



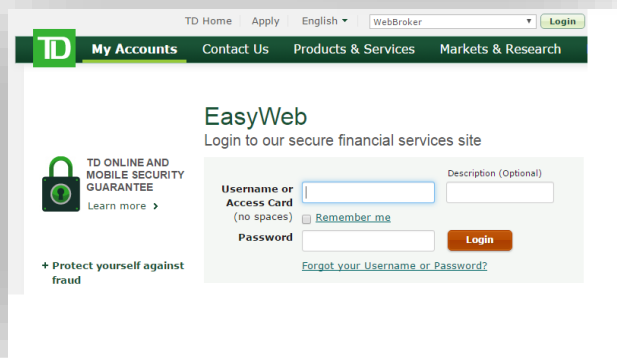
## INTRODUCTION TO COMPUTERS

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1. [Things you can do on a computer](#)
2. [Parts of a computer](#)
3. [Turning a computer on](#)
4. [Using a mouse and a keyboard](#)
5. [Turning a computer off](#)

# 1. Things you can do on a computer

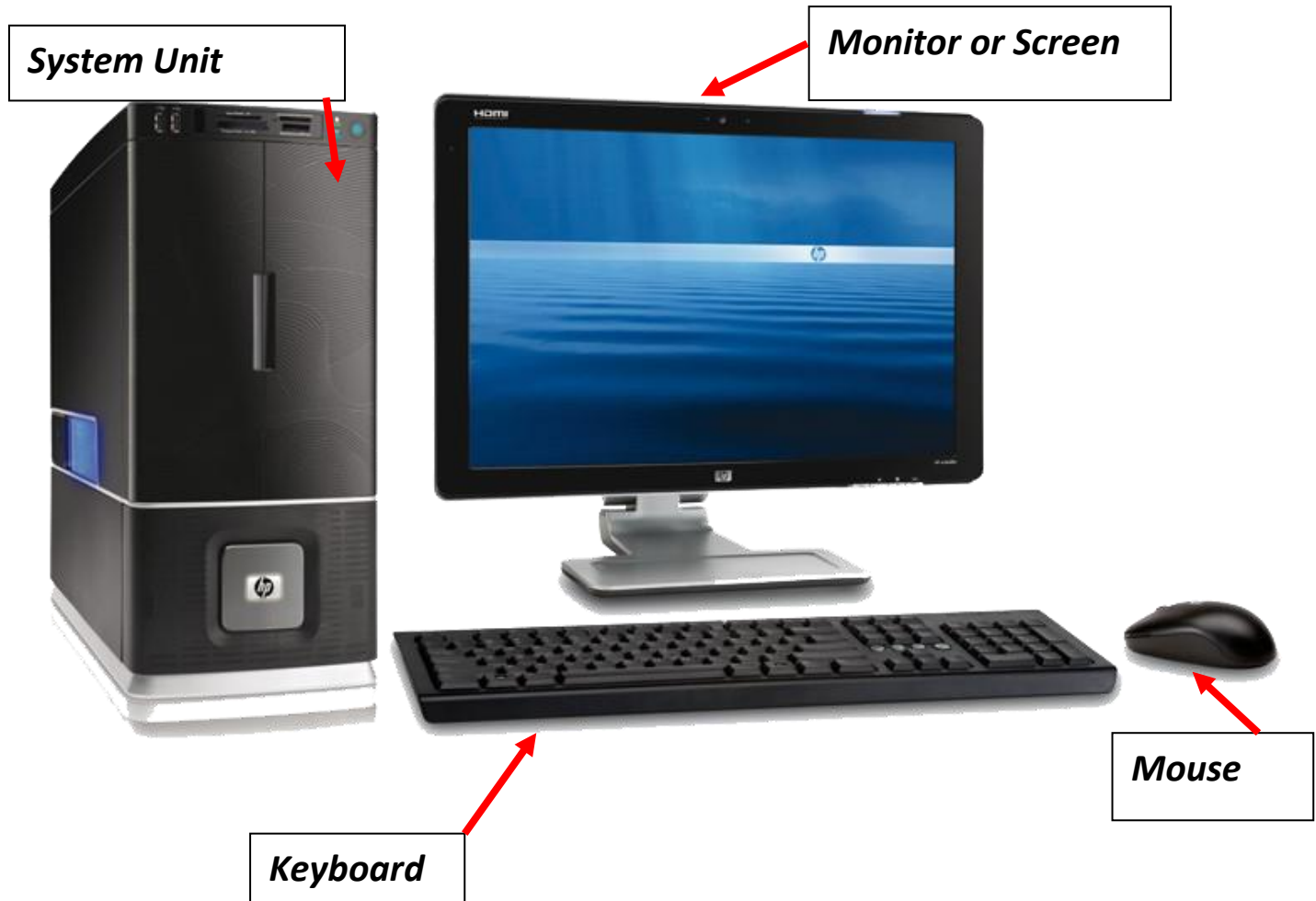
- Information & News
- Communication
- Entertainment
- Storage of information and photos
- Writing letters, video calls, banking online



