

Basic Computers

Basic Terminology



Monitor – the screen of your computer which depicts what programs and windows you have open.



Hard drive – the main location your computer stores information. It is located inside your computer and is not removed unless it needs to be upgraded or repaired.

Memory – Information that your computer stores in a memory location such as a hard drive so that you can retrieve and use the information later.



Keyboard – a peripheral which you use to input numbers, letters, symbols, and other information into your computer.



Flash drive - a portable, external memory device which you can use to store information and transfer information between computers.



Ports – slots in the side or back of a computer that allow you to insert cords and external devices.



Peripherals – external devices such as keyboards, mice, cameras, and printers that you can hook up to your computer.

Turning your computer on and logging in

Let's begin by turning on your computer. All computers have a power button with a symbol that looks

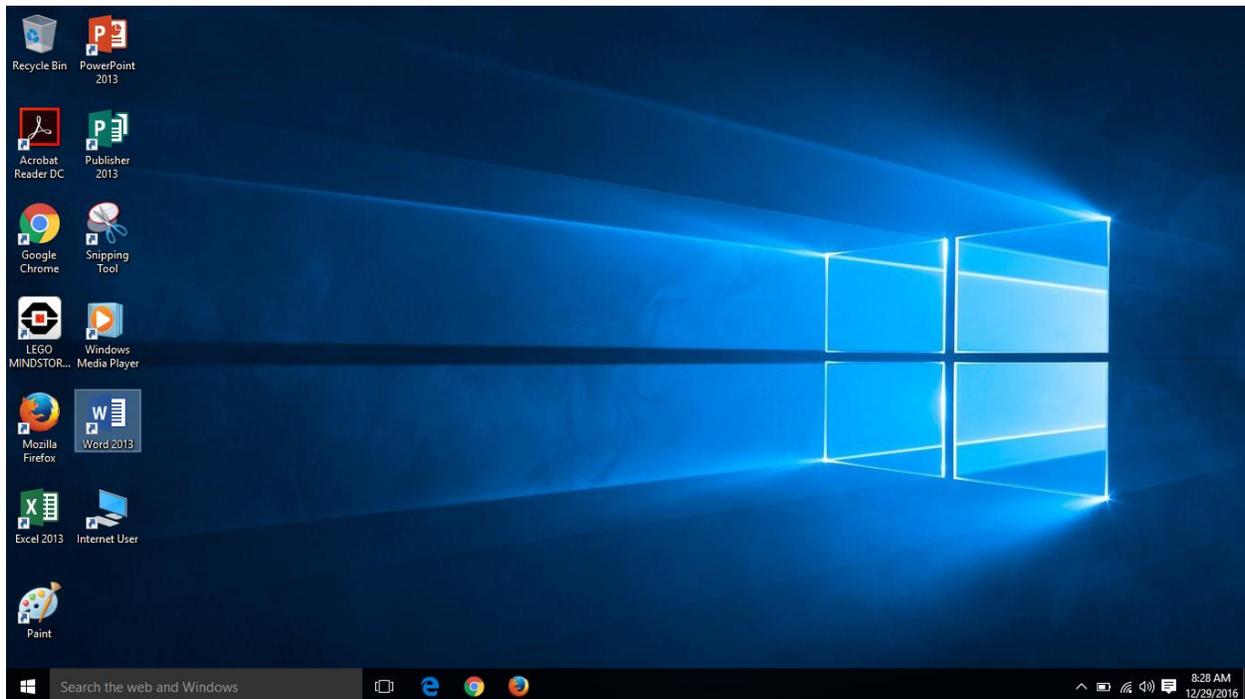


like this: . If you push this button, your computer will turn on. After about a minute, you will be presented with a screen that has a username or list of usernames with a box to type in a password. In order to log into, or access, a computer, you will need to know the correct password for that computer.

Exercise 1:

1. Push the power button on your laptop to turn the computer on.
2. Wait and watch what happens as the computer starts and Windows loads.
3. On the login screen click the “Computer class” user and the computer will prompt you for a password.
4. Type “password” into the box and press enter.

