



COMPUTER:

An electronic device for storing and processing data according to instructions

TWO TYPES:



Desktop Computer

- Do not unplug (needs electricity connection)
- Separate keyboard, mouse and system unit
- NOT portable



Laptop Computer

- Rechargeable battery (OK to unplug)
- Keyboard, mouse and system unit part of the computer
- Mouse is called the touchpad
- Portable

COMPUTER HARDWARE: Parts of the computer you can TOUCH

MONITOR:

- Shows what you are doing
- Also called the 'screen'



SYSTEM UNIT:

- 'Brain' of the computer
- Stores and reads information
- Contains the internal hard drive



KEYBOARD:

- Like a typewriter
- Press keys to type:
 - Letters
 - Numbers
 - Command keys (Enter, space)



MOUSE:

- 'Click' = CHOOSE or SELECT
- 'Double-click' = OPEN
- 'Right-click' = MENU



PRINTER:

- Creates paper copies of documents and images
- Connected to the computer



POWER BUTTON:

- Turns the computer ON and OFF
 - monitor
 - system unit

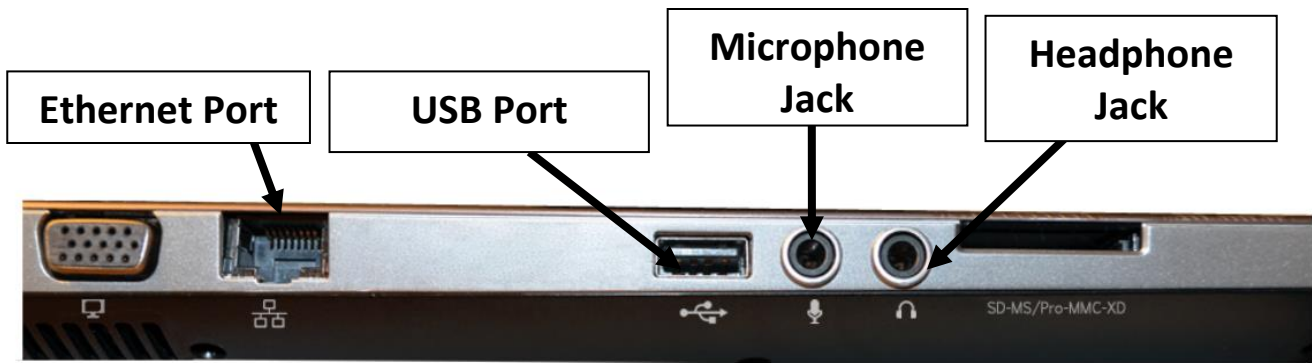


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PORTS



STORAGE DEVICES

HARD DRIVES:

STORE files and information
RETRIEVE files and information



External Hard Drive

Outside computer
Plug into USB
Portable

Inside computer
Do not remove
Not portable

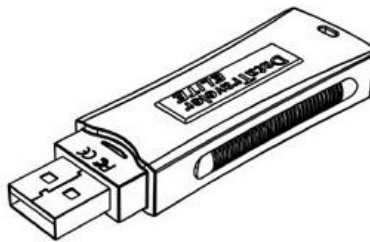


Internal Hard Drive

FLASH DRIVE:

SMALL (size of your thumb)
STORES files

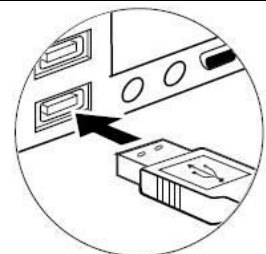
If you use Google Drive or email
your file to yourself, you don't
need a flash drive!



*** Flash Drives can be
purchased at the Learning
Center for \$5.00 ***

USB PORT:

- Small, rectangular port
- Located on the computer or monitor
- Plug your flash drive in here



THE MOUSE

TWO buttons (left and right) and the scroll wheel

***If you are left handed, the mouse buttons can be switched*

'CLICK'

