

# Computer Basics

Welcome to Computer Basics. Today we will be learning the different parts of the computer and desktop, how to use a mouse, and some new computer terms. If you have any questions please ask them at any time.

There are two types of computers: **desktops and laptops**. The parts of a desktop are as follows:

## Parts of the Desktop



**Monitor:** Device that displays the computer output in a visual format through the screen. Window frame to the computers processes.

**Screen:** Part of the monitor that allows you to see the different visual outputs of the computers.

**Icons:** shortcuts to some of the main software that you would use.

**Computer Tower:** Computer body or case that contains the main parts needed for a computer to function like the power supply, the central processing unit, hard drives and expansion cards.

**Keyboard:** a devise that contains keys that you press to insert letters, numbers, and symbols onto the computer screen.

**Mouse:** a palm-sized, button-operated device that can be slid on wheels or ball bearings over a desktop to move the cursor on the screen to any position.

**Cursor:** A white arrow that indicates to the computer your input. This occurs when the mouse is in use.

**Printer:** A devise that receives text and images from the computer and transmits them into a print copy.

Each separate component helps the desktop function as one.



## Laptops

Laptops have the same parts as a desktop computer but all the parts are joined into one compact device. The laptop comes with a battery and charger cord, making it portable.

## Power Button

To turn on the computer or the monitor you would press the power button on the computer. The power button usually contains this symbol:



# Desktop

When you turn on your computer, the main screen that you will see is your Desktop. Your Desktop contains icons, task bar, and the main button for your operating system. When programs are open on your computer, they will usually appear as tabs on your task bar. Here is an example of a desktop screen:



- Main Operating System button: Often labeled Start, this button gives you access to your main menu.
- My Computer: Location where you can gain access to the different parts of your computer including programs, hard drives, external devices, and networks.
- Recycle Bin: Large file that holds items that have been deleted.
- Tab: A rounded edge rectangle located on a task or tool bar that represents an open window, document or website.
- Task Bar: A bar that contains your status symbols, date, time, sound, and other icons. Usually located at the opposite side of the bar containing the main button for your operating system.

You can personalize your desktop by changing your computer settings. To change your settings, click on your main operating system button and then selecting Control Panel or Setting. Then click on Themes and appearances and select the part of the desktop that you would like to change.



## Using the Mouse

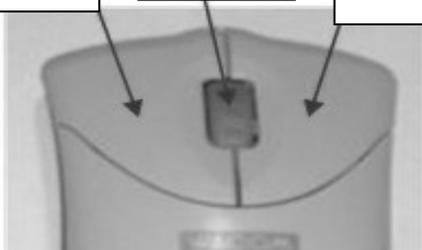
Slide the mouse forward and back to move the cursor up and down the screen.

Hold the mouse between your thumb and your third and fourth fingers. Your index finger is on the left button and your middle finger is on the right button.

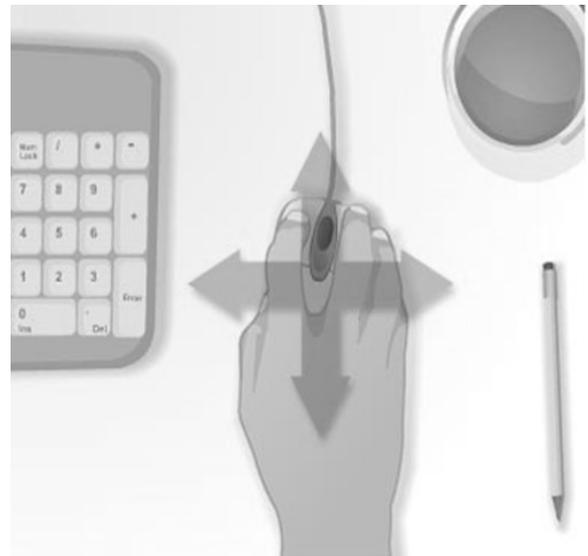
LEFT

SCROLL WHEEL

RIGHT



Mouse Buttons



Slide the mouse left and right to move the cursor from one side to the other. Keep your hand and wrist straight!



To **CLICK**: Press once, gently, on the left button to select an item on the screen

To **DOUBLE-CLICK**: Click the left button twice quickly to open a program or file.

