TECH TUTOR

Computer Basics

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Computer Basics

The KCLS Tech Tutor Program offers free One-on-One Computer Help and Computer Classes. Go to **kcls.org/techtutor** for upcoming Tech Tutor sessions, learning online and class manuals. This manual is for *Computer Basics* class held on KCLS computers running Windows 7.

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Signing In to Library Computers

For personal use of library computers, sign in with your library card number and Personal ID number.

For a computer class, sign in with these codes:

627837

1212

Note: Be careful not to type the letter "O" for a zero (0) or the letter "l" for a one (1).

In this class, you will…

Learn computer basics, including:

- What a computer is
- How to use computer hardware
- How to use computer software

What is a Computer?

A computer is a machine you use to work with electronic information. Some examples of work you can do with a computer are make documents, send electronic mail and read information on the Internet. A computer needs computer hardware and software to do the work you want it to do.

Computer Hardware

Computer hardware is any physical part of the computer. For example, the monitor is where you see words and images; the keyboard is what you use to type words and numbers; the mouse is what you use to move around the computer screen; and the system unit is where other important parts are kept.

The monitor is where you see words and images

The system unit is where the computer storage, and more, is kept

The keyboard is what you use to type words, numbers and more

The mouse is what you use to move around the computer screen

Hardware for a desktop computer system

Computers come in different shapes and sizes. The computer pictured above is a desktop computer; the computer pictured to the right is a laptop computer. A laptop computer looks different than a desktop, but it has hardware to do the same type of work. What is different between the desktop and laptop computer? What is similar? Do you know of other types of computers?

A laptop computer

Computer Software

Computer Software is the set of instructions a computer needs to do different types of work.
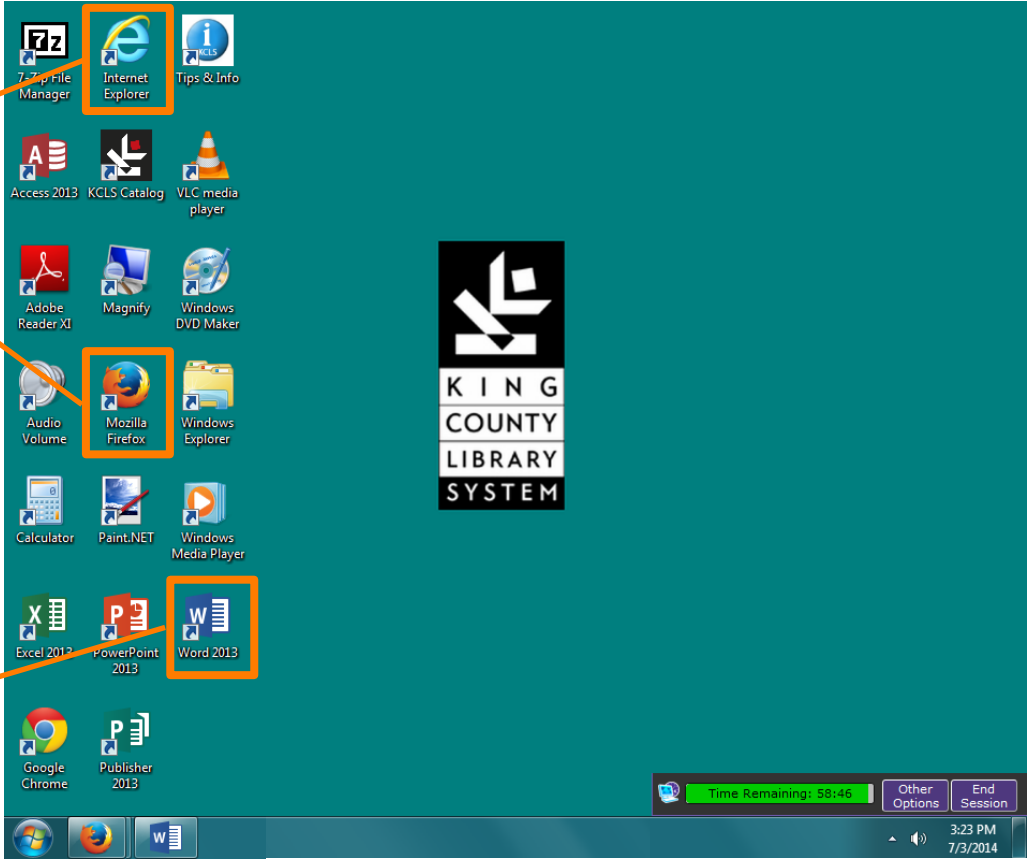
The **operating system** is the main software program on any computer because it gives the most basic instructions to do all other work. For example, the operating system recognizes the typing from the keyboard, movement from the mouse, and instructions from other software programs. KCLS computers use the *Windows 7* operating system.

