

Computers for Beginners

Tuesday, July 7, 2015

2-4 p.m.

Instructor: Anne Swanson



If you are new to computers, it can be difficult to start because many people have grown up with them and there isn't always an easy-to-find comprehensive manual.

But computer use is a skill and can be learned quite quickly. After a few short sessions, many new users can browse the Internet, type, and connect with others on email.



Here at EPL

This class will familiarize you with the basics of using a computer.

By the end of this session, you will know how to:

- Start programs
- Quit programs
- Save files
- Open files
- Rename files
- Delete files

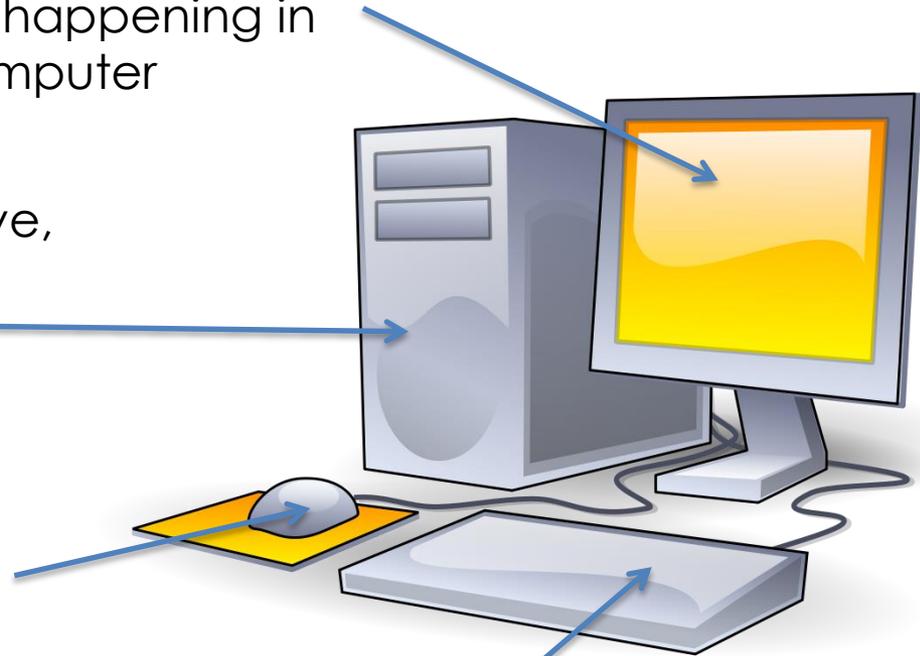
Every computer is a little different; that being said, most have similarities.

Monitor: displays what's happening in the computer

Tower: houses the hard drive, motherboard, and other parts which make the computer function

Mouse: used to select and move around the display

Keyboard: used to type and enter commands



In general, though, computers can be separated into the three major types:



Desktop Computer

- Requires mouse, keyboard, and monitor
- Immobile
- Usually has more storage space and processing power



Laptop

- Has a built-in keyboard and screen
- Has the same operating system as a desktop computer
- Mobile, but sometimes heavy
- Uses trackpad



Tablet

- Uses a touch screen
- Often has the operating system of a phone using apps
- Extremely light and mobile

Most computers have mice, but if they don't, as with laptops, they function very similarly.

Moving the mouse controls the tiny white pointer on the screen and is the way to select, open, and move everything.



Mice may look simple, but they actually have a few buttons.

The left button of the mouse is the selection button; 95 percent of clicking will be done on this side.



In the middle, most mice have a wheel. Rolling the wheel backwards and forwards will cause websites to scroll up and down.

The right button of a mouse brings up a list of options, when clicked. These options can be used to copy and paste items, rename files, open new windows, and a lot more.

Computers have three modes: on, off, and asleep.

To fully start a computer, hit the power button.

When you close a laptop, or leave a computer alone for awhile, it will go to sleep, where it keeps its place and applications running, but turns off the screen and some of the computer's functions to save power.

Holding the power button for approximately 10 seconds will fully power down the device. (more on turning off computers later, though)

After you start up a computer, you should get to the Desktop. Like a real desktop, this is an easy to access workspace.

If you click on the This PC button, you'll see that Desktop is one of many locations files can be saved, but it is the easiest place to view and organize files.

You will notice that there are icons on the Desktop. Some of them are generic-looking folders and others are unique pictures/logos. Each one of these logos is a different application. An application is a program made by a company which lets you connect to the Internet, write a document, or listen to music (among a lot of other things).

Application types – some applications and their functions

Web Browsers: Use these to access the Internet (Chrome, Internet Explorer, Firefox)



Music: Use these to listen to or download music (Windows Media Player, iTunes)



Microsoft Office Applications: Use these to write a document, spreadsheet, or presentation (Word, Excel, PowerPoint)



(Note: Some applications are preloaded onto computers when you purchase them, but others must be bought.)

For now, though, let's open up the application Microsoft Word, located on the desktop.

When using an application, you will often want to save your work. Applications save work by creating files. These files can be saved almost anywhere on the computer, but typically people will save them on the Desktop or in the My Documents folder.

To save a file in Word, click on the File button in the top left and click Save As. The window will now ask where you would like to save it. For the location, we'll select Desktop. After you click Save, the document will show up on the Desktop (or the location you selected).

Additional Library Resources
Located at:



lynda.com
You can learn it.™