Beginning Computer Literacy

ARC Workshop
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
Objectives

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

Two common cursor shapes
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
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
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
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.
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.
Exit

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

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

• Software
  • Operating System
  • Desktop
  • Program/App
• Log In Screen
• Icon
• Start Menu
• Click
Vocabulary Review

• Window
• Minimize
• Maximize
• Exit
• Restore
• Task Bar
Vocabulary Review

• Saving
• Open
• File
  • File Folder
  • Text Document
Questions?
Sources

- Prepared by Kathleen Lockhart
- http://weblogs.asp.net/sfeldman/archive/2012/09/10/windows-8-start-menu-button.aspx