Beginning Computer Literacy

ARC Workshop

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General Note

- This workshop is designed for a system running Windows 7
- Other systems
  - Most of the basics remain the same, particularly on other Windows versions
  - Exact instructions may differ

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Objectives

- Basic knowledge of computer components
- Turning on and off the computer
- Running a program
- Handling files

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Basic Terminology

- **Computer**
  - An electronic device for storing and processing data...according to instructions...

- **Hardware**
  - The physical components of a computer

- **Software**
  - The non-physical, information handling parts of a computer

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Hardware

- **Central Processing Unit (CPU)**
  - The "brain" of the computer
- **Monitor**
  - A screen used to display what's going on
- **Mouse**
  - A device that can be used to move around the computer screen
  - Trackpad: A rectangular device that acts like a mouse. Usually seen on laptops
- **Keyboard**
  - A device used to input text

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Software

- **Operating System**
  - The underlying software that runs all of the computer hardware and software
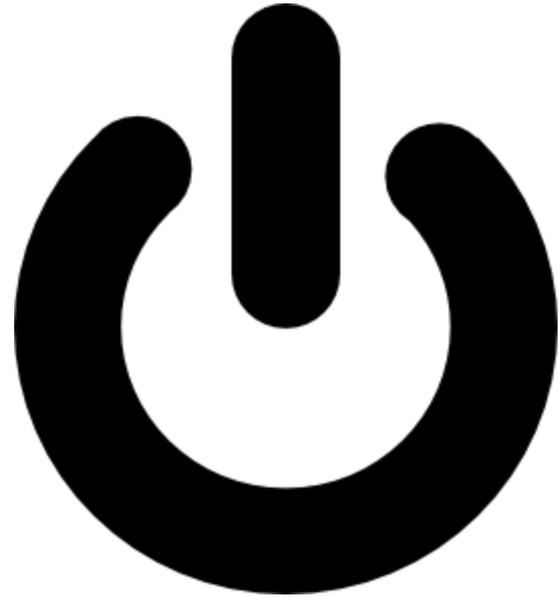 - e.g. Windows 7, Mac OS X
- **Desktop**
  - Essentially the computer's "home" view. First screen you see once you log into the computer
- **Program/App**
  - A piece of software designed to accomplish a specific task
  - e.g. Microsoft Word, Microsoft Powerpoint, Internet Explorer

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Turning the computer on

- Press the power button.
  - Look for a symbol like the one to the right
  - A desktop may also have a power button on the monitor
- Wait until you see the **log in screen**.
  - There should be a picture with a name under it
- Click the picture

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Desktop

- After you log in, you should see the Desktop
- The two pictures highlighted in yellow are **icons**. These can be used to open things or start programs.
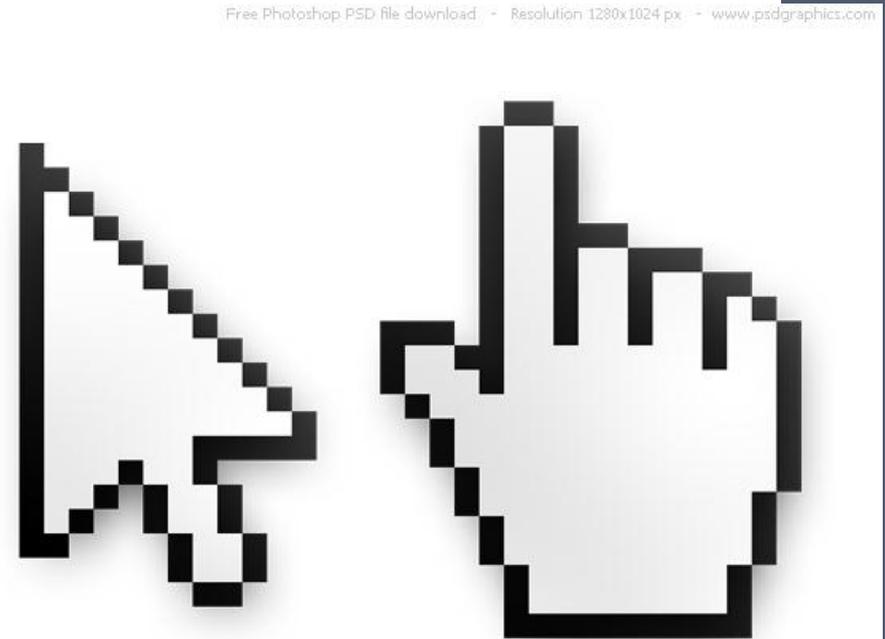
Mouse