Notes:

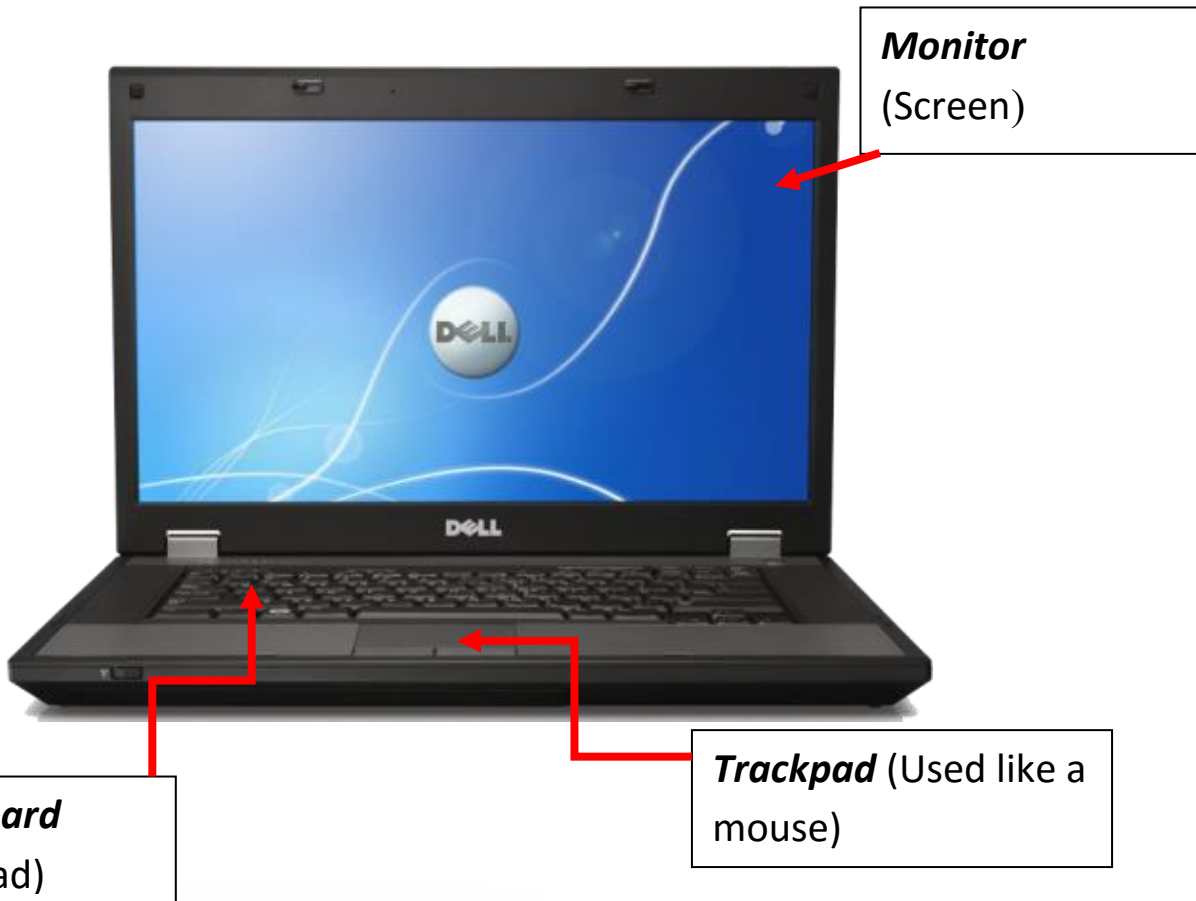
## 2) Parts of a Computer: Hardware

### Parts of a Desktop Computer



**Notes:**

## Parts of a Laptop Computer



Tap to "click" or "select"  
Slide to navigate

Notes:

## Parts of a Computer - Software

Software is the non-physical part of a computer. It's information that instructs the computer how to behave and interprets user commands.

- **Operating System (OS):** Operating systems perform basic tasks, such as recognizing input from the keyboard, sending output to the display screen, and keeping track of files and directories on the hard drive.



