



An Introduction to Computers



Basic Knowledge and skills

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The Computer

A computer is an electronic toolbox for working with information. You use software to perform many operations.

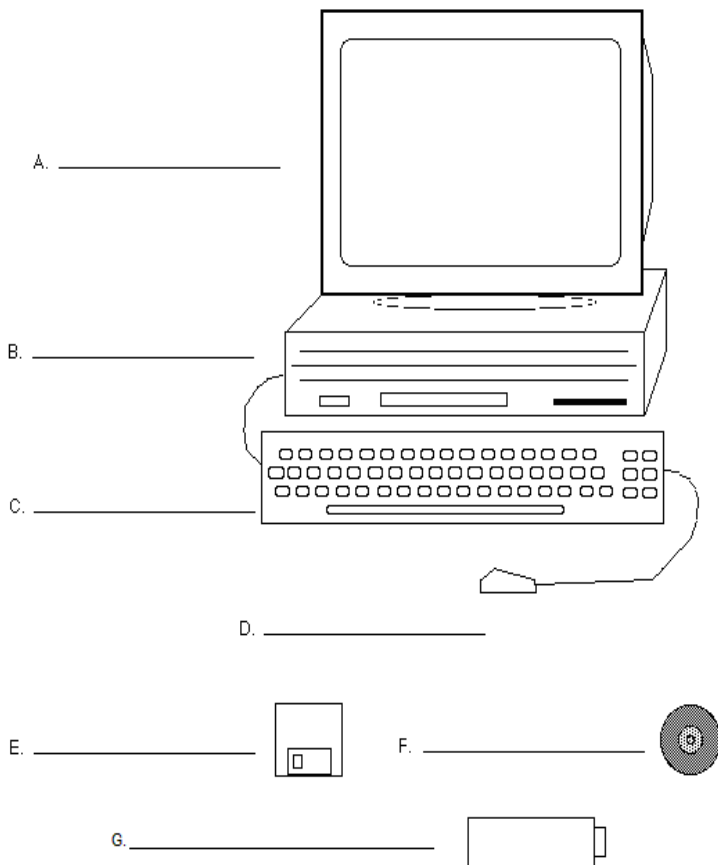
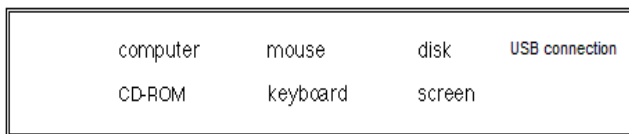
When people talk about a computer, they usually mean a complete system, the computer itself, the keyboard, the mouse and the programs it runs.

These parts of the computer can be divided into 2 areas

- The hardware (The computer) and
- The software (the programs you access on the computer)

The Hardware

This is the physical part of the computer. It is made up of a screen, computer, keyboard and mouse.



A. Screen/monitor

The screen/monitor is the 'interface' between you and the computer.

B. Computer processor

This is the main box of the computer. It contains the computer memory, software and hardware.

C. Keyboard

It is used to type information into the computer. It looks like a typewriter keyboard

D. Mouse

When you move the mouse, you will see the cursor moving on the screen. A cursor is a place marker on the screen; wherever your mouse moves so will the cursor. A mouse is an alternative to using the keyboard and typing and allows you to navigate around the screen much faster than using the keyboard.

E. Floppy Disc Drive

In the floppy disc drive you can insert a "floppy disc". This is a small plastic disk which you can save your document and transport it from one computer to another.

F. CD/DVD Drive

You can play your CDS or DVDs on the computer.

G. USB (universal serial bus) flash drive / Memory stick

A Memory stick or USB flash drive is connected to the computer via the USB connection. It is able to store far more information than a floppy disk and is compact.

Here is a great program to help.

<http://www.calgaryeducation.org/tutorials/eeekamouse.htm>

The following website is great for practicing and having fun while using the mouse.

www.jigzone.com

When you move the mouse on the desk you will see the cursor moving on the screen.

