

Century 21 Jr.

Input Technologies & Computer Applications

KEYBOARDING

Chapter 1: Digital Communication Tools



Hewlett-Packard

Desktop PC



Hewlett-Packard

Laptop PC



PRINewsFoto/Mindjet LLC/NewsCom

Tablet PC



AP Photo/Kin Cheung

Smart phones and handhelds



PRINewsFoto/Verizon Wireless/Newscom



PRINewsFoto/Suunto Oy/Newscom

Wearable tech

DigiTools

- “ Short for "digital communication tools"
- “ Computers of all types are called DigiTools

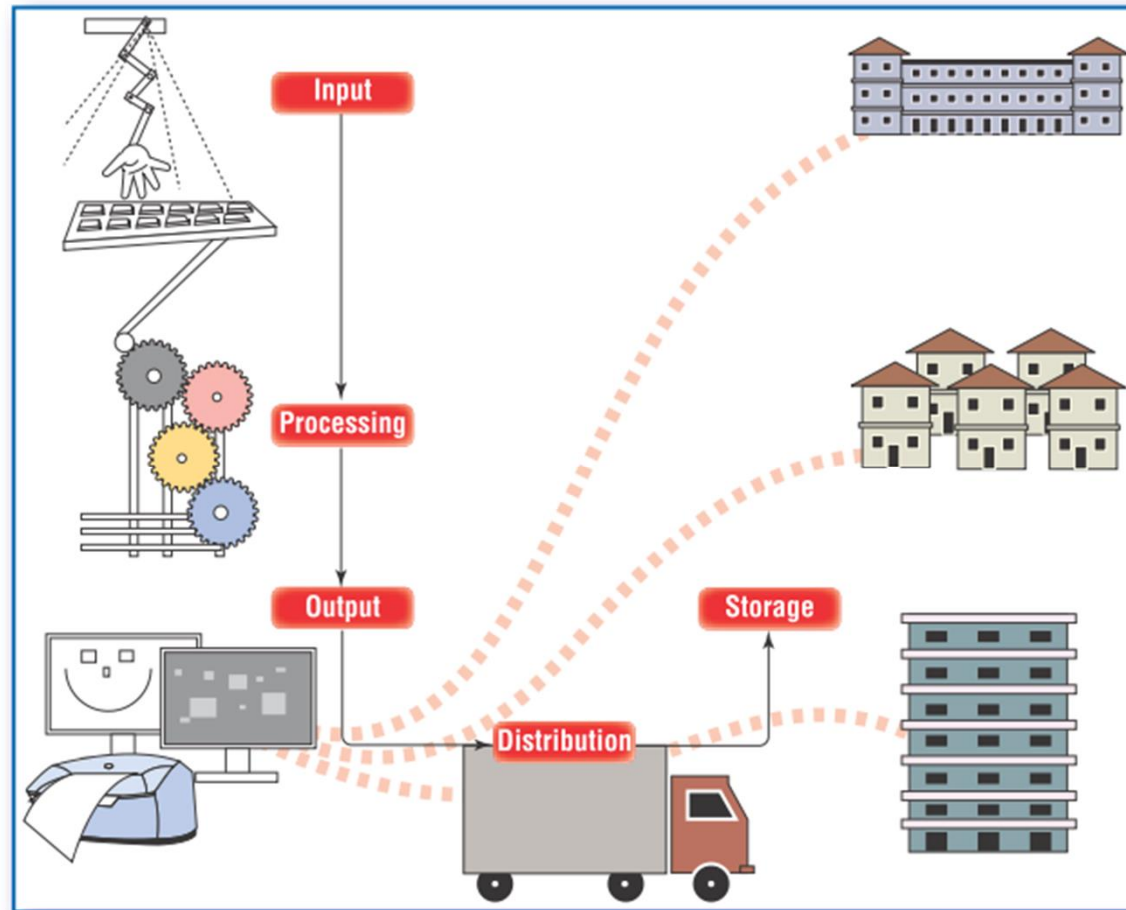
Personal Computers



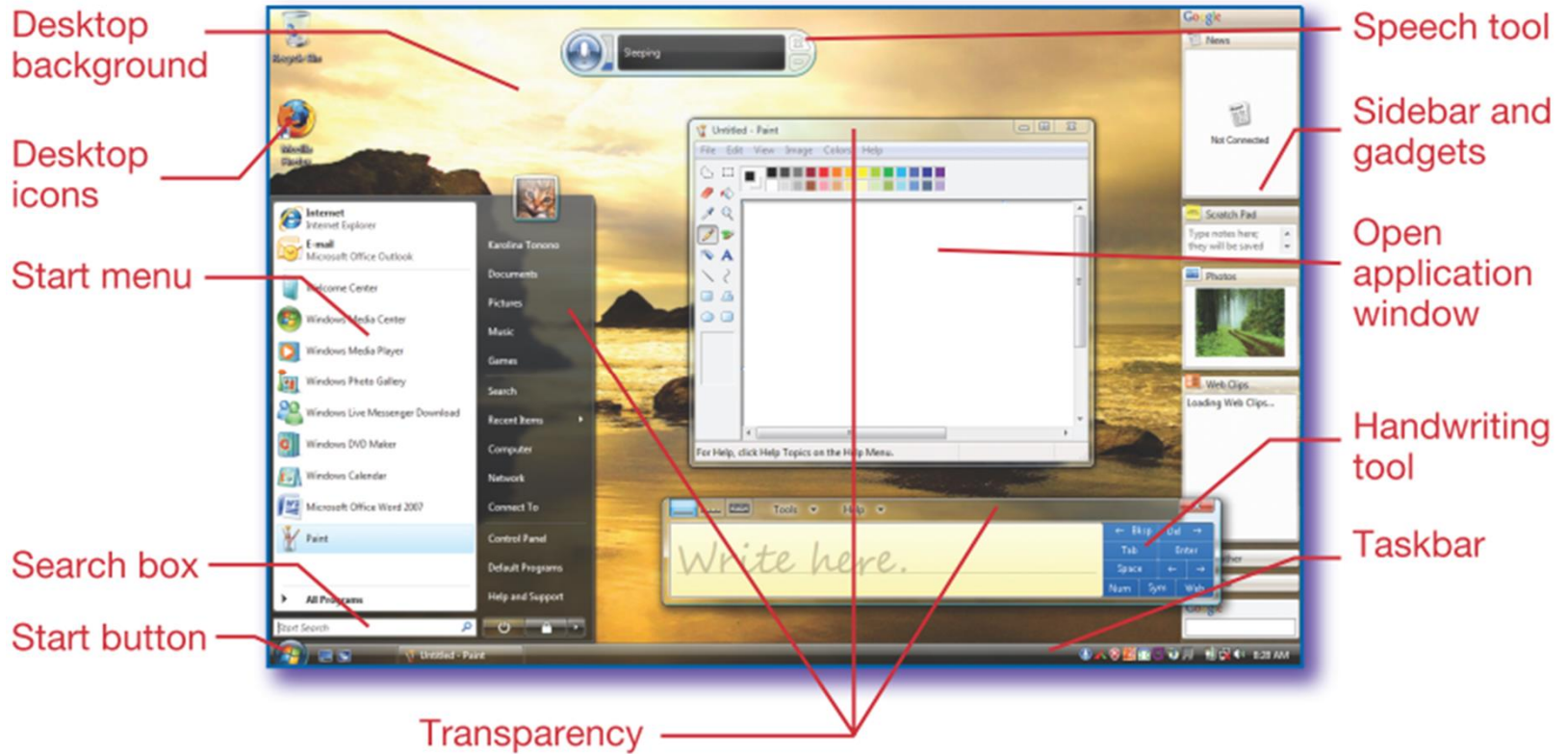
Types of Computer Software

- “ Operating system (OS)
 - . Controls communication with hardware
 - . Controls interaction with user
- “ Application
 - . Generally installed on a local computer
- “ Online app
 - . Runs over the Internet inside a web browser

5 Steps of Information Processing



Windows User Interface



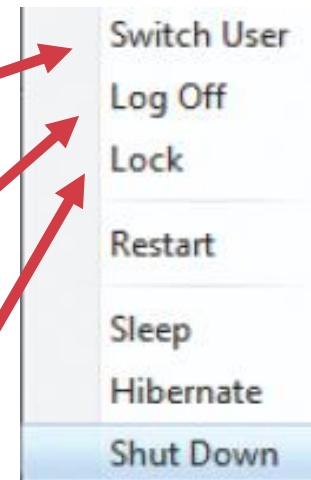
Mousing Around



- “ Left-click to select something
- “ Double-click to open an application, a file, or an image
- “ Click and drag objects around the screen
- “ Right-click to open pop-up menus

