COMPUTER BASICS

HARDWARE
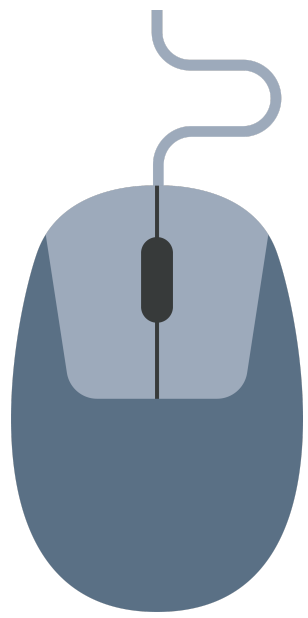
MONITOR
displays images.
- Power button
- Settings button (works similar to a T.V.)

HARD DRIVE
stores information you typed as well as the software that has been installed.
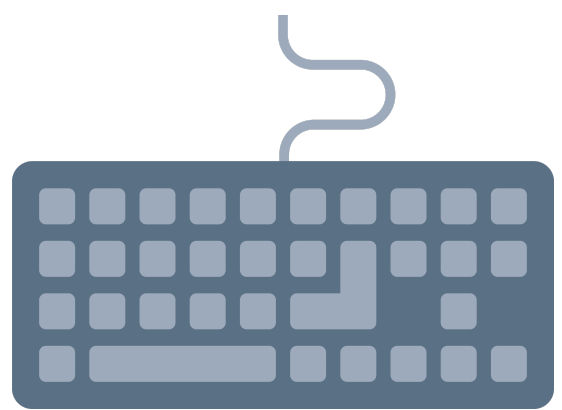- Power button
- Ports (for plugging in the monitor, mouse, keyboard and speakers)

MOUSE
allows you to interact with objects on the screen.
- 2 buttons
- Sensor
- Power button (if wireless)
- Wheel (sometimes)

KEYBOARD
allows you to enter information and commands into a computer.
- Typing keys
- Power button (if wireless)

TIP #1

A LITTLE UNSTEADY?
To stabilize the mouse, hold firmly with the thumb on one side, and the pinky and ring finger on the other.
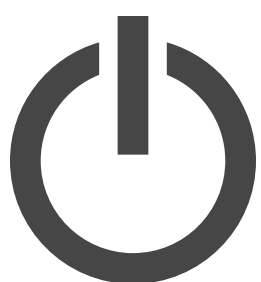
SOFTWARE

SOFTWARE works with hardware to manage what you can do with a computer, and how you do it.

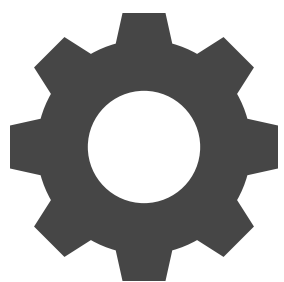**SOFTWARE ICONS** represent software for your computer.

SYMBOLS

SYMBOLS on computers are universal and you will encounter them often. Below are common symbols.
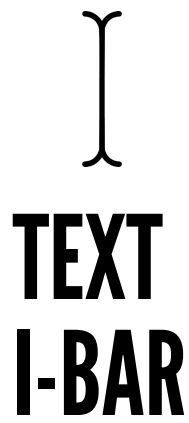
| Power | Settings | Wifi | Up & Down | Search |

TIP #2

DO I LEFT CLICK OR RIGHT CLICK?

Left click or "click" is used most frequently. Double-click to open files and programs. Right click to open a context menu.

ARROW

The arrow is the default pointer. It will change depending on what you are doing with your mouse.
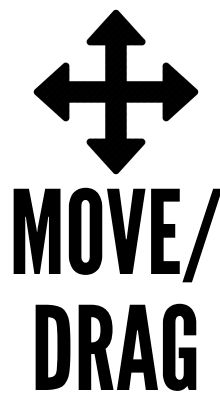
TEXT I-BAR

Text I-Bar indicates the pointer is touching an area that has text. If allowed, click once to reveal a "blinking cursor" to start typing.

