

Computer Basics- Rockaway Township Public Library Class

- *Computers are tough machines-- difficult to damage, and with many built in protections. Most user mistakes can be undone or fixed easily.*
- *It helps to know how to type, but you can "hunt and peck" and manage okay*

Basic Computer System Hardware



DRIVES: Disks where information is stored. Computers have many storage types:



Hard Disk (biggest storage area)

Has long-term computer memory



CD/DVD Disk for playing and saving music, pictures, video



Removable Disk plugs into USB port



FLOPPY Disk Drive slot on older computers (or drive attachment)

Open [My Computer] on desktop for pictures/icons of drives on your computer

MODEM: Device that plugs into a telephone jack or cable and allows computer to transmit and receive information via the internet and other computers.

MONITOR: TV-like computer screen on which you see your work. The "desktop" is the image on the monitor visible once the computer is turned on and the operating system (Windows or Mac) has loaded. It displays program icons and shortcuts.

Peripherals (Devices which connect to computer system)

KEYBOARD: Standard typewriter layout with some additional keys. Use it to input text and instructions to the computer.

MOUSE: Your "pointing device" on the computer. It's a small tool that duplicates enables you to rearrange items, perform actions, select, and more.

SPEAKERS: Sound/audio source on computer. Most have built-in speakers.

PRINTER: Prints text and images from documents you created on the computer or downloaded from the internet. Printers vary--black & white only vs. color, ink/laser.

STEP 1: Turn On the Computer



- Press round power button on computer hard drive
- Check if computer monitor button is lit (on far right)
If not, push monitor button in
- Turn on Printer switch/button if you will be printing

Is system on? Look for glowing light around the button .

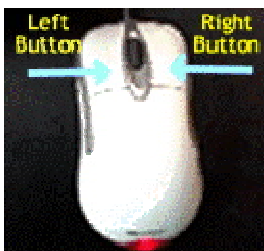
Computer will make sounds and images flash on screen for operating system (Microsoft Windows eg.)

Is it ready? Computer needs a minute or so to load security, programs, check internet connection...

It's ready when hourglass icon 🕒 disappears from screen

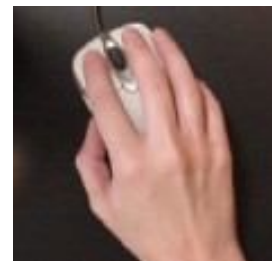


STEP 2: Moving the Mouse



Right hand holds the sides of the mouse with thumb, ring finger and pinkie.

Place your index finger on the left button
Ignore the wheel in middle and the right button for now.



- Rest your wrist on the desk or mouse pad.
- Rest your hand on the mouse and move it slowly.
Watch what happens on the screen. An arrow 🖱️ moves on the screen as well. This is your pointer
- The mouse doesn't work when lifted off the table.

- The mouse should always point away from you.
- Move left or right by sliding the mouse left or right -- buttons facing away
- Push the mouse forward to move the pointer up the screen;
Pull it toward you to move the pointer down the screen

Step 3: Clicking the Mouse

Clicking is one way of sending commands to the computer.

To click, gently press and release the left mouse button once.

(Tip: keep your hand on the sides of the mouse as you press down and release; keep your index finger lightly on the button after pressing down)

Keep your eyes on the screen as you click *(like eyes on the road when driving)*

Don't move the mouse while you are clicking

| This symbol is a "CURSOR" It blinks onscreen when you're typing.

It shows where your mouse is positioned.

It allows you to insert text where you choose, or to select items to be deleted, copied, or revised.



On the internet, the cursor turns into a pointing hand when it hits links.

Mouse clicks are how you move around pages on your computer or move across pages or links on the internet. Whenever the hand with the finger pointing up appears you'll know you're on a link.

Click on link below to get to GOOGLE homepage

NOTE-Click on  in upper right corner of screen to return to this tutorial.

<http://www.google.com>

What to click? Words, Pictures and Animated Pictures!

DOUBLE CLICKING =click left button twice quickly-

Do this to click on an icon or instruction to open software programs, open some links, to highlight text (see below)

Dragging the Mouse

Dragging is how you move something around on your screen.

if you move the mouse when you're clicking it's called DRAGGING and you might see something that looks like this.