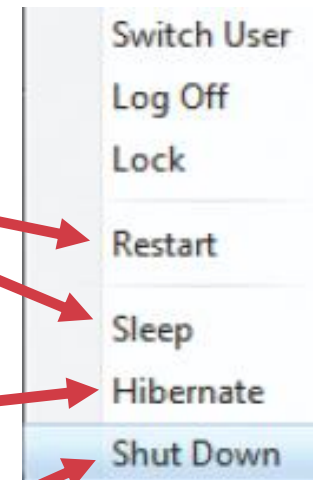
Shut Down Menu Options

- “ Keeps your information in memory while allowing another user to log in
- “ Allows you to log off the system without shutting down the computer
- “ Locks your computer to keep your information safe while you are away.

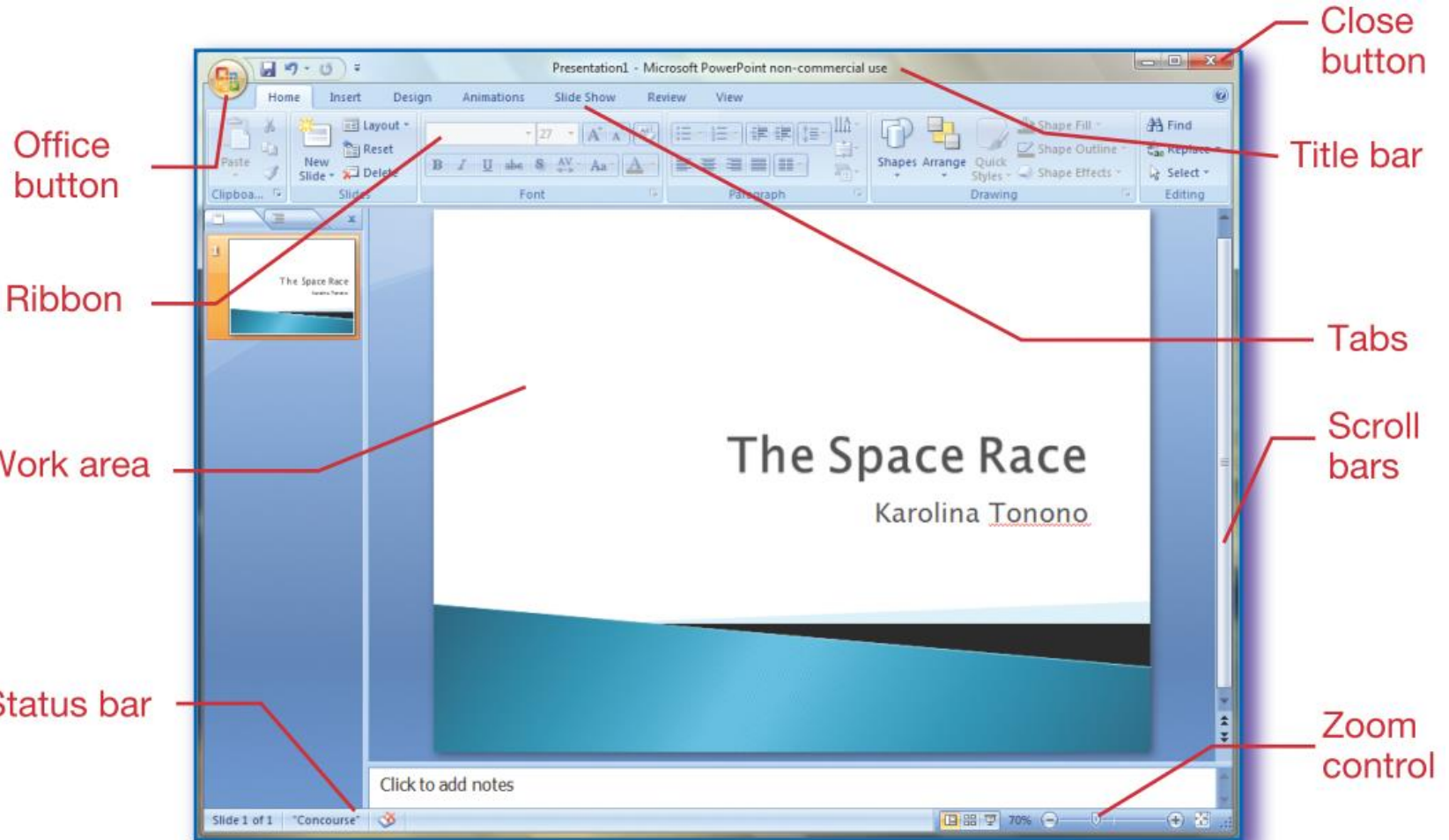


Shut Down Menu Options

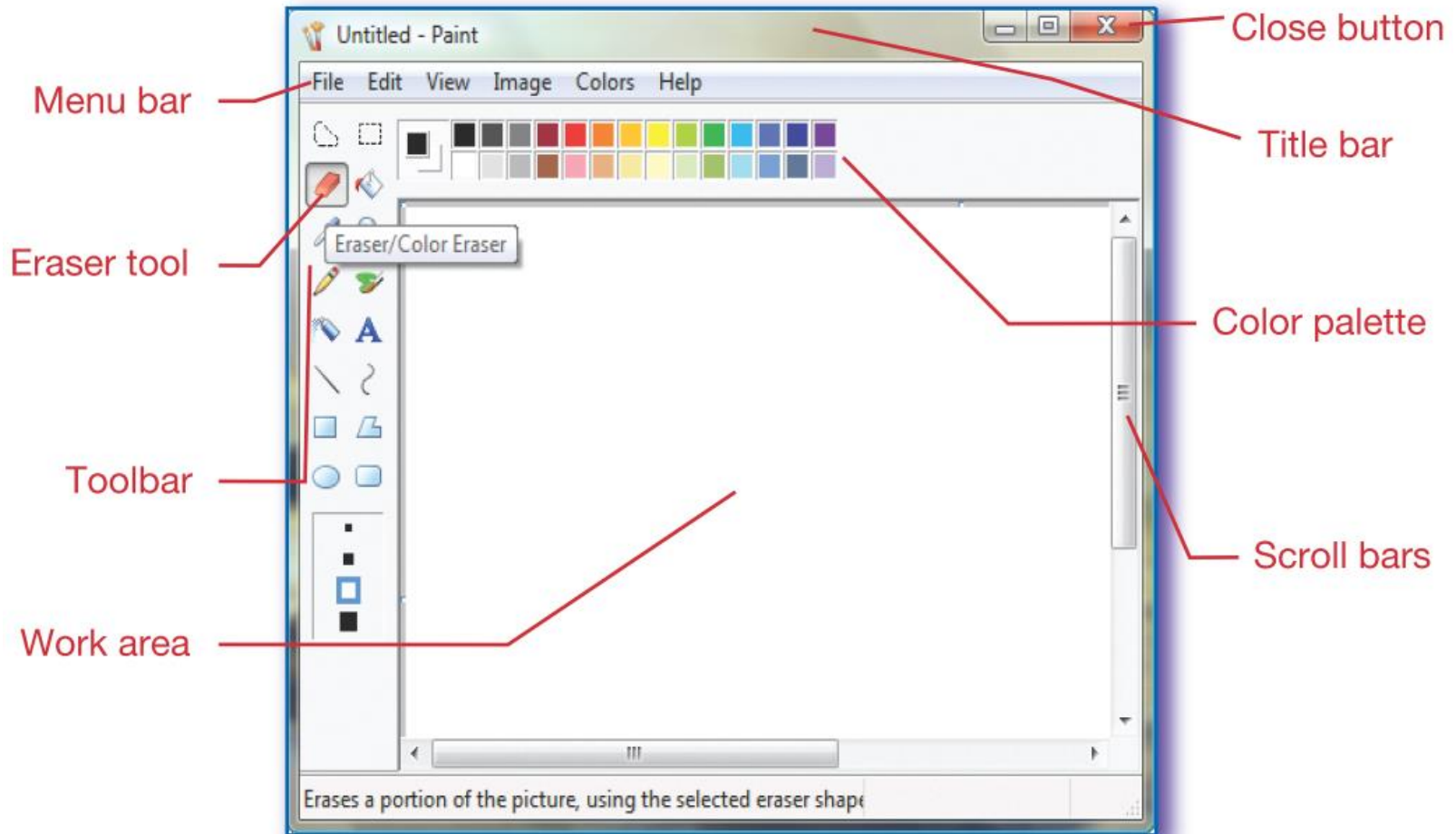
- “ Shuts down completely and then restarts.
- “ Puts your computer to ~~sleep~~ **standby**.
- “ Stores information and shuts down the computer
- “ Completely turns off the computer