- **Left Button**: Click to start programs or select options (more on this later)
- **Right Button**: Open up a menu of different things you can do
  - This becomes more important as you become more comfortable

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Mouse, cont.

- **Middle Button**: Used to scroll (move the picture on the monitor up and down)
  - This may be missing
  - On laptops, this is usually on the right side of the trackpad

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Basic Movement

- Move the mouse to move the **cursor** on the monitor (see right)

- Directions (Mouse: Cursor)
  - Right: Right
  - Left: Left
  - Forward: Up
  - Backward: Down

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Two common cursor shapes
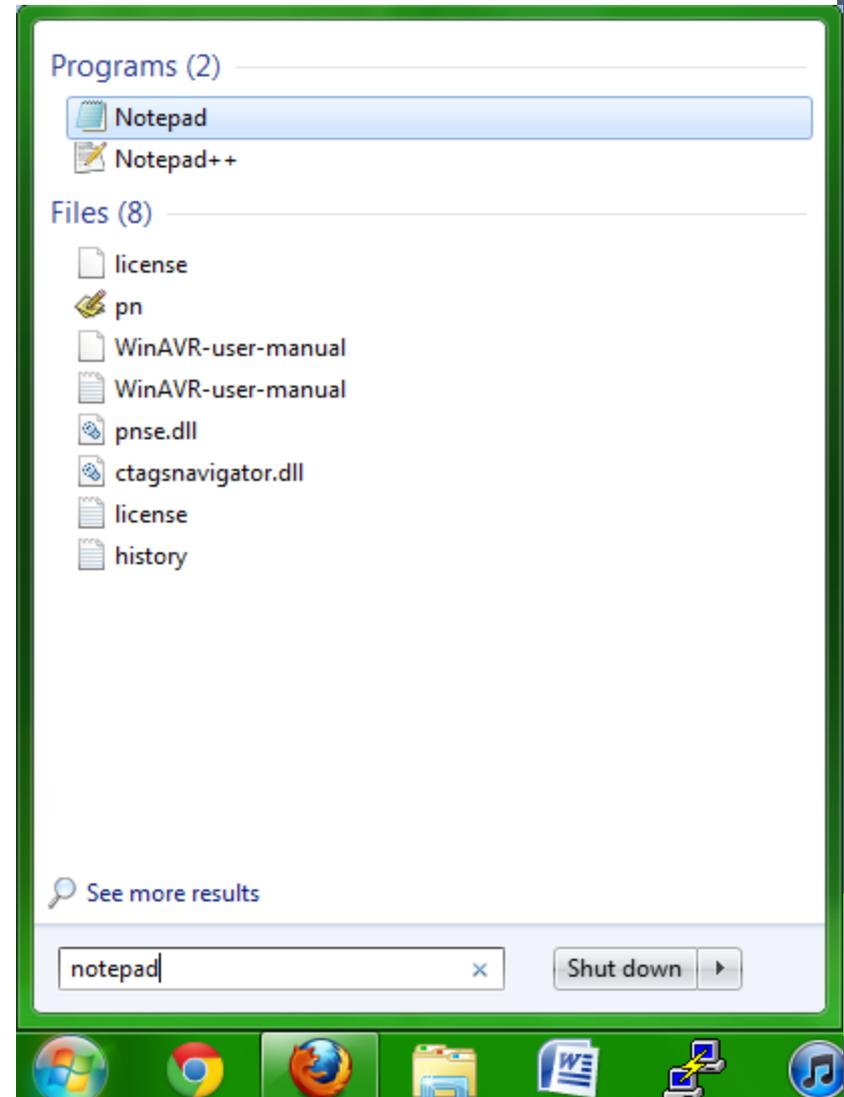
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Start Menu

