

# Computer Basics

## Computer

- A computer is an electronic device. It stores, receives, and processes data based on a program or logic sequence involving numbers and codes.
- With a computer you can”
  - Type documents and letters
  - Send and receive emails
  - Play games with computer generated graphics
  - Browse the web
  - Create and edit spreadsheets, presentations, images, and video

## CPU (Central Processing Unit)

- The central processing unit is the key component of a computer system which contains the circuitry necessary to interpret and execute program instructions.
- The CPU is the hub that connects all computer components together. It has parts where you plug in items like the monitor, keyboard, headphones, and printer.

## Monitor

- The computer component that displays information using text and graphics.
- The part of the monitor that displays the information is called the screen.
- The screen is where you can view your desktop.

## Mouse

- The mouse is the hand-operated electronic device that controls the movement of the cursor on your screen.

## Keyboard

- A keyboard is an input device used to type data into a computer system. It contains alphabetical, numerical and common symbols used in everyday transcription.

## Desktop Computer

- A computer with a separate monitor, processor (CPU), keyboard, and mouse.

In accordance with the provisions of the ADA, this document may be requested in an alternative format.

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## Laptop

- A portable computer that can operate on batteries so you can take it with you. It combines the CPU, monitor, and the keyboard into a single unit.
- To control the mouse cursor without a mouse, you can use the touchpad.

## Hardware

- Refers to the physical parts of the computer, the ones that you can see and touch.
- Examples:
  - Mouse
  - Keyboard
  - Monitor
  - CD Drive
  - Hard Drive
  - Head Phones
  - Joystick

## Files

- A file is a common storage unit in a computer and all programs and data are “written” into a file and “read” from a file.
- Files are identified by a short “extension” following a period at the end of their name. For example, family.jpg, is a JPEG image. Letter.doc is a Microsoft word document file, and Solitare.exe is an executable application in Windows.

## Folders

- A folder holds one or more files. A folder can be empty or contain other folders. There can be many levels of folders within folders or “Subfolders.”

## USB Drive (Thumb Drive)

- A pocket-sized data storage device used to save electronic files.

## Operating System (OS)

- Software that manages your computer and devices connected to it. Most computers run either Windows or Mac operating systems, although there are others. The newest OS is Windows 10.

## Desktop

- The primary display are on the computer screen.

## Icon

- A small graphical representation of a computer program, file, or folder.

## Window

- An area of the screen that displays information for a specific program independent of other parts of the screen.

## Taskbar

- A stationary strip of icons used to access frequently-used programs like internet browsers and Microsoft products.

## Start Menu

- The central launching point for programs and tasks on a Windows computer. Located in the lower left of the desktop.

## System Tray

- A stationary taskbar that contains icons for system functions like time, date, and audio volume. Located in the lower right of the desktop.

## Mouse Basics

- The mouse can open applications by double clicking on the icons.
- The right button on the mouse is used to bring up a drop-down menu.
- The mouse wheel is used to scroll through pages. Clicking on the wheel, while hovering on a link, will open the link in a new tab.

## Keyboard Basics

- Tab – Moves the cursor several spaces, can also be used to jump to the next line when filling out an online form.
- Caps Lock – Capitalized letters (Press once to turn on and again to turn it off)
- Shift – Only capitalized one letter at a time. (Press and hold, then tap the letter you want to be capitalized, and release.)
- Space Bar – Creates one space between characters.
- Enter – skips the next line, creating a line break.
- Backspace – Moves backwards to delete a character.
- Delete – Deletes the character in front of the cursor.

## Starting Up

- You can turn a computer on by pressing the power button.

## Shutting Down

- To properly shut down a computer, use the functions on the Start Menu. After clicking on the start Menu button, click on the Power icon to see your options.

## Opening a Program

- Open a program by double clicking on the desktop icon, or by using the Start Menu.

## Maximize or Minimize an Application Window

- Program windows can be enlarged or shrunk by clicking on the minimize or Maximize icons.

## Closing a Program

- Close a program by clicking on the X icon.

## Creating Folders

- Right click on the desktop
- Move the mouse down to “New”
- Move the mouse over to “Folder” and left click to create a new folder.

## Moving Files

- Double click on the “This PC” icon at the top left of your desktop to explore the files and folders on your computer.
- To move:
  - Click and hold, then drag the file to the folder you want to drop it in.
  - Ctrl + X
    - This copies and deletes the files at its original location.
  - Ctrl + C
    - This copies the file and leaves the original location alone.
  - Ctrl + V
    - This pastes the file at the new location.

## Renaming Files & Folders

- Right click on the file or folder that you wish to rename. Move the mouse down to “Rename” and click.
- Now rename the file/folder.
- Press the enter key or click on an empty space to accept the change.

## Resources:

- <https://edu.gcfglobal.org/en/computerbasics/getting-started-with-your-first-computer/1/>
- [https://www.tutorialspoint.com/computer\\_fundamentals/index.htm](https://www.tutorialspoint.com/computer_fundamentals/index.htm)
- <https://www.informationq.com/basic-computer-tutorial-for-beginners/>

## Typing Resources:

- <https://www.learntyping.org/beginner-typing-lesson-1a>

## Mouse Exercises:

- <http://orion.pbclibrary.org/mousing/default.htm>

## Keyboard Shortcuts:

- **Ctrl + A:** Select all items in a window.
- **Ctrl + C** or **Ctrl + Insert:** Copy selected or highlighted item (e.g. text, images and so on).
- **Ctrl + V** or **Shift + Insert:** Paste selected or highlighted item.
- **Ctrl + X:** Cut selected or highlighted item.
- **Ctrl + Z:** Undo previous action.
- **Ctrl + Y:** Redo action.
- **Ctrl + N:** When File Explorer is your current window, open a new File Explorer window with the same folder path as the current window.
- **Windows key + F1:** Open "how to get help in Windows 10" Bing search in default browser.
- **Alt + F4:** Close the current app or window.
- **Alt + Tab:** Switch between open apps or windows.
- **Shift + Delete:** Delete selected item permanently (skip the Recycle Bin).

Thank you for attending!