

Computer Basics

Ada Community Library

“There is no reason anyone would want a computer in their home.”

Ken Olsen, CEO of Digital Equipment Corporation
1977

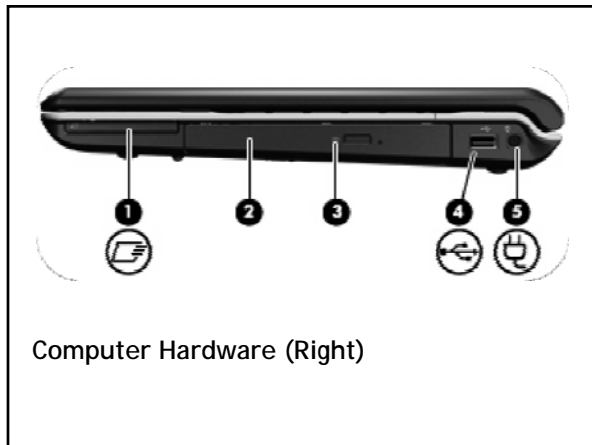


Computer Hardware (Front)

Computer Hardware (Front)

Computer Basics

- (1) **Wireless Switch**
 - Turns wireless feature on/off
 - When off, conserves power and prevents computer from connecting to others
- (4) **Microphone Jack**
 - Connects computer to a microphone
- (5) **Headphone Jack**
 - Connects computer to headphones or external speakers

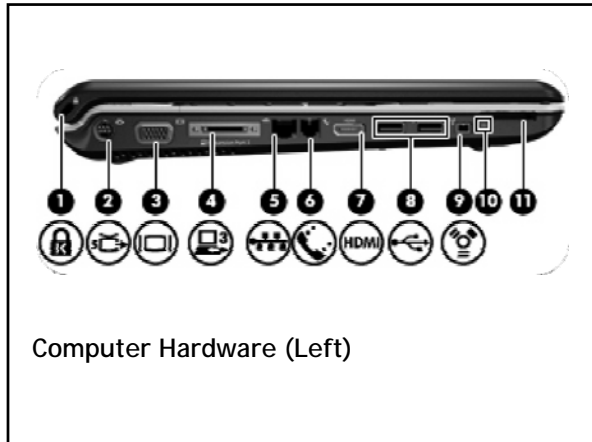


Computer Hardware (Right)

Computer Hardware (Right)

Computer Basics

- (2) **Optical Drive**
 - CDs (always) & DVDs (usually)
 - Some can "write" new discs that can be used on other computers and/or CD/DVD players
- (4) **USB Port**
 - Connects computer to mice, keyboards, flash drives, cameras, iPods and many other devices
- (5) **Power Connector**
 - Laptops use an AC adapter, desktops use a three prong cord



Computer Hardware (Left)

Computer Basics

- (3) Monitor Port
 - Connects computer to monitor or other display
- (5) Network Port
 - Connects computer to a network or the Internet
- (6) Modem Port
 - Connects computer to a phone line
- (11) USB Port
 - Connects computer to mice, keyboards, flash drives, cameras, iPods and many other devices

The Mouse

Left Click

- selects items
- moves cursor
- opens menus
- activates buttons

Right Click

- opens shortcut or context menus

Scroll Wheel

- moves quickly up or down pages

USB Connector

- connects mouse to computer
- can be wireless or different

Caught in the Mouse Trap?

Mastering the Mouse

- **Double Click**
 - Quickly press the left button twice (like a knock-knock) to open programs or files
- **On the edge (of your mouse pad)?**
 - Simply pick up the mouse and move it to another spot
- **Try some tutorials**
 - New User Tutorial (TLN Technology Committee)
 - <http://tech.tln.lib.mi.us/tutor/welcome.htm>
 - Mousing Around (Palm Beach County Library System)
 - <http://www.pbclibrary.org/mousing/>
 - Mouse Tutorial (City of Mesa Public Library)
 - <http://www.mesalibrary.org/research/mouse/page01.htm>



Keying in on the Keyboard

Important Keyboard Keys

- **ESC (Escape)**
 - Often backs out or cancels a selection
- **Shift**
 - When pressed with another key, capitalizes it or inserts the alternate symbol printed on the key
 - Also used for some keyboard shortcuts
- **Windows Key**
 - Opens the "start" menu
- **Navigation Keys**
 - Used to move around documents or programs as an alternative to using the mouse

Task Manager

Keyboard Shortcuts

CTRL+SHIFT+ESC

- Use to close (end task) programs that "freeze"
- If you "end task", you might lose any unsaved information in that program
- Also can use to "switch to" other programs



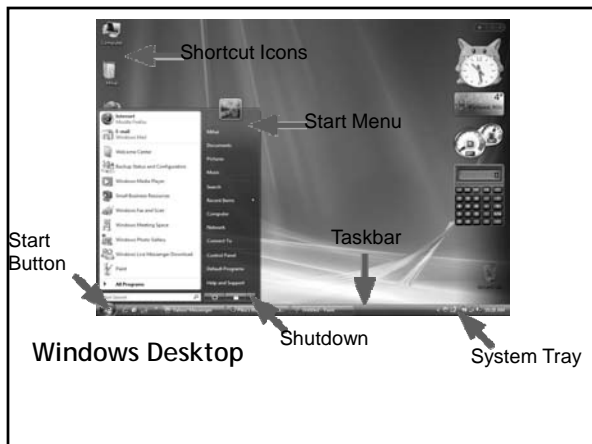
Three Finger Salute

Keyboard Shortcuts

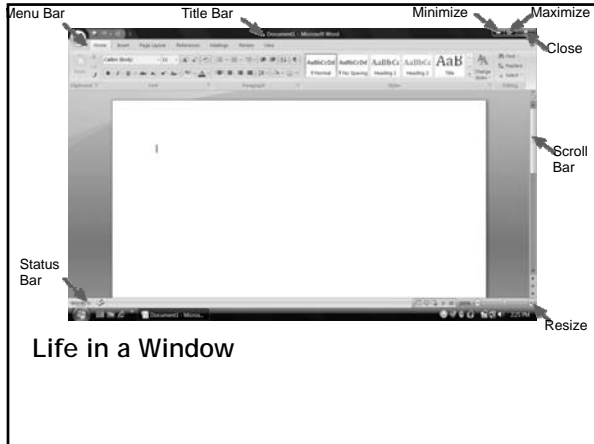
CTRL+ALT+DEL

- Use to restart / shutdown computer, even if "frozen"
 - Red button on lower right
 - Any unsaved data will be lost
- Also can use to start Task Manager, lock computer or switch users





Computer Basics



Think of your computer as your car.
You don't need to know how
everything works under the hood.
You just need to know enough in
order to get where you need to go.

