



Welcome to the Public Computer Center

Western
Sullivan
Public
Library

New
York State
Library

Broadbandexpress@yourlibrary



BROADBANDUSA
CONNECTING AMERICA'S COMMUNITIES

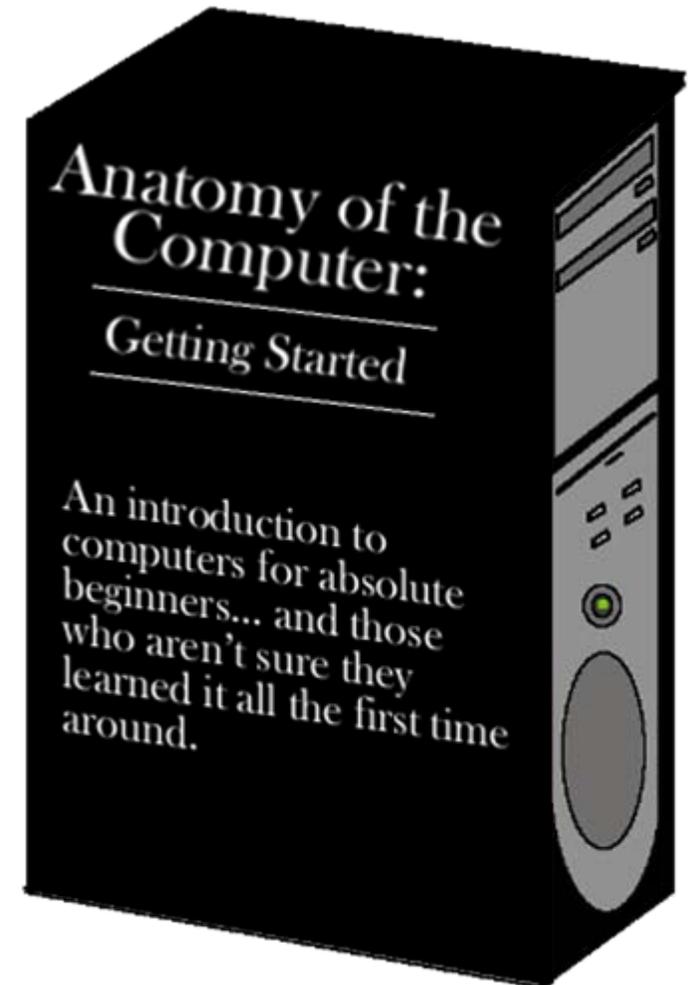


New
York State
Library
Broadbandexpress@yourlibrary

Anatomy of the Computer: Getting Started

*Western Sullivan Public Library
Public Computer Center*

*Please turn off or
silence any cell phones
or pagers!*





BROADBANDUSA
CONNECTING AMERICA'S COMMUNITIES



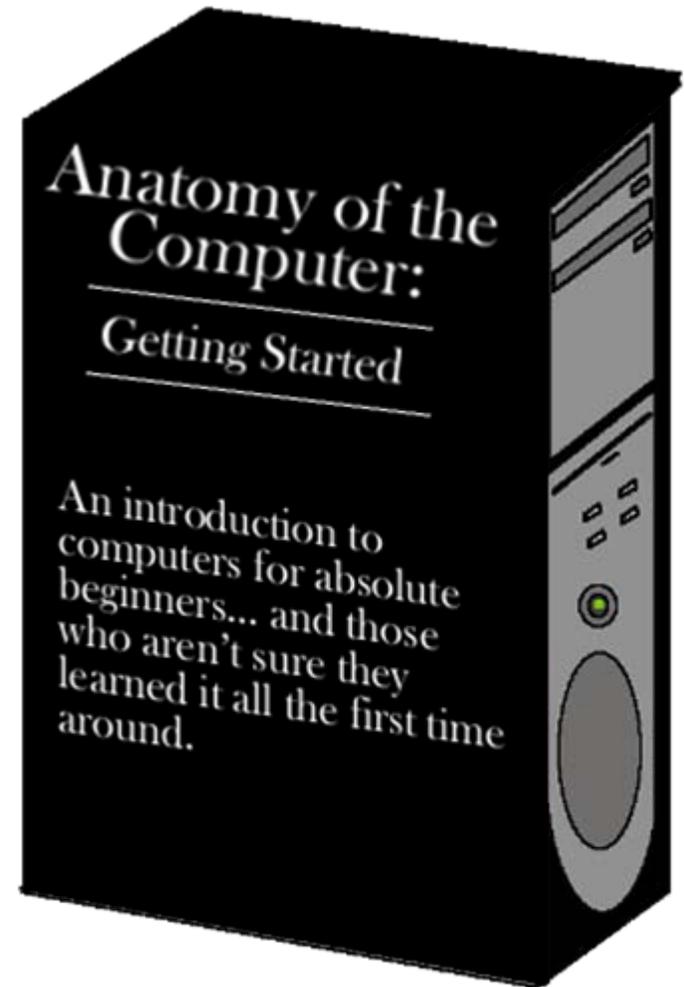
New
York State
Library
Broadbandexpress@yourlibrary

