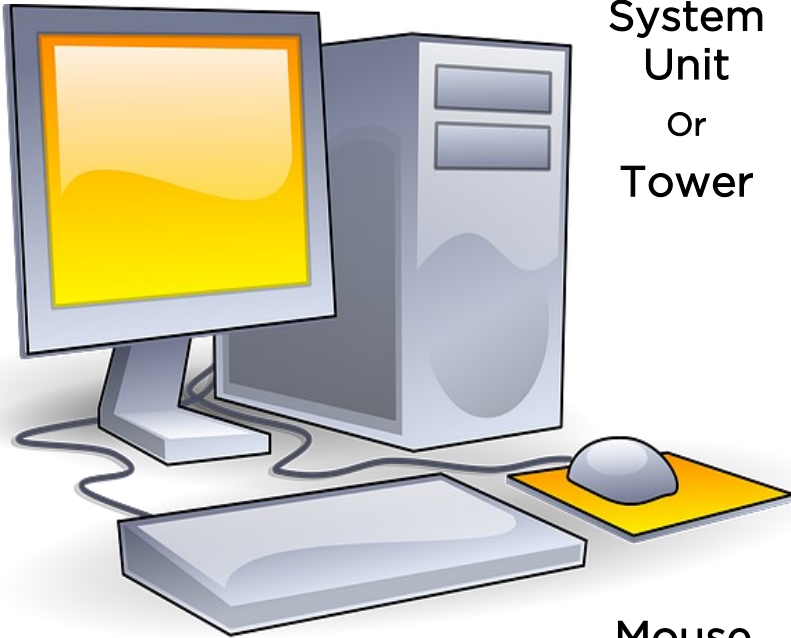




GETTING TO KNOW YOUR COMPUTER

PARTS OF A COMPUTER

Monitor



System
Unit
Or
Tower

Keyboard

Mouse

PARTS OF A COMPUTER

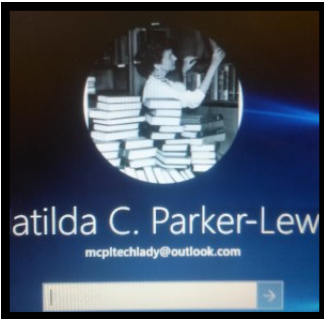
- The **System Unit** (also called the Tower on desktop computers) holds the “brain” information of the computer. On a laptop, the System Unit is under the keyboard.
- The **Monitor** holds the Screen that displays what it is you want to see and do on your computer.
- The **Keyboard** is used to type information into the computer. Some keyboards have a cord that you plug into the system unit; other keyboards are wireless.
- The **Mouse** helps you “point” to areas on your screen and tells the computer that you want to do something in that spot, whether to start typing or to select something. It guides the cursor around the screen.

Notes

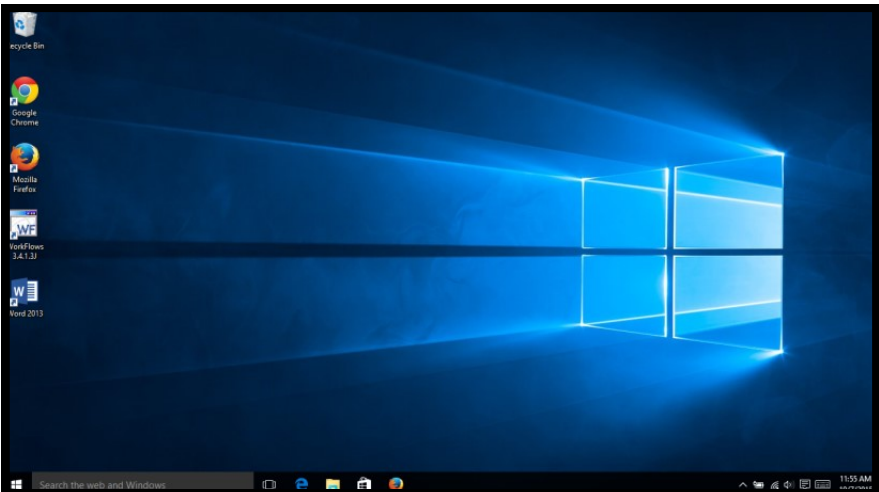
TURNING ON THE COMPUTER



Most PCs will have a button that look like the picture to the left. Some laptops might have a similar-looking button above the keyboard, or a long button on the top or side of the laptop. Push this button once to turn on the computer.