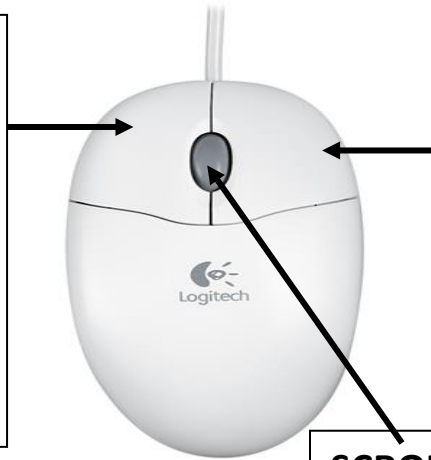
1. Tap left button **1 time** to CHOOSE or SELECT
 - Select a program or file
 - Select a link on the internet
 - Move the typing cursor

'DOUBLE- CLICK'

1. Tap left button **2 times** to OPEN
 - Open programs, files, windows

'CLICK AND DRAG'

1. Tap and HOLD left button to pick up
2. MOVE mouse
3. RELEASE finger to drop



'RIGHT-CLICK'

1. Tap right button
2. See a POP-UP MENU
 - Options
 - Shortcuts for actions (copy, paste, etc.)

SCROLL WHEEL

Move UP and DOWN in a window

- Move *down* - pull the wheel toward you.
- Move *up* - push the wheel away from you.

This is just one way to scroll! You can also click the up and down arrows in the scrollbar on the right side of the window

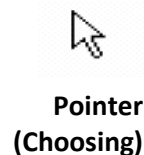
TOUCH PAD:

- Mouse on a laptop
- Drag your finger across the pad to move the mouse
- 'Click,' 'double-click' and 'right-click' using the two buttons below the touchpad



CURSOR:

- Follows your mouse movement on the screen
- Different function = different shape



Pointer
(Choosing)



Text
(Letters)



Link
(New website)

PRACTICE: USING THE MOUSE

1. DOUBLE-CLICK on the Google Chrome icon on the Desktop
 - If you are at the Learning Center, *The Hub* webpage will open. If not, type www.ppl-inc.org/the-hub into the address bar
2. CLICK on the yellow 'Computer' button
3. FIND the link that says *Practice Computer Skills* on the right side of the page
4. Put the cursor ON the link. When you see the hand, CLICK on the link
5. FIND *Mouse Exercises* under Mouse Practice and CLICK on it
6. COMPLETE the mouse practice exercises

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COMPUTER SOFTWARE: tools for operating your computer

OPERATING SYSTEM:

Helps hardware and software work together

- Examples: Windows 7, 8 and 10, Mac OSX, Xubuntu
- PPL has Windows 7



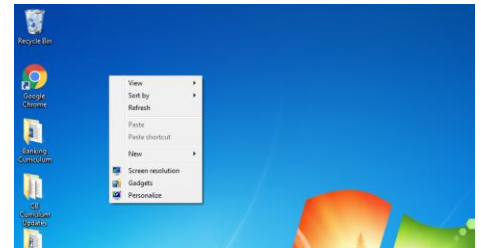
DESKTOP:

The FIRST screen you see

- Contains links to commonly used files, folders, and other computer programs
- If you can't see what is on the screen, can you make it larger? YES. (see instructions on page 9)

DESKTOP MENU:

RIGHT-CLICK on the desktop to see menu options



TASKBAR:

Long bar at the bottom of the screen

- Shows Start Menu, 'pinned' programs, open programs
- Shows time and date, settings (internet connection, volume control)



START BUTTON/MENU:

- Shows PROGRAMS and
- SHUT DOWN/LOG OFF options
- See more on page 6

WINDOWS EXPLORER:

- Opens navigation window
- Access to folders, libraries and storage devices

PROGRAM:

Software on the hard drive that allows you to write a resume, surf the internet, or do other specialized tasks

- Also called an "application"

ICON:

Each program has a unique PICTURE



FOLDER:

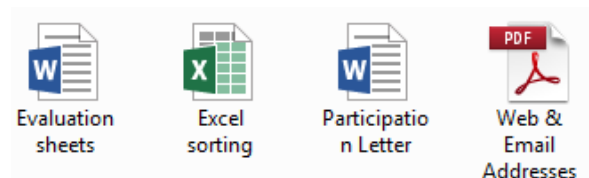
Store files (documents, spreadsheets, etc.) inside

- Organize files by giving folders labels

FILE: (inside a folder)

Information you CREATE and SAVE with a name

- File icon matches program icon



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RECYCLE BIN: (also called “trash”)

