



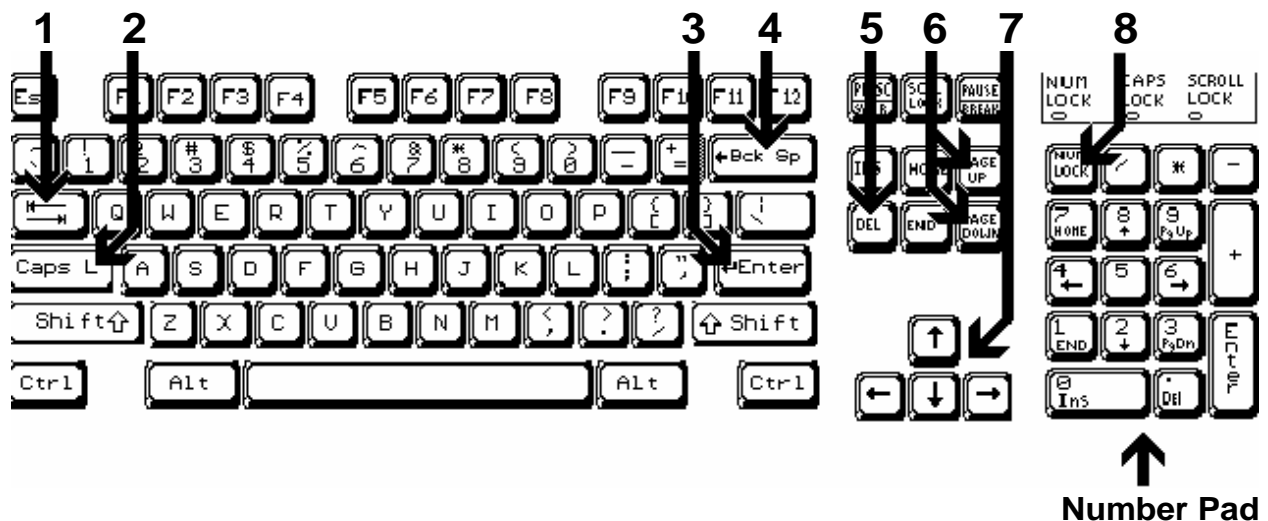
# Introduction to Computers

## The Keyboard

The keyboard is used to enter commands and data. The information you enter is then sent to the computer. The "number pad," located on the right-hand side of the keyboard, is useful for typing in numbers quickly.

### Commonly Used Special Function Keys

1. Tab – Used to indent when typing or for moving to the next space or field in a form or spreadsheet
2. Caps Lock – When on (green light is lit), all letters typed will be capitalized
3. Enter – Used to execute a command, perform a selected option from a menu, or mark the end of a line or create a blank line when typing
4. Backspace – Used to erase text or objects by deleting one character to the left of the cursor
5. Delete – Used to erase text or objects by deleting one character to the right of the cursor
6. Page Up/Page Down – Navigation keys used to move up or down one page or screen at a time when viewing long documents or web pages
7. Arrow Keys – Navigation keys used to move the cursor up, down, left, and right
8. Num Lock – Must be on (green light is lit) for you to type numbers using the number pad



### Online Keyboard Tutorial

<http://www.ckls.org/~crippel/computerlab/tutorials/keyboard/page1.html>

## The Mouse

The mouse is also used to send commands to the computer. It controls the movement of the "mouse pointer" on the computer screen.

### Parts of a Mouse

- "Tail" – Wire that transmits the commands to the computer
- Left and Right Mouse Buttons – Flat buttons you press to execute a command, or tell the computer to do something; Also called the primary and secondary buttons, respectively, since the left button is most often used
- Scroll Button – Located between the left and right mouse buttons, it allows you to move throughout a document or web page that is larger than the computer screen
- Roller Ball – Located on the bottom of the mouse, it makes the movements of the mouse on the table translate into movements of the mouse pointer on the screen

### Mouse Pointer Shapes

The mouse pointer can change shape depending on where it is on the computer screen, what type of program you're using, and what you are doing with the mouse. Some of the most common shapes are listed here.



