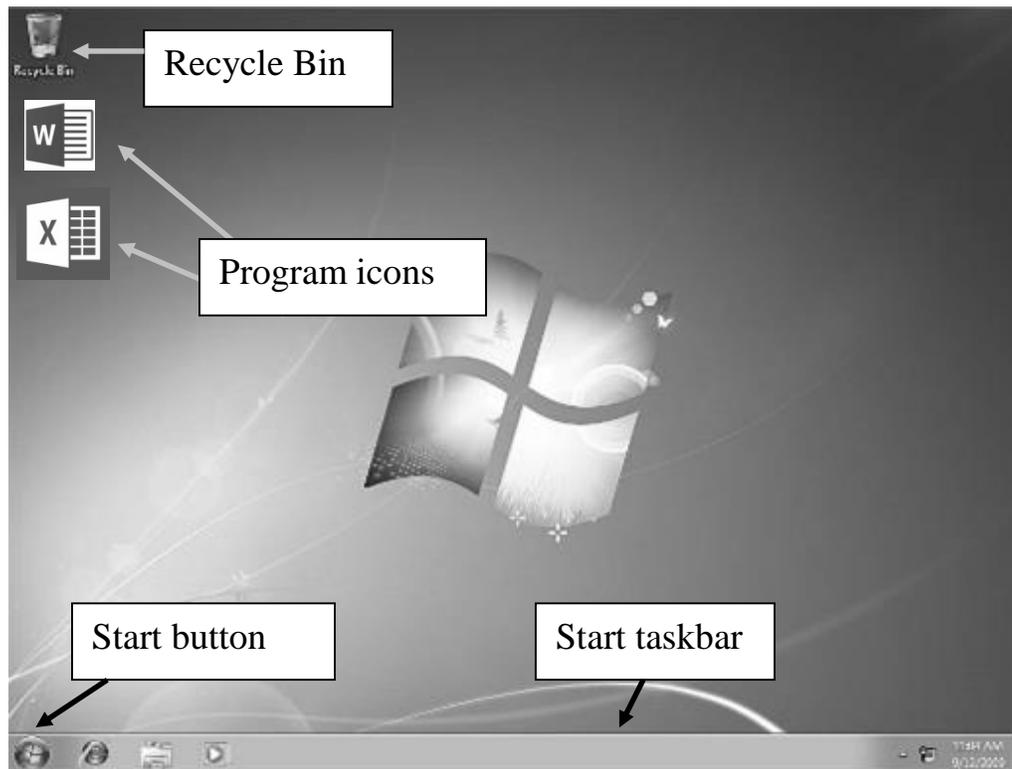


CD



Flash Drive

The MS Windows Desktop



The Desktop is the screen area on your computer and is determined by your operating system. You can customize it with your choice of program icons and an image.

The Recycle Bin is where deleted files go. Empty it from time to time by double-clicking on it and then clicking on Empty Recycle Bin.

You can also double-click on it to restore a file you've accidentally deleted. To do this, click on the file that's in the Recycle Bin and then click on File and then on Restore.

Program icons are images on the desktop that represent programs. Double-click to open the program.

The Start taskbar is the blue bar at the bottom of the desktop screen.

The Start button To shut down the computer, click on the Start button and then on Shut down.

You can also access all your computer's programs from here. Any programs you have open and are using will be displayed on the taskbar. In the image above, Microsoft Word is open.

To turn on the computer

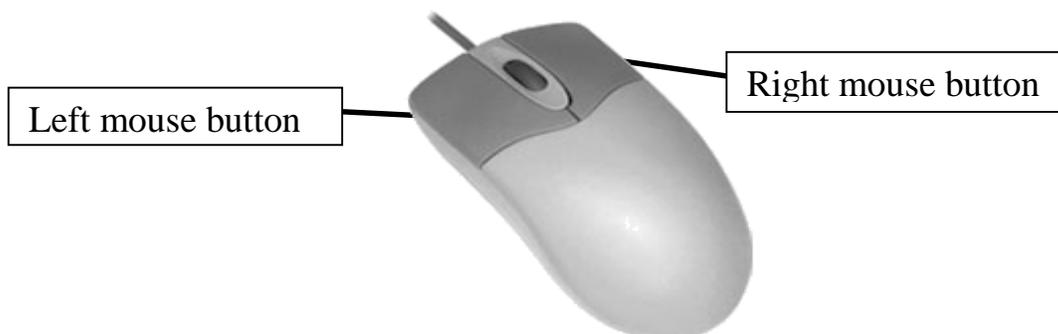
1. Turn on the power button, which is usually located on the front of your computer.
2. Turn on the monitor button, which should be on the front of your monitor, but it may be on the side.
 - When the computer is done booting up, you will see the desktop. From here, you can double-click on the program icon of your choice or click on Start and then on All Programs to find a program.

To shut down the computer

1. Close any programs you have open to get back to the desktop
2. Click on **Start** on the Start taskbar at the bottom of the screen
3. Click on **Shut Down**.
4. Wait for the computer to go through the shutdown process and you will hear it power off.
5. Then press the **monitor power button** on the monitor to turn it off.

Mouse tips

To use the mouse



1. Place the heel of your hand on a flat surface
2. Rest the rest of your hand over the mouse
3. The pad of your index finger should be on the left mouse button and the pad of your middle finger should be on the right mouse button

Clicking is the hardest part. It's a tapping movement that is just hard enough for the mouse to register that you tapped it. Single-clicking isn't too difficult to master, but double-clicking takes practice.

Double-clicking is a fast tap-tap on the left mouse button. It's not press-press. ***If you tap too slowly, the mouse thinks it is two single-clicks.*** Try practicing while your finger isn't on the mouse button.

To click and drag an object to move it or move the scroll bar up and down, place the mouse pointer on the object or scrollbar and ***hold the left mouse button down*** while dragging the mouse with your hand.

Practice, practice, practice!

Mouse Pointer Styles



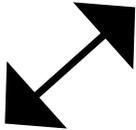
White pointer – to point to objects



I-beam cursor – used when typing, inserting, and selecting text



Flashing insertion cursor – shows your insertion point



2-headed arrow – is used to change the size of objects or windows



4-headed arrow – is used to move objects



Hand displays additional information

Basic Computer Terms

Bit: another term for binary data and has the smallest amount of data, a single binary value of 0 or 1. Bits generally are designed to store data and execute instructions.

Byte: In most computer systems, a byte is a unit of data that is eight binary digits long.

CD-ROM: abbreviation of Compact Disc. A CD is capable of storing large amounts of data; enough memory to store about 300,000 pages of text, depending on the size of the CD.

CD-RW: short for CD-ReWritable disk. This type of CD enables you to save, edit, or delete formerly saved information.

CD-R: this type of CD can be used to save information, but once the information has been saved, it can't be altered. You can resave a file with a new name. Information can't be deleted.

CPU: the central processing unit is the brain of your computer and where data manipulation takes place. The CPU speed, or processor speed, is the amount of cycles that a CPU can perform per second. Both megahertz (MHz) and gigahertz (GHz) are used to measure CPU speed. For example, a 1.6 GHz computer processes data internally (calculates, compares, copies) twice as fast as an 800 MHz machine.

DVD: short for digital versatile disc or digital videodisc. It's a type of CD that holds a minimum of 4.7GB (gigabytes), enough for a full-length movie.

Flash drive: a portable storage device that enables you to save, edit, and delete information. It's similar to a CD-RW in capability, but easier to use.

Hard Drive: a magnetic disk, usually inside a computer, on which you can store information. The term hard is used to distinguish it from a floppy disk. Hard drives hold your computer's operating system and program software, and even files you create and save. You can have portable storage devices, called external drives, as a backup or to save information.

Hardware: refers to objects that you can actually touch, like CDs, disk drives, display screens, keyboards, printers, etc. In contrast, software is untouchable. **Software** exists as ideas, concepts, and symbols, but it has no substance.

Icon: a small picture that represents an object or program. Program shortcuts have the little curved arrow to let you know it's just a shortcut.

Memory: the term memory identifies data storage that comes in the form of chips or boards inside the computer cabinet.

Operating System: operating systems perform basic tasks, such as communicating with the keyboard, monitor, printer, and keeping track of files on the hard drive. MS Windows XP, Vista, Windows 7 or Windows 8 are examples of operating systems.

PC vs. MAC: PC stands for personal computer and generally represents computers that run Microsoft Windows. Macs (Macintosh) are also personal computers, but run using Apple's operating software.

RAM: random access memory is the place in a computer where the operating system, application programs, and data in current use are kept so that they can be quickly reached by the computer's CPU. A higher amount of RAM, when purchasing a computer, will help make opening and closing programs quicker.

CDs

To insert a CD, open the CD drive by pushing the CD drive button. Place the CD in the drive tray with the **label-side up**. Push the CD drive button to close the drive tray.

For CDs with no label, read the information around the hole in the middle to determine which side is Side A.



Label-side up

To download a program or information from a CD, insert as shown above and follow the onscreen instructions.

To save information to a blank CD, insert CD as shown above. Wait for about 30 seconds and a window will appear.

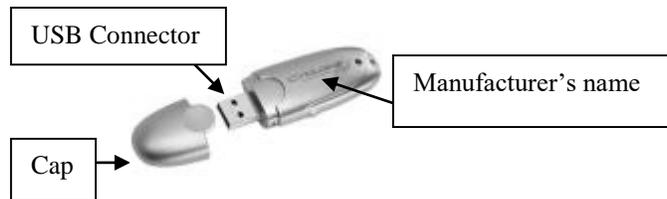
1. Click on Cancel
2. Click on File or the round MS Office button and then on Save as
3. Click on the down arrow next to Save in and click the CD drive option
 - a. If necessary, click on the “balloon” near the bottom of the desktop that says, “You have files waiting to be written to the CD.”
 - b. Click on “Write these files to CD.”

Once you have used a CD and wish to save more information to it, you can generally insert it, click on Cancel (if the window appears), and then click on File or the Office button, Save as, select the CD: drive, and click on Save.

- ***These procedures may vary, depending on your operating system or other software on your computer.***

Flash drive

To insert a flash drive, remove the cap and insert the device's USB connector into any USB port on your computer. Ports may be on the front or back of your computer. Usually, insert the key with the manufacturer's name up, which is the top side.



- To save to a flash drive, insert key as shown above
- Click on File or the round MS Office button and then on Save as
- Click on the down arrow next to Save in and click on the Removable Disk drive and click on Save
- Remove key by clicking on the green curved arrow on the Start taskbar, click on Safely remove...and then when a pop-up tip says it's safe to remove the flash key, pull it out from USB slot and put the cap on

To see what's on a CD or flash drive

Insert disk or flash drive and a window should appear. Double-click on the file you want to open. You can also click on Start, My Computer, and then double-click on the appropriate drive, such as Removable disk drive.