

Basic Computer Training



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SAMPLE

Section 1: Computer Basics

This section will cover the following topics:

- Parts of the Computer
 - Hardware: Front & Back
 - Software
- Starting Up the Computer
- The Desktop
- The Start Menu
- Icons
- Bars
- Shutting Down the Computer

Parts of the Computer

Computers are electronic devices for the storage and processing of information.

They consist of **Hardware** and **Software**.

Computer hardware is the physical part of the computer itself, including:

- Mouse
- Keyboard
- Monitor
- Printer
- Computer Tower/Desktop



Hardware: Mouse

Term	Definition / Action
Point	Position the mouse pointer on the desired item
Left Click	Clicking once with the left mouse button to select
Right Click	Right click once to access more information, menus
Double Click	Clicking two times in rapid succession with the left mouse button without moving the mouse. Double-clicking enables you to start a program.

Left Button
Single-click to select.
Double-click to start.
Click & Drag to move or resize an item.

Right Button
Click to access more info, menus, etc.



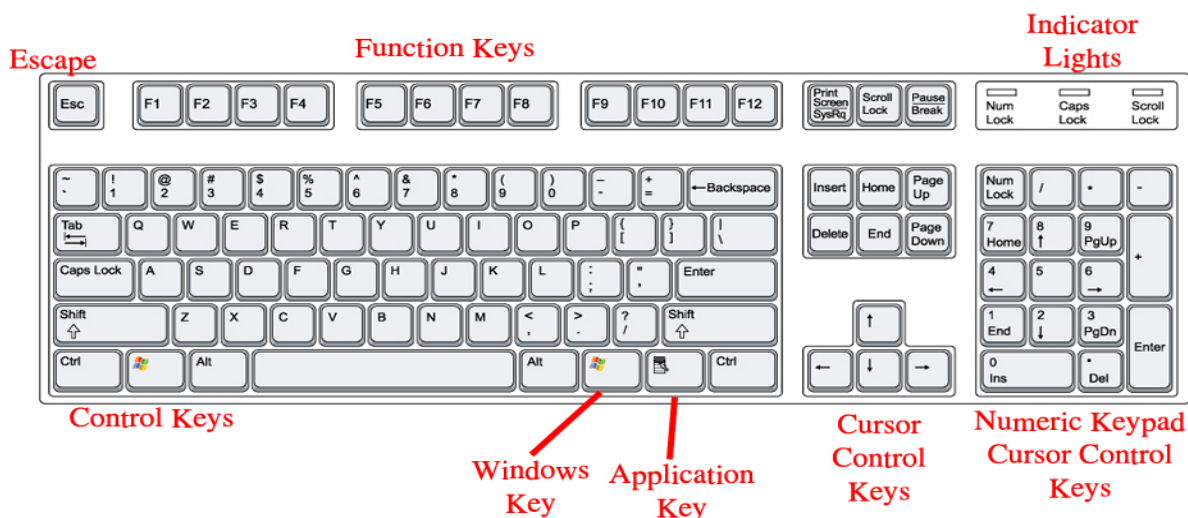
Hardware: Mouse cont'd

Term Definition / Action

Click & Drag Click with the left mouse button, and while holding it down moving the mouse to a new location where you release the mouse button. This is done to move or resize an object.

Scrolling Some new mice have a scroll wheel between the left and right buttons. This scroll wheel is used to move the information displayed up and down when possible.

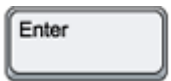
Hardware: The Keyboard



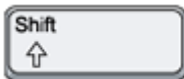
Basic Keys



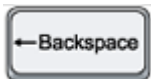
Escape Key: allows you to escape from or cancel some action



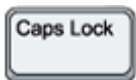
Enter or Return Key: allows you to immediately move to the next line



Shift Keys: there are two on the keyboard that give you either the capital letter or the symbol on top of the key.



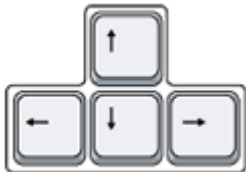
Backspace Key: erases the last character typed



Caps Lock: locks the alphabet keys so they always produce a capital letter without having to press the Shift keys.

Hardware: Keyboard cont'd

Basic Keys cont'd



Arrow keys or cursor control: the arrow keys move you around the screen to the indicated direction.