“Drag and drop” a file or folder to delete

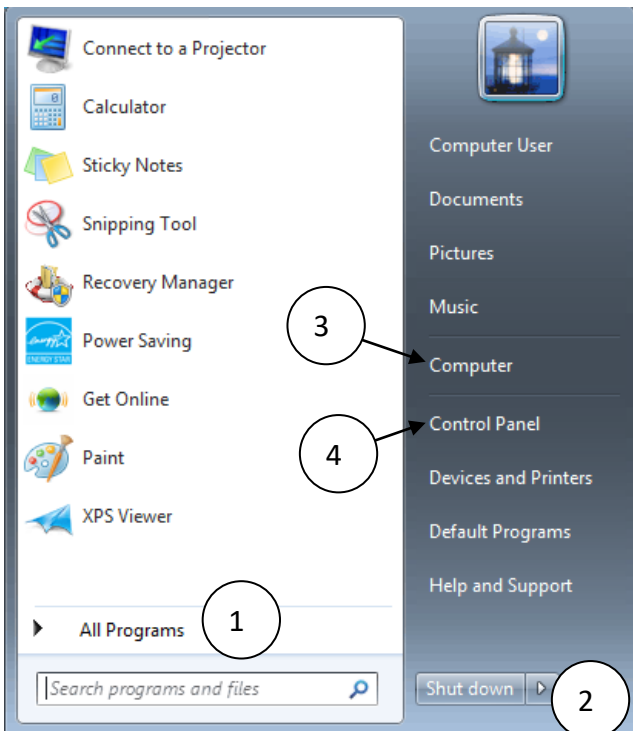
- Right click, then select *Empty Bin* to delete files forever



SOFTWARE UPDATE:

- Program that fixes problems or updates a computer program
- Program wants to give you their newest version. If you want the new version, you can “install” the update. If you don’t want it, click the other option (“no”, “later”, “cancel”)
- Common updates: Java, Adobe Reader and Windows Updates
- **Your computer is NOT broken! This is a good thing!**

START MENU

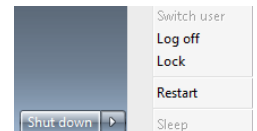


1. ALL PROGRAMS

- Shows all programs ‘installed’ on your computer
- Search for a program in the search bar
 - OR scroll through all programs to find it

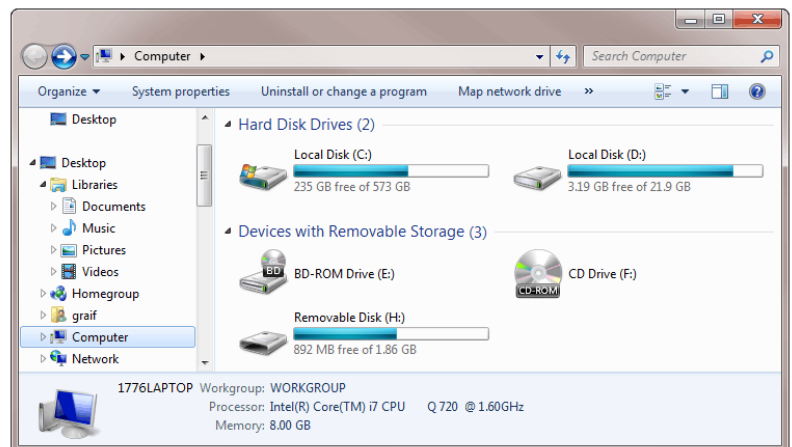
2. TURN OFF/LOG OFF COMPUTER

- Shut down – turns off the computer
- Log off – return to log-in screen
- Restart – turns computer off AND on again



3. COMPUTER

- Storage devices are located here
- Flash drives show here



4. CONTROL PANEL/SETTINGS

- Access computer settings
- Make text and objects larger,
- Change mouse settings
- Add parental controls to user accounts