HAND POINTER

Hand Pointer appears when the mouse pointer is touching a link. Click once to follow the link.
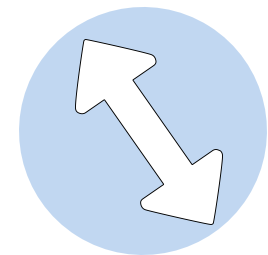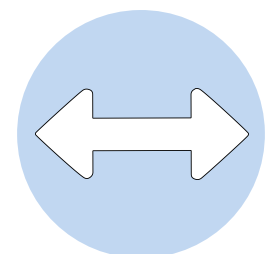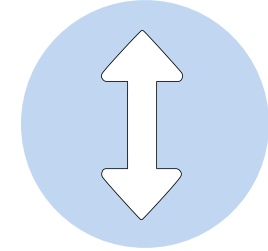
TIMER

Timer appears when the computer is busy with a task. the computer will not follow any new commands until the current task is done or fails.

MOVE/ DRAG

Move or Drag appears when the mouse pointer is touching an object that can be moved. Press & Hold to move the object and Release to drop.

RESIZE

These symbols appear if something can be resized. Press and Hold, then Drag to Resize the object in the indicated direction:

VERITICAL ARROWS

HORIZONTAL ARROWS

DIAGONAL ARROWS

BUTTON ACTIVITIES

CLICK Tap the left mouse button once and then release.

DOUBLE CLICK Tap the left mouse button two times in quick succession. Do not move the mouse between clicks.

PRESS & HOLD Press the left button down and leave it pressed down. Also called DRAG AND DROP.

HOVER Touch an object with the arrow. Also called rollover.

SELECT Click on or highlight an object on the screen.

After turning on and logging in to the computer, the Desktop should appear on the screen. There are icons (or tiles, if using Windows 10) on the Desktop representing programs/apps, files or folders on the computer. Double click on an icon to open a program, file, or folder in a window.

TIP #3

ARE ALL WINDOWS ALIKE?