Other examples of important software programs are *Microsoft Word* for creating documents, and *Internet Explorer* for getting and showing information from the Internet on the monitor.

Software programs are shown as icons (small pictures with a name below) on the computer desktop screen (see below). The **computer desktop screen** is the first screen you see on the monitor when the computer first turns on.

A **web browser** is the type of software a computer needs to get and show information from the Internet. *Internet Explorer* and *Mozilla Firefox* are web browsers by two different companies.

A **word processor** is the type of software a computer needs to create documents. *Microsoft Word* is a popular word processor program.

The computer desktop shows software and other controls you can use

Remember, computer hardware and software work together. Next, you will learn how to use computer hardware.

How to Use Computer Hardware

Computer hardware is any physical, tangible part of the computer, such as the mouse or keyboard. In this class, you will learn basic hardware skills for a desktop computer.

The computer mouse

The mouse controls movement of the cursor on the screen. The cursor shows you where you are on the screen. The mouse also has two buttons you can press or click for different types of actions. The actions you can take depend on the location of the cursor and the mouse button you use.

Mouse Cursor Shapes

The **mouse pointer arrow** shows where you can select an action.

The **pointing hand** means an object or text is a link.

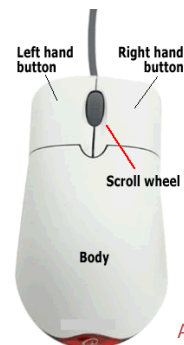The **I-beam** moves the insertion point and shows where you can type.

The **insertion point** is a blinking vertical line that shows where you can type text.

Mouse Buttons

You use the **left hand button** to select an action.

You use the **right hand button** to access a shortcut menu.

You use the **scroll wheel** to move up and down the screen.
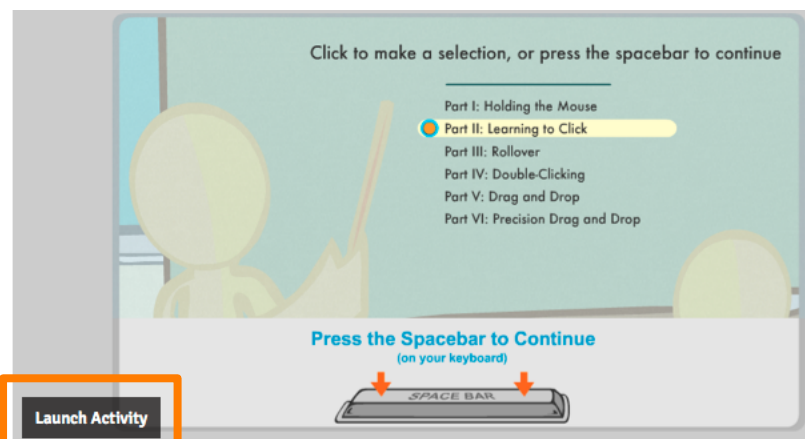
A computer mouse

Mouse Tutorial

You will take a mouse tutorial (training) in a web browser. To get started:

1. Place mouse pointer arrow on link below
2. Click the left mouse button once
   (This is a link that will open a webpage)
3. Scroll down to "Launch Activity" box
4. Place mouse pointer arrow over box
5. Click left mouse button one time

   gcflearnfree.org/mousetutorial

Ask your teacher or a classmate for help if you need it. Complete the tutorial or stop when the teacher asks you to stop. You can complete it later or return for more practice.

Picture of mouse tutorial screen

Click the left mouse button one time over this button to select the action

The Computer Keyboard

The computer keyboard has many keys for typing information into the computer and performing special functions. Below are some of the most important keys.
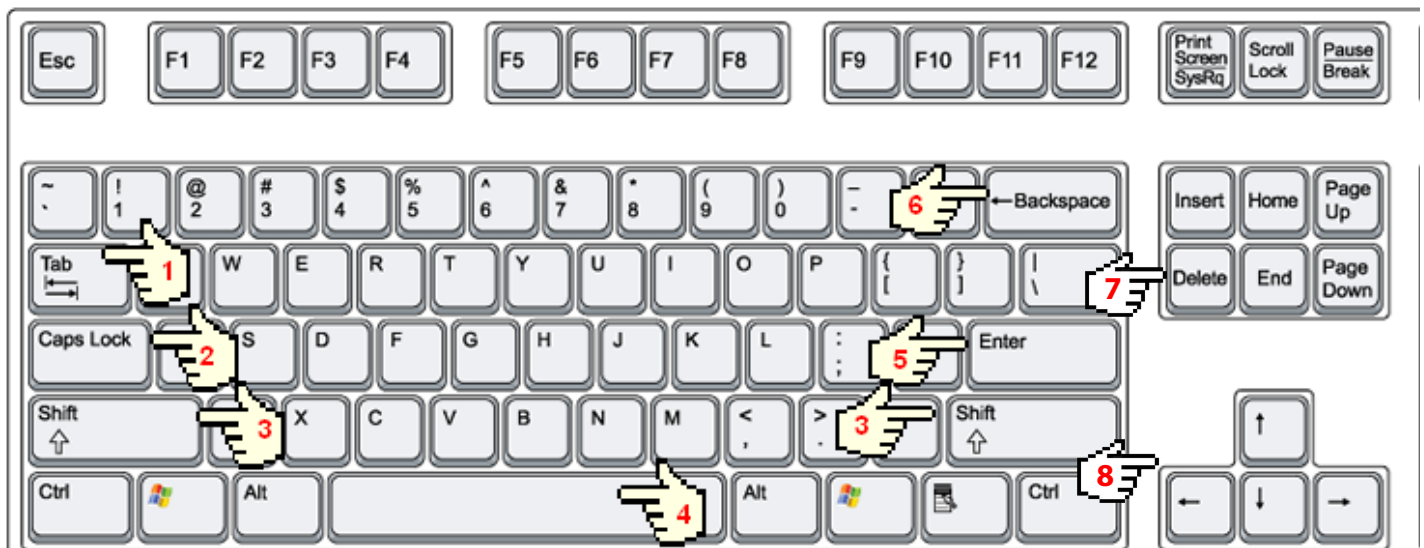

Diagram of a computer keyboard

Important Keys on the Keyboard

1. **Tab** moves the cursor, and any text to the right of it, several spaces
2. **Caps Lock** capitalizes all letters when you type
   - Press once to turn on, press again to turn off
3. **Shift** capitalizes one letter at a time
   - Press and hold Shift while typing the letter
4. **Space Bar** creates one space between letters or numbers
5. **Enter** skips to the next line
6. **Backspace** moves cursor to the left to erase
7. **Delete** erases to the right of the cursor
8. **Arrow Keys** move the cursor around the text area

Keyboard Tutorial

Learning to use the keyboard takes a lot of practice. Click the link below to begin a typing exercise.

typingweb.com/tutor/courses/

Focus on the course content area shown at right; ignore all the ads. Click "The Home Row Keys" and wait a moment for the tutorial to load. You can also try these excellent

Typing Instructor Web - kcls.typinginstructor.com (requires an email account to sign up)

GCF tutorial - gcflearnfree.org/labs/typing/play (requires speakers or headphones to listen)

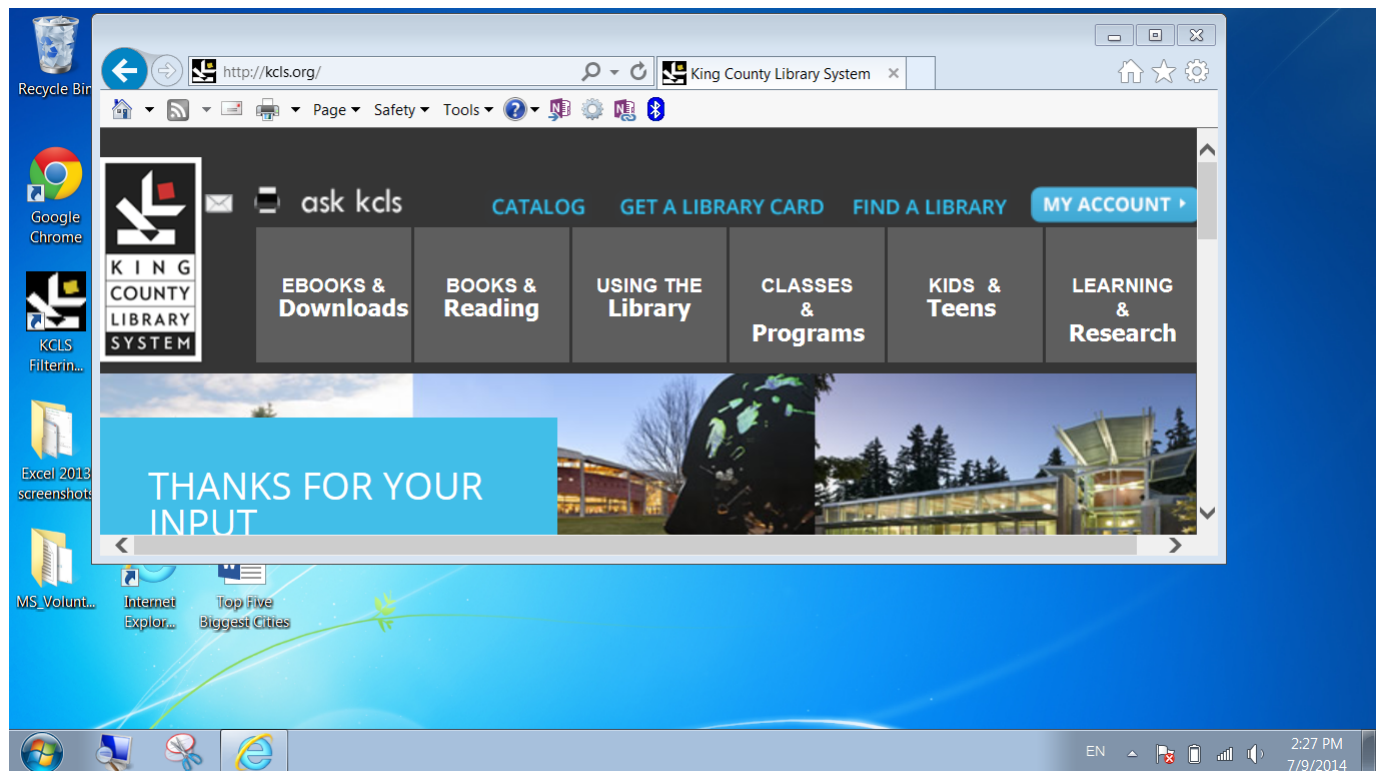| ▼ Beginner Course	start »
▶▶ The Home Row Keys	begin »
◯ The Top Row Keys	begin »
◯ The Bottom Row Keys	begin »
◯ Homerow and Beyond	begin »
◯ Venturing Out	begin »
◯ Easy Home Row Words	begin »
◯ Easy Top Row Words	begin »
◯ Easy Bottom Row Words	begin »
◯ Beginner Wrap Up	begin »

Typing exercise options

How to Use Computer Software

Computer software is the set of instructions a computer needs to do different types of work. For example, to get and display information from the Internet a computer needs a web browser (like Internet Explorer or Firefox). To create a text document, the computer needs word processing software, like Microsoft Word. Before you learn more about software, you should understand windows.

Using Computer Windows

When you use software on a computer, the text, pictures, and controls display in a window. Below is an example of an Internet Explorer window displaying the KCLS website. Windows appear "on top" of the computer desktop.

Window control buttons are in the top right corner of the window.

The **maximize-restore** button makes the window full-screen or smaller for resizing manually

The **minimize** button hides the window in the taskbar as an icon

The **close** button closes the window and the software program

The scroll bar lets you see parts of page or document you're working on that are not in view of the window. The scroll bar is on the right side of the window, and sometimes toward the bottom of the window. Click the top arrow to move up, and the down arrow to move down. If you have a scroll bar at the bottom, you would click left arrow to move view to the left, right arrow to move view to the right.

Using Microsoft Word Software

You will practice basic functions of the popular Microsoft Word software.
On the KCLS computer desktop, double-click the left mouse button
to open Microsoft Word software from the desktop.

Word 2013 desktop icon

Practice using the mouse and keyboard in Microsoft Word:

1. Left-click into the large white area (Note mouse pointer shapes and behavior)
2. Type the line of text you see below (Replicate capitals and spaces)

> **This is an exercise in Computer Basics class at KCLS.**

Practice saving a document:

1. Click File tab
2. Click Save
3. Type your name for this practice file
4. Choose "My Documents" folder
5. Click Save

NOTE: On a library computer you can temporarily save to the "My Documents" folder, but all information will be erased at the end of your session. Most computers default to My Documents.

Practice opening a saved document:

1. Double-click the Windows Explorer icon on the desktop.
2. Double-click on the Word file with your name on it.
3. You may resume your work where you left off.

NOTE: There are other good options for saving documents including flash drives or "the cloud". Learn more about these options in Microsoft Word classes and other KCLS resources for computer learning.

More Computer Learning from KCLS

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Please visit **kcls.org/usingthelibrary/computers/** to learn more about using KCLS library computers.

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