**Notes:**

## Parts of a Computer – Applications/Programs

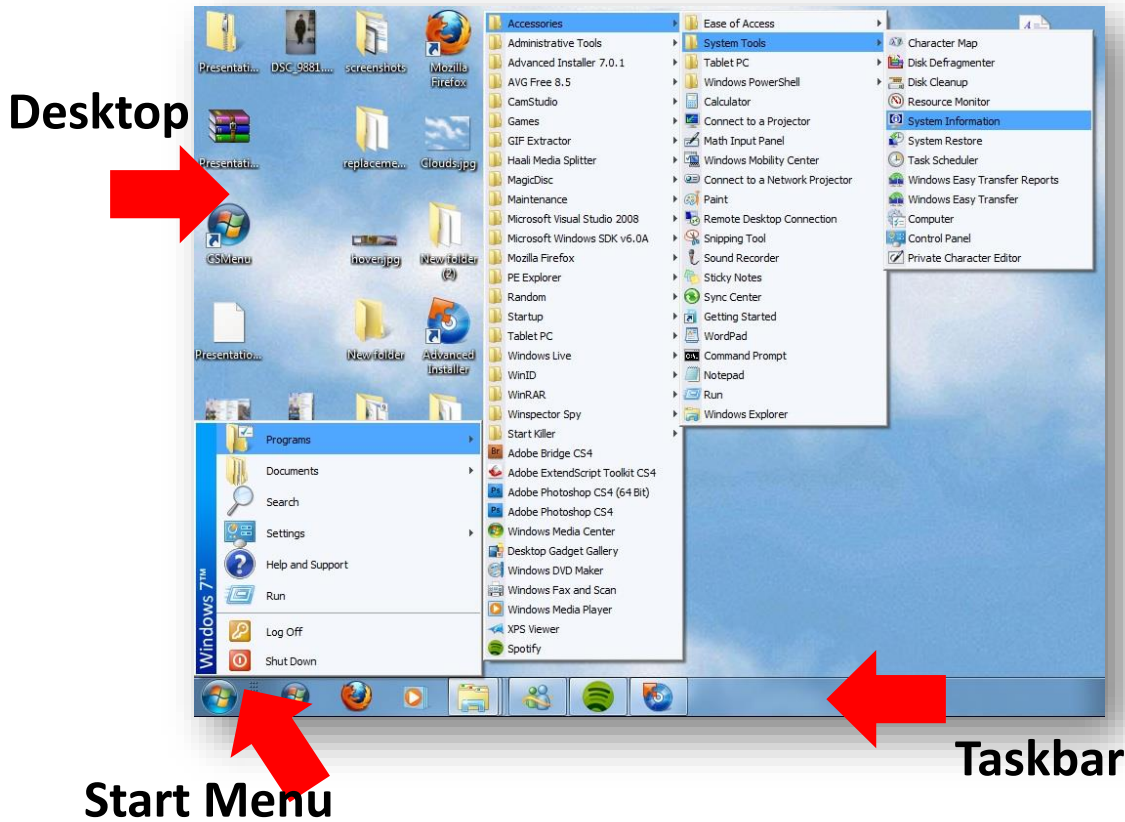
- **Applications** (or commonly referred to as **Programs**)
  - They are designed to carry out more specific tasks.
  - They can be found in the Start Menu by clicking “All Programs” or on the desktop
  - Examples of applications include **Word Processors** (Microsoft Word), **Internet browsers** (Internet Explorer), music players (Windows Media Player), **games** and more.