Not all windows are alike. However, you will see the same three buttons in the upper-right (or left) corner of almost every window.
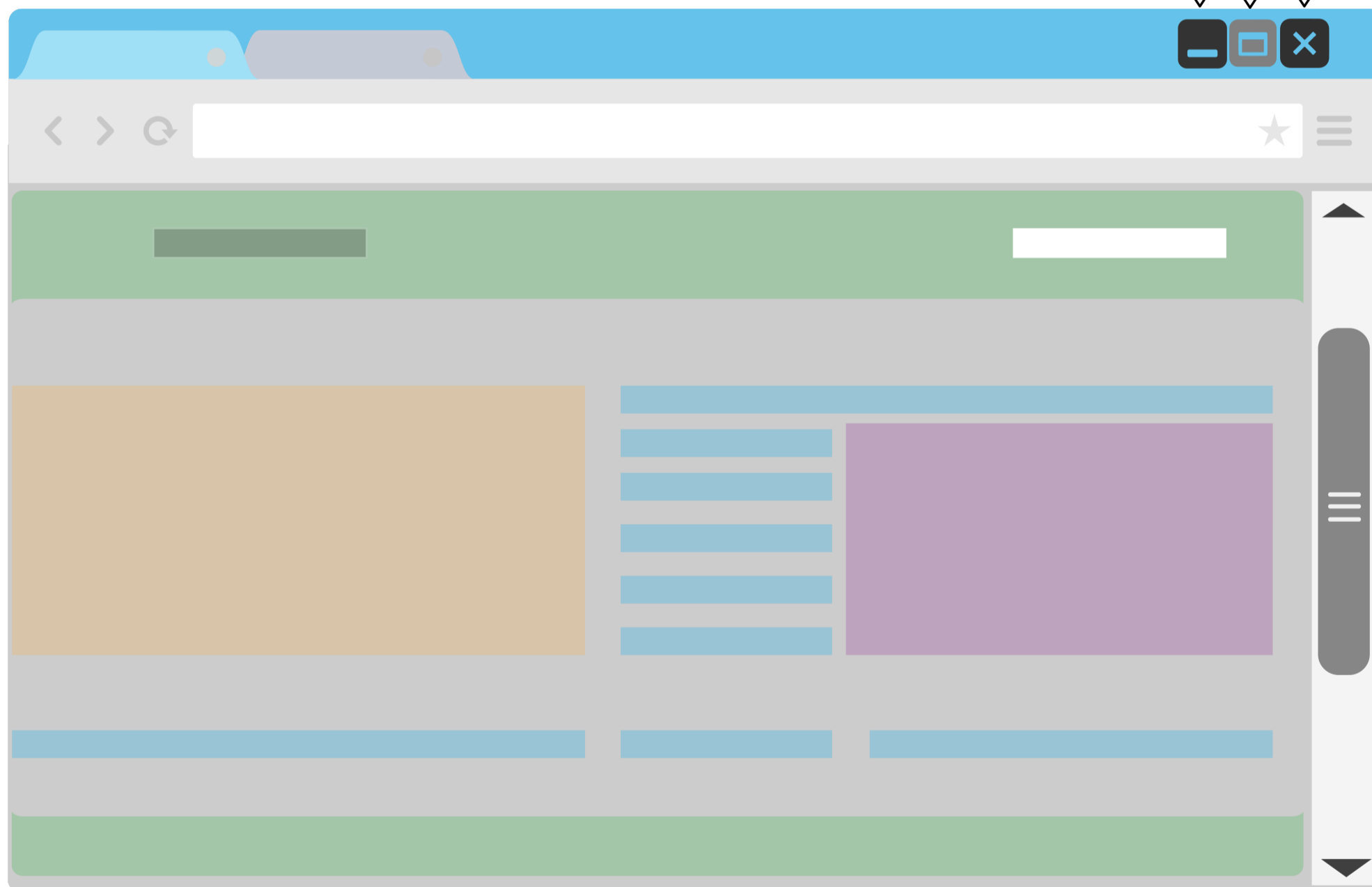
MAXIMIZE/ RESTORE BUTTON
resizes the window.

MINIMIZE BUTTON
hides the window on the task bar, but does not close the program. To unhide the window, click on it from the taskbar.
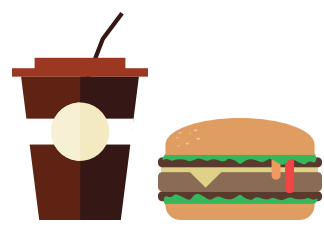
CLOSE BUTTON
click on the X to close the window. This will also close all tabs inside the window.

SCROLL BAR
appears when the page content does not fit the window. Use the scrollbars to change the portion of the content in view.

Keep open food and drink away from the computer

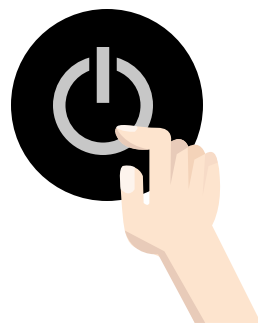Do not touch the display screen.

Do not insert any foreign objects into any of the ports.

Keep the computer away from direct sunlight, extreme heat , extreme cold, or strong magnetic fields.

TO TURN ON the computer look for the power button.

1.) Press the power button firmly and slowly.

2.) If you are working on a desktop, turn on the power for the monitor.

3.) Log in with your password, if needed.

TO TURN OFF the computer, avoid by pressing the power button. Follow these steps to turn off a computer correctly:

1.) Close all windows.

2.) Click on the start button.

3.) Click on Shut Down.

4.) Wait for computer to power down.

5.) Turn off monitor or close.