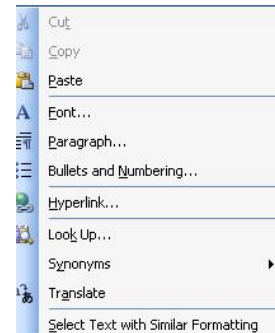
If you see it, click again to make highlighting disappear. Black background signals the text or image is HIGHLIGHTED-It marks items to cut, paste, copy, reformat

Tip: The computer only changes what you've highlighted --First drag mouse over items to change, then select your instruction

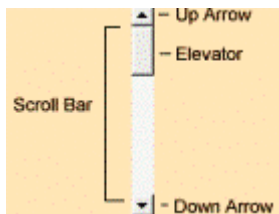
Step 4: The Right Mouse Button

Click mouse button on the right and you'll see a menu like this. These are more advanced options for users

If you click the right button by mistake, Move the pointer to part of the screen with no words or pictures Click the left button and the menu disappears





Step 5: Scroll Bar Basics



The SCROLL BAR is the gray bar running vertically along the right side of the computer screen.

It allows you to move up and down and see a whole document or webpage when portions are hidden by the limits of screen size.

3 ways to use the scroll bar.

- Move one line at a time: click on the  arrow at the bottom of the scroll bar or the  arrow at the top.
- Move one screen at a time: click on the space in the scroll bar above or below the darker color (blue) scroll button.
- Move anywhere within the document: Place the mouse pointer over the scroll button. Hold down the left mouse button and move the scroll button up or down the bar. Release the button when you have reached your location.

Step 6: Opening Software Programs



Software is a computer program or instructions that tells your computer what to do to make it work for you.

Left are examples of programs for
Presentations (PowerPoint)
Spreadsheets (Excel)
Photo editing (HP PhotoSmart)
Word Processing (Word)



AntiVirus Software CD

TO START a program, double click icon on START MENU lower left of screen

NO Icon? Click on [All Programs] on START MENU for programs on computer

Once program is open, the program will fill your computer screen.

TO CLOSE a program, click [Save], then click  top right corner screen to exit

Step 7: Getting to the Internet

Open Internet browser software to get online
Computers with Microsoft Windows have Internet Explorer



This toolbar shows 2 internet browser options: AOL and Explorer (bottom of screen)

Step 8: Organizing Information

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

A FILE is any single item created with a program and saved to your computer.

On the right are 3 gymnastics team files created by 3 different computer programs-
Publisher (advertising poster)
Word (text document)
Excel (table with team contact info)



A FOLDER is a collection of files, organized by the user

Each manila folder icon on right is a FOLDER

"My Documents" is Top Level Folder: holds many sub-folders



Step 9: Quick Computer First Aid

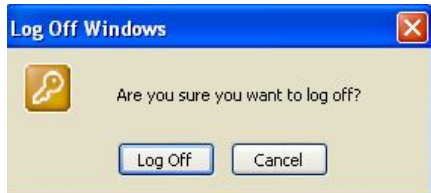
- *Made a mistake?* Undo it by moving the mouse to top toolbar and clicking "Edit" then "Undo typing"
- *Computer screen frozen?* (nothing happens when you click)
Click these 3 keys on keyboard once Ctrl+Alt+Del
Click "End Task" on screen- Computer will Restart-unsaved work lost
- *Computer type too small to read?*
If on the Internet, click top toolbar "View" "Text Size" and "Larger"
If in a program, look for 100% in box; click open menu and select 150%

Step 10: Turn Off the Computer

You have to click on the "START" button to turn off the computer



Click on "Turn Off computer" here, and again in pop-up window
Computer will turn off and go dark.



Click on "Log Off" if you want to close your work, but leave the computer on

Click on "Log Off" again, and the desktop screen appears

Mouse Practice

Mouserobics created by the Central Kansas Library system)
<http://www.ckls.org/~crippel/computerlab/tutorials/mouse/page1.html>

Mouse practice (from Rutgers University, Steve Garwood's website
<http://www.stevegarwood.com/classes/mouseprac/>

Rockaway Township Library Computer tutorials page
<http://www.rtlibrary.org/computerclasses.html>

Computer Basics Tutorials

Cyber Seniors: Computer Basics Tutorials (Queens Library)
http://www.cyberseniors.org/artman/publish/cat_index_13.shtml

New to Computers (TLN Technology Committee)
<http://tech.tln.lib.mi.us/tutor/welcome.htm>

*This tutorial was created by Barb Hauck-Mah, Reference Librarian,
Rockaway Township Public Library, Rockaway, NJ (updated December 2007)*