- **Start Menu:** An application that can be used to start other programs
- **Click:** Press the left mouse button (unless stated otherwise)
- Click the Windows button at the bottom left corner of the monitor to open the Start Menu

Windows Button

First Program: Notepad

- Inside the Start Menu, type "Notepad" in the box at the bottom
- Click "Notepad" (top) to start the program
- A box (called a **window**) should appear on your screen. This is Notepad
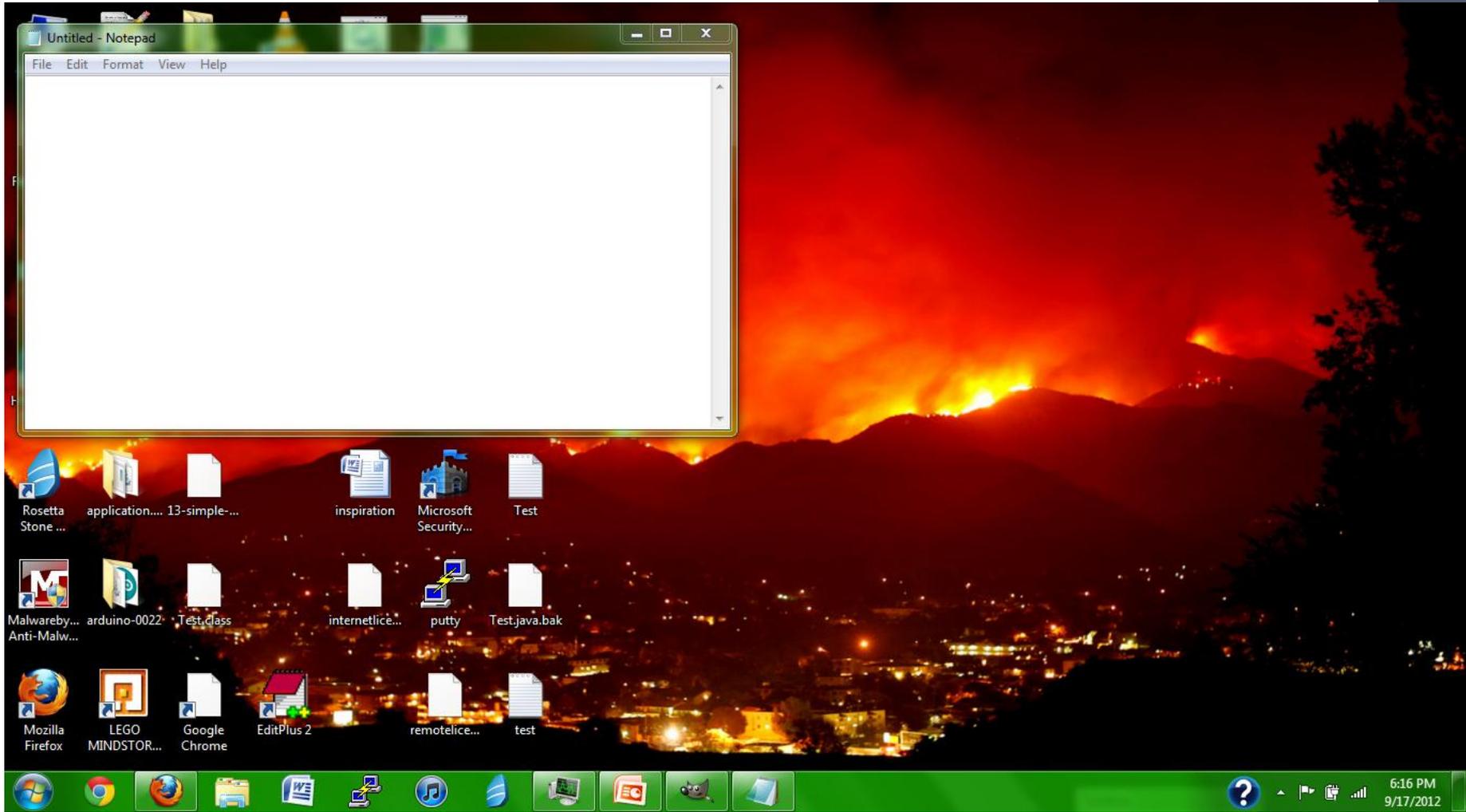
Minimize, Maximize, and End