## Finding Programs

You can find programs:

- On your Desktop
- In the Start Menu
- On the Task bar



Notes:

## 2. Turning on a Computer

Locate the **Power Button**. This button will

- Be located on the front of the system unit or above the keypad (laptop)
- Be a large/the largest button
- Have this symbol on or next to it:
- After pushing this button, a light should come on, usually next to or within the button.



Wait until the process is complete and the monitor displays the **Login screen**. Most computers now start with a login information.

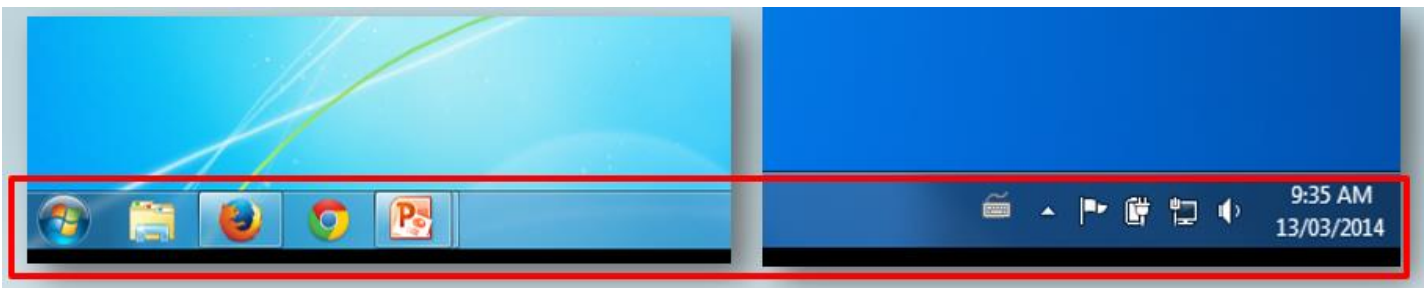






## Taskbar

- Located on the bottom of the screen
- Houses the Start Menu on the left
- Shows shortcuts to programs
- Shows time, date, volume, battery, tec. on the right