Anatomy of the Computer: Getting Started

*Western Sullivan Public Library
Public Computer Center*

Introduction

- The PCC
- Pace
- Goals
- Why do I need to know this?
- That's not a laptop!



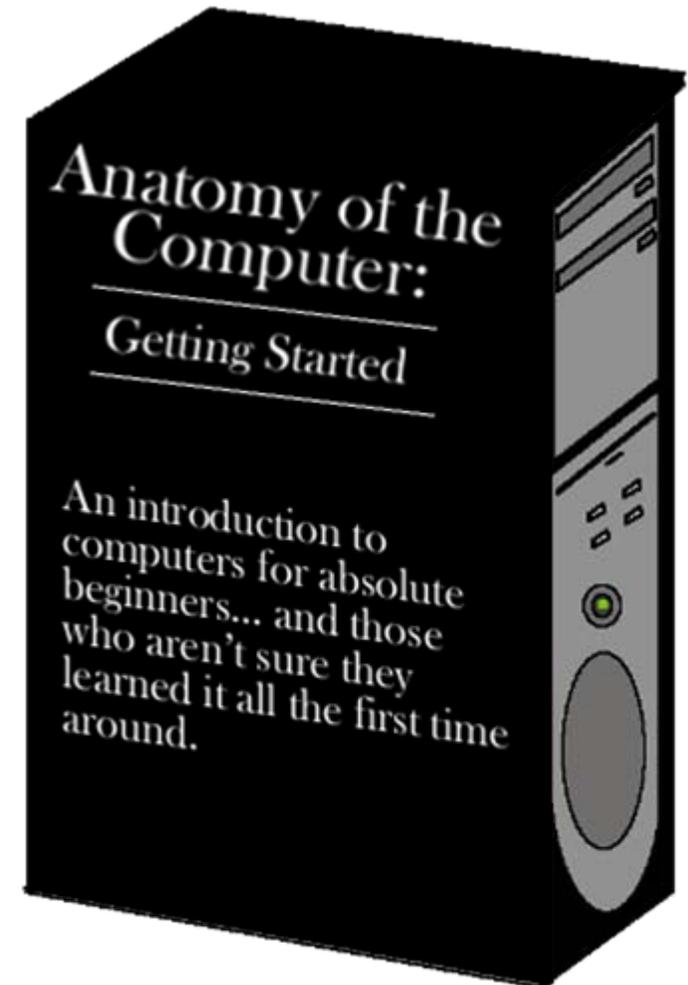


Anatomy of the Computer: Getting Started

*Western Sullivan Public Library
Public Computer Center*

During this course we will look at

- Computer Components
- Turning on the Computer
- Logging On
- Loading the Desktop
- Using the Mouse
- Working with Windows
- Opening Notepad
- Multitasking
- Navigation
- Folder Creation
- Saving Files
- Moving Files and Folders
- Deleting Files and Folders
- Restoring Deleted Items
- Shutting Down the Computer
- Wrapping Up
- Wallpaper Exercise





