Computer Basics at the Deerfield Public Library

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Class Outline:

1) Introduction to the four main physical components of the desktop computer.

2) Detailed look at the Keyboard.

3) Detailed work with the mouse, including working on some Mouse Aerobics.

4) Tour the Desktop and some features.

5) Questions, Answers and Review

Expected Outcomes:

1) Familiarity with the physical components of the basic desktop computer.

2) Better understanding of the keyboard.

3) Ability to maneuver the mouse with some dexterity.

Basic Computer Components

CPU: Central Processing Unit. This is the main chip inside your computer Tower, and it is where the processing of your data happens. It is the spot that has all of the external hook ups for your mouse, keyboard, monitor and speakers if you use them.

Keyboard: The keyboard gives you the ability to type using a keyboard that you have probably seen before. The letters and numbers are the same set up as a typewriter. We call the items that make up those numbers, letters and symbols keys. Some keys have multiple functions that are accessible by pushing a combination of them at the same time.

Monitor: This is the screen that allows you to view the work that you are doing on the computer.

Mouse: The mouse is the tool that allows you to maneuver the arrow pointer that you see on the monitor.

Understanding the Keyboard

Tab Key · Backspace Key · Delete Key · Caps Lock · Shift Key · Space Bar · Enter Key · Arrow Pad

Arrow Pad: The arrow keys are helpful when you are navigating inside of a document. They help you go to the next row.

Backspace: Backspace allows you to go back and erase a mistake you might have made while you were typing. You can push this key individually to go backwards and remove one letter, numeric or symbol you've typed. If you hold the key down, it moves rapidly and will remove all keyed entries until you let the button go. It only moves backwards.

Caps Lock: The Caps Lock key will make all of the letters that you are typing capitalized. A rule of typing and on-line etiquette: Typing in all capitals is the equivalent of shouting or showing anger. So, use those Caps sparingly when typing. The Caps lock will stay on until you press the button again to turn it off.

Delete Key: You can use this key when you want to take out the text in front of the cursor.

Enter Key: The enter key is a confirmation that you have finished with a line or a sentence and would like to move down to begin entering the next line of your text.

Shift Key: When you hold down the shift key, you are telling the computer that you would like to do one of two things. You either want to create a capital letter or you'd like to access the second feature on a button. (Take a look at the number keys along the top of the alphabet keys. Do you see that there are also symbols on the number keys? Those are secondary functions for each of the keys so that they can be accessed).

Space Bar: The space bar does just that—inserts a space into what you are typing. The space bar will insert one space each time that you press it. If you hold the space bar down, it will continue to add spaces until you remove pressure.

Tab Key: Tab is a key that has multiple functions as well. The Tab Key allows you to move forward multiple spaces at one time. The standard Tab is equivalent to five individual presses of the space bar. On websites, you can use the Tab key to move to the next element on a web page.

Using the Mouse

Left Mouse
Button

Right Mouse
Button

Mouse Wheel

Quick Facts about the Mouse:

1) Mastering the mouse is something that can only come with time and practice. It takes very little motion to make the mouse move the way that you'd like it to.

2) The button you will use the most is the left mouse button. That is the one that allows you to place your cursor, access the buttons on your computer programs and select links on a webpage.

3) The right mouse button will allow you to open up hidden menus on web pages.

4) The Utility Wheel in the middle of the mouse will allow you to scroll from the top to the bottom of a page quickly. Your computer screen may not always show you all of the available information. Therefore, you can SCROLL up or down to experience the rest of the information.

5) Your mouse operates using a laser sensor on the bottom. It tells the computer which way to move the arrow on the screen.

6) A single click of the mouse button is usually all that it takes to reach your desired outcome.

7) A double click (pushing the mouse button twice rapidly in succession) of the mouse button will give you even more action. The clicks must closely follow each other to be considered a double click.

Practice your Mouse Aerobics at this free site:

http://monroe.lib.mi.us/computer_classes/mouse_exercise/mouse_exercise.htm

Checking Out Your Desktop
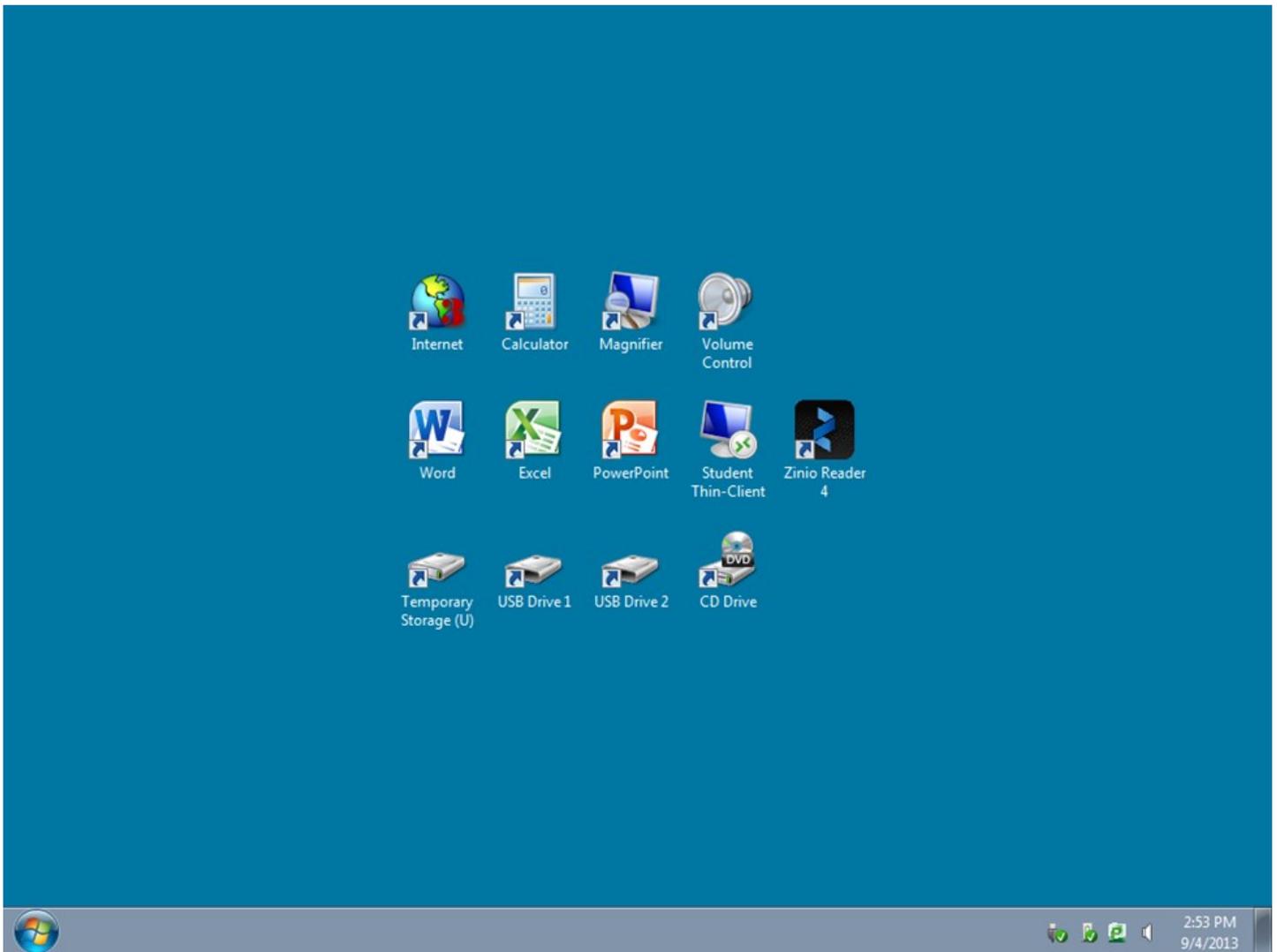
Icons: An icon is a shortcut to a program or folder that you will want to access quickly. This is particularly useful when you are using the internet. You can add icons to your desktop at home and customize your experience there. To access an icon, you simply single click the left mouse button one time.

Start Button: By clicking the round circle in the lower left hand corner of the screen, you will be able to access many of the programs on your computer. This will give you access to the features that your computer offers.

Taskbar: This is the bar that appears at the bottom of your desktop screen. The taskbar is akin to a kitchen counter; when you are cooking, you have all of the different tools that you might use right there at your disposal. The taskbar is the counter where you put things until you are ready to use them again.

Volume Control: Depending on the level of speakers that your computer came equipped with, you will be able to do many things with the sound on your computer. This icon can be accessed by right clicking on the button and adjusting the volume to your preferences.

Want to learn more?

Learn to Type

http://www.typingweb.com/

This free online resource is an in-depth way to learn how to type and has progressively more complex lessons, speed tests, and other useful things to help you learn how to type.

Test Your Typing Speed

http://www.typingtest.com/

Choose an excerpt from a work of literature, a time limit, and test how fast and accurately you can type with this free online resource!

Want More Information on Computers?

http://www.gcflearnfree.org/computerbasics

This website has tons of tutorials on basic computer skills and also includes a mouse tutorial, typing lessons, and information on the Internet.

Basic Computer Skills

http://www.ctdlc.org/remediation/indexcomputer.html

This website has a bunch of information on basic computer skills including how to find a saved file, using a mouse, and other useful tutorials.