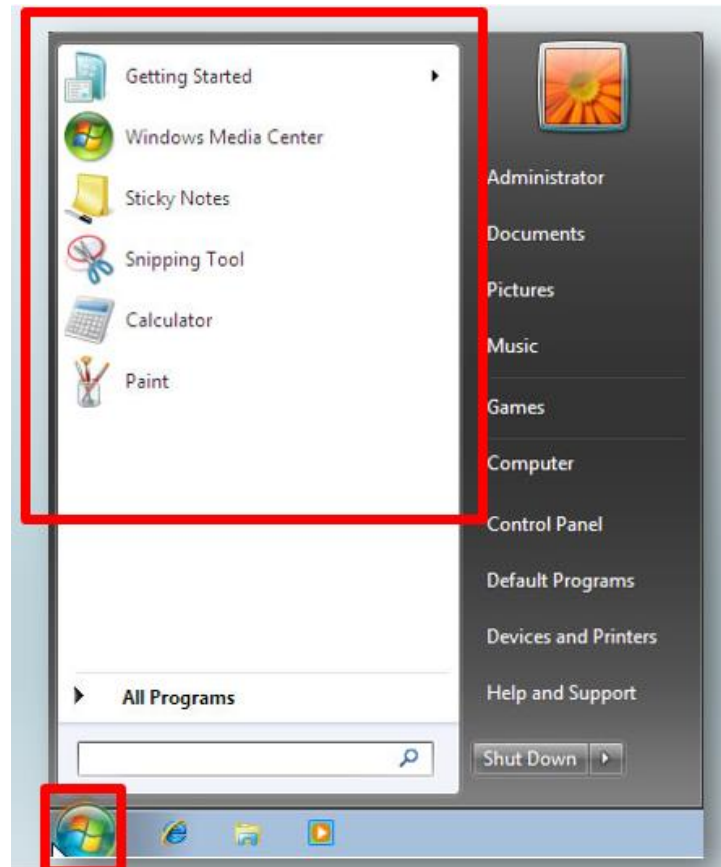
Notes:

## The Start Menu Windows 7

When you open the Start Menu you will have access to a tour of your computer with 'Getting Started'.

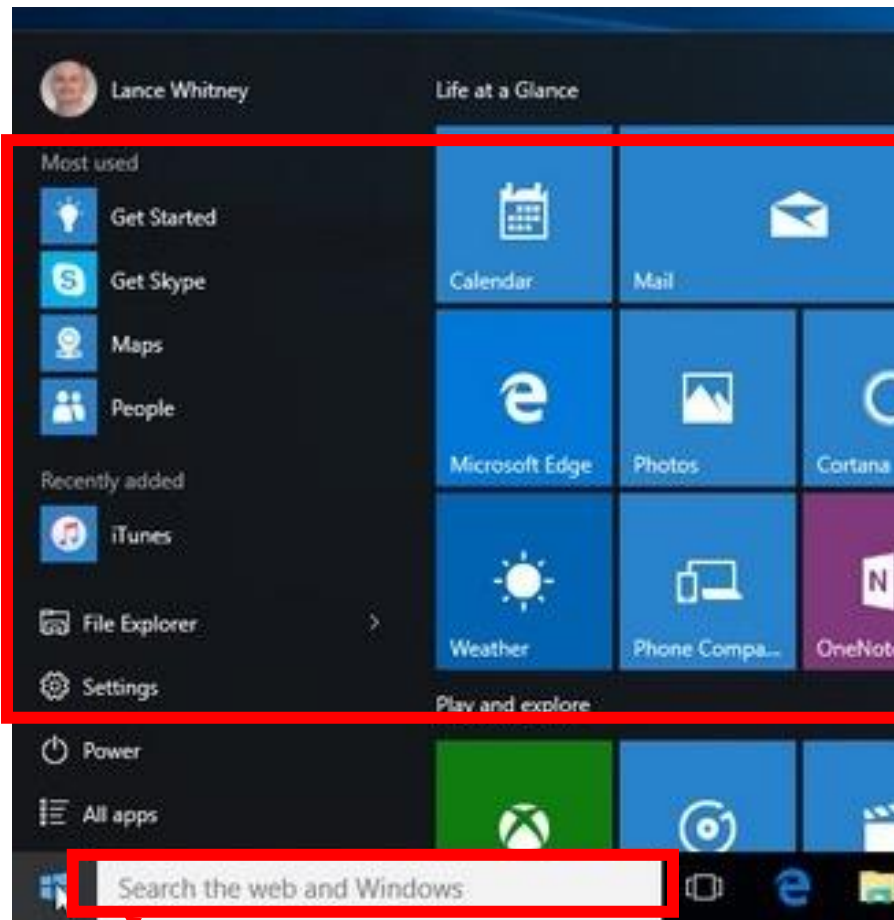
You can find the most used programs to the left, and the folders already set for you such as Documents, Pictures, Music to the right.