- In the top right corner of the window, you will see 3 buttons. From left to right
  - Minimize
  - Maximize
  - Exit

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Minimize

- **Minimize:** Take the program off the screen, but don't stop it
- Click the minimize button to minimize a program
- **Task Bar:** A bar at the bottom of the screen used for controlling programs
- To restore (**un-minimize or un-maximize**) a program, click the program's icon on the task bar at the bottom of your screen

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The task bar here is at the bottom and in green (yours may be a different color.) Notepad is the farthest icon to the right.

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Maximize

- **Maximize:** Make a program take up the entire screen
- Click on the maximize button to maximize a program
- To restore the program, click on the maximize button again.

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Exit

- **Exit**: End a program and remove its window
- You can't 'un-exit' a program. You must start it again

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The Keyboard

- Restore (or re-open) Notepad to its normal state
- Press some of the letters on the keyboard. You should see the same letters appear in Notepad.
- Notepad will have its own cursor, a blinking vertical line at the end of your typing

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Special Keys

- **Enter:** Start typing at the start of the next line
    - This may be marked 'Return'
- **Backspace:** Delete the character to the right of the cursor
- **Shift:** Type letters in uppercase, rather than lowercase
    - Press the shift key and a letter key at the same time

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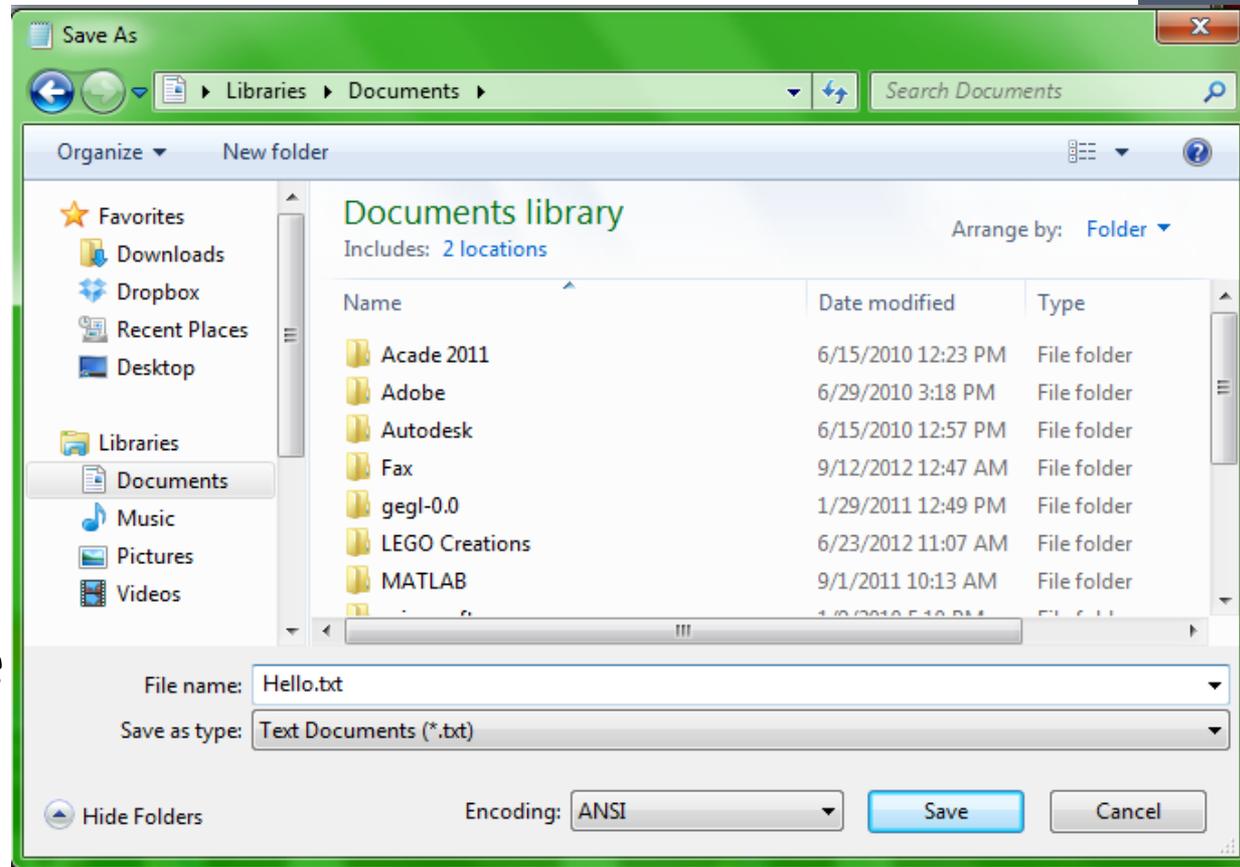**ARC.**

Notepad and the Mouse

- Notepad has its own cursor
- You can move it by using the mouse's cursor
  - Move the mouse cursor to where you want Notepad's cursor to be and click.

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Saving

- **Saving:** Keeping something you've created on the computer so you can access it later
- Click on File in the upper left corner. A list of options will appear
- Click Save. A window will appear like the one on the next slide

