

INTRO TO COMPUTERS



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Class Objectives

1. Familiarize participants with Windows
2. Increase comfort level with computers
3. Teach Windows basics



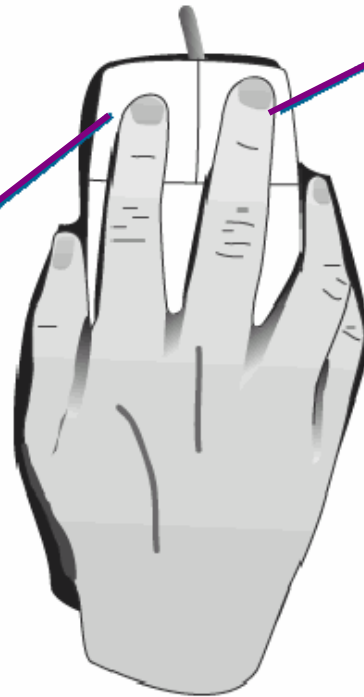
Introduction to Windows

- Why are they called Windows?
- Moving around with the mouse (purpose of left and right buttons)
- The Start button
- Using the keyboard
- Exiting Windows correctly (from the desktop)



Using the Mouse

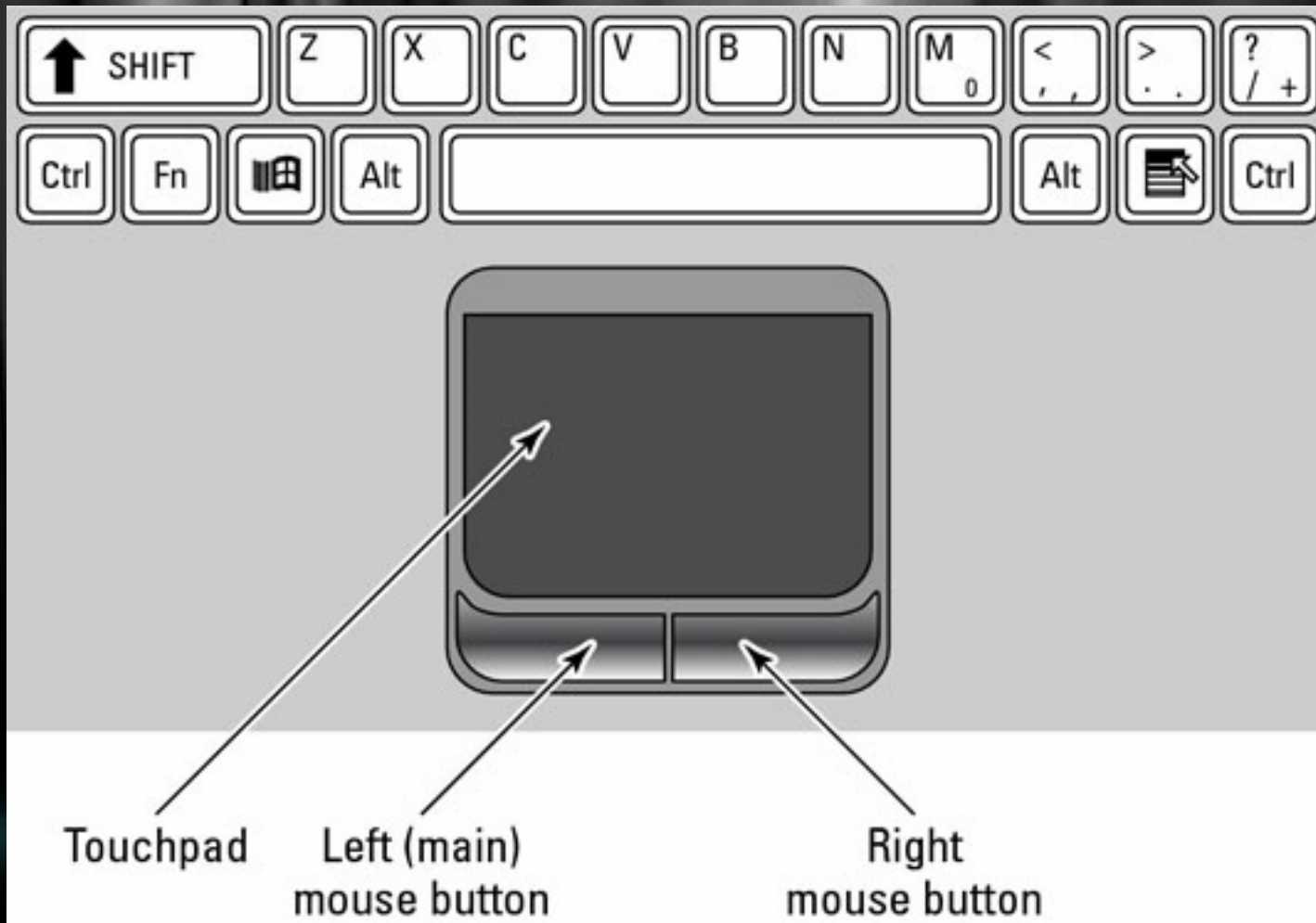
Primary Button:
The left mouse button is used most frequently; most commands are issued with this button



Secondary Button:
The right, or secondary, mouse button brings up special pop-up menus



Using the Touchpad



Using the Mouse

Click



select an object or give a command

Double-Click



give many types of commands

Drag



move objects around on the screen

Right-Click



display a special quick menu

Point



display ToolTips and other pop-up items

Aligning the mouse pointer

- The *tip* of the arrow always shows where the mouse is pointing



Arrow tip too high



Arrow tip too low



Arrow tip pointed correctly



Running Programs

- Opening a program
- Sizing windows
- Moving windows
- Using the scroll bars
- Working with menus
- Running Multiple programs
- Arranging windows

File Management

- Defining what a file is
- Explaining the concept of drives
- File organization
- Saving files
- Opening previously saved files