The Control Panel to the right has all your computer settings.



Notes:

# The Start Menu Windows 10



Most Frequently used applications

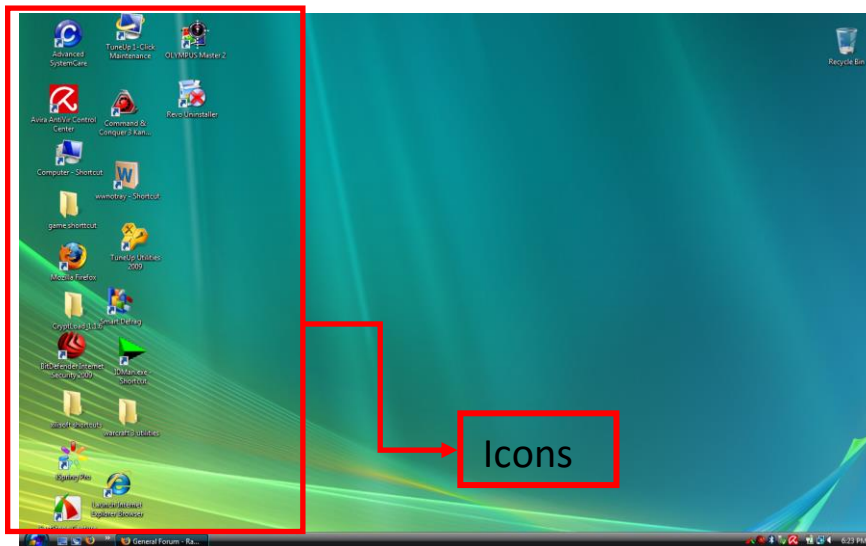
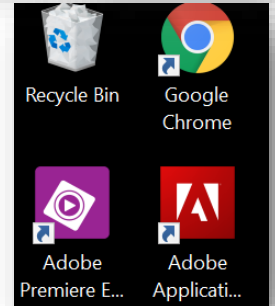
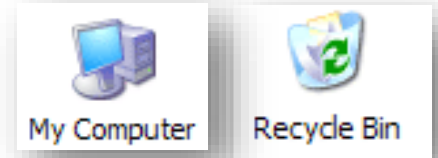
Search for all applications

Notes:

# Icons

**Icons** are small images or logos which represent computer programs/applications. They are activated using a double left-click.

Icons are typically located along the left-hand side of the desktop. The name of the application which each icon represents is located directly below it.



Notes:

# Windows

**Windows** are the main way information is displayed on the monitor. Depending on what was single or double clicked the window might occupy your whole screen, or only a portion of it.

There is a set of three **buttons** located in the top right corner of every window. These buttons are used to manipulate the window. Buttons are activated with a single left-click.



**Minimize button:** Minimizes the window, sending it to a button in the taskbar along the bottom of the screen. Minimized programs can be restored by clicking their button on the taskbar.



**Resize button:** Changes the size of the window to full screen or a small version.



**Close button:** Closes programs

Notes:

### 3. The Mouse

The mouse acts as part of the computer's communication system.

- Moving the cursor on the screen
- Selecting (by clicking the left button)
- Revealing a list of options (by clicking the right button)
- Opening files or applications by "double-clicking"
- Scrolling **up and down** in windows

Forms of the cursor and when they appear:



**Arrow** or **Finger Cursors** – Standard form (finger often appears when a hyper link is present)



**I-beam** – Signifies that typing or highlighting of text is allowed



**Hourglass** or **Spinning Ring** – When the computer is processing a task and can not accept any new commands

Notes:

#### **Practice websites**

[Mousing in PBC Library](#)

[Mouse Tutoring at Skillful Senior](#)




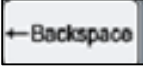
# The Keyboard

The keyboard is like an advanced typewriter keyboard.