To **RIGHT CLICK**: Press once on the right mouse button to see a menu of options.

To **CLICK AND DRAG**: Press and hold down the left button while moving the mouse to highlight a block of text or slide an item across the screen.

Mouse can be shown on screen as several different shapes:



Points to items on the desktop, tool bars, menu bars, and most things on a page that are not text.



Barbell allows you to place the cursor in a particular location so you can type text.

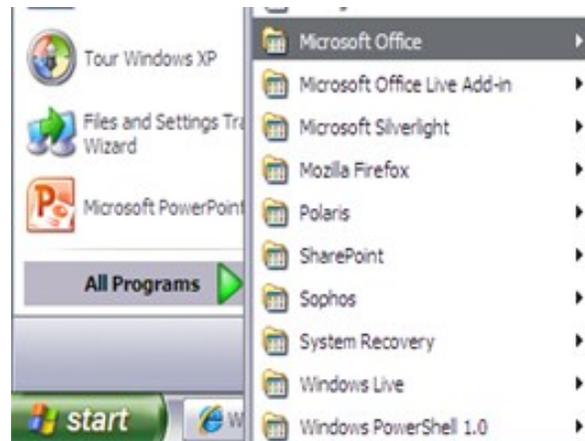


Pointing glove hand allows you to select a link.

## Opening Software

There are four ways to open up programs:

1. Place the mouse arrow over the icon on the desktop and click the left mouse button once. Then click the Enter button on the keyboard.
2. Place the arrow over the icon and double click the left mouse button twice fast.
3. Move the mouse over the icon and click the right mouse button. A menu should popup on the screen and you would click Open to open the program.
4. Click the Start button (main operating system button) and click on All Programs. A list of programs should popup. You would select the program you would like to use. An arrow appears next to any menu selection where you have another hidden popup menu available with options for you to choose from. Just move the cursor over that selection to view the hidden menu.



# Windows

When you open a program, the program opens up in a window on the screen. There are several parts of a window:

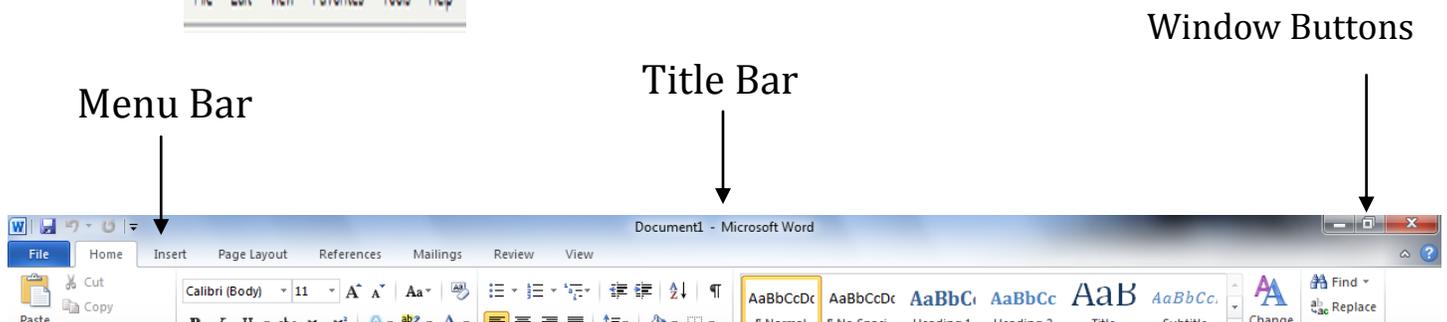
- The Title Bar contains the title of the program that you are using and the title of the document or website that you are using.



- The Three Window Buttons change the window. The first button shrinks the window to a tab on the task bar. The second button changes the size of the window and the third button closes the window.



- The Menu Bar contains tabs connected to drop down menus with different commands.



## Using a Keyboard

**Tab:** Moves the cursor over several spaces or moves the cursor to the next fill-in box.

**Cap Locks:** Makes all the letters capital letters when activated.

**Shift:** When you hold it down and type a letter, the letter is capitalized. When you hold it down and type a key with a symbol in the upper left hand corner, that symbol will appear on the screen.