You can perform the following actions with the mouse

- **Click** – Press and release the mouse left hand button
- **Double click** – Two quick clicks in a row, both pointing at the same spot. You double-click on icons to open programs displayed on your computer screen.
- **Right click** – Press and release the right hand side of the mouse. This opens up a short cut menu where you can carry out different functions
- **Drag** – Move the mouse around while pressing and holding down the left mouse button. The part of the screen that you have run the mouse across will be highlighted you can also drag the mouse when you want to select a group of items on the screen or want to move something around the screen.

Using the right button

The right button gives access to functions. To do this

- Place your cursor over an icon on the screen and click on the right hand button of the mouse
- A function menu will appear
- Move the cursor down the menu to select an option and click again

The Software

The software is the programs that the computer runs.

Everything you see on the screen when you turn the computer on is the software.

Power on/off switch

The power switch is used to turn the computer on and off.

Minimize/maximize/close



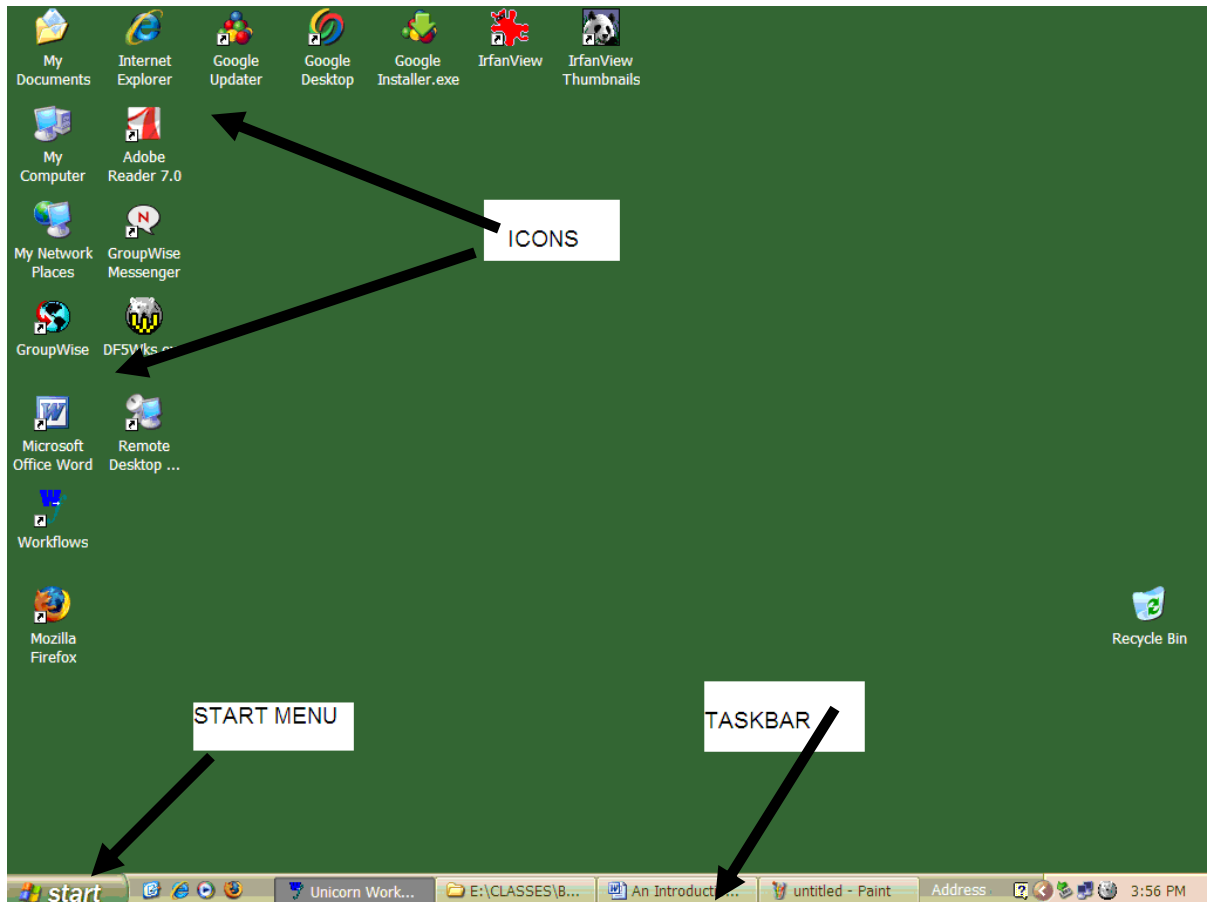
The first button is the minimize window button, when you click on this your program will hide at the bottom of the screen. The middle button will make it bigger or smaller and the last button (the X) will close your program.

The desktop

This is the first screen you see when the computer is switched on.
It is your starting point.

Each desktop may look slightly different and show different icons
Each icon on the screen represents a function.

You access these functions by clicking on them with your mouse.



My computer

This icon symbolizes your computer.

It gives access to the place on your computer where programs and documents are kept.

Recycle Bin

The “recycle bin” is like a rubbish bin.

You use it to dispose of things you no longer need. Remember to empty it.

Start Menu

It gives you access to different functions, like starting programs and shutting down the computer.

Taskbar

The start menu is part of the taskbar (bottom of the screen). For each program you start, a button is added to the taskbar.

You can open more than one program at a time.

When you want to switch between programs you have open, click on the buttons in the taskbar.

Using Programs

Some programs appear on the desktop as icons, while others can be accessed via the “Start menu” at the bottom of the screen.



Click on Start and scroll over All Programs and a list will appear on the right side. Select which program you need.

Keyboard and typing

When you start typing for the first time, it will take some time to find the right keys on the keyboard. After a while you will get to know where they are and you will go faster.



The Enter key

It takes you to the next line on the page

The Space bar

This adds a space between words as your type

Delete Key

This key erases characters you have typed. You can highlight a whole section of work with your mouse and erase it all at once, or erase something space by space by using the delete key.

Backspace Key

This key moves the cursor to the left one space at a time. This key will also delete if you have text when you hit the backspace key.

Arrow Keys

This block of 4 arrows keys are used to move the cursor around the text instead of using the mouse.

Numeric Keypad

These keys duplicate the number keys that are at along the top of the keyboard. Make sure the num lock key is selected (above the 7 in the keypad). If the light under 1 is on, then this function will work.

Caps Lock

This key sets capital letters for permanent typing. If you wish to type all your words in capital make sure the light for caps lock is on (this light is shown on the far right hand side above the numbers keypad)

Shift Key

The shift key allows you to type in capital letters by holding down the key and pressing a letter. It also allows you to use the symbols that appear on the top of certain numbers punctuation keys.

Saving your work

Saving your work means storing your document on the computer, so you can use it again next time, like filing something in a filing cabinet.

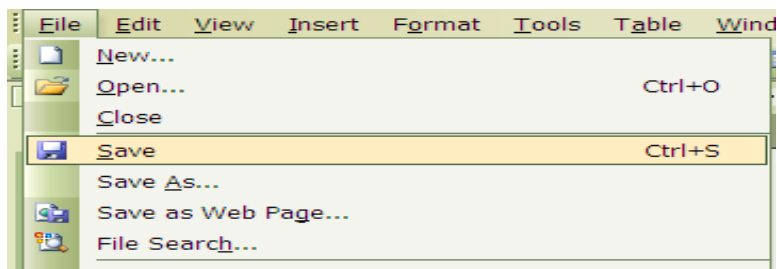
If you do not save your work you will lose it when you close the computer down, or if the computer fails while you are working. Make sure you save your work every 5-10 minutes.

The A: drive saves it to a floppy disc and allows you to take it to another computer

The C: drive saves to the computer you are working on. You will need to designate a folder or place to save to.

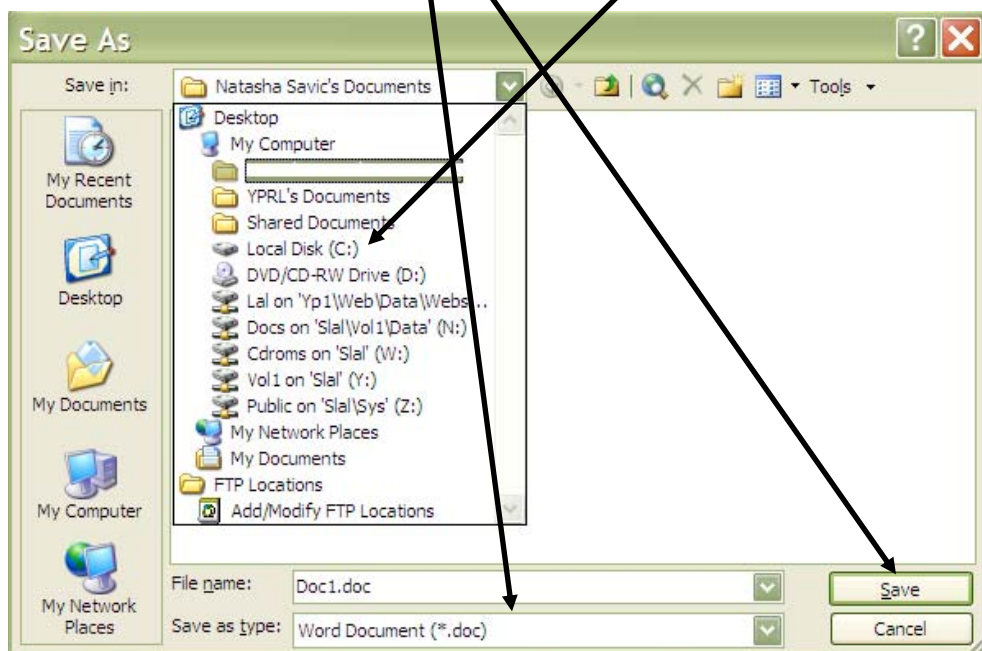
The removable drive is your USB stick (same as a: with more storage space)

Click on File then save



This box will come up.

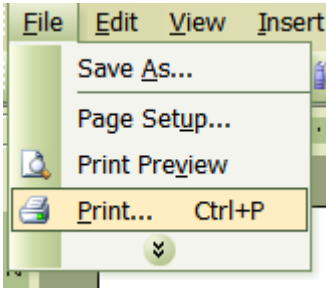
- Step 1. Name your document
- Step 2. Decide where you would like to save it. E.g. C:
- Step 3. click on the save button.



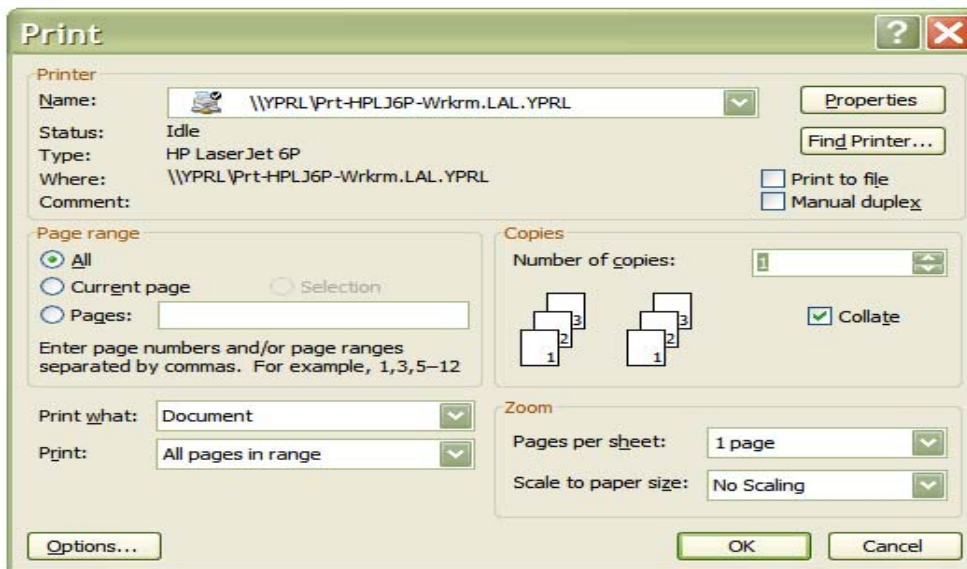
You can also save your documents on different drives, USB drive or another. The computer processor is the (C:) drive, if you have a CD in the computer that will take the next letter and become the (D:) drive, if you then plug in a USB drive that will become the removable drive (E:).