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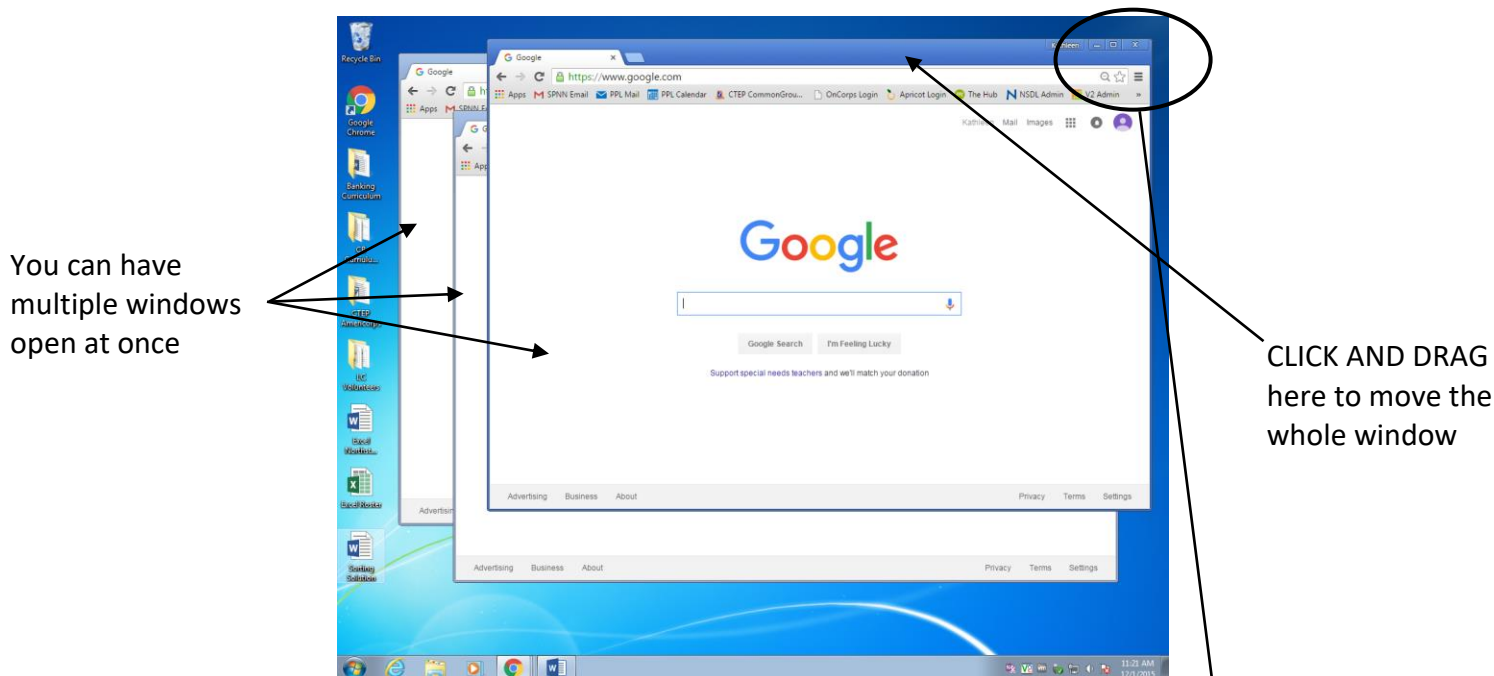


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PRACTICE: THE START MENU

1. CLICK the *Start Button* to open the Start Menu
2. CLICK on *All Programs*
3. CLICK on the scroll bar arrows to find the FOLDER named **Microsoft Office 2013**
4. CLICK in the folder
 - a. Now you can see all programs under Microsoft Office
5. CLICK on Word 2013 to open the program

WINDOW: the frame where you can see an open program, file or folder



1. MINIMIZE:

SHRINKS window, STORES it in the taskbar
DOES NOT close the program



2. MAXIMIZE:

Increases window size to FULL PAGE



3. RESTORE DOWN:

Decreases full page window to SMALLER window



4. EXIT:

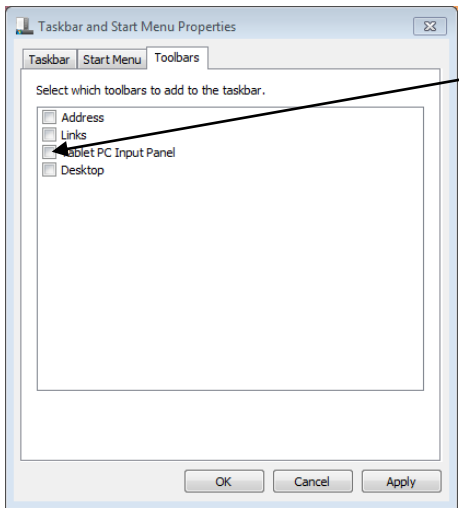
CLOSES window
This X appears in ALL windows. You can always click on the X to make a box disappear