**Typing keys** include letter, number, punctuation, and symbol keys.



## Useful Keyboard Keys

Action	Key	Key image
Create an Uppercase Letter	Press <b>Shift</b> in combination with a letter	
Type all letters as uppercase	Press <b>CapsLock</b> to turn this feature on/off	
Move the cursor to the beginning of a new line	Press <b>Enter</b>	
Delete characters before the cursor	Press <b>Backspace</b>	

Notes:

### Practice websites

[Touch Typing at Skillful Senior](#)

[Touch Typing Practice](#)



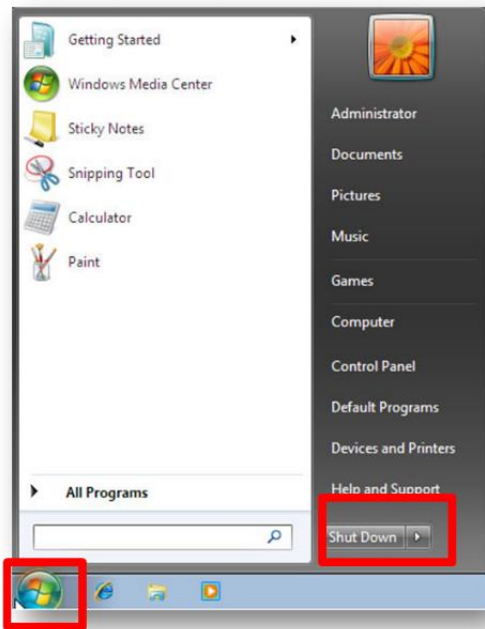
## 4. Turning Off the Computer

In order to **Shut Down** (turn off the computer), proceed with the following steps:



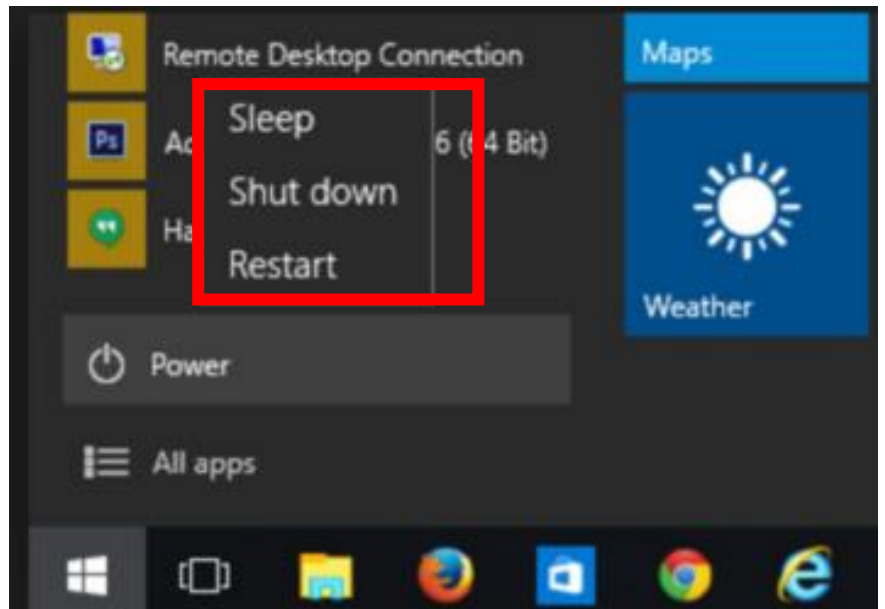
### Windows 7

- 1) Close all the programs
- 2) Click on the Start Menu
- 3) Click the "Shut Down" button



### Windows 10

- 1) Click on the Start
- 2) Click on Power
- 3) Click on Shut Down



Notes: