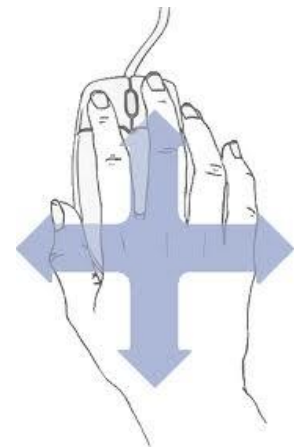


Computers 101 Outline

Computers are everywhere today: libraries, homes, schools, even in people's pockets! Computers are becoming a part of everyday life, even for those who didn't grow up using them. This class is targeted for beginning computer users. It will provide basic instruction on what a computer is, how to use a mouse and keyboard, and about the Windows XP environment.

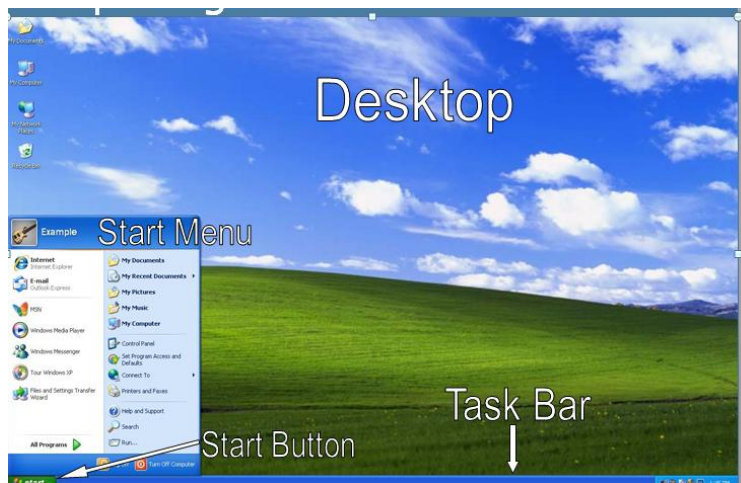
Overview of Course:

1. What is a computer?
 - a. Defined
 - i. A programmable machine. It executes a programmed list of instructions and responds to new instructions that it is given.
 - ii. PC (personal computer): A small, relatively inexpensive computer designed for an individual user.
 - b. Types
 - i. Desktop: Computers that sit on your desk (largest).
 - ii. Laptop (Notebook): Range in screen sizes from about 12"-17".
 - iii. Netbook: Range in screen sizes from about 9"-11". Cheaper than laptops.
 - iv. Tablet: Touchscreen computers. Normally about the size of a piece of paper (iPad).
 - c. Hardware: the physical aspects of the computer; the computer parts that are tangible and can be touched.
 - i. Types of Hardware
 1. PC
 2. Monitor
 3. Keyboard
 4. Mouse
 5. Printer
 6. Speakers
 - d. Software
 - i. Operating instructions for specific task based applications.
 - ii. Types of Software
 1. Operating Systems: Windows, Mac OS, Linux
 2. Games
 3. Office Suites: Word, Powerpoint, Excel, etc...
 4. Internet Browsers: Internet Explorer, Firefox
2. Mouse: A mouse is a hand operated device that allows you to interact with the computer
 - a. Proper mouse position
 - b. Hands-on: Mousercise
 - i. To access Mousercise from home, please go to <http://www.pbclibrary.org/mousing/mousercise.htm>



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- ii. Or go to the link listed under Resources->Computer Resources on our website (bclibrary.org).
- 3. Keyboard: a PC input device used to enter letters, numbers, symbols, and control commands in your PC.
 - a. Proper keyboard position
 - i. There is a proper keyboard position, but do whatever is most comfortable for you.
 - b. Hands-on: Typefaster
 - i. To download TypeFaster onto your computer go to:
<http://www.typefastertypingtutor.com/>
 - ii. Or go to the link listed under Resources->Computer Resources on our website (bclibrary.org).
- 4. Exploring Windows XP
 - a. What is the desktop?
 - i. The working area of a computer screen regarded as a representation of a notional *desktop* and containing icons representing items such as files and a wastebasket.



- ii. Task Bar: The bar usually located at the bottom of Microsoft Windows operating systems, which displays the start button, system clock, programs that are currently running, as well as other open windows.
- iii. Start button: Located on the left side of the task bar, this button opens the start menu.
- iv. Start Menu: A button on the Taskbar which displays a list of commands, programs, or other menus.

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5. What is a “window”?

- a. A window is a visual area containing some kind of user interface. It usually has a rectangular shape. It displays the output of and may allow input to one or more processes.



- b. Title Bar: Top left hand of the window. It tells you what program is running and if you're on a website, the title of the webpage.
- c. Close Exit: the “X” button. Close the window.
- d. Maximize/Restore: This button does one of two things based on the time you click on it. It will either make the window fill the screen OR restore it to the normal size.
- e. Minimize: Minimize will put the window on the task bar. Click on the program name on the task bar to return to the program.

6. Files and Folders

- a. A file is a container for text, programs, documents, images, and other stored items on a PC
- b. A folder is a named container in a PC file system that contains other objects (like files or subfolders) and is used to organize the file system
- c. Creating files and folders
 - i. Folder
 1. Right-click on desktop
 2. Pop-up menu will appear
 3. Move Mouse to New and then click Folder
 4. Name your new folder
 - ii. Files: Note that this is just ONE way to create a file.
 1. Right click on desktop
 2. Pop-up menu will appear
 3. Move Mouse to New and then click Text Document
 4. Name your new text document

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5. To move a file into a folder, left click the file. Hold the mouse button down as you drag the file across the screen to deposit it in the folder.

7. Shutting down

- a. Click on the start button
- b. Click on “turn off computer”
- c. Click on the red “Turn off Button”
- d. This will shut the computer down properly.

Computer Terminology Guide for Computers 101

Computer: A programmable machine. It executes a programmed list of instructions and responds to new instructions that it is given.

PC (personal computer): A small, relatively inexpensive computer designed for an individual user.

Hardware: the physical aspects of the computer; the computer parts that are tangible and can be touched.

Input Device: Any machine that feeds data into a computer. Input devices allow a user to tell the computer what they want it to do. For example, a keyboard is an input device.

Output Device: Any machine capable of representing information from a computer. This includes monitors and printers.

Software: A collection of computer programs and related data that provide the instructions for telling a computer what to do and how to do it.

Mouse: A mouse is a hand operated device that allows you to interact with the computer

Double Clicking: Involves clicking the left mouse button twice in rapid succession. Normally used on the desktop icons.

Right Click: Involves clicking the right mouse button. The right click is used to open shortcut menus to access specific commands.

Click and Drag: Involves left clicking, holding the click, and drag the mouse across the mouse pad. This can be used for moving files and folders around.

Keyboard: A PC input device used to enter letters, numbers, symbols, and control commands in your PC.

Windows Operating System: A computer operating system with a graphical user interface. The version at the library is Windows XP. Other versions include Windows Vista and Windows 7.

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Desktop: Once a computer has been turned on and the operating system is loaded, normally the first screen it displays is called the desktop. You can think of it as a traditional desktop, it can contain files, folders, and tools to help you get a number of tasks done.

Start Menu: The start menu is accessed by clicking the start button. It allows you to open the programs that are installed on a computer.

Task Bar: The taskbar is located at the bottom of your screen. On the right hand side of the taskbar is a clock that displays the current time. On the left-hand side of the taskbar is the Start button that displays available applications on the computer. The taskbar will show how many Windows are currently open. You can use the taskbar to move from one window to another.

Files: A container for text, programs, documents, images, and other stored items on a computer.

Folder: A named container in a computer file system that contains other objects (like files or subfolders) and is used to organize the file system.

Shut Down: Turns the computer off.

Log Off: Ends the current user's session on the computer allowing another to log in.

Restart: Resets the computer. Turns it off and then back on automatically.