Computer Basics

Everything you need to know to get started using a computer

Welcome to the Computer!

The first thing to understand is that it's difficult to "break" a computer.

They are designed to recover from most things a user does to them with a few clicks.

If you experience a problem that you can't fix, you can:
-Ignore the problem (and it might resolve itself)
-Restart the computer
-Just turn off the computer until you can get help

Many new computer users worry about breaking the computer but its actually difficult to truly break it. So relax!

tablet

Intomobile.com

Bubblews.com

laptop

monitor

England.edu

CPU tower

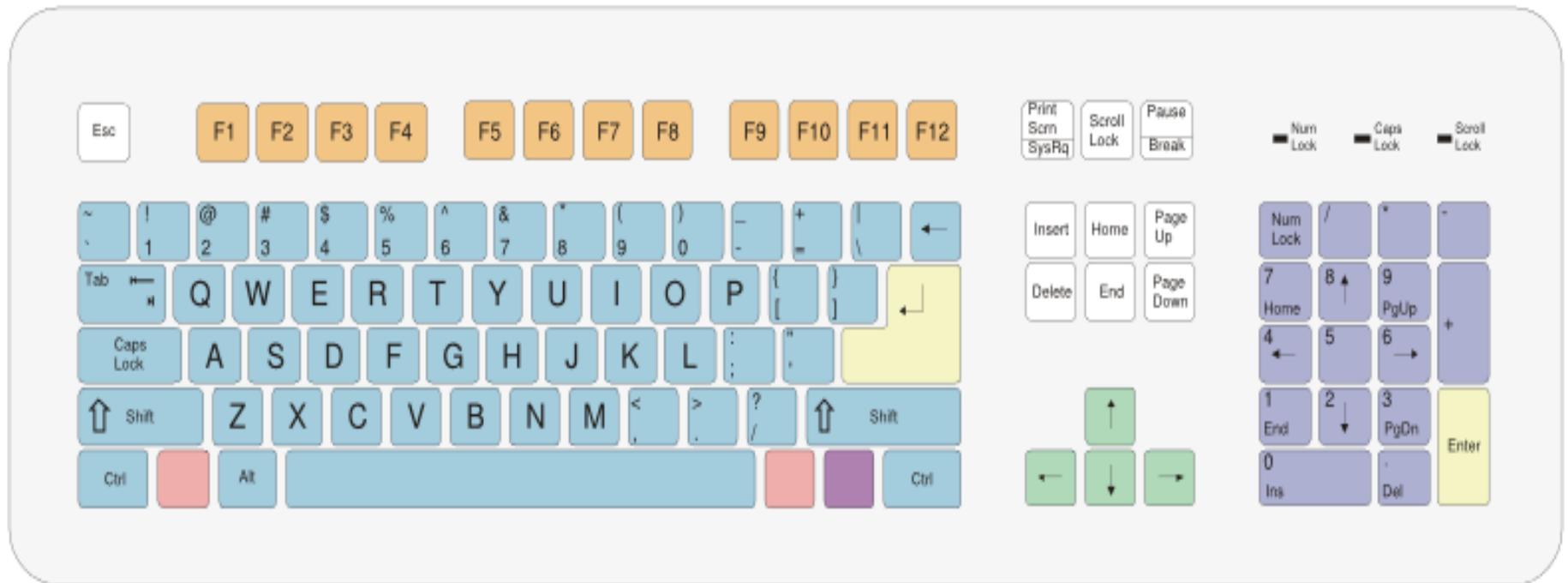mouse

keyboard

Types of Computers

External hard drive
Extra space/memory for storing your files

Earbuds/headphones

USB/Flash/Thumb drive
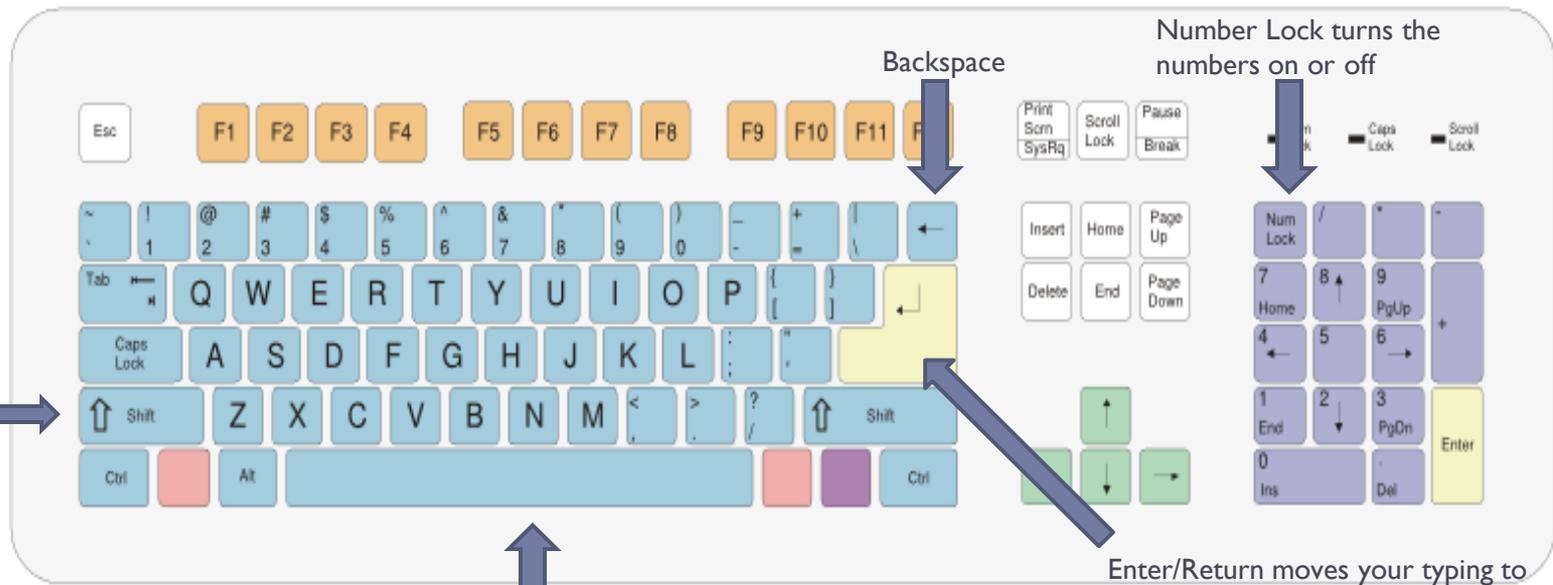For saving your files while on the go

Computer Accessories

Typewriter keys
Windows keys
Application key
Function keys
Numeric keypad
Cursor control keys
Enter keys
Other

You use the keyboard to "write" something on the computer

The Keyboard

Backspace

Number Lock turns the numbers on or off

Capitalizes letters and creates symbols

Enter/Return moves your typing to the next line

Space bar adds a space between words

Typewriter keys

Function keys

Enter keys

Windows keys

Numeric keypad

Other

Application key

Cursor control keys

Important Keys

Visit www.typingweb.com for keyboard practice

The mouse is used as a virtual finger for pointing, selecting, and moving items on your computer

Left click – selects

Right click – opens a menu

Double click – opens a program

Click and drag – organizes items

The arrow points

The cursor lets you type

The hourglass means wait

The hand lets you select a link

The mouse

For mouse practice go to
http://www.pbclibrary.org/mousing/intro.htm

What is an Operating System?

You might have heard the terms iOS or Windows. Maybe you've even hear the terms Windows XP or Mountain Lion. These are Operating Systems. They are the systems that run your computer.

An operating system, or "OS," is software that communicates with the hardware and allows other programs to run. It is comprised of system software, or the fundamental files your computer needs to boot up and function. Every desktop computer, tablet, and smartphone includes an operating system that provides basic functionality for the device.

http://www.techterms.com/definition/operating_system

Windows was created by Microsoft.
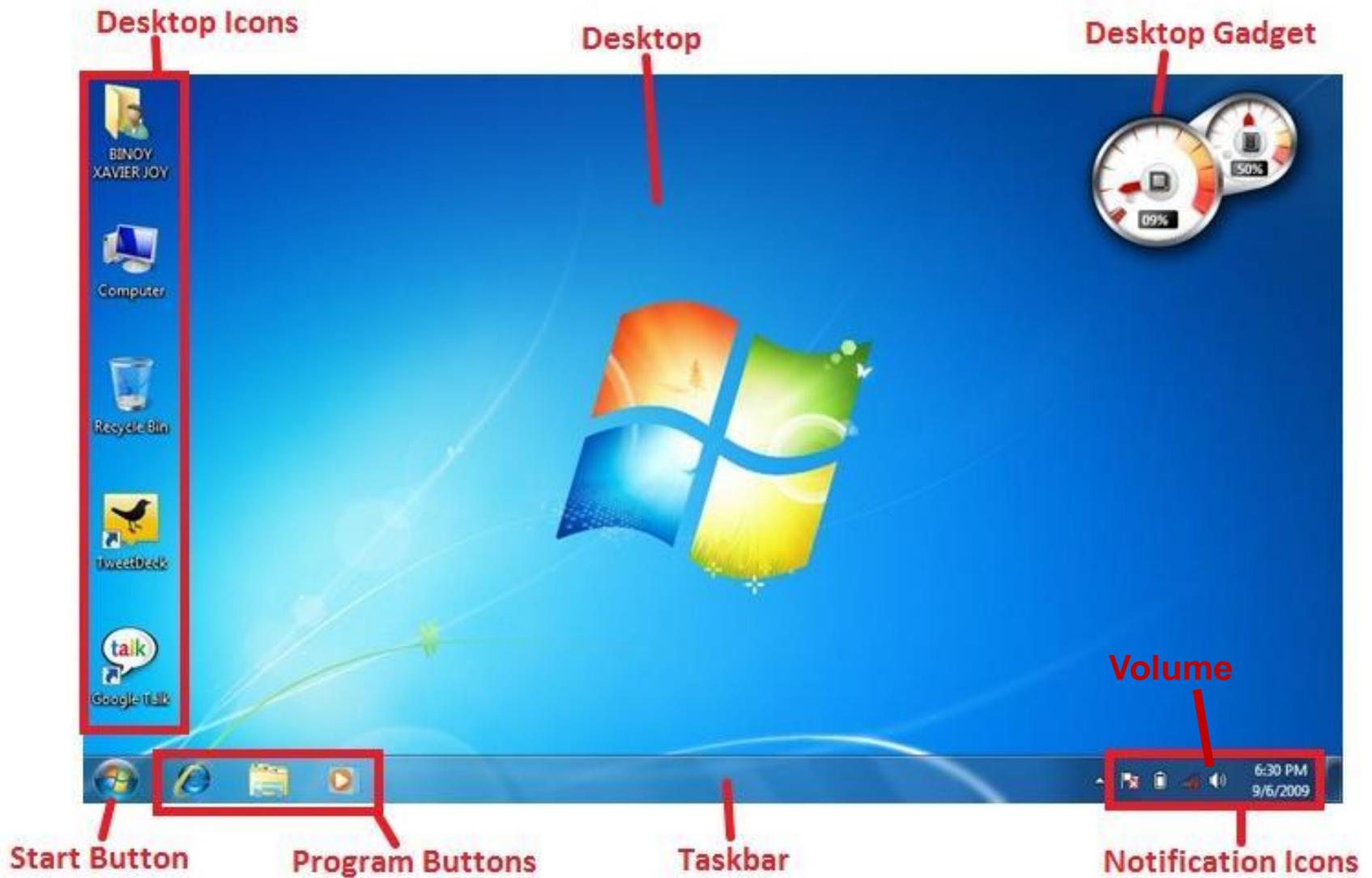(Founded by Bill Gates and Paul Allen)

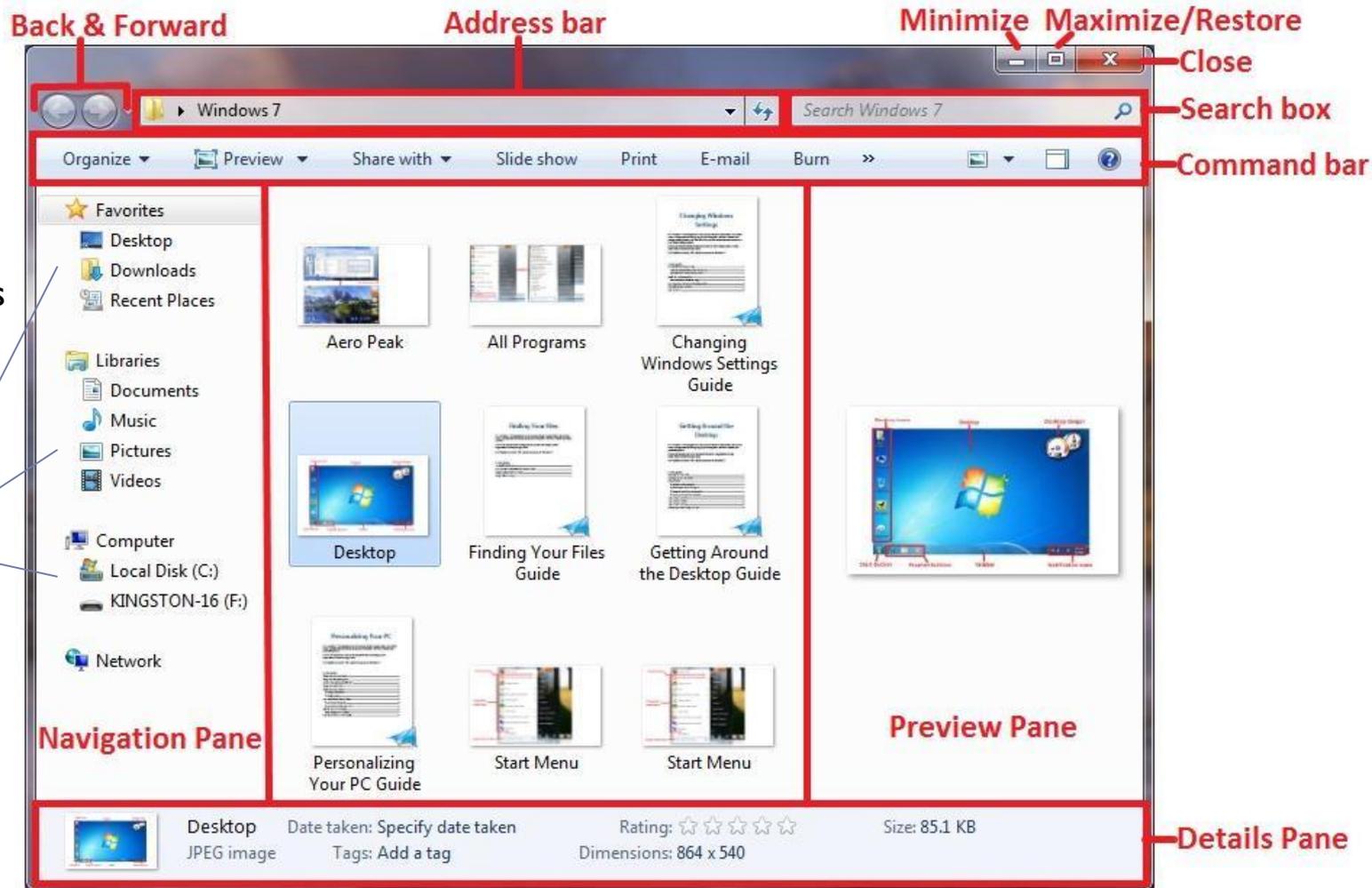Over 90% of desktop computer users have Windows as their OS

Mac was created by Apple (founded by Steve Jobs & Steve Wozniak)

7.25% of desktop users and 55% of mobile device users have Mac OSX

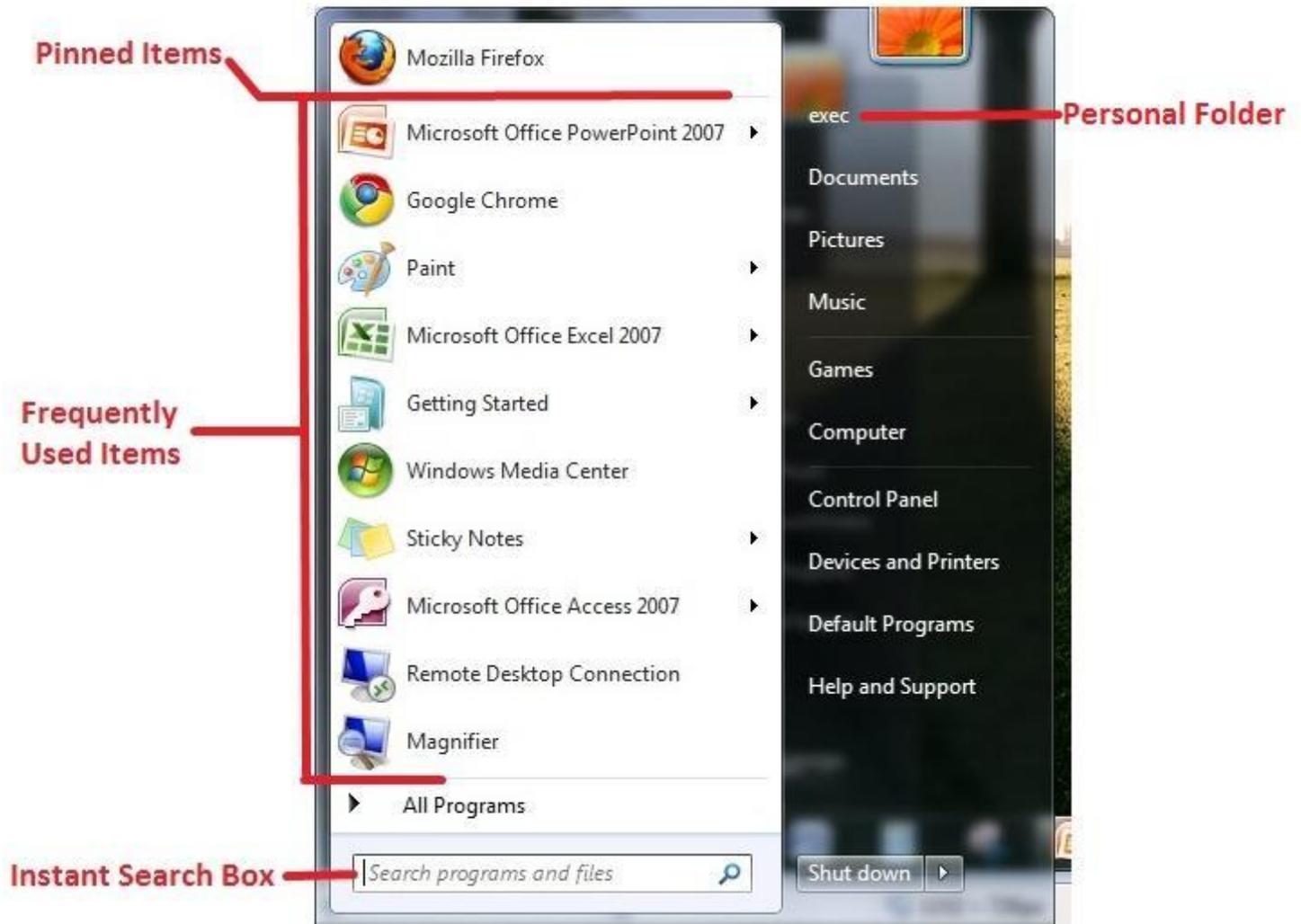http://en.wikipedia.org/wiki/Usage_share_of_operating_systems

Windows Desktop

Back & Forward

Address bar

Minimize Maximize/Restore

Close

Search box

Command bar

Search Windows 7

Windows Explorer acts as a filing cabinet on your computer that holds all of your files.

Organize ▾   Preview ▾   Share with ▾   Slide show   Print   E-mail   Burn   »

Windows 7

★ Favorites
  Desktop
  Downloads
  Recent Places

Libraries
  Documents
  Music
  Pictures
  Videos

Files then hold documents, music, videos, etc.

Computer
  Local Disk (C:)
  KINGSTON-16 (F:)

Network

Navigation Pane

Aero Peak   All Programs   Changing Windows Settings Guide

Desktop   Finding Your Files Guide   Getting Around the Desktop Guide

Personalizing Your PC Guide   Start Menu   Start Menu

Preview Pane

Desktop   Date taken: Specify date taken   Rating: ☆☆☆☆☆   Size: 85.1 KB
JPEG image   Tags: Add a tag   Dimensions: 864 x 540

Details Pane

Windows Explorer

Start Menu

Mac Desktop
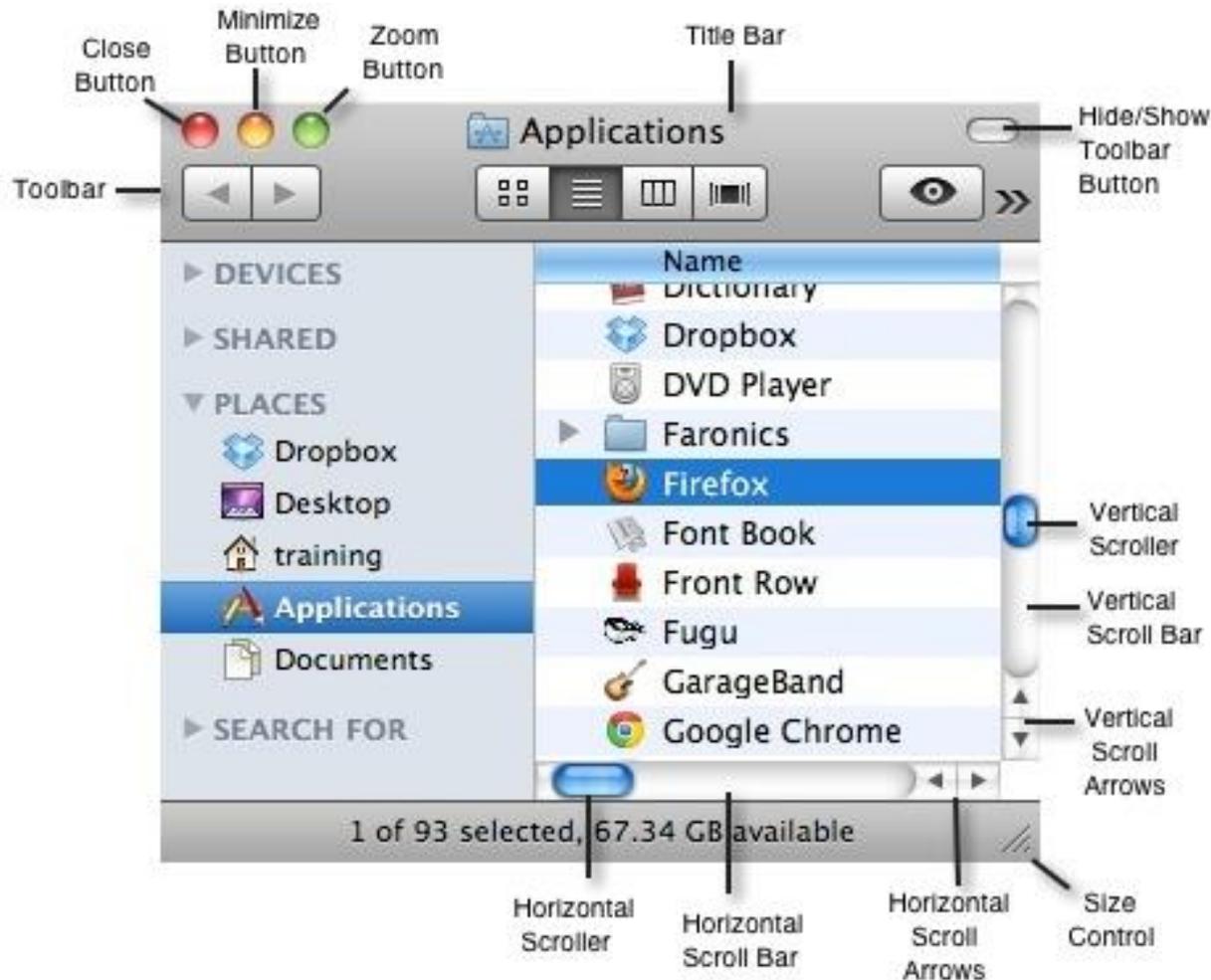
Mac Finder

Protecting Your Computer

It's much easier for your computer to get a virus than it is for you to break it. Follow these tips to safeguard your computer from viruses and threats.

- Keep all your operating system and all software updated. Most virus and spyware attacks occur through security holes in popular software applications

- For your browser, use Firefox, Chrome or Safari rather than Internet Explorer (IE). Because IE is so popular, virus and spyware creators target security holes in IE

- Don't click on any pop ups or ads offering you anything for free

- Know the name and display of your antivirus program

- If something looks suspicious, DO NOT open it!

Free software for keeping your computer safe!

Antivirus software that checks downloaded files & monitors websites for possible malware. Do not use more than one antivirus.

AVAST

Manual scan that searches out rootkits and other potential problems and threats

Malwarebytes

Spyware scanner to identify and remove spyware

Spybot Search & Destroy

Questions?