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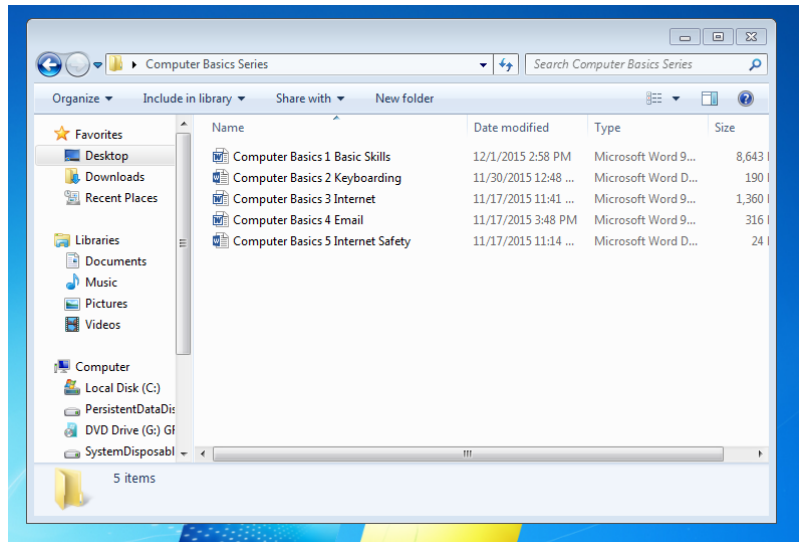
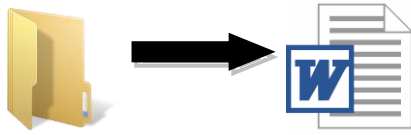
SELECTING OPTIONS INSIDE A WINDOW:

1. RIGHT-CLICK on the taskbar
2. CLICK 'Properties' in the menu
3. CLICK the Toolbars Tab
4. CLICK on the blank checkbox to select an option
5. CLICK again to un-select the option
 - Removes the check from the checkbox

FILE AND FOLDER ORGANIZATION

How do I find a file?

1. Click on Windows Explorer
2. On the left side are places on the computer where files are kept (Desktop, Downloads, and so on)
3. Folders are a way to organize files



PRACTICE FINDING A FILE:

1. CLICK on the Windows Explorer
2. CHOOSE each of the following:

GENERAL location →

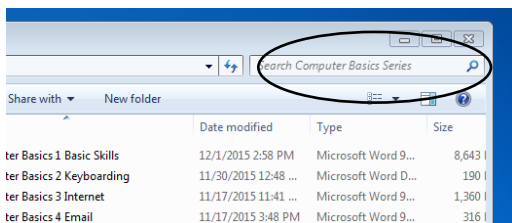
SPECIFIC folder → FILE

Desktop →

Computer Basics Series →

Computer Basics 4 Email

FORGOT WHERE YOU SAVED A FILE?



Type the file name here to search!

- CLICK on a general location (*Desktop, Libraries, etc.*) in the navigation panel to do a wider search

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PRACTICE:

Move a document to *My Documents*:

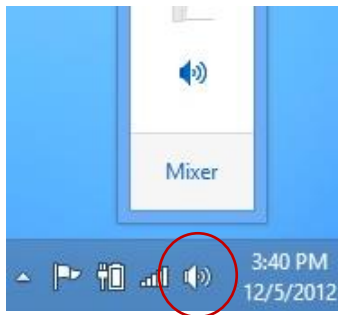
1. CLICK on the Windows Explorer
2. CLICK on *Desktop* in the navigation panel
3. CLICK on *Workshop Documents*
4. CLICK AND DRAG the file 'Excel 3 Practice' from *Workshop Documents* to *Documents*
5. CLICK on *My Documents* to check—is 'Excel 3 Practice' in the folder?

