

Objectives

- Identify the parts of the computer
- Open and close programs
- Develop mouse skills
- Identify common Windows elements
- Switch between open windows
- Identify when to use each program

Handouts

- [Computer hardware](#)
- [Mouse basics](#)
- [Know Keyboards](#)
- [Computer Glossary](#)

Introduction to Computers

Computers are made up of three parts: Input devices, processors and output devices. Input devices are tools that allow you to enter information into the computer such as the keyboard and the mouse. Processors are the internal units of the computers that perform the tasks you ask it to do with the input devices. Output devices are the devices that display the results of a request including the monitor and speakers.

Computer Hardware (Handouts – [Computer Hardware](#), [Know Keyboards](#), and [Mouse Basics](#))

Computer systems require two things to work: hardware and software. Hardware is anything that you can touch and includes both input and output devices.

ACTIVITY: Identify the parts of a computer. Locate the monitor, keyboard, mouse, and computer case. Also locate the CD, floppy and USB drives if available.

ACTIVITY: Identify and locate the 8 most important keys on the keyboard.

ACTIVITY: Identify the parts of the mouse. Locate the motion ball or laser, the left and right buttons and the scroll wheel.

Computer Software

Software is the set of programs that are loaded onto your computer that allow you to do different tasks such as write a letter (MS Word), create a spreadsheet (MS Excel) or browse the Internet (Internet Explorer).

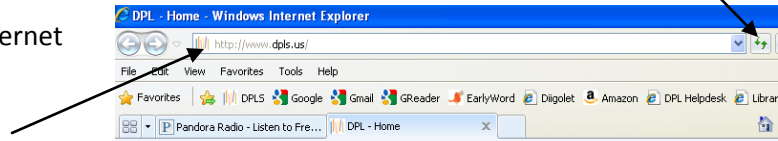
Developing Mouse Skills

The **mouse pointer** is an indicator or pointer on the screen that you use to select objects. It will move in conjunction with the physical mouse. We're going to spend some time practicing using the mouse. The more comfortable you become with the mouse, the easier it will be for you to use the computer.



ACTIVITY: Mousercise

1. Find the address bar in your Internet Explorer window.



2. Hover your mouse pointer over the address bar and click once with the left mouse button to activate the typing cursor.
3. Type in www.pbclibrary.org/mousing/mousercise.htm
4. Press the <Enter> key or click once on the Go button to the right-hand side of the address bar.
5. Follow the on-screen directions to go through the tutorial. You might not finish in the time allotted here, but you can practice on your own or at the end of class if there is time.

Working with Windows

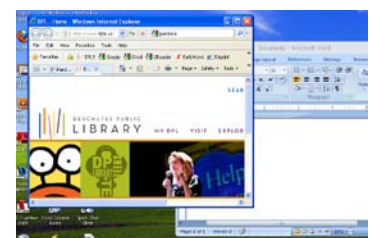
When you first log onto a computer, you will see the computer's desktop. It mimics a physical desktop and you can put **Icons** or pictures representing different programs onto it for easy access. You will use your mouse to click on the Icons to open and use programs.



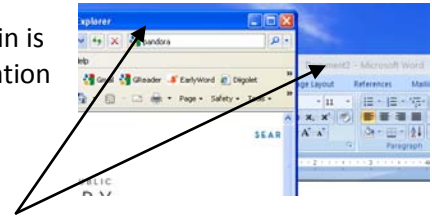
The "windows" in Microsoft Windows, represent open programs and folders. We learned earlier that software is the different programs on your computer that you can use to perform tasks. Each time you open a program, it launches in a new Window or pane.



You can have multiple Windows open on your computer at one time representing different programs or even multiple instances of one program. For instance, you could have a window open that displays a letter you are writing and a window that displays a website. Think of it as having different pieces of paper on your physical desktop that you can move around and work on at different times.



When you are working with multiple Windows, the one you are working in is called the **active window**. You can tell which Window is active by its location on top of other Windows and also by the color of the title bar, which is a brighter color than the others. Inactive Windows will have a grayed-out title bar.



ACTIVITY: Opening programs from your desktop

1. Move the mouse pointer so it is on top of the MS Word icon.
2. Click two times on the left mouse button in quick succession (with no pause in between). This is called double clicking.



TIP: If you have trouble double clicking, you can click an icon once with the right mouse button, then press Open in the menu that appears.

Common Elements in Windows

Windows was developed to make it easy for anyone to use a computer. Icons are used to represent actions and most of the icons are drawn to look like what they represent. For instance, the Save button in Microsoft Office programs looks like a floppy disk and the Print button looks like a printer. Most programs have at least some things in common, so once you learn what to do in one program, you can use that knowledge in another program.

ACTIVITY: Locating Common Elements in Windows Programs

1. Locate the following items in the Word window:

The Windows button.



Click on this button and a dropdown menu will appear. This menu allows you to create or open a file, save a file or print a file.

The Quick Launch toolbar.



This is the small line of icons next to the Windows button. These icons represent commonly used tasks from the Windows menu. It also features the Undo and Redo buttons.

The Title Bar.



Once you've saved your file, its title will appear here.



The Ribbon.

The ribbon replaces the Menu bar in earlier versions of Microsoft programs. It's where you find all the commands you need to use a program. The ribbon is divided into eight different Tabs. Clicking a tab reveals several related Command Groups. Within each group are related command buttons or icons. For instance, all of the formatting commands are in the same grouping under the same Tab (Home).

TIP: You can find out what each icon stands for by hovering your mouse over it.

TIP: There can be more command icons available that don't show in the main ribbon. You can access these commands by clicking on the small arrow in the lower right-hand corner of each command group.



Scroll bars

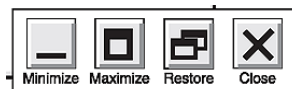
Bars to the right and bottom of the window that are used to move around in a document that is too large to display in the computer monitor.



Windows sizing and close buttons.



These buttons are common to all programs and allow you to (in order) minimize, resize or close the program you're working on. They are located in the upper right-hand corner of the window.



Minimize Button: used to "hide" a window, but keep the program open.

Maximize Button: Use this button to enlarge a program window to full-screen size.

Close Button: Used to quit a program or close a document.

Restore Down Button: Use this button to reduce the size of a program window.

ACTIVITY: Practice using the sizing buttons.

1. Click the **Resize** button. The window appears smaller and you can see part of the desktop. The button between the Minimize and Close buttons switches from a Resize button to a Maximize button.
2. Click the **Maximize** button. The window fills the screen. The button between the Minimize and Close buttons switches from a Maximize button to a Resize button.
3. Click the **Minimize** button. The Word window disappears, but there is still a button representing it at the bottom of your screen. Your program is still running, you've just put it aside to work on later.



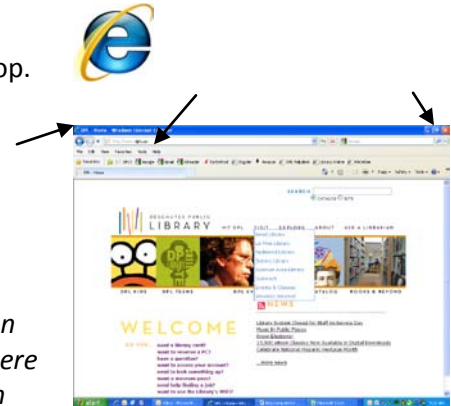
Using Multiple Windows at the Same Time

It can be helpful to have two programs open at the same time. For instance, you might be reading a web page in Internet Explorer and find some information you would like to save to a document. You can keep the web page open, copy the text you want to save, and paste it into a Word document.

ACTIVITY: Switching Between Open Programs

1. Double-click the **Internet Explorer** icon on your desktop.
2. Locate the following items in the Explorer window:
 - Title bar
 - Minimize and Close buttons
 - Menu bar.

TIP: Notice that this is different from the Ribbon found in other Windows programs, but it is where you will find the commands for actions you can perform in the Internet window.

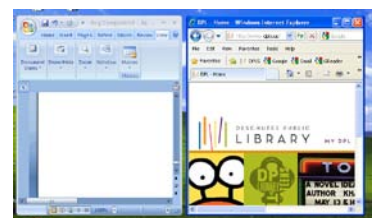
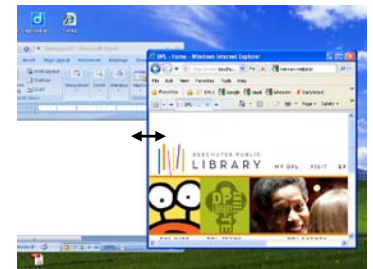
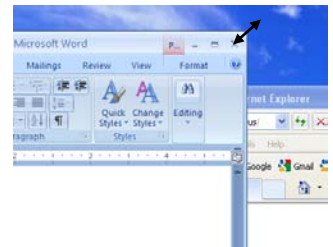


3. Minimize your Internet Explorer window.
4. Click the **Word-Document 1** button at the bottom of the screen. Word appears and Internet Explorer remains minimized.
5. Click the **Resize Button**. The window size is reduced and you can see the other open program at the bottom of the screen.
6. Click on the **Internet Explorer** button at the bottom of the screen.
7. Click the **Resize Button** to reduce the window. Both open programs are available as windows and you can switch between the two by clicking once anywhere on the window you wish to bring to the front. Note that the window pops to the front and the title bar changes from gray to blue.

When you have more than one Window open at a time, you might want to change their sizes or move them around your desktop to better manage your tasks.

ACTIVITY: Resizing and moving windows

1. Hover your mouse over the upper right-hand corner of your Word Window until the pointer turns into a small, black double-sided arrow.
2. Hold down your left mouse button and drag the mouse down and to the left to make the window smaller or up and to the right to make the window bigger. *Notice that both the length and width of the window are affected.*
3. Click on your Internet Explorer window to make it active and bring it to the front.
4. Hover your mouse over the left-hand side of your Internet Window until the pointer turns into a small, black double-sided arrow.
5. Move the mouse to the right to make the window smaller or to the left to make it bigger. *Notice that the length of the Window is affected, even if you try to move your mouse diagonally.*
6. Hover your mouse over the title bar of the Word Window. Hold down your left mouse button and move or drag the Window to the right.
7. Hover your mouse over the title bar of the Internet Window. Hold down your left mouse button and move or drag the Window up.
8. See if you can resize your Word and Internet Windows to be the same size.
9. See if you can move your Word and Internet Windows to be beside each other without overlapping on your desktop. *HINT: When your Windows aren't overlapping it's not as obvious which is active. Be sure to check which title bar is highlighted and which is grayed out to know.*
10. Click the **Close Button** on both open windows. Both windows close and there are no longer buttons for them displayed at the bottom of the screen.



Exploring the Office Programs

Each Office program is described in one of the following sections.

Word is a word-processing program equipped with templates and wizards that help you create documents such as résumés, letters, and fax cover sheets. You can use features such as tables and clip art to create documents with custom graphics. The uses of Word include:

- Creating reports, doing homework, and writing letters
- Keeping a daily journal
- Creating tables to use in documents such as brochures and newsletters



Access is a complex and powerful database program that you can use to create and manage various types of data. Although Access can be a challenging program to learn, it does include many wizards that dramatically reduce the time required to learn the program. You can use Access to manage large lists of information, such as:

- Names and addresses
- Inventories
- Survey responses



Excel is a program used for organizing, manipulating, and charting numerical data. You can use Excel to sort and chart both simple and complex data and to create documents such as spreadsheets and ledgers. The uses for Excel include:

- Organizing phone numbers
- Creating budgets
- Tracking inventories



Publisher is a desktop-publishing program that you can use to create professional-looking publications with complicated layouts and pictures. Publisher's numerous wizards guide you through the process of creating publications. You can use Publisher to create:

- Newsletters
- Greeting cards
- Flyers and signs



PowerPoint can be used to design effective presentations that can be delivered electronically or in print. Some uses of PowerPoint include:

- Printed or electronic presentations for school
- Speeches for work
- Presentations at family reunions



Key Points to Remember

You can't harm a computer by experimenting or trying something new, so if you think you remember how to do something, try it. The worst that can happen is that you learn something new. If you want to know the name of a toolbar button, point to the button using the mouse pointer, and a ScreenTip appears.

In general, use Word for word processing, Access for databases, Publisher for desktop publishing, Excel for spreadsheets, and PowerPoint for presentations. Each program can be used in many other ways. If a program meets your specific needs, then use it.

Additional Resources

- Mouserobics: <http://www.skyways.org/central/mouse/page1.html>
- Mousercise: www.pbclibrary.org/mousing/mousercise.htm
- Simple Practice with Clicking and Dragging: <http://www.mouseprogram.com>
- TLN New Computer User Tutorial: <http://tech.tln.lib.mi.us/tutor/>
- Basic Computer Skills by Perry Babin: <http://www.bcot1.com>
- LearnFree.org, Computer Basics: <http://www.gcflearnfree.org/computerbasics>