Application Window: Powerpoint

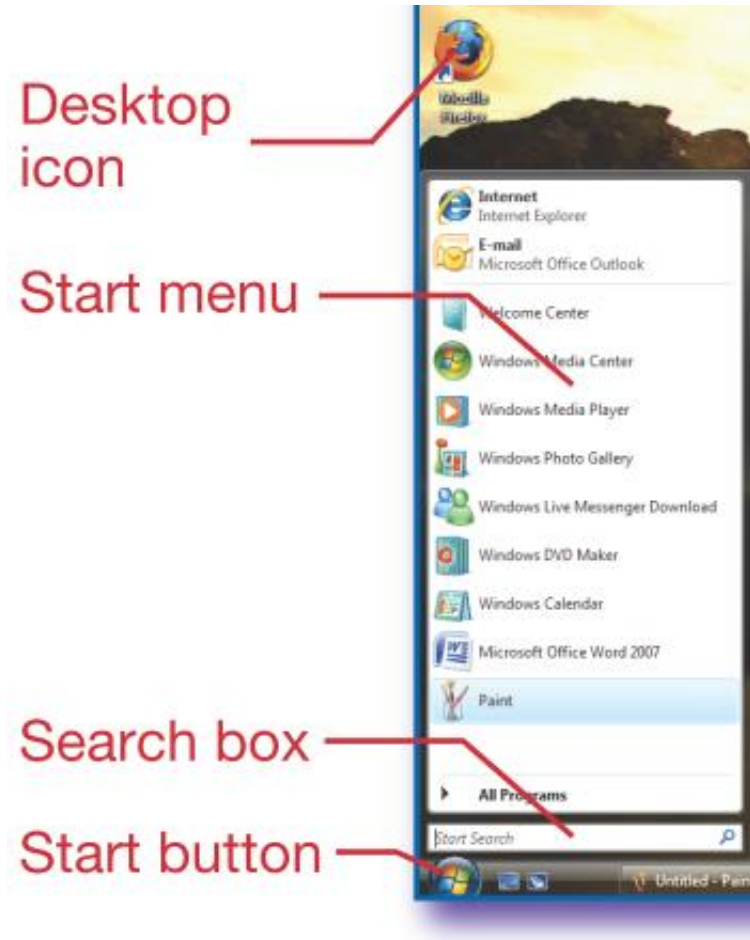


Application Window: Paint



Opening an Application

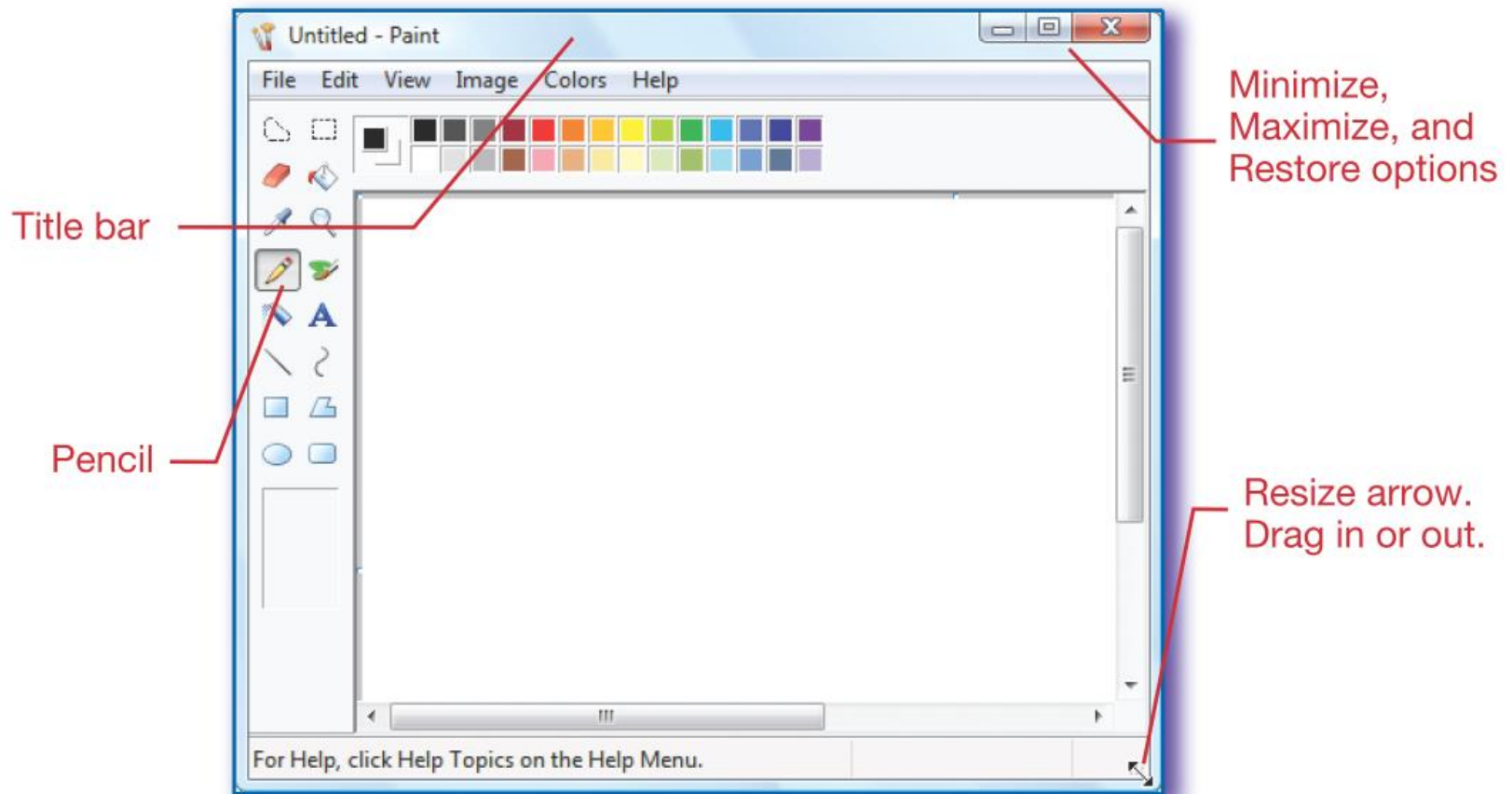
- “ Double click the desktop icon
- “ Select from All Programs list in the **Start** menu
- “ Search



Moving Through Open Windows

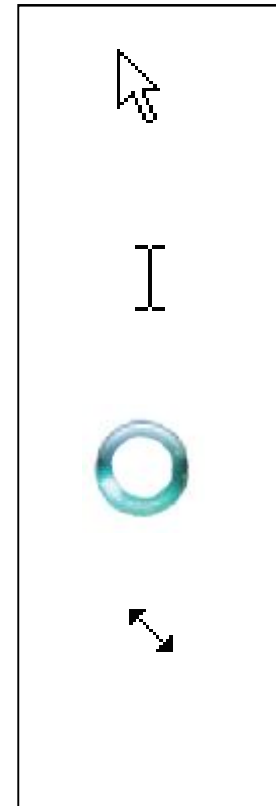
- “ Choose the application from the taskbar
- “ Press ALT+TAB to scroll through open applications
- “ Use the Show Desktop feature by clicking its icon
- “ Scroll by holding down the Windows key+TAB

Resizing and Moving Windows



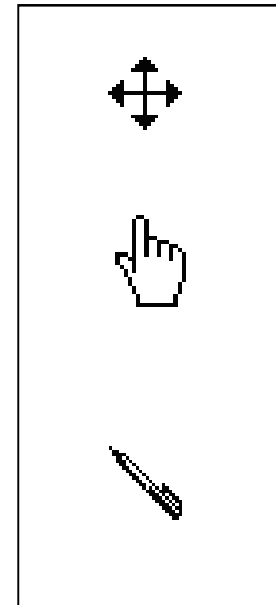
Mouse and Pen Pointer Shapes

- “ Arrow pointer shows where mouse is located
- “ Vertical bar appears in areas where user can enter words or numbers or select text
- “ Busy or spinning pointer indicates that the user should wait
- “ Two-sided arrow indicates a resizing handle or window border

