



# THE BASICS: Getting Comfortable With Computers!

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## Computer Glossary

### **Central Processing Unit (CPU)**

It is the brains of the computer. It is located in either a desktop (your monitor sits on top of it) or tower (your monitor sits to the side of it) case.

### **Monitor**

Looks like a television screen. This is where you see what your computer is doing.

### **Keyboard**

Usually connected to the computer with a cord. It is like a typewriter keyboard with extra keys.

### **Hard Drive**

Commonly known as the C drive, it is usually inside the case with the CPU. This is the drive that stores most of your programs and files. Drives can have different amounts of memory. More memory is usually considered good.

### **Diskette Drive**

Commonly known as the A drive, you put your diskette in here. In the library you must save your files to the diskette in the A drive not C drive.

### **CD-ROM Drive**

Commonly known as the D drive, it looks much like an audio CD player. It has a button that you push to open and close the drawer, which has a circular slot that you put the CD into. Some computers don't have CD drives.

### **Mouse**

This is a device to input clicked commands to your computer. Mice come in different styles. By moving the mouse you move the cursor on the computer monitor.

### **Ports**

Located on the back and sides of your computer. These are slots to plug devices into, like printers, keyboards, speakers, etc. It's OK if your computer doesn't have every port plugged up.

### **Modem**

Optional device you can use to connect to other computers over a phone line. It can be built into the case or outside as a peripheral device. A phone cord is run from the modem into a phone jack and then special software is used to make the connection.

### **Icon**

Symbol or figure used to identify a certain feature or program.



## Basic Computer Training

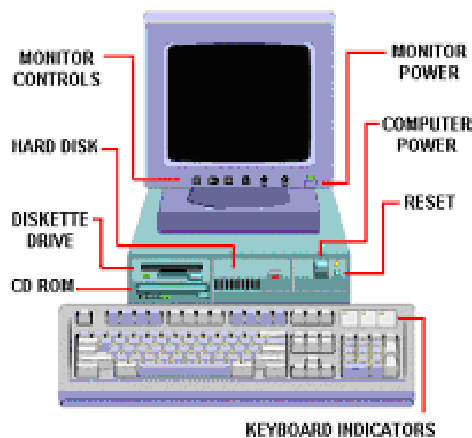
### How to Turn on the Computer

Locate the on/off switch for your computer. For most desktop computers, this is on the CPU. Push in the switch solidly just once. If it engages, you should hear the hard disk inside begin to spin. On most computers, a small light, usually green, turns on next to the switch. Your computer has begun "booting."

If you don't see anything on the screen, or if there is no green light on, you may need to switch on your monitor.

You do this by pushing in the switch located on the monitor.

*Illustration 1*



### Commonly used Microsoft Office Programs and Features

#### Icon

Symbol or figure used to identify certain computer features, locations or software.

#### My Computer

Can be used to quickly and easily see everything in your computer. Double click the icon to browse through the files and folders stored on or accessible from you personal computer

#### My Documents

storage of folders and documents.

#### Recycle Bin

Deleted documents are placed in the recycle bin. You must empty bin to delete items permanently. If you accidentally place an item in the Recycle Bin, don't panic the document can be retrieved.

#### Internet Explorer and Netscape Communicator

These are Internet browsers that serve as portals, or doorways to the World Wide Web.

#### Microsoft Word

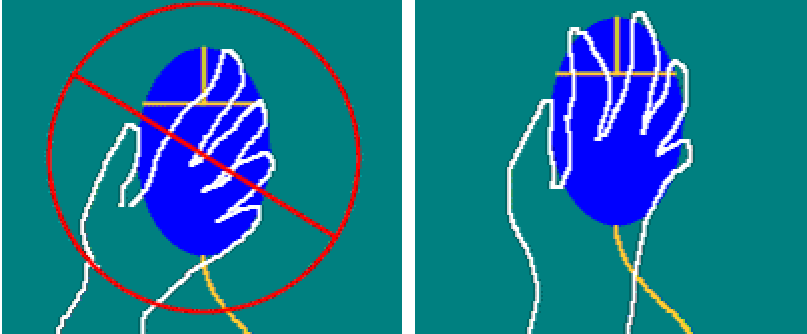
This is word processing program and works similar to a typewriter. Use this program to type letters or write reports.



## Basic Computer Training

### The Mouse

The left and right mouse buttons are for your first and second fingers. New users often put their first finger on the right mouse button, or it drifts there while using the computer.



Wrong way; index finger on right mouse button

Right way, first two fingers on left and right mouse buttons

#### Left Button

**Single Click** - calls the computer's attention to an icon, window, menu item, etc. This is called "selecting."

**Double Click** - tells the computer to take action on an icon. The type of action depends on the icon. Actions include, but are not limited to, opening a software program, computer file or image, launching an Internet browser, playing a CD or DVD.

**Click and Drag** - selects an item and allows you to move it. When you release the button, the item stays where you released it. You may use this feature to move files to new storage areas in your computer and move images (pictures) with in documents.

#### Right Button

**Single Click** - calls the computer's attention to an icon, window, menu items, etc., then brings up a menu of actions you can perform on the item.

**Double Click** - no actual use.

**Click and Drag** - selects an item and allows you to move it. When you release the button, the item stays where you released it. You may use this feature to move files to new storage areas in your computer and move images (pictures) with in documents.

#### Middle Button

**Roll** - (if present) Autoscroll

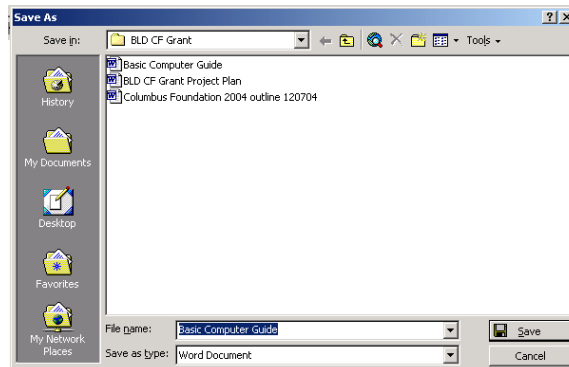
**\*Tip: with the mouse pointer, the tip of the arrow is where all the action takes place. It doesn't matter where the rest of the arrow is, only the tip.**



## Basic Computer Training

### How to Save a File in Microsoft Word

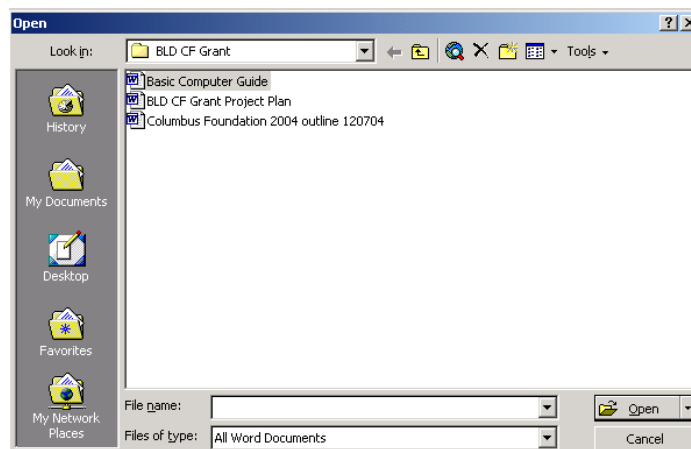
1. Left single click the **Start** button to bring up the Start menu (bottom left of computer screen)
2. Click on **Programs** option to bring up a menu of available software programs
3. Left single click on **Microsoft Word** to start that program
4. Begin typing
5. When finished typing, left click on the **File** button on the top menu bar (left corner).
6. Left click on **Save As** button. This box will appear:



7. Select the drive and folder where you want to save the document in the **Save In** line. Make sure you select make the **A drive** to save on a **diskette** when working on public computers. If you save to the hard drive at a library files will be deleted)
8. Type the name of the file in the **File Name** line (use a descriptive name and include date) and left click on **Save**


### How to Open a File in Microsoft Word

1. Left single click the **Start** Button to bring up the Start menu (bottom left of computer screen).
2. Click on **Programs** to bring up a menu of available programs.
3. Left single click on **Microsoft Word** to start that program.
4. Left click on the **File** button (top left corner).
5. Left click on **Open** button. This box will appear:























## Basic Computer Training

6. Select drive and folder where the file you want to open is stored
7. Left click on the name of the file you want to open then hit the **Open** button
8. After you open the file you want to edit and make changes or additions to the file be sure to click on the save button on the top menu bar () before you close out of the program

### Microsoft Word Editing Tools

Toolbar- Runs across the top of the screen

Icon	Function
	<b>New Blank Document</b> - creates a new, blank file based on the default template
	<b>Open</b> - opens or finds a file
	<b>Save</b> - saves the active file with its current file name and location
	<b>Print</b> - prints the active file or selected items
	<b>Print Preview</b> - shows how a file will look when you print it
	<b>Cut</b> - removes the selection from the active document and places it on the Clipboard
	<b>Copy</b> - copies (repeats) the selection
	<b>Paste</b> - inserts the contents of the Clipboard at the insertion point and replaces any selection
	<b>Font</b> - style of writing
	<b>Font Size</b> - size of selected text and numbers
	<b>Bold</b> - makes word/text darker, providing more emphasis
	<b>Italicize</b> - places emphasis on word/text
	<b>Underline</b> - places a line under selected word/text
	<b>Left Align</b> - aligns the selected text or numbers to the left with a ragged right edge
	<b>Center Align</b> - aligns the selected text or numbers to the center
	<b>Right Align</b> - aligns the selected text or numbers to the right with a ragged left edge
	<b>Numbering</b> - adds numbers to or removes numbers from selected paragraphs
	<b>Bullets</b> - adds bullets to or removes bullets from selected paragraphs.

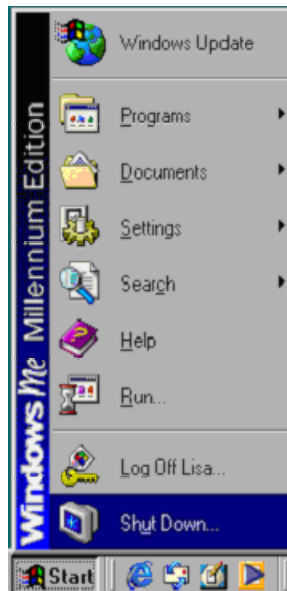


## Basic Computer Training

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### Turning Off Your Computer

1. Left single click the **Start** button to bring up the start menu (bottom left of computer screen)
2. Choose **Shut Down** from the start menu.
3. A dialog box will appear select **OK**
4. Some PCs need to be manually shut down by pushing in the switch located on the CPU. Others will automatically do this after you make your selection.





## **Basic Computer Training**

*\*\*\*Instruction document cited from "Anne Arundel County Public Library's and George Mason University's Introduction to the Internet for Seniors" web sites, Philadelphia AIDS Library web page and Microsoft tutorials*