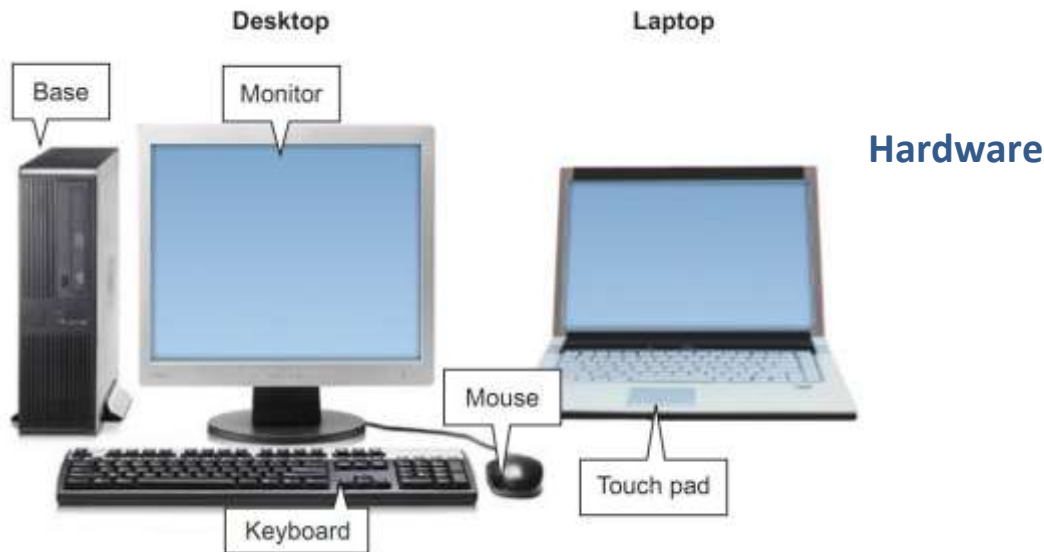


Computer Basics



Base/ CPU	The case that holds all the electronic components of the computer, including the hard disk, RAM chips, central processing unit (CPU), and motherboard. Inside the case is where everything takes place.
Monitor	Similar to a television, the monitor displays text, pictures, and other items from the computer on a screen.
Keyboard	The set of typewriter-like keys you use to enter information into or communicate with the computer
Mouse	The device that controls the movement of the pointer displayed on the screen. The Mouse lets you communicate with the computer.
Touchpad	Same function as a mouse and found on most laptops. Unlike a mouse, you can use two hands!
Laptop	Portable computers with the electronic component, monitor, keyboard and mouse all encased in a light-weight, battery-powered, portable unit which can fit on your lap. They are also sometimes referred to as 'notebooks.'

Turning the Computer on

Turn the computer on by pressing the power button.



The power button's location is different on each machine model. But it usually looks like this:

It will take a couple minutes for the computer to start and load the programs.

Depending on how your computer is set-up you may or may not have to log in with a user name and password.

If you had manually turned the



The power button for the monitor
not manually turned off the

will come on automatically when the computer boots up.

monitor off, you will have to turn it back on.
is usually in the bottom right corner. If you had
monitor, you do not need to turn it back on. It

Turning the Computer off

Left click on the Windows button, and then on the Shut down button.

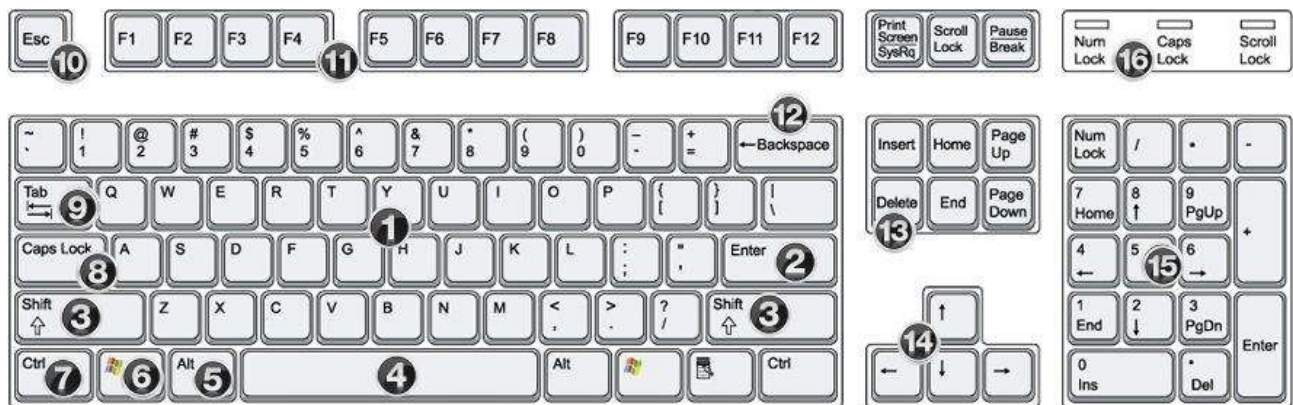
It will automatically shut down.

If you would like to do something other than turn the computer off, click on the triangle next to the Shut down button. Your other options include:



Switch user	If you have multiple user accounts set up on your computer you can switch users without restarting your computer.
Log off	Choose this option to log out of your user account but keep the computer on.
Lock	Choose Lock if you want to walk away from your computer for a time . It will remain On and the programs you were working on will remain open. When you come back you will have to reenter your password to get back into your user account (if you have a password set up).
Restart	All of your programs close and your computer cuts all power. Then it turns itself back on.
Sleep	The computer maintains a fast state of readiness. Power is cut to the hard drive and monitor, but you are still using some power as your open programs are held open and ready for you to continue the next time you push the power button. You are up and running in seconds.

Keyboard



1	Letters	Letters are arranged in the Qwerty style, just as they are on typewriters.
2	Enter	Enter key performs a command, or as in a word document, brings cursor to the next line
3	Shift	Make one letter upper case; on keys with multiple characters, hitting the shift key will activate the top character. For instance, if you hit the “2” key, a 2 will appear. If you hit the shift key and then the “2” key a @ will appear.
4	Space bar	Moves cursor forward one space

5	Alt	Important keyboard shortcut key
6	Ctrl	Stands for “Control.” Important keyboard shortcut key
7	Windows	Opens and closes the Start menu
8	Caps Lock	This key will make ALL YOUR LETTERS CAPITALIZED.
9	Tab	Indent text or use the tab key to navigate between boxes or fields.
10	Esc	Exit from some screens
11	F keys	“F” stands for function. Function keys are programmable shortcut keys. The functions may differ depending on which software program you are using.
12	Backspace	Removes text behind the cursor; backspace can also be used instead of the back arrow on an internet browser.
13	Delete	Deletes text in front of the cursor
14	Arrow keys	Often called Cursor Control Keys, these four keys move the text cursor in the direction of their arrows. Above them are more cursor-control keys — the six-pack of Insert, Delete, Home, End, Page Up, and Page Down
15	Number pad	An alternative to using the number keys at the top of the keyboard
16	Indicator lights	When these symbols are lit up it means that the Number lock, Caps lock and/or Scroll lock is on.

Mouse and Touchpad

- You use the mouse and the touchpad to move the cursor around the screen and perform commands.
- To perform a command, press the left button. The right button will open up a secondary, popup or short cut menu.



and



The Cursor

Select is the form your cursor will most frequently take. You move this arrow to a location to “click” on something that will perform an action. For instance, you might use the arrow to click on a program to open it.



Text Select	appears when you are in a location where you may enter text.
Link selector	lets you know that if you click with the little hand and a link will open.
Move object	allows you to move a whole window or an image around

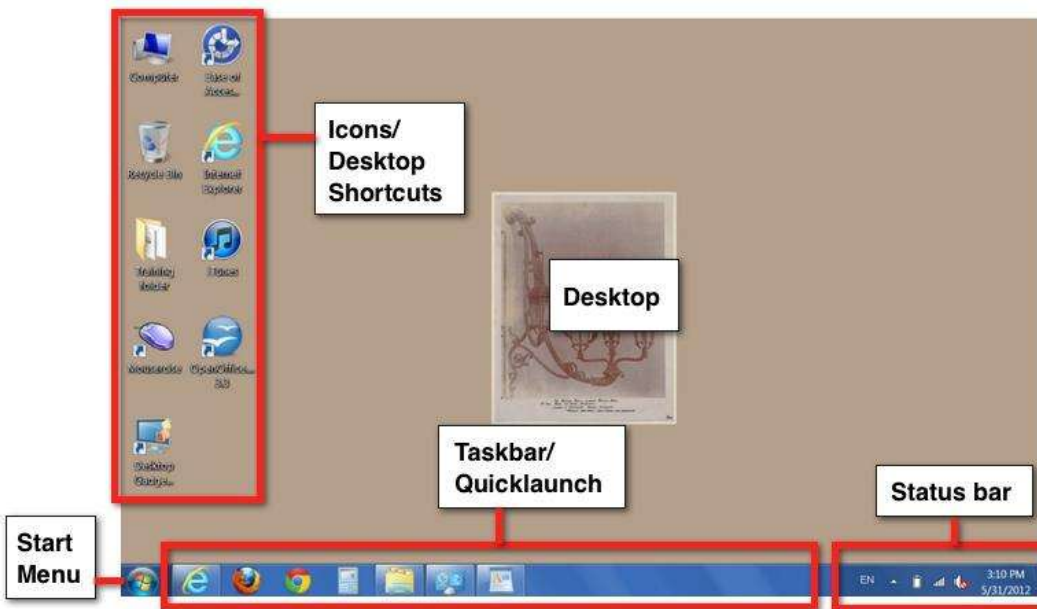
Resize	options allow you to make windows or images larger or smaller
Busy	means the computer is working and you need to wait for it to finish, sometimes this symbol is an hourglass
Working	means the computer is working but you should still be able to perform other tasks – sometimes this symbol is an hourglass with an arrow
Unavailable	will appear when you try to use your cursor in a location where you are not allowed to take action

Desktop

The surface. see once finished are ready

The small to icons. start a Start list of options

The blue bottom of the screen is the Task Bar. Here you can see the clock in the far right, and also what programs are open on your computer.



desktop is your work It is the screen you your computer has booting up and you to get started.

pictures are shortcuts programs called Double-click icons to program. Clicking the button also shows a programs and other on the computer.

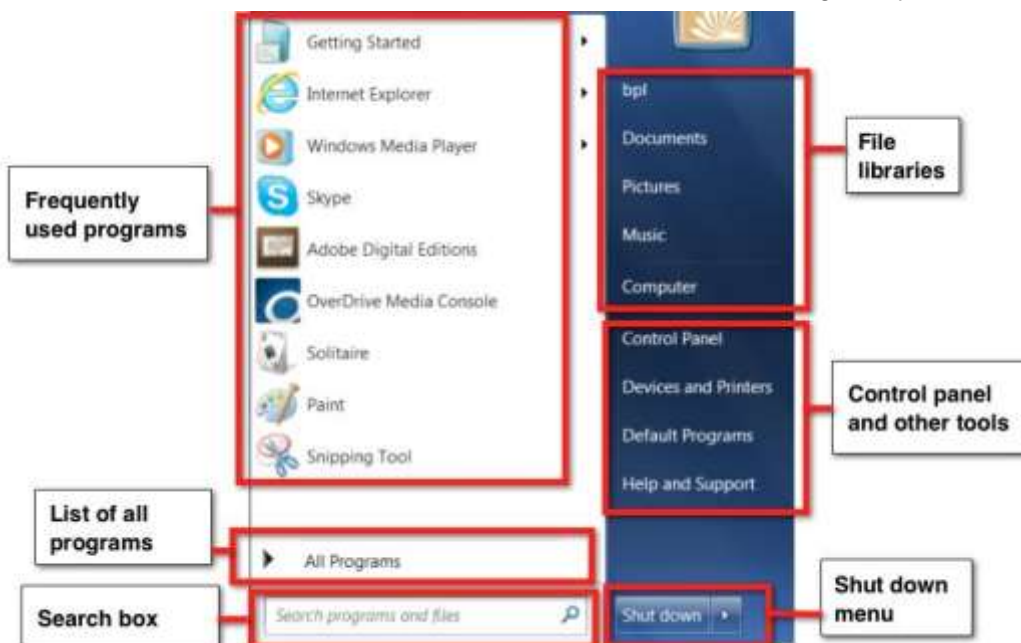
bar across the

Start Menu



The start menu is located in the lower left hand corner of the screen. It might say start or be a circular window.

The **Start** uses. It's program. opening a icons on your display an on the look in Other



Menu has many one way to open a If you have trouble program using the the desktop or if computer does not icon for a program desktop you can the start menu. uses:

- **Shutdown menu**

- Turn computer off completely with Shut Down
- Restart the computer is like turning your computer off but having it automatically turn back on- helpful when your computer is running slow
- Log out when you have multiple users and accounts on your computer and want to switch users
- Sleep puts your computer into hibernation, which saves energy when you are not using it but you don't want to turn it off because you have open programs and/or files
- **Search box**- you can quickly search your computer for files and programs
- **Control panel** – has many uses a few of which are:
 - Change wallpaper
 - Adjust mouse or keyboard settings
 - Adjust monitor settings
 - Change security settings
 - Defrag disc
 - Change network settings
- **All Programs** lists every program installed on your machine.
- **File libraries**- These are the default file folders your computer comes with. Files you create may be stored here.
- **Computer (or My Computer)**- See all the drives on your computer and see any external devices attached to your computer

When using BPL laptops or desktops, you need to Log Off when you are finished with your session.

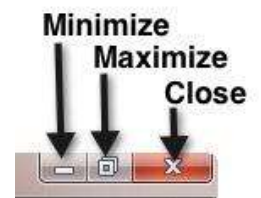
Software

Software means the same thing as Program or App (application). Whereas a piece of hardware is a mouse, keyboard, monitor, or digital camera, a piece of software is a program that runs on the computer. Examples include Microsoft Word and Internet Explorer.

Opening and Closing a Program

Practice:

- Double click the icon on the desktop for the program you want to open.
- Click on the white X in the red box in the upper right corner of the window to close it.
- If you have trouble double clicking, click once on the icon for the program you want to open, then hit the **Enter** key on the keyboard.
- You can also close a program by clicking on the word **File** in the top left corner of the screen and then on **Close**.



Ports

A port is a socket in a computer into which a device can be plugged. Examples of such external devices: a flash drive, a mouse, a keyboard, a monitor, a printer, headphones, digital camera card.



Ports vary from computer model to model.

***Port location

Security cable lock	Special locks may be purchased which are similar to bike locks
----------------------------	--

Power cord	Attach power cord here
USB ports	Stands for Universal Serial Bus. It is an outlet for connecting computers with electronic devices such as a flash drive, thumbnail drive, mouse, printer, etc.
VGA	Connects your laptop or desktop to a larger monitor or projector
Audio in	Attach a microphone here
Headphones (Audio out)	Plug headphones in here or speakers
PC card/ Smart card	Credit card with a built-in microprocessor and memory used for identification or financial transactions.
Media card slot	reads storage cards that most cameras, mp3 players, and cellphones use
CD/DVD drive	CD/ DVDs go here. You might need to push a button to get the carriage to come out or sometimes you simply push the CD/DVD into a slot
Ethernet	Allows user to connect to Internet

Troubleshooting FAQ

Can I leave my computer on all the time?

Generally yes. If you use your computer frequently throughout the day then you will want to keep it on. You may want to at least turn your monitor off to prevent screen burn. However if you are on your computer for a hour or two per day then to save power and keep your machine cool you should turn it off when you are finished. You may also want to see other options on page 4.

What should I do when everything freezes and the mouse and the keyboard don't work?

First, make sure the mouse and keyboard did not come unplugged from the back of the computer. If that is not the problem, try pressing the ESC key in the upper left corner of the keyboard. You can also press CTRL+ALT+DELETE to open the Task Manager, click on the program that is not responding, and then click on End Task. If nothing seems to help then you will have to re-start your computer (and you may lose whatever you were working on).

The computer is on, but the screen is blank.

Check to be sure the monitor is turned on, plugged in, and connected to the computer. If the computer has not been in use for several minutes a screen saver may have started. Jiggle the mouse or press the space bar to stop the screensaver.

Suddenly while I was typing EVERYTHING CAME OUT IN CAPITAL LETTERS.

You probably pressed the Caps Lock key on the keyboard by mistake. Press it again to turn off the caps lock.

Suddenly while I was typing the words I am typing are replacing other words.

You probably pressed the Insert key by mistake. Press it again to turn off Insert and stop typing over existing text.

Safety Tips

Use a surge protector

Plug all your computer components into a surge protector. Then plug the surge protector into the wall outlet. The surge protector will protect your computer against power surges that can short out the system.

Do not unplug any components until the computer is turned off and unplugged.

This includes turning off and unplugging your surge protector. This is to prevent electric shock.

Read the manual.

The manufacturer's manual that came with the computer explains how to safely remove the case and handle the computer's components.

Housekeeping Tips

Don't touch the screen.

The oils from your fingers will leave fingerprints that are hard to remove. Avoid touching the screen if you can. To clean a CRT screen, spray some glass cleaner, or a mixture of 50% water and 50% rubbing alcohol, on a lint-free rag, then wipe the screen. Don't spray anything directly on the screen. To clean an LCD screen use LCD cleaner or cleaning cloths sold at most computer and electronics stores.

Keep drinks and food away from the computer.

This is tough, but one cup of coffee or can of pop can ruin your keyboard. Also crumbs can be a problem. To clean a keyboard, use compressed air, or a small clean paint brush to brush out lint and other debris.

Keep magnets away from your hard drive.

This isn't housekeeping, but a magnet can ruin your hard drive, so don't put any around the computer.

Computer Safety Tips

What is a computer virus?

A computer virus is a program that was written to intentionally harm your computer. Viruses are spread through email or other infected files, sometimes even from just visiting a web page.

How to prevent a computer virus

There are several things you can do to protect your computer from a virus. One is install anti-virus software on your computer and keep it up to date. Also, do not open suspicious emails that have attachments or that come from people or organizations you do not know. Before you download files to your computer be sure you know where the file is coming from and what it is. Always scan a file for viruses before downloading.

What are Spyware and Adware?

Spyware and Adware are small files or programs that track your internet surfing and send that information back to another web site. The programs slow your machine down considerably and may make it unusable.

How to prevent Spyware and Adware

These files are sent to your computer in the form of cookies, small files stored on your hard drive. Adjust your internet browser settings so that it does not accept all cookies from all web sites. Also, be careful about downloading software, especially file sharing software, from the Internet.

Several programs exist to protect your computer from spyware and adware. Spybot Search and Destroy and AdAware are two free programs that you use to scan your computer and remove spyware and adware. These programs can be downloaded free from the Internet. You can also purchase programs to protect your machine.

Additional Resources:

Basic Computing Skills:

<http://www.bbc.co.uk/webwise/>

<http://abbyandme.com>

Typing:

<http://www.powertyping.com/>

<http://typeonline.co.uk/>

Mouse:

Solitaire, Paint

Mousercise: <http://www.pbclibrary.org/mousing/mousercise.htm>

<http://www.jigzone.com>

Glossary:

Apps	Stands for Applications. Applications are software programs.
Attach	Send a file with an e-mail
Back up	Make copies of files
Blog	Short for Web log, a blog is a Web page that serves as a publicly accessible personal journal for an individual.
Boot	Startup computer
Browser	Program for reading information on the Internet: Internet Explorer, Foxfire or Safari
Cursor	Pointed used to indicate the insertion point
Database	Collection of related data organized for convenient access
Desktop	Starting screen for Windows or Mac
Dock	The bar of icons that sits at the bottom or side of your screen. It provides easy access to some of the Apple applications on your Mac
Download	Transfer information from one computer or website to your computer
Drop-down menu	A menu of commands or options that appears when you select an item with a touchpad or mouse
Email	electronic mail send through the Internet
File	Any amount of information stored together as a single entity
Flash drive	A USB file storage device

Folder	Storage unit for one of more files
Hardware	The physical machinery and devices that make up a computer system.
Home page	First page of a website
Icon	Symbol or picture depicting a command or application. Usually a short cut.
Internet	A global network connecting millions of computers and users
Invisible web	Also referred to as the <i>deep Web</i> , the term refers to either Web pages that cannot be indexed by a typical search engine or Web pages that a search engine purposely does not index, rendering the data "invisible" to the general user.
Key word	Descriptive word used to locate information
Links or hyperlinks	A link to move from one web page to another or to include a web address in an E-mail
Log off	Closing a session on a computer, Internet or website.
Log on	Typing in a username and password to gain entry to a computer or the Internet. Also many websites require users to log on as well.
Menu bar	A row of commands usually in the top left hand corner of hte screen, which are specific to the program you are using.
Mouse	A pointing device, which controls the cursor
Online	Connected to the Internet
Operating system	The software that allows computer users to run applications with the hardware of a specific system. Microsoft® Windows® or Apple® Computer's OS are examples of operating systems.
Reboot	Restart computer, usually after a problem
Scroll bars	There may be vertical and horizontal scroll bars. Scroll bars allow you to view information that does not fit on the screen.
Search engine	Online software used to search for information on the Internet, for example Google
Secondary menu or pop-up menu	A menu that appears temporarily when you two finger or right click on a selection. Once you make a selection from a pop-up menu, the menu usually disappears.
Sleep	An energy-saving mode of operation in which all unnecessary components are shut down
Software	The programs and instructions that run a computer
Task bar	Open programs or applications appear in the Task bar, located at the bottom of the screen. You can use the Task bar to switch between open programs. When you close a program the name button for that program disappears from the Task bar.
Tool bar	Consists of rows of icons or buttons used to carry out specific and commonly used commands, such as printing.
Touchpad	a computer input device for controlling the pointer on a displayscreen by sliding the finger along a touch-sensitive surface
Upload	To transmit data from a computer to a bulletin board service, mainframe, or network.

URL	Stands for "Uniform Resource Locator." Identifies address for a website
Username	Name assumed to identify oneself.
Web page	a document connected to the World Wide Web and viewable by anyone connected to the Internet who has a web browser
Web site	Sets of web pages on the Internet
Windows	The Microsoft operating system
windows	An enclosed, rectangular area on a display screen.
World Wide Web	Sets of interconnected multimedia documents on the Internet