

LIONS District 105M IT TRAINING

Short Introduction to the Computer

Date 08/04/2001

Parts of the computer

- The main box housing the computer's electronics is called the central processing unit or system unit. It has the floppy disk and CD-ROM drives into which you can put disks and CDs. It has a hard disk which is permanently fixed inside the unit.
- The monitor or screen which displays your work
- The keyboard is what you use to type text and numbers in your work and sometimes to give instructions to the computer.
- The mouse is what you use to point to and select items on the screen and to give instructions to the computer.

Switching on

Switch on by pressing a button on the system unit.

You may have to switch on the Monitor too.

A few messages will flash on to screen and the computer will make some whirring noises while it starts up.

You may need to type in a password.

Windows Desktop

This is the first screen that you see when the computer has started up and it will look slightly different on someone else's computer.

Task Bar

The taskbar usually shows you the current time, there may be some shortcut icons near the left-hand end and there may be a few other icons at the right-hand end near the Time. You can define which icons you have displayed.

Using the Mouse

The mouse controls the Cursor on the computer screen.

Practice holding and moving the mouse.

Gently hold either side of it with your thumb and smallest finger. Your fingers will naturally lie on the buttons – there may be 2 or 3 of these.

Try moving the mouse up and down and from side to side and follow the arrow or cursor on screen.

Clicking

Single click - move the mouse over the Start button at the bottom left of the screen. Click the left button once and release it. This should make the Start Menu appear. You will use the single click quite often, to point at a position or item on the screen, to choose an action or use a button.

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Double clicking – this is used to open a document or to start an activity. This may need more practice as you have to click and release the left button twice in quick succession. Try not to move the mouse when you do it. If the icon you were pointing at changes colour but no new window opens, you didn't do it quickly enough. Keep practising.

Right clicking (using the right button instead of the left) is also possible in certain situations. It will bring up a menu of options eg in Windows Explorer you would right click on a document if you wanted to save it to Floppy Disk.

Start Button and Menu

One of the easiest ways to explain the basics of Windows is to play one of the games that is often included free on Windows computers.

You can launch a game of the card game called Solitaire by left-clicking your way through the Start Menu to Programs→Accessories→Games and then click on Solitaire.

It's on the Taskbar now

Now you have a program window (the window with Solitaire in it) on the PC, there should be something new on your Taskbar (at the bottom of the screen). This new item looks a bit like a button. You get one of these for each program you run and by clicking on them you make that program become the Active window.

Holding and dragging Cards

Left-clicking on the card backs will turn them over or deal them out. If you want to drag a card and drop it onto another pile you need to left-click on the card but keep your left button held down. As long as you are holding the button down, you can move the card around. When you let go of the button the card will drop.

Holding and dragging a window

This new technique called Dragging can also be used to move a window around. If you left-click on the title bar of a window (eg. The Solitaire Window) and keep holding the button down, you can move Solitaire around.

Holding and dragging the corner of a window to change its size

You can also use Dragging to stretch a window. If you click on the outline of a Window, you can drag it to expand/shrink the window vertically or horizontally. If you grab a corner of a window you can do horizontal and vertical at the same time.

Play Solitaire for a while to get used to using the mouse.

Minimise, maximise and using X to close a window.

To change the size of a window on your screen or to close a window use the 3 buttons in the top right hand corner. If you minimise a window, it will vanish and a button will appear on the task bar at the bottom. To bring the window back again, click on this button.

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Hovering

If you hover over an icon for a few seconds with the mouse, the name of that icon appears. If you hover over the time on the bottom right of the taskbar, it will tell you today's date.

More mouse practice

If you would like more practice using the mouse and finding your way through menus, choose Start, Programs, Accessories and Calculator. You may need to practice keeping the mouse steady when you move across from menus to submenus. Keep persevering – it will come with practice.

Shutting Down

Choose Start from the taskbar, then Shut Down and then OK to confirm that you wish to Shut Down. Most modern PCs will switch themselves off – you may want to switch off the monitor as well.

You should save any documents you have been working on before you shut down.