Move the document back to its original place:

6. CLICK AND DRAG 'Excel 3 Practice' from 'My Documents' to 'Desktop'
 - a. CLICK 'Desktop'
 - b. CLICK AND DRAG 'Excel 3 Practice' to 'Workshop Documents'
 - c. CLICK on 'Workshop Documents' to check your work—is 'Excel 3 Practice' back in Workshop Documents?

CHANGING THE VOLUME

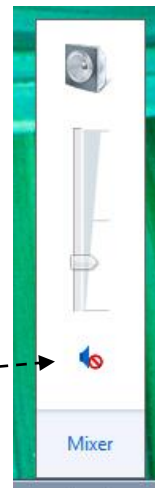
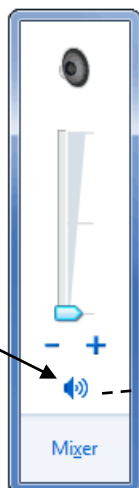
1. Find the speaker symbol in the taskbar (bottom right)



2. CLICK one time
3. CLICK AND DRAG the tab UP to make the sound LOUDER
 - OR click the '+' until the tab reaches the top **you will find this option on the assessment
4. CLICK AND DRAG the tab DOWN to make the sound SOFTER
 - OR click the '-' until the tab reaches the bottom ** you will find this option on the assessment

MUTE

To mute the sound (no sound), CLICK the speaker one time



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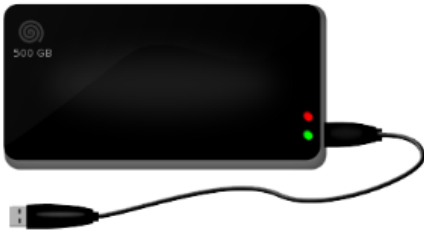
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REVIEW:

STORAGE DEVICES:

Write the name of the storage device below the picture:

flash drive	internal hard drive	external hard drive
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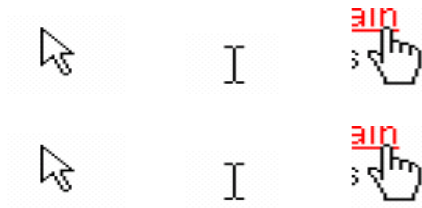


MOUSE:

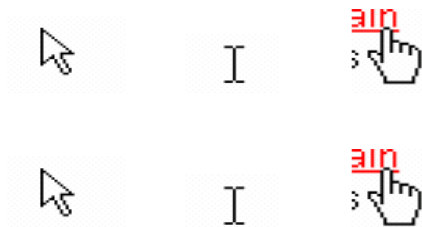
Double-click on the 'Workshop Documents' folder. What happens?

CURSORS:

Circle the cursor that will open a file folder.



Circle the cursor that will write in a document.




Circle the cursor that will open a hyperlink.



DESKTOP MENU:

How do I open my desktop menu?

FOR YOUR INFORMATION: CHANGING SCREEN SIZE

1. Open Screen Resolution by clicking the **Start** button , clicking **Control Panel**, and then, under **Appearance and Personalization**, clicking **Adjust screen resolution**.
2. Choose one of the following:
 - **Smaller - 100% (default), Medium - 125%, Larger - 150%.**
3. Click **Apply**.
To see the change, close all of your programs and then log off Windows. This change will take effect the next time you log on.

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SKILLS ON THE NORTHSTAR ASSESSMENT:

Correct: (40 out of 40)	
MASTERED BASIC COMPUTER SKILLS	
✓	Tell the difference between a desktop and laptop computer.
✓	Identify parts of a computer.
✓	Plug in headphones correctly.
✓	Identify a mouse and a touchpad.
✓	Identify mouse pointers.
✓	Demonstrate understanding that mice can be customized.
✓	Demonstrate understanding that screen resolution can be changed.
✓	Demonstrate understanding that software programs are upgraded periodically.
✓	Identify storage media.
✓	Demonstrate knowledge of keys on a keyboard.
✓	Turn a computer and monitor on and off.
✓	Log on to a computer.
✓	Double click and right click.
✓	Drag and drop.
✓	Use a mouse to select check boxes, use drop-down menus, and scroll.
✓	Adjust volume and mute audio.
✓	Identify icons on a desktop.
✓	Use the recycle bin for trashing and retrieving items.

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