Arrow – Most common shape; Used to point to and select menus, buttons, text, and objects



Pointing Finger – Works like the arrow, but only appears when the mouse pointer is above something that can be selected, like a link on a web page



Hourglass – Appears when a selection has been made and the computer is "thinking"



Double Arrow – Looks like an arrow with points at both ends; Appears when the mouse pointer is at the edge of a window and lets you change the size and shape of the window by clicking and dragging



I-Beam – Looks like a capital "I" and appears when in a text area; Allows you to insert the cursor into an area of text or numbers



Pencil or Pen – Appears when over an area in which you can draw, often in image editing programs

## Mouse Actions

- Point – Move the mouse until the tip of the mouse pointer is over the item you want to select
- Click – Press lightly and quickly release the left mouse button; Hold the mouse firmly so the mouse pointer doesn't move; Used to choose menu commands, press buttons, or select an object
- Double-Click – Quickly tap on the left mouse button twice in a row; Often used to open programs
- Right Click – Press lightly and quickly release the right mouse button; Opens up shortcut menus
- Click and Drag – Point to an item, press and hold down the left mouse button, slide the mouse pointer to a new location, and release the mouse button; Used for moving objects or text on the screen or within a document; Also used to "highlight" text or objects for "copying" and "pasting"

## How to Hold and Move a Mouse

1. Make sure the "tail" of the mouse is pointed away from you. Using your right hand, hold the mouse between your thumb and your ring and little fingers.
2. Making sure to rest your hand lightly on the mouse without pressing any buttons, place your index finger on the left mouse button and your middle finger on the right mouse button.
3. Keep the mouse on the table. Don't lift it up.
4. Slide the mouse to the left and right, up and down, and diagonally without turning or rotating it. Keep the "tail" pointed away from you.



## Online Mouse Tutorials

These websites will help you practice using the mouse.

<http://www.3street.org/mouse/> ← **Mouercise**

[http://www.queenslibrary.org/techhelp/mouse\\_practice.asp](http://www.queenslibrary.org/techhelp/mouse_practice.asp)

<http://northville.lib.mi.us/tech/tutor/welcome.htm>

<http://www.hipopl.org/mouse/index.htm>

<http://www.burlco.lib.nj.us/Classes/cns/Welcome.html>

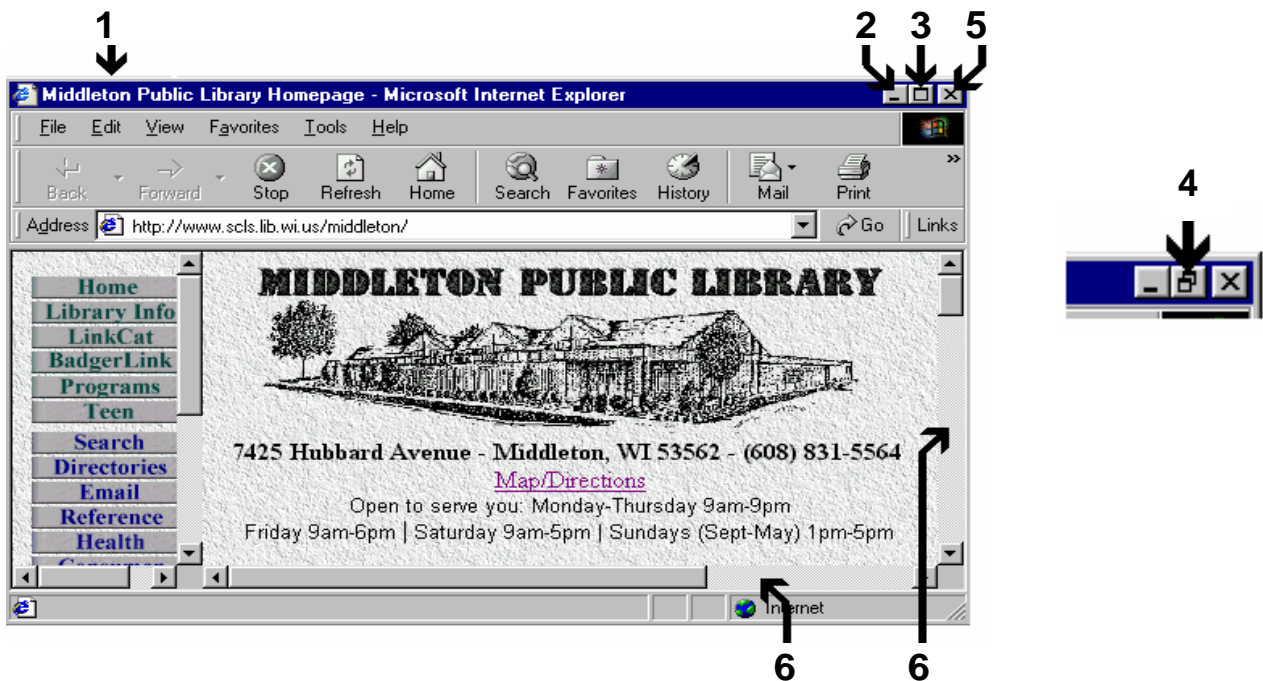
<http://www.lackawannacountylibrarysystem.org/tutorials/mouse/index.htm>

# The Desktop

The desktop is the first screen you see after the computer is turned on and the operating system loads. It is sometimes called the "background." The "taskbar" is a horizontal bar located at the bottom of the desktop that tells you what programs or windows you have open. A "window" is a viewing area for a computer program or task that appears on a computer screen when the program or task is running.

## Parts of a Window

1. Title Bar – This horizontal bar is located at the top of the window and provides the name, or title of the window.
2. Minimize Button – The left-most of the three buttons located on the right of the title bar, it reduces the window to a button on the taskbar.
3. Maximize Button – When a window is not at its full size, this button appears as the middle of the three buttons located on the right of the title bar and will enlarge the window to the size of the computer screen.
4. Restore Button – When a window is at its full size, this button appears as the middle of the three buttons located on the right of the title bar and will reduce the window to its previous size.
5. Close Button – The right-most of the three buttons located on the right of the title bar, it closes the window.
6. Scroll Bars – These may appear if the content of the window is larger than the size of the window and allow you to move through a document. Scroll bars can be either vertical on the right side of the window or horizontal on the bottom of the window.



## Glossary of Other Computer-Related Terms

<b>Boot</b>	To start up or turn on the computer, causing it to begin following a set of internally stored instructions and load the operating system.
<b>CD-ROM</b>	Stands for "compact disc read only memory." Similar to audio CDs, CD-ROMs are portable discs used for storing and accessing data, text, graphics, and multimedia.
<b>Computer</b>	A programmable machine that stores, retrieves, and processes data according to a set of instructions. The two main components of a computer are hardware and software.
<b>CPU</b>	Stands for "central processing unit." This is the part of the computer that executes instructions—the computer's brain. Also called the "processor."
<b>Crash</b>	A sudden computer failure in which a program or the entire computer stops working correctly. This may result from problems with the hardware or software or from a virus, and it often requires a reboot.
<b>Disk Drive</b>	A hardware device that reads data from, and sometimes writes data to, a removable and transportable disk (CD-ROM, DVD-ROM, floppy disk, zip disk, etc.).
<b>Freeze</b>	Occurs when a program or the entire computer stops responding to all input from the mouse and the keyboard. Often requires a reboot.
<b>Hard Drive</b>	A hardware device that contains the "hard disk," which can store large amounts of data within the computer and is the primary computer storage medium.
<b>Hardware</b>	The physical parts of a computer that can be touched. Examples include the CPU, monitor, hard drive, modem, cables, mouse, keyboard, and speakers.
<b>Modem</b>	An either internal or external hardware device that enables one computer to talk to another through telephone wires, cable lines, or satellite transmissions.

<b>Operating System</b>	Can be abbreviated "OS." The master software program of the computer that controls hardware, runs programs, and manages files. Examples include Windows, MacOS, and Linux.
<b>Reboot</b>	To reset or restart a computer and reload the operating system, an action often taken by the user as a result of some problem with the computer.
<b>Software</b>	Instructions that tell the computer what to do. A set of instructions for a particular task is called a "program."
<b>Virus</b>	Malicious software, usually disguised as something else, used to infect a computer and cause an unexpected and undesirable event.

## Further Reading Suggestions

These books, available from the library, will help you learn more about computers and how to use them:

Absolute Beginner's Guide to Computers and the Internet by Michael Miller

The Complete Idiot's Guide to Computer Basics by Joe Kraynak

Computers Simplified by Ruth Maran and Paul Whitehead

How Computers Work by Ron White

PC Basics: Get a Great Start published by Gateway

PCs for Dummies by Dan Gookin

PCs for Dummies Quick Reference by Dan Gookin

Using Your PC by Matthew James

Thinking about buying your own computer? Check out these books:

Buying a Computer for Dummies by Dan Gookin

PC Buyer's Handbook 2003 by Gordon P. Foreman