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PUBLIC COMPUTER CENTER.

COMPUTER 100

Switch Computer on. Usually the on/off switch is located on the CPU (Central Processing Unit).

This is often a tower shaped unit which, along with the monitor (screen) and keyboard, together make up the normal desktop unit. These parts are known as "hardware", while

programs, which are the "brain" telling the hardware what to do, are referred to as "software".

Some examples of software are "Windows XP", "Microsoft Office" and "Foxfire".Lap top

computers contain all three hardware items and have only one on/off switch.

Note also that the monitor (screen) on a desk top also has an on/off power button. Obviously, if

the computer is turned on, but the screen is turned off, it will *appear* that nothing is happening.

With both units turned on, black and white writing often rolls down the screen, and then a box appears.

That box requires the user to enter a "user-name" and a "password". This is to help protect

against other users accessing personal materials contained on your account. The user-name

is often based on one's own name. (John Edward Jones might adopt the user-name JEJones).

The password, however, should be constructed in such a way that it is as difficult as possible for

anyone to guess, yet something which can be remembered by the user. Use a combination of

letters and numbers, but do not model it on your name, phone number, date of birth, etc.. It
should be a combination of not less that eight letters and numbers. But do not make it so difficult
to remember that it has to be written down where someone else can find it! A number of years
ago a military inspection found passwords taped under keyboards and

in desk draws! A good password could be a26z1y25.

Mouse The mouse is an accessory which allows the user to control many on-screen functions.

With a desk top, the rear of the mouse fits into the palm of the hand and at the front there are two
sections separated by a wheel. In the case of lap top computers, a conventional mouse can
usually be plugged into one of the ports, but they also have a "built in mouse". This is usually
located in the center, below the keyboard. Although it does not resemble a traditional mouse, it
operates in the same way. "Left click" refers to pressing down once and releasing the

left portion. "Left double click" refers to pressing down and releasing the left portion twice. If a
double click fails to produce the expected results, try again allowing more or less

time between the two clicks. Pushing down and holding the left hand side of the mouse allows

the user to "drag" an item. Now it's time for a computer game.

Left click on "Start". Left click on "Programs", left click on "Games", left click on "Solitaire".

Solitaire is there because it is great exercise in using the various mouse functions outlined above. A card may be dragged to another position by placing the arrow over it and then holding down on the left side. A left double click on a card that is next in sequence to go on one of the

four top "piles", will place that card there. A left double click will also turn over the "pack" after it has been depleted. It is very difficult to further explore what a computer does before one is used to the mouse, because the use of a mouse is one of the most basic computer skills.

IconsIcons are the little pictures on the screen which appear when the computer is first started and has warmed up. These are "opened" by double left clicking on them. Once opened, they provide

access to a program. For example, to go on line one could choose Mozilla Firefox or the

Internet Explorer. "My Computer" provides access to information on devices which may have been inserted into one of the "drives". For example, most modern computers allow an access slot for a DVD and other forms of external memory. Once into "My Computer", these parts can be left clicked on and will then reveal a menu of their contents. Often, users will place an icon on their desk top to provide them with a short cut to open a frequently used program.

Internet/Google As mentioned above, there is usually an internet icon on the main screen. Often, double clicking on that icon will bring up Google as a start page. If not a drop down menu or some other means will allow access to Google. Whether or not Google opens automatically, there *will* be be a long box at the top left of the screen in which will appear "**http://www**." followed by various other letters, numbers and symbols.

To reach an "internet address" move the arrow to one end or the other of the http line, hold down on the left mouse, and pull it through the existing address. This action will cause the

original address to be highlighted in blue. Now the new address may be typed in (starting with www, is usually adequate) after which the "enter" key may be used to reach the address just entered.

If the web address is not known, the best alternative is to "Google" the subject about which information is required. If no easier way can be found to reach Google, their web address is: **www.google.com**. At Google there will be a large box in the center of the page into which should be typed the desired subject. If "new york" is typed in, a list of related sites will be offered from which the most useful looking may be selected. If these do not supply the needed information, try adding a word or words indicating the direction the search should take, for example. "new york, museums".

End Session/Turn Computer off. It is wise to shut down the computer if it probably will not be used for a while. This saves electricity as well as making the computer less vulnerable to outside interference. But this must be done in a certain way to avoid losing or damaging data. First, all work should be saved, most external devices removed and then *all* open programs must be closed. This can either be done by using the mouse to place the arrow over the X (located in the far right corner of the screen), or by left clicking on "File" (at the top left hand corner of the screen) and then selecting "Close". Once all programs are closed, left click on "Start"

(bottom left corner of the screen), selecting "shut down" and then selecting "OK".

Questions? Call Bob Watkin at 265-7230, or email to rwatkin@potsdamlibrary.org.

Other web sites which contain useful information are:

http://ascpl.lib.oh.us?training/handouts.html

http://www.gcflearnfree.org/

www.jegsworks.com/Lessons

www.indianprairie.lib.il.us Select "Computers" then "Tutorials".

www.pbclibrary.org/mousingThis is some GREAT mouse practice.