# Computer Basics Handouts: Computer Basics

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# **HANDOUT 1A: LESSON GOALS**

# During this lesson, you will:

 _ 1 Learn basic computer terms
 _ 2 Learn about folders, menus and windows
3 Practice using the mouse

## **Part I – Computer Terms**

#### 3. Monitor



## 1. Computer or CPU (central processing unit)

The main part, or "brains" of a computer. The CPU interprets and carries out program instructions.

## 2. Keyboard

The keys that operate the computer, very much like a typewriter, with extra keys for special functions.

#### 3. Monitor

The part of a computer system that contains the computer screen, where information is displayed.

## **Part I – Computer Terms**

#### 4. Mouse

A small hand-held device that controls the position of the cursor on the computer screen. Movements of the mouse correspond to movements of the cursor. (See Cursor in Part II)

#### 5. Mouse Pad

The pad on which you move the mouse.

#### 6. Speakers

Devices that allow you to hear sound from the computer.

#### 7. Hardware

The physical parts of a computer system.

#### 8. Software

The instructions that tell the computer and computer networks what to do. Software is installed inside the computer.

#### **Part II – More Computer Terms**

#### 9. Desktop

The information that appears on the computer soon after the computer is turned on. The desktop contains a number of icons, or images, that you can click on to start programs.

#### 10. Icon

A small picture or image representing a command (such as print), a file, or a program.

When you click or double-click on an icon, you start a command, open a file, or launch a program.



## 11. Folder(s)

Similar to storing files in a physical file cabinet, you store computer files, such as documents or pictures, in a folder. To open a folder you double-click on the folder icon with the left mouse button. When you open a folder its contents will appear in a **window** (see term #16).

## **Part II – More Computer Terms**

#### 12. Cursor

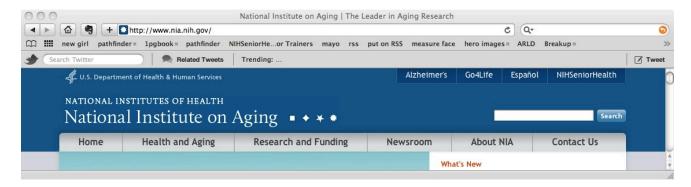
A small image on the screen indicating where you are pointing; the mouse controls the movements of the cursor. The cursor can appear in different forms, including:

L <sub>G</sub>	Arrow	Indicates where your mouse is positioned on the screen
£	I-beam (often blinking)	Marks a place on the screen where you can enter or select text.
<b>№ ▼</b>	Moving circle or hourglass	Indicates that the computer is doing a task. You must wait until it disappears before proceeding.
45	Pointing hand	Indicates that you are hovering over a link, which when clicked opens a website window.

#### **Part II – More Computer Terms**

#### 13. Browser

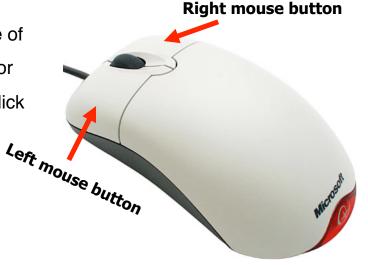
Software, such as Mozilla Firefox, Internet Explorer, Google Chrome or Safari are used to access the **web** (web defined in Lesson 2).



#### 14. Clicking

Pressing and releasing a button on a mouse to select or activate the area on the screen where the cursor is pointing.

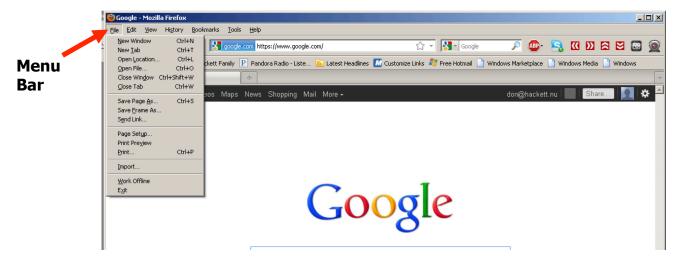
Usually, you click on the left side of the mouse (called a left click). For more advanced functions, you click on the right side of the mouse called a right click).



## **Part III – More Computer Terms**

#### 15. Menu

The menu bar contains commands that you select to make choices in a program.



## 16. Window(s)

A framed area of a computer screen that appears in front of the desktop. Sometimes the appearance of a window means that you have entered another website or it may mean you are still on the same website. You can have multiple windows open at a time. The active window moves to the front of the others. Click on the minimize button to hide a window, often indicated by an underscore (\_) or minus sign (-) in a top corner. The window disappears, but you can bring the window back by clicking on its button in the task bar (see diagram).