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Save Window

- Click on "Documents" in the list on the left
- In the box next to "File name:" type Hello.txt. This is what your file will be called
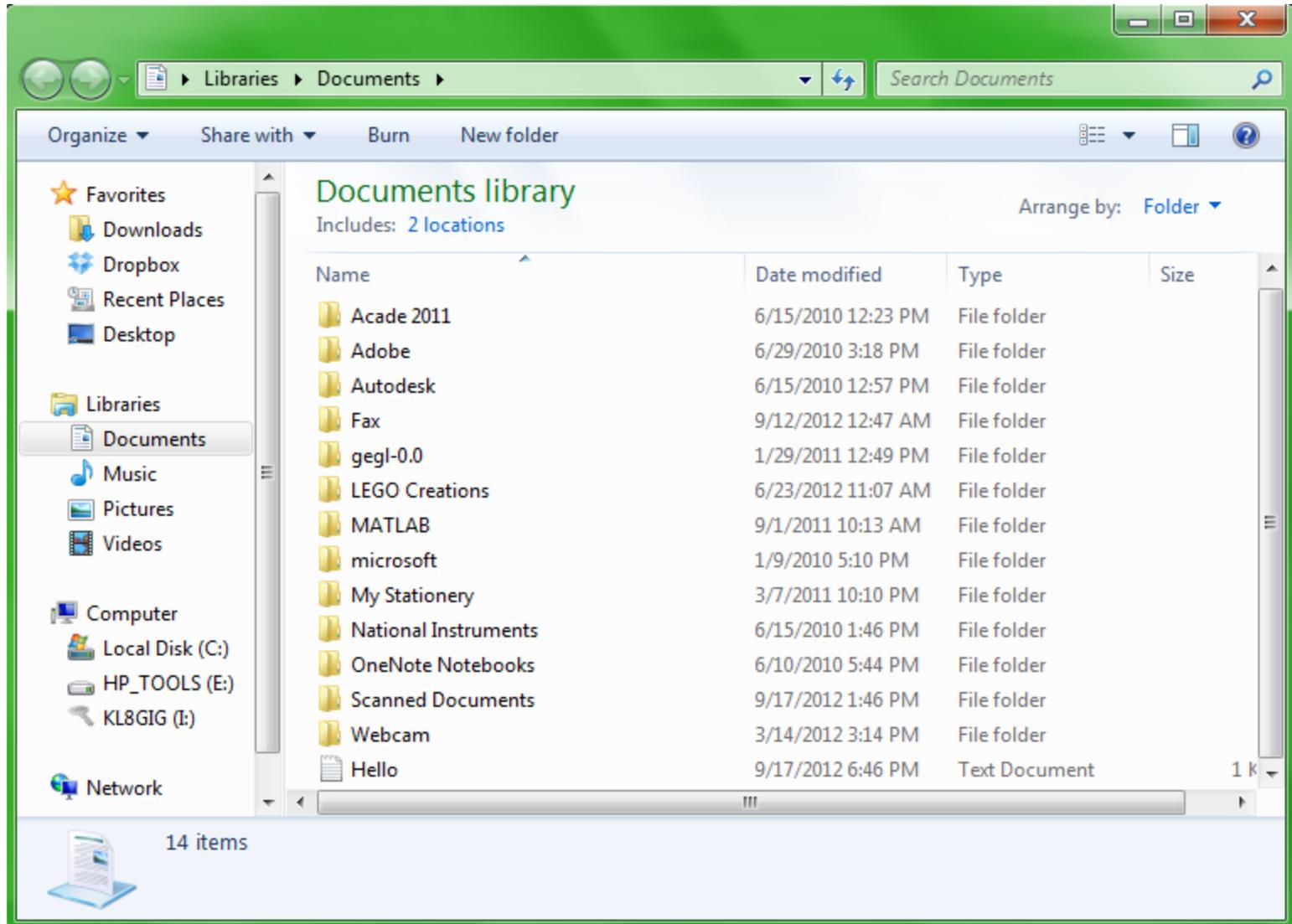- Click Save

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Files and Folders

- Close Notepad
- Click on the Windows button to open the Start Menu
- Click "Documents" in the list on the right. A window will appear

Files and Folders, cont.

Files and Folders, cont.

- **File:** A block of data stored on a computer
- Many Types
  - **File Folder:** A file that contains other files
    - e.g. Documents
  - **Text Document:** A file that contains just text (letters)
    - e.g. Hello.txt

File Folder Icon

Text Document Icon

Open a File in Notepad

- **Open:** Start a program or look at a file

- Start Notepad

- Click File

- Click Open. A window will open

- Click on Documents on the left

- Click on Hello.txt on the right

- Click the open button at the bottom

- Hello.txt will appear in Notepad

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Turning off the computer

- Close any open programs

- Open the Start Menu

- Click Shut down in the lower left corner

- Wait for the computer to turn off

- Do NOT press the power button. This could harm your computer if it's not ready to turn off

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Vocabulary Review

- Computer
- Hardware
  - CPU
  - Monitor
  - Mouse
    - Left button
    - Right button
    - Middle button
    - Trackpad
    - Cursor
  - Keyboard
    - Enter
    - Backspace
    - Shift

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Vocabulary Review

- Software
  - Operating System
  - Desktop
  - Program/App
- Log In Screen
- Icon
- Start Menu
- Click

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Vocabulary Review

- Window
- Minimize
- Maximize
- Exit
- Restore
- Task Bar

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Vocabulary Review

- Saving
- Open
- File
  - File Folder
  - Text Document

Questions?

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Sources

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