SAMPLE



Insert and Delete: Insert and delete characters

Home and End: move you to beginning or end of line

Page Up and Page Down: move you up or down one page at a time

Hardware: Monitor

CRT



LCD



Hardware: Printer

Laser



Deskjet/Inkjet



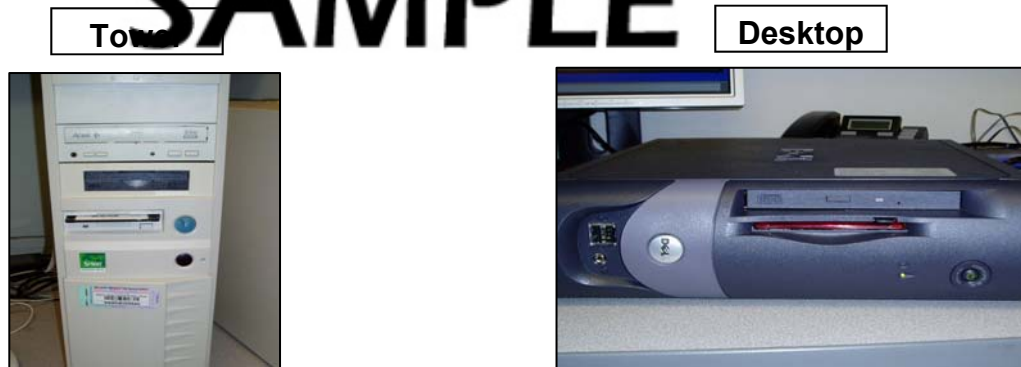
Multi-function



Hardware: The Tower/Desktop Computer

Front

Includes the power button, CD/DVD-ROM, Floppy/Tape Drives (storage devices), etc. Tower computers sit vertical to the ground. Desktops lay flat / horizontal and a computer monitor can usually be placed on top of it.



Storage devices record the information you have put into the computer.

Storage Devices include:

CD-ROM / DVD-ROM



Floppy Drive



ZIP Drive



Portable Memory Sticks /
Flash Drives



Hard Drive



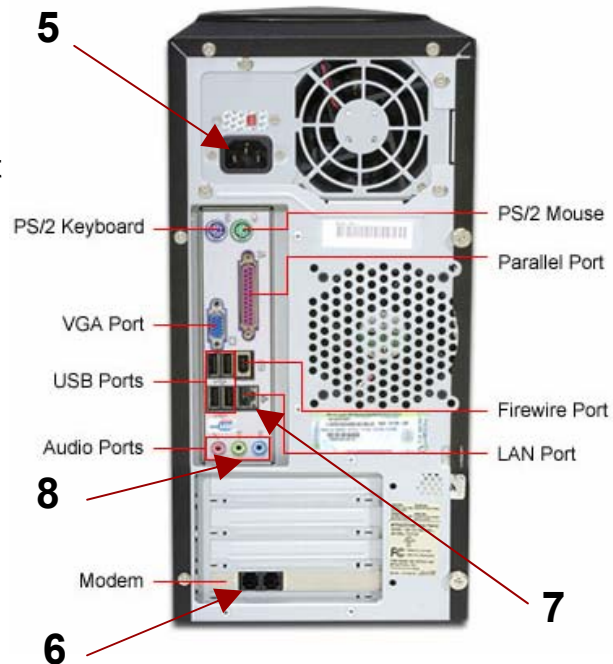
Tape Drive



Back: Connections



1. Mouse and keyboard connection
2. Monitor connection
3. Printer connection
4. USB connection used for camera, mouse, memory stick (commonly referred to as peripherals)
5. Power connector: used for the power cable
6. Phone connector: used for dial-up internet connection
7. Ethernet connector: used for internet connection (high speed)
8. Speaker connector: used to connect speakers/headphones, microphone, and an auxiliary device



Software

Software refers to programs on computers rather than built-in physical components. Software is sometimes referred to as an application.

Some examples of software include:

Productivity Software

This includes any products that you can do any type of word processing on, spreadsheets, database, presentation, etc.



Microsoft Office

Corel WordPerfect



Software cont'd

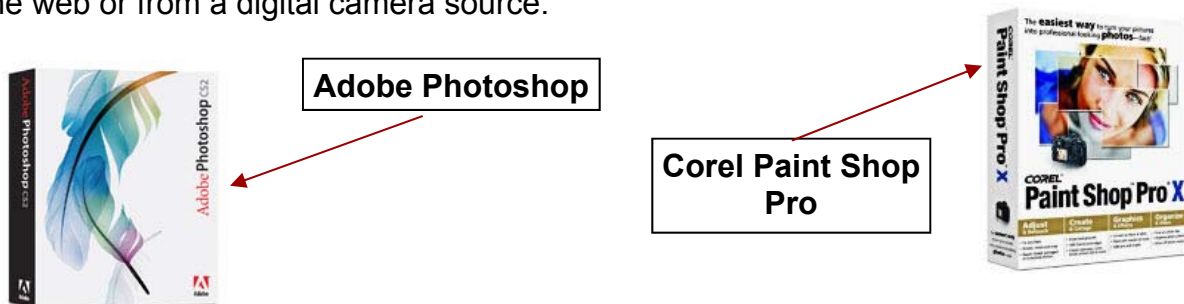
Security Software

This includes any software that protects your computer from spam, viruses, spyware, hacking attempts, etc.