Printing

To print your work, click on File then Print and follow the steps.



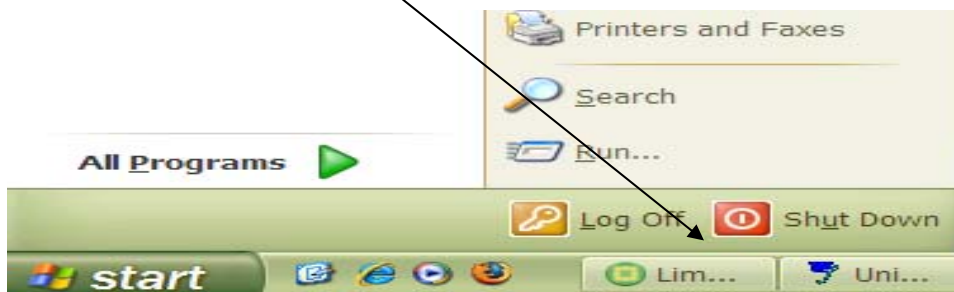
In the following box you can select how many copies you need and which pages you need to print.



Shutting down the computer

To shut down the computer

- Make sure your work is saved and close down each program you have open
- Click on the start button on the computer desktop
- Go to “**shut down**” and click it.



- Click the OK button and the computer will shut down.

You can also use the **Ctrl- Alt- Del** Buttons to shutdown.

Glossary

CLICK

To press a mouse button. When done twice in rapid succession, it is referred to as a double-click.

CURSOR

A point of attention on the computer screen often marked with a flashing line or block.

DESKTOP

The desktop is the main work area. It displays icons for running programs.

DRIVE

A device for storing and/or retrieving data.

FLOPPY DISC

A small flat magnetic storage device which you can save your document and transport it from one computer to another.

FUNCTION KEYS

On a computer keyboard, the keys that start with an "F" that are found on the top row. They perform user-defined tasks.

HARDWARE

The physical part of the computer.

ICON

A picture on a screen that represents a specific file, directory, window, option, or program.

KEYBOARD

A keyboard on a computer is similar to a keyboard on a typewriter. Use it to type information onto the computer.

MONITOR

Another name for the computer screen

MOUSE An object moved around on a flat surface to control a pointer (cursor) on the screen.

PC

The term Personal Computer properly refers to any desktop, laptop, or notebook computer system.

PRINTER

A printer is a piece of hardware that will print computer information onto paper.

PROCESSOR

The processor is the part of the computer that actually works with the data and runs the programs.

PROGRAM

A program is a series of instructions for a computer, telling it what to do or how to behave. The term "application" means almost the same thing

RECYCLE BIN

A virtual rubbish bin that stores files and folders when you choose to delete them. When you empty the recycle bin you cannot get your work back

SCREEN SAVER

A program that displays a moving picture on your computer screen when the computer is on, but is not being used.

SCROLL

To move text up and down or right and left on the computer screen

SOFTWARE

Any instructions that tell your computer what to do. e.g. - the programs that are loaded on the computer

START MENU

The button on the lower left corner of the screen that provides access to all the programs on your computer.

TASK BAR

The bar along the bottom of the screen. It displays what programs you have open.



inform
educate
inspire
connect

Yarra Plenty Regional Library

Banyule

Ivanhoe Library

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Ivanhoe 3079
Phone 9497 5780

Rosanna Library

72 Turnham Avenue
Rosanna 3084
Phone 9459 6171

Watsonia Library

Ibbottson Street
Watsonia 3087
Phone 9435 2397

Nillumbik

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Panther Place
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