Once you have entered the correct password for a computer, you will see a screen that looks something like this:



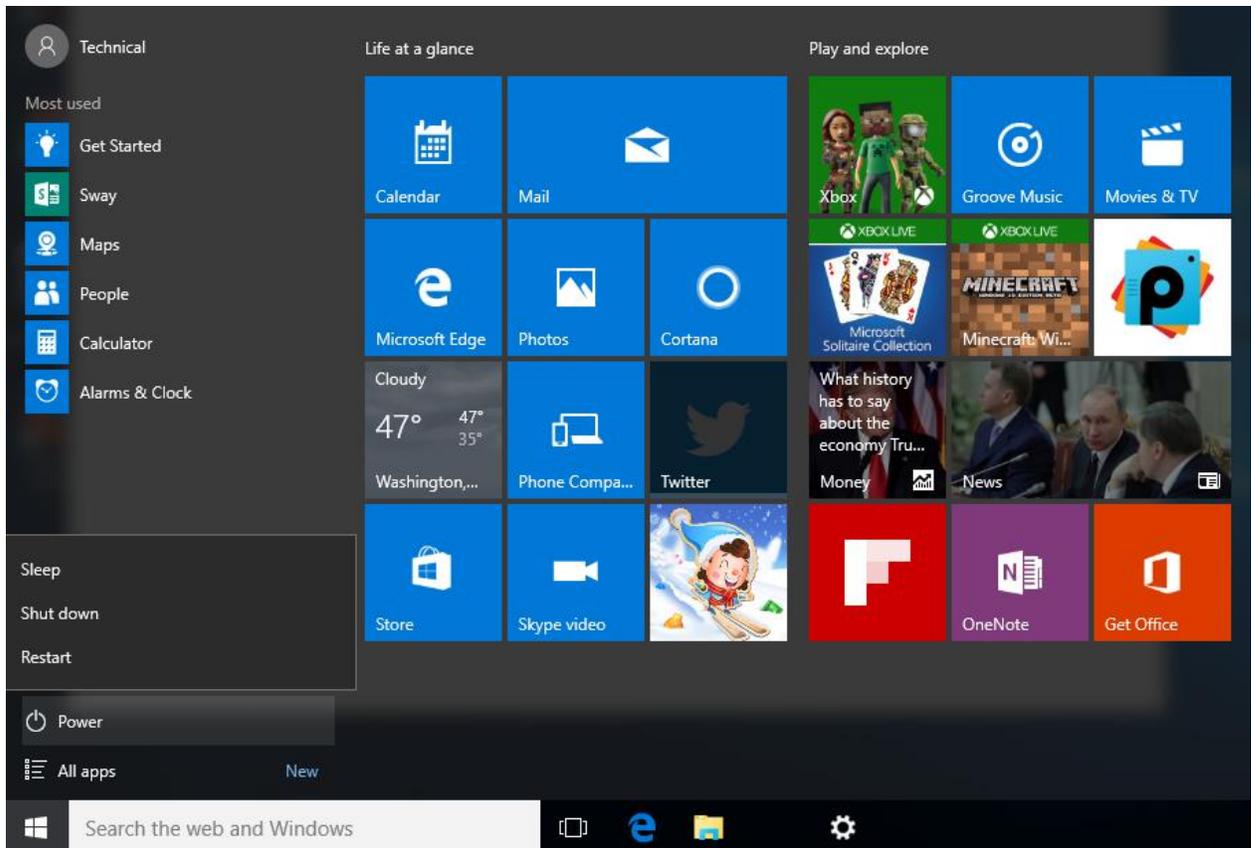
This is called your computer’s **desktop** and is the hub area of your computer from which you can open various programs and files. You can personalize your desktop to fit your own needs and style.

Accessing the Start Menu and Turning Your Computer Off

In the bottom, left corner of the desktop, you will see a symbol that looks like this: . You will not be able to click this right now because of security settings on your laptop, but follow along with me to see how it works.

Exercise 2:

1. Left click this symbol to open the **Start Menu**. The Start Menu allows you to find and access files, folders, programs, and devices that are installed on your computer.
2. For now, click the option that says “Power.” Here you will see a list of options including **shut down**. Clicking shut down will turn your computer back off when you are finished with it. If you click **restart** instead your computer will turn off and immediately turn back on by itself. Restarting the computer will frequently fix small malfunctions or slow speed. It is also a necessary step in installing many new programs and devices.