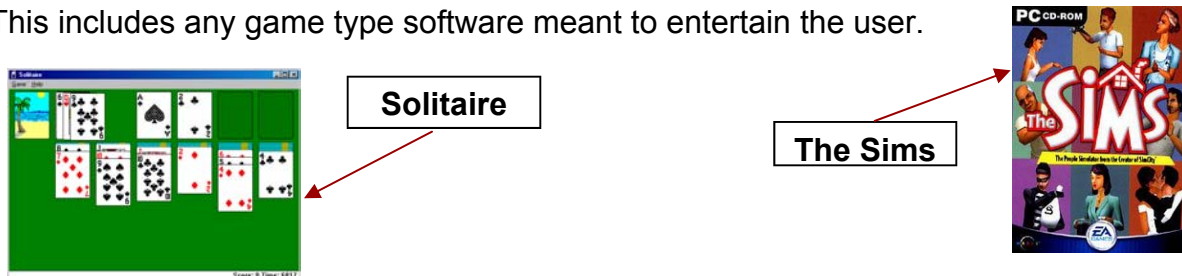
Graphic Manipulation Software

This includes any software that allows you to edit images on your computer taken from the web or from a digital camera source.



Entertainment Software

This includes any game type software meant to entertain the user.



There are many other types of software including **Audio Software** to manipulate and create sound files, and **Video Software** to edit and create movies on your computer.

Starting Up The Computer

1. Press the Power Button located on the front of your computer.
2. If your computer is part of a network, you will need to log on to a domain server. In that case, the following dialog box may appear first. Follow its directions:



3. Once you have pressed Ctrl+Alt+Delete, a login screen similar to the following appears. Enter your User Name and Password.

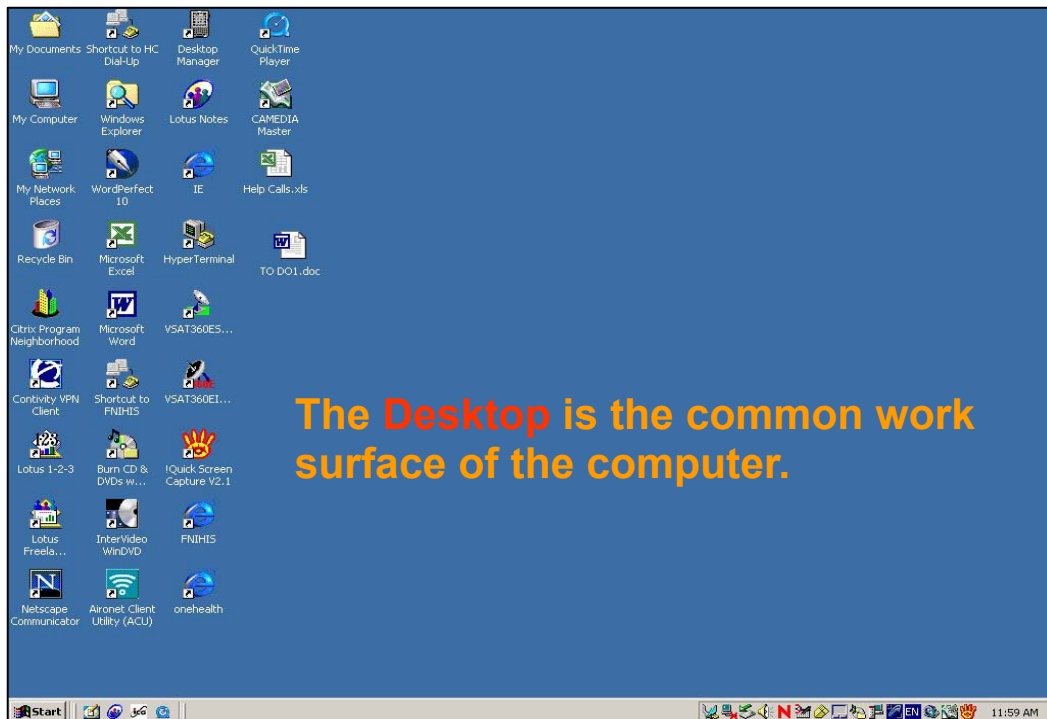


Login with no domain

Login with domain: must select from drop-down menu or type in domain



The Desktop



The Start Menu