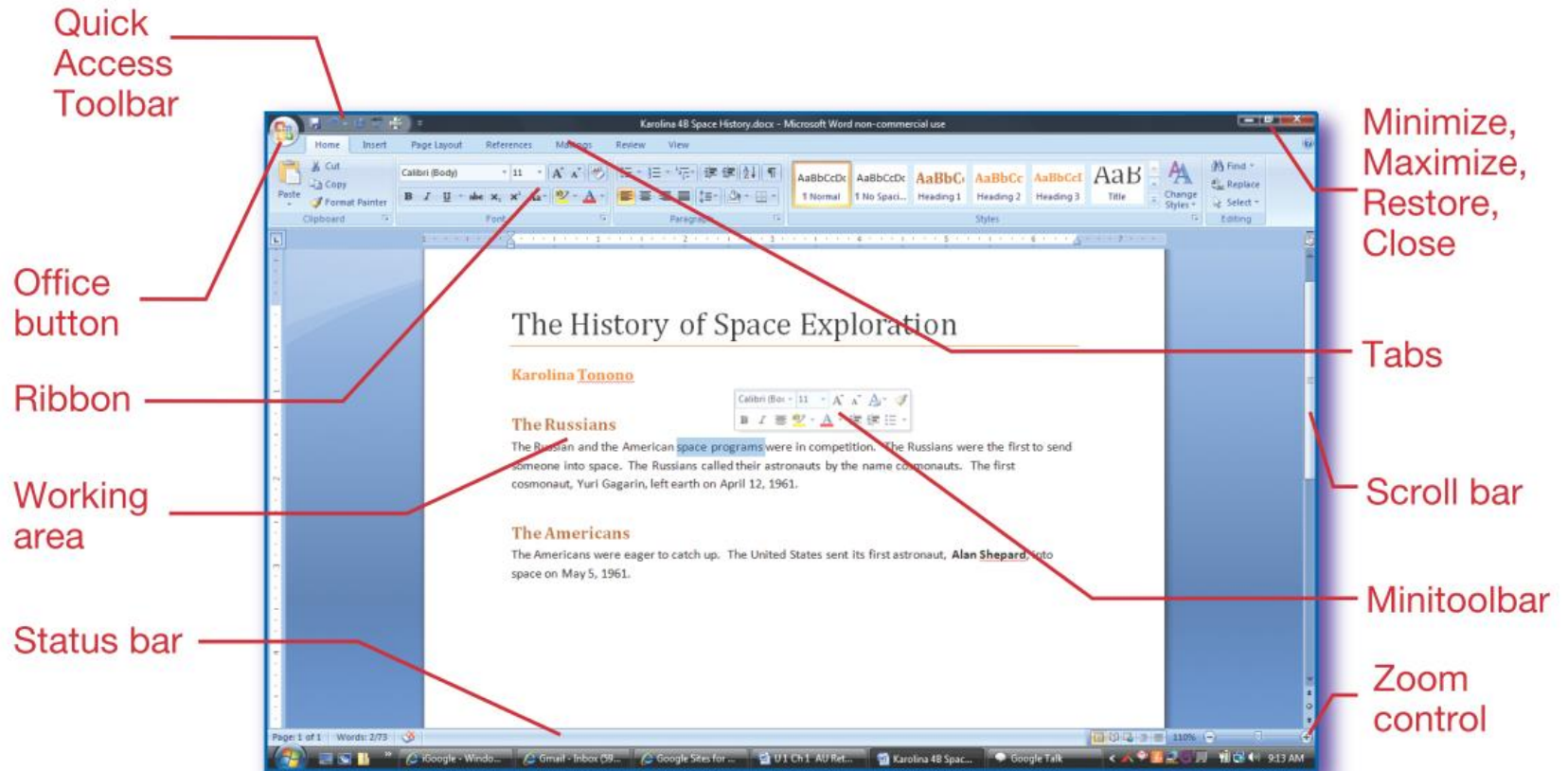


Mouse and Pen Pointer Shapes

- “ Move or four-sided arrow indicates an object can be moved
- “ Pointing hand appears when user points to a hyperlink
- “ Pen appears when using handwriting recognition