BROADBANDUSA
CONNECTING AMERICA'S COMMUNITIES



New
York State
Library
Broadbandexpress@yourlibrary

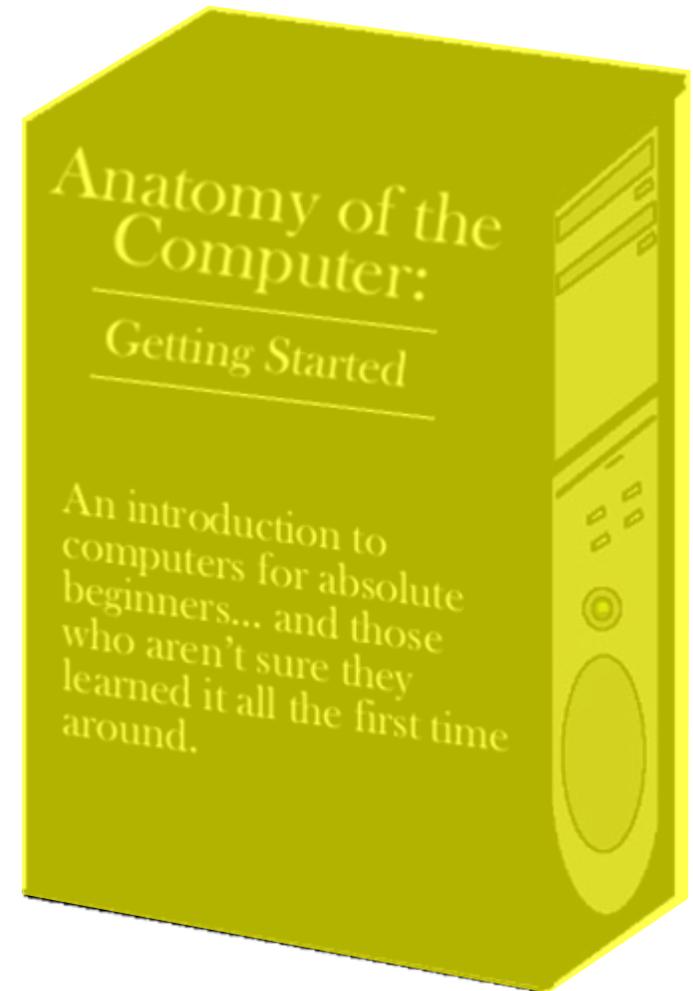
Anatomy of the Computer: Getting Started

*Western Sullivan Public Library
Public Computer Center*

Internal Components

Computer Case

✓ A box that contains most of the computer's parts, protecting them from dust and damage





BROADBANDUSA
CONNECTING AMERICA'S COMMUNITIES



New
York State
Library
Broadbandexpress@yourlibrary

Anatomy of the Computer: Getting Started

*Western Sullivan Public Library
Public Computer Center*

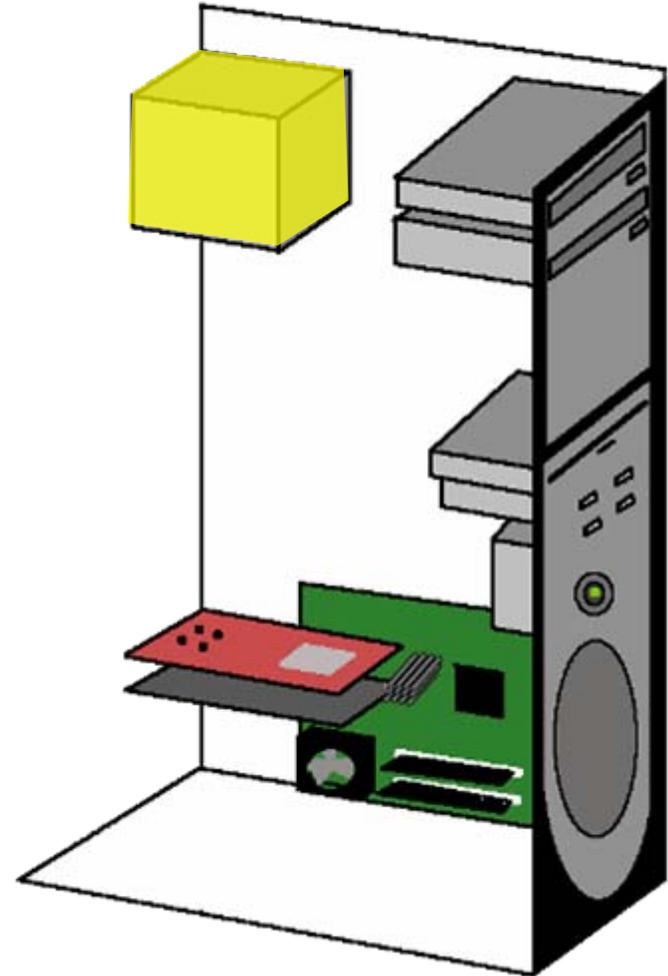
Internal Components

Computer Case

✓ A box that contains most of the computer's parts, protecting them from dust and damage

Power Supply

✓ Supplies power to the computer's components





Anatomy of the Computer: Getting Started

*Western Sullivan Public Library
Public Computer Center*

Internal Components

Computer Case