When you first set up your computer, you will create a login password as a security measure. Each time you turn the computer on you will be asked to retype the password.



DESKTOP

Like the top of your desk at home or work, the **desktop** on the computer is what you see when your computer is first started. Typically, your desktop will contain a number of small **icon** (or shortcuts) that you can click to open various programs.

The picture on your desktop is called your **wallpaper** (or background). You can change this image to one or more of your own images.

The **taskbar**, located at the bottom of the desktop, is the tool you will use to navigate all of the different programs and files that you put onto your computer. You can find the list of apps and files by clicking the **Start icon** in the bottom left corner of the taskbar.

Notes

KEYBOARD



Backspace and Delete Keys - The backspace key will erase characters to the left of the cursor; the delete key will erase characters to the right.

Navigation Keys - Located between the main keypad and the Number Pad, these will allow you to move about the page. They include directional arrow keys as well as keys that will move the page up or down, or will bring you to the beginning (Home) or End of the page.

Esc (Escape) Key - This key will end task that are running within the program that is currently open.

Tab Key - Used for traditional tab indent typing functions, but is also used to navigate forward through online forms and in spreadsheet programs

Caps Lock - When pressed, this will make all the letters you type capital letters. Pressing the caps lock button again will take it back to typing lowercase letters.

KEYBOARD

Shift Key - To type a capital letter, press and hold the Shift key, then press the desired letter key once. Do the same to type a special character listed above the number keys or other special character.

Control (Ctrl) and Alt - These keys are often used in combination with other keys to produce specific actions or commands.

- **Ctrl-C**: Copy highlighted text
- **Ctrl-V**: Paste highlighted text
- **Ctrl-P**: Print
- **Ctrl-S**: Save
- **Ctrl-A**: Highlight all text
- **Ctrl-B**: Make all highlighted text **bold**
- **Ctrl-I**: Make all highlighted text *Italicized*.
- **Ctrl-U**: Make all highlighted text Underlined

Notes

THE MOUSE



- Pressing the **left button** also called “Clicking”. Sometimes you only need to click once, sometimes you have to click twice in rapid succession (double-click).
- The **right button** is used to display menu windows. Most menus will have the Cut/Copy/Paste functions, as well as Properties, Zoom, Print, and other functions depending on the program you are using.

THE MOUSE

The **scroll wheel** helps to move the Scroll Bar on the right side of the screen up and down. If you gently roll the wheel, it will move the bar.

For practice using a mouse, check out these online mouse practice website:

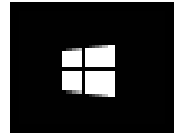
pbclibrary.org/mousinglearnfree.org

Notes

SHUTTING DOWN

To turn off your computer:

- Click on the **Start icon** (located at the bottom left corner of the desktop on the taskbar.) The **Start menu** will appear.
- On the bottom right side of the Start Menu, there is a button that says **Shut Down**. Click this button once. The shut down process will automatically begin. It may take a minute for the computer to actually shut down.

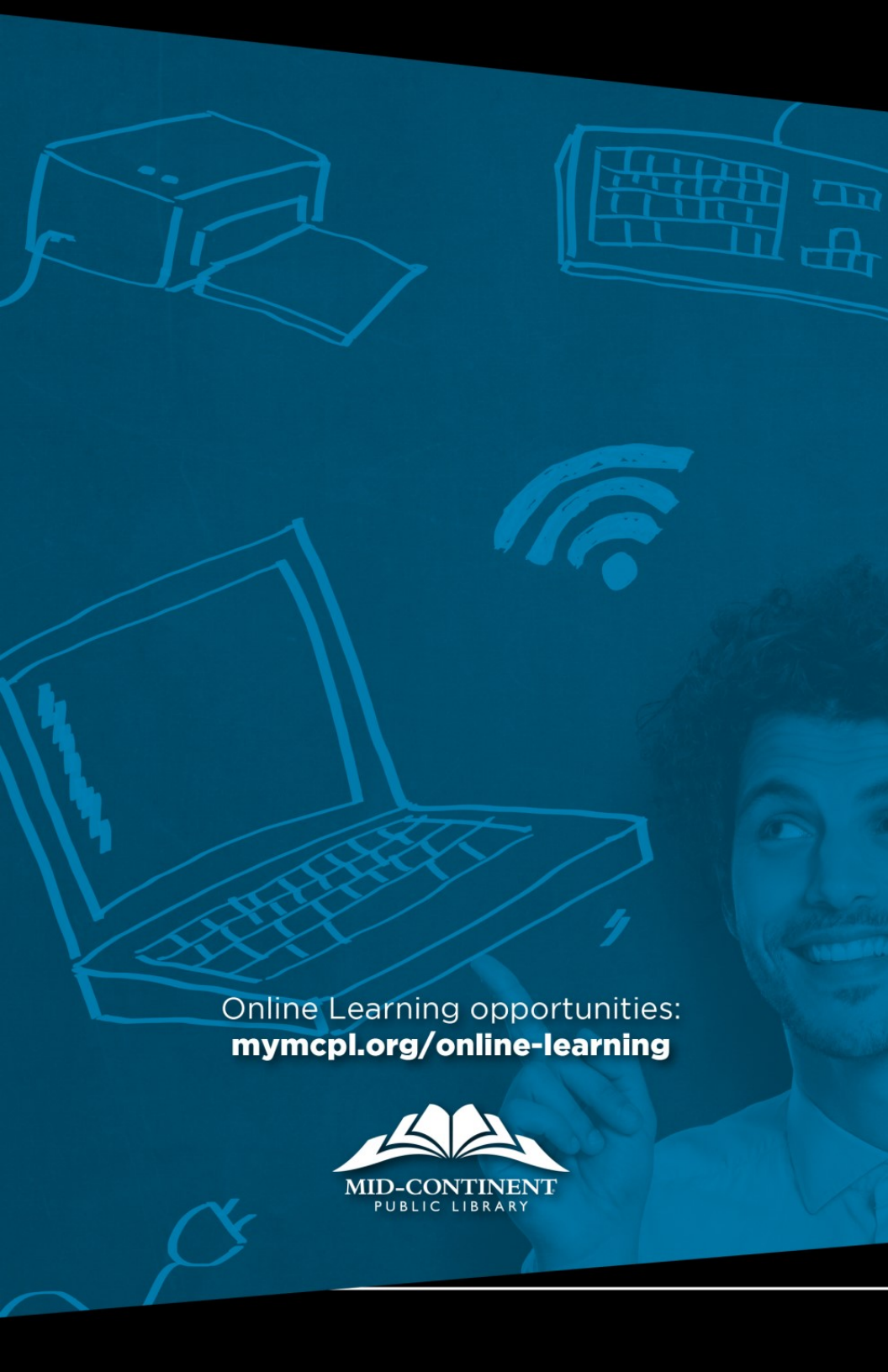


Tip: Closing the lid on your laptop will NOT automatically turn off your computer. It will just put it to sleep, and will continue to use the battery.

GENERAL TIPS AND TRICKS

If you run into an issue with your computer, try these simple steps:

- Simultaneously press the **Ctrl**, **Alt**, and **Delete** keys on the keyboard. This will bring up the option to restart the computer, or you can start the Task Manager where you can force frozen programs to stop.
- If needed, restart the computer by holding down the power button until it shuts down, wait 30 seconds, then turn it back on.
- Check that all cords are plugged in correctly.
- Check the internet connection.
- If you need to contact a support technician, write down the exact wording of the error message with which you need assistance.



Online Learning opportunities:
mymcpl.org/online-learning

