Welcome to

Beginning Computer Skills

3-Day Workshop

Tori Moody – Instructor
learn@cpu-onsite.com
209-296-0660

Is this the right class for you?

This course is designed for the beginning computer user.

This is a three part class – 3 hours per day.

Upon completing this course you should have confidence in the basic skills needed for enjoying the internet and email.

We will also explore computer terminology and an overview of Windows 10 Desktop.

COURSE OUTLINE

Day 1

Terminology, Keyboard & Mouse commands, Windows Desktop, Menu Options, Create and Save a text document, Copy-n-Paste, and Click-n-Drag.

Day 2

The Internet and Email – The Web Network, Browser Comparisons, Successful Web Searching, Internet Safety Tips, Web Mail vs Desktop Email, How to Create a Gmail Account, How to Attach Files to Email Messages.

Day 3

Saving and opening files, Computer Hardware Terminology, and Open Question Time

Let's Get Started!

- Terminology

- Keyboard & Mouse commands, Windows Desktop

- Menu Options

- Create and Save a text document Copy-n-Paste

- Click-n-Drag

Computer Terminology

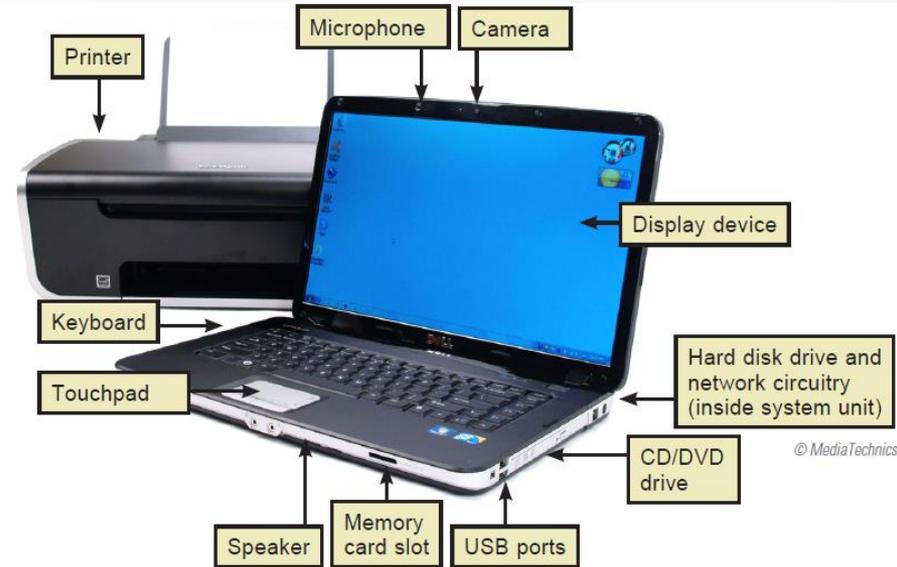This chapter provides an overview of computer equipment and terminology:

- Classification of computers
- Basic components of a personal computer system
- Inside the system unit (motherboard, processor, and memory)
- Advantages and disadvantages of computer storage devices

fppt.com

What are the components of a personal computer system?

Personal computer system

– Refers to desktop or portable computer and all input, output, and storage devices connected to it

Figure 1-14

Labels in figure: Printer, Microphone, Camera, Display device, Keyboard, Touchpad, Hard disk drive and network circuitry (inside system unit), CD/DVD drive, Speaker, Memory card slot, USB ports

© MediaTechnics

What is Computer Software?

- **Computer program – Software - Apps**
  - Programing code instructions that tell a computer how to carry out a specific task
- **Operating system**
  - Software that interprets additional Software Programs (Apps), often written in a different programing language. Think of this as the interpreter and director of a large meeting.
- **Application software**
  - Helps users "apply" computers to specific tasks

fppt.com

What is Computer Data?

- **Computer Data Input**
  - Whatever is typed into, submitted to, or transmitted to a computer system (e.g., words, symbols, numbers, photos)

- **Data**
  - Symbols that represent facts, objects, and ideas that you have input

- **Processing**
  - Manipulation of data
  - Most takes place in central processing unit (CPU)

Computer Terminology
Hardware vs Software

- Hardware
  - Any part of a computer that you can physically touch

- Software
  - Programs installed into the computer. Cannot be physically touched other than the disk you may have used to install the program. But once it is installed, it is just a set of instructions in your computer to carry out a predetermined task.

Computer Terminology
Programs vs Data

<u>Programs</u> are the software that allow you to create your own <u>Data</u> files.

Programs		Data
Microsoft Word	-	The letter you write
Itunes	-	The music you download
Microsoft Mail	-	Email messages and address book

Measurements of File Size

- Terms commonly used to quantify

Figure 1-19					
Bit	1 binary digit	Megabit	1,048,576 bits	Terabyte	1 trillion bytes
Byte	8 bits	Megabyte	1,048,576 bytes	Petabyte	1 quadrillion bytes
Kilobit	1,024 bits	Gigabit	1 billion bits	Exabyte	1 quintillion bytes
Kilobyte	1,024 bytes	Gigabyte	1 billion bytes		

Measurements of File Size

- Bit (b) – 1 binary digit

- Byte (B) – 8 bits

- Kilobit (Kb or Kbit) – 1024 bytes

- Kilobyte (KB or Kbyte) – 1024 Kilobits
  - Size of small files

- Megabit (Mb or Mbit) – 1,048,576 bits
  - Data transmission speed

- **Megabyte** (MB or Mbyte) – 1,048,576 bytes
  - Medium to large files or CD or video capacity

- Gigabit (Gb or Gbit) – 1 billion bits

- **Gigabyte** (GB or Gbyte) – 1 billion bytes
  - RAM, DVD, and hard disk capacity

- **Terabytes** (TB) – 1 trillion bytes
  - Used by mainframes and supercomputers

SOFTWARE TERMINOLOGY

DOWNLOAD – To find a file or a full software program on the Internet and transfer it to your computer through your internet connection.

UPLOAD – To send a file from your computer to another computer via the Internet.

INSTALL – Each program, either downloaded or on a CD/DVD disk, contains one special file that when opened will fully install the complete program. The file is typically named SETUP.EXE or INSTALL.EXE, but any file with a .exe ending is an installation file.

LAUNCH – Also called RUN - To click the icon or word on a menu that STARTS the installed program.

Keyboard Commands

SPECIALTY KEYS:

TAB – Moves the cursor from field to field, or in a text document, moves the cursor 5 spaces right.

CAPS LOCK – On/Off key – Press once to turn on, again to turn off. When ON, all letters will be capitals.

SHIFT – Press and type any letter to make it a capital letter. Also can be used with the number keys above the letters to type the character shown on the number.

CTRL – To be used simultaneously with another key to add more *control* to the key (CRTL P will open the Print menu). Refer to Keyboard Shortcuts Document.

ALT - To be used simultaneously with another key to add *alternative* feature to the key. Refer to Keyboard Shortcuts Document.

Keyboard Commands

SPECIALTY KEYS CONTINUED:

F Keys – top row of keys – rarely used by themselves – designed for custom programming.

FN - To be used simultaneously with another key to add another *function* to the F key (eg: FN F12 increases sound volume on some keyboards. Refer to your own keyboard for which function will be activated for each F key

HOME – takes cursor to beginning of text line

END – takes cursor to end of the text line

BACKSPACE -   erases text to the left of the cursor

DELETE- erases text to the right of the cursor, or any selected text

Keyboard Commands

SPECIALTY KEYS CONTINUED:

PGUP – moves cursor one page up on the screen

PGDN – moves cursor one page down on the screen

NUMLOCK – ON enables the right side keys to be used as numbers, OFF enables directional keys

ESC – escape key – used to exit from a screen

WINDOWS KEY – (left of the spacebar) open the programs menu

Directional keys – can be used to move in the direction of the key, OR as video or audio control buttons

Mouse Commands

LEFT MOUSE BUTTON

one click – select the item you are clicking on

two clicks – open a program on the desktop or start menu

RIGHT MOUSE BUTTON

one click – displays a menu specific to what you clicked on. You must then use the Left mouse button to select an item from the menu.
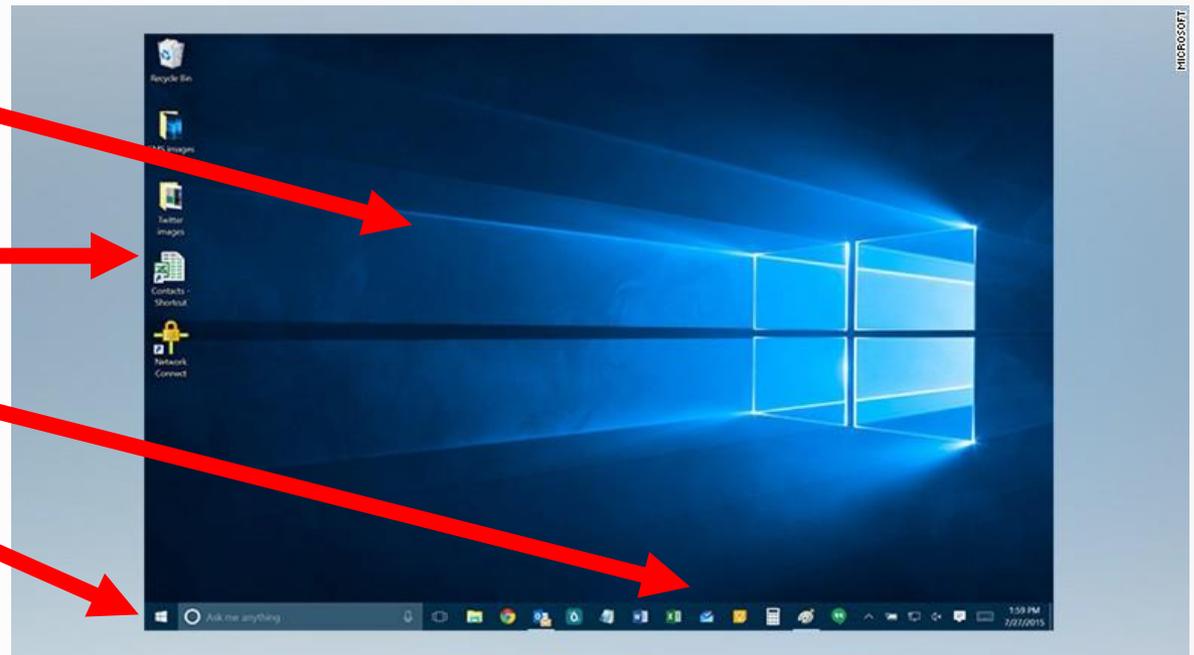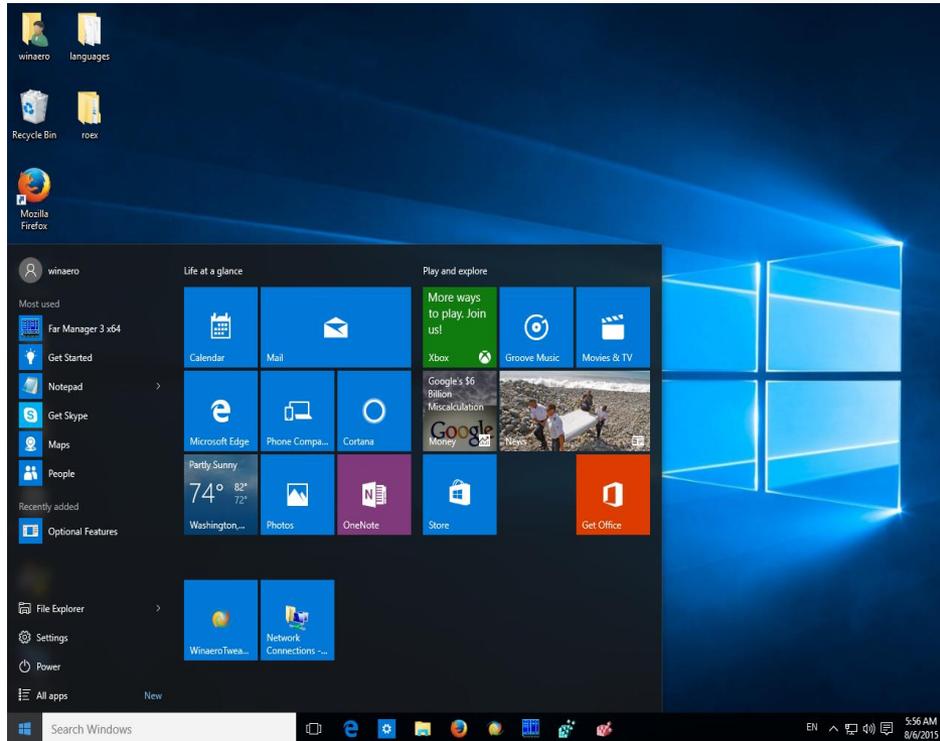
Windows Desktop – Start Menu

To Open Start Menu:
Option 1 – Windows Key on Keyboard
Option 2 – Click START button – taskbar

Left Side – Menu Column
Similar to Windows XP, Vista and 7

Right Side – Menu Tiles
Similar to Windows 8

Right Clicking on the START icon will reveal More options for controlling your computer.

Desktop Menu Options

Live Demonstration

OPENING A TEXT PROGAM

For this example, we will open a text program used to write a letter.

- Click "start button" in lower left corner of the Task Bar to view the Windows Program menu

- Click on desired program (Microsoft Word or Libra Office Writer). You will now have a blank document window where you will create your letter.

CREATE A NEW FILE

Note: The document is not truly a "file" until it is given a name and saved. I recommend that you save the file BEFORE you begin to type your text.

The program has the ability to automatically save a version of your file every 10 minutes – as long as there is a name associated to it already. This enables you to recover at least a good portion of your document if you loose power or forget to plug-in your laptop and the battery dies.

The program cannot 'auto save' a file with no name. So save it immediately, before you even begin to enter your text.

Mouse *Click-n-Drag* and *Cut-n-paste* techniques

- In this lesson we will type a brief two sentences. Then we will move words around without having to erase and retype them.

- Type:

- Mary likes an apple for lunch.

- John likes an orange or tangerine as a snack.

SAVE FILE TO COMPUTER or USB Key

- Click "FILE"

- Click "SAVE AS" (do not recommend using "SAVE" command)

- Confirm the location where you wish to save the file. If necessary, click on the desired folder if not already the selected choice.

- Enter logical file name

- Click "SAVE"

SAVE BEFORE EXIT!

- **MOST IMPORTANT STEP!** Always save your document or file before you close (exit) the program (app).

- If you want to save only your most current version of the document, just click SAVE. It will replace the original version of the file with this newer version.

- If you want to keep more than one version of the file, give it a different name, such as "resume-061118.doc". The numbers represent the date the file was created.

- You may now safely exit the app.

SUMMARY OF DAY 1

- Terminology
- Keyboard Commands
- Mouse Commands
- Windows Desktop
- Windows Start Menu
- Create, Edit and Save text document

Homework

Your only homework today is to read the hand-outs and be prepared for a brief refresher quiz at the start of your next class. Around 15 questions.

It is not graded – It is simply my way to measure what you have learned and what needs a bit more attention.

Wednesday – The Fun Stuff!

- The Internet – How it Works

- Browser Comparisons

- Successful Web Searching

- Internet Safety Tips

- Web Mail vs Desktop Email

- How to Create a Gmail Account

- How to Attach Files to Email