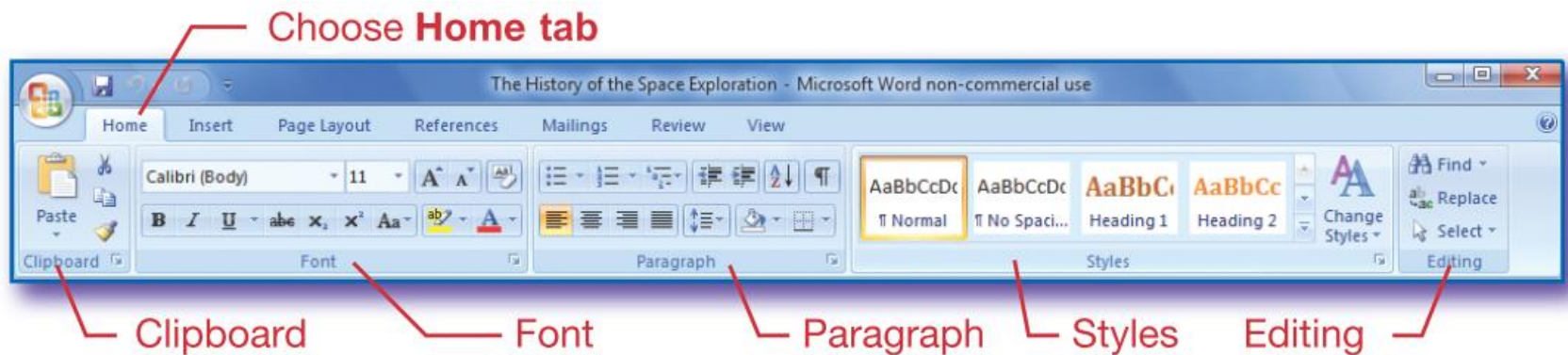


Microsoft Word



Word's Ribbon

“ Each tab (across top) has different groups of commands (on bottom)



Quick Formatting

” Click **Change Styles** more arrow

- And choose **Style Set**

- Or choose

” Select text

- And click **S**

- Or click **B** t

- Or click **I** to

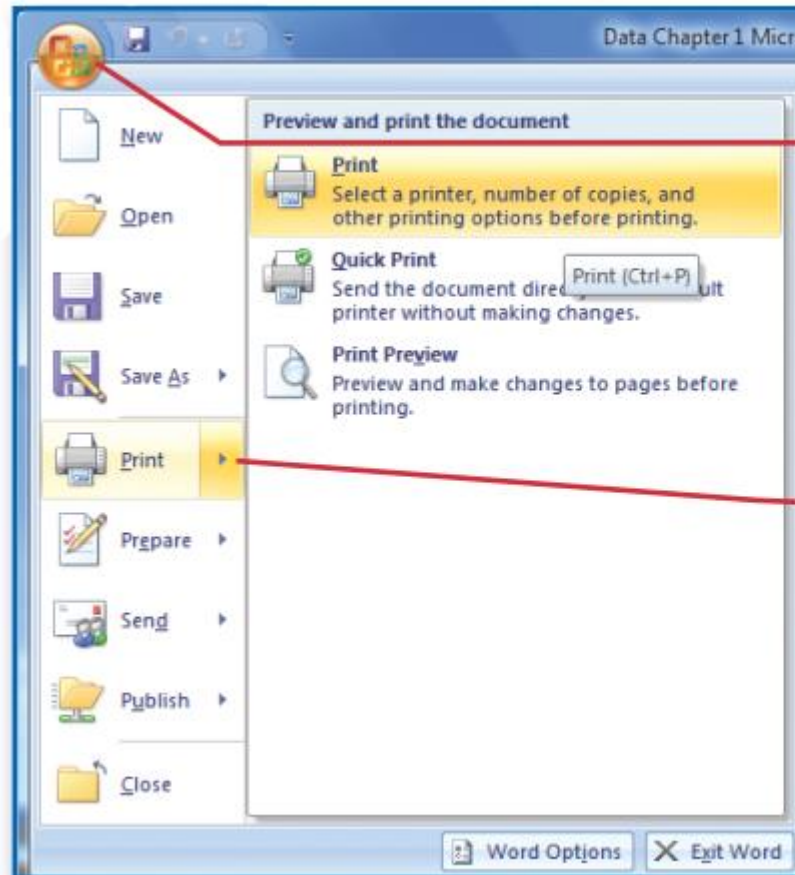


Choose the

Choose the
Change Styles
More arrow

Choose
Colors

Printing



Click the Office button

Select Print

Print Dialog Box