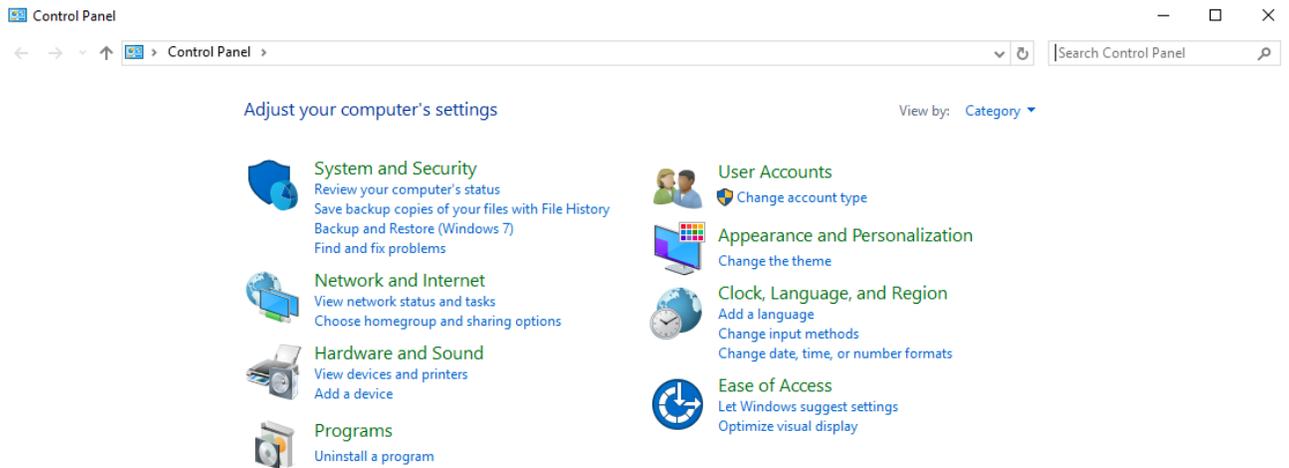


Opening Programs and the Control Panel

Exercise 3:

1. Click on the start menu to open it.

2. Now type, "Control Panel" into the Start Menu. When you click control panel, you will see a screen that looks like this:



The **Control Panel** is where you can go to change your computer's settings and find out what external devices you have installed.

3. Click on "devices and printers" and you should see a full list of all the devices currently installed on your computer.
4. If you click on "System and Security" and then "System," you will see a list of important information about your computer including what version of the Windows software is installed.

Now let's open a program.

Exercise 4:

1. Click on the Start Menu to open it.
2. Type "Word" into the Start Menu.
3. Click on Word to open it. **Word** is a typing program that lets you create your own documents.

Since your security settings will not let you open the start menu, you will need to open the program in a different way.

1. Look for the Word icon on the desktop that looks like this:
2. Double click it with the left mouse button to open Word.



Let's take a minute to experiment with some of the keyboard keys and see what they do inside Word.

Common Keyboard Keys

Enter – this key is used to input some information that you just typed. It is also used to move down to a new line of text in typing programs.

Backspace – this key allows you to delete text in case you need to make a correction.

Shift – holding down this key will allow you to capitalize a letter or type the special symbols such as % and # located at the top of number keys.

Caps Lock – this key will permanently change all the letters you type into capitals until you press it a second time. Having the caps lock on is a common cause of invalid password errors. You will know if your caps lock is on if the caps lock light on your keyboard is lit up.

Num Lock – this key allows you to use the numbers located on the number pad on the right side of the keyboard. Not all keyboards have a number pad. If you try using these number keys and nothing happens, you probably have your number lock turned off. The number lock also has an indicator light that lights up when it is on.

Delete – this key allows you to delete a file, folder, or program that you have highlighted.

Arrows – these keys allow you to navigate up, down, left, and right through a list of options or inside the text in a typing program.

Control – this key is used in combination with many other keys for various shortcuts. For example, holding Control + S is a shortcut for saving a program. Holding Control + F inside a program brings up a field that lets you perform a word search. You will learn more of these shortcuts as you practice with computers.

When you are done with a program, file, or folder, you can close it by clicking the “X” located in the top right corner. Once you are done, go ahead and close both the Control Panel and Word.

Exercise 5:

1. Type your name into Word. Capitalize your first and last name by holding down Shift + the letter.
2. Press enter to move down to a new line.
3. Press the up arrow key to go back up to your first line.
4. Press and hold backspace until your name is deleted.
5. Click the “X” in the top right hand corner of the screen to close Word.



Caps Lock

Shift

Control

Delete

Backspace

Enter

Arrows

Number Lock

Using a Flash Drive

Now let's practice inserting a flash drive into a computer.

Exercise 6:

1. Insert the flash drive I have provided for you into the USB port in the side or back of your



computer. It looks like something like this:

2. The Autoplay window will pop up and ask what you would like to do with the flash drive.
3. Click "open folder to view files" to open up your flash drive.