**Space Bar:** Puts one space where the cursor is located when typing

**Backspace:** Removes one letter, number, space, or symbol.

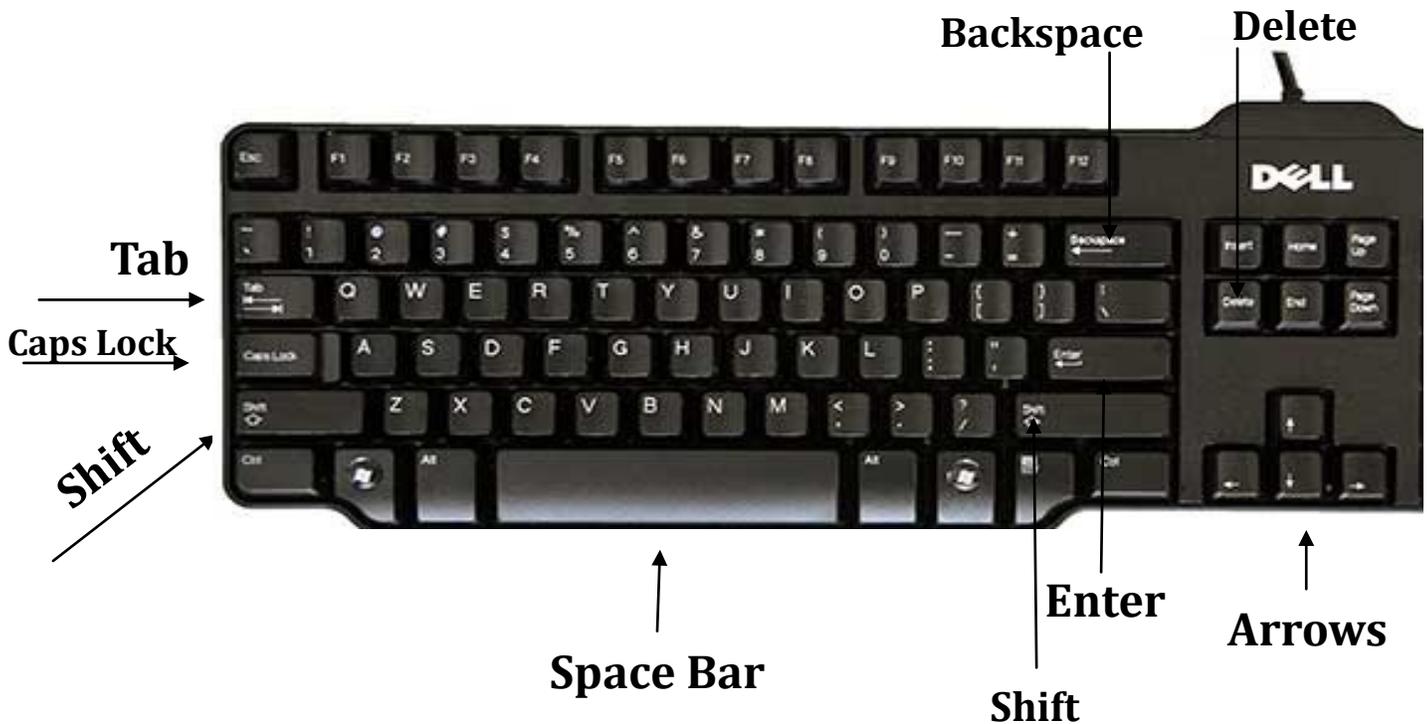
**Enter:** Moves you down to the next line in a document or it confirms your selection.

**Delete:** Removes letters, numbers, spaces, symbols, and objects.

**Arrows:** Allows you to move one over in any direction.



## Using a Keyboard



## External Devices



Memory Devices: There are several forms of saving information from the computer so that it can be accessed later. If you have your own computer, information can be saved to that computer. If you would like to view that same information on another computer, an external memory device will be necessary. Three common memory storage devices are the floppy disk; flash drive; and CD. Each device contains a different amount of memory storage.



There are other devices that can be attached to the computer for use. Printer, headphones, headsets, microphones, cameras, modems, external hard drives, speakers, and scanners are just some of the common examples.

## Conclusion

The more you use the computer, the easier it will be to use it when you need it. Always remember to upkeep your computer, and we will delve into it in another class. So practice using a computer as often as possible. Thank you so much for joining us for this class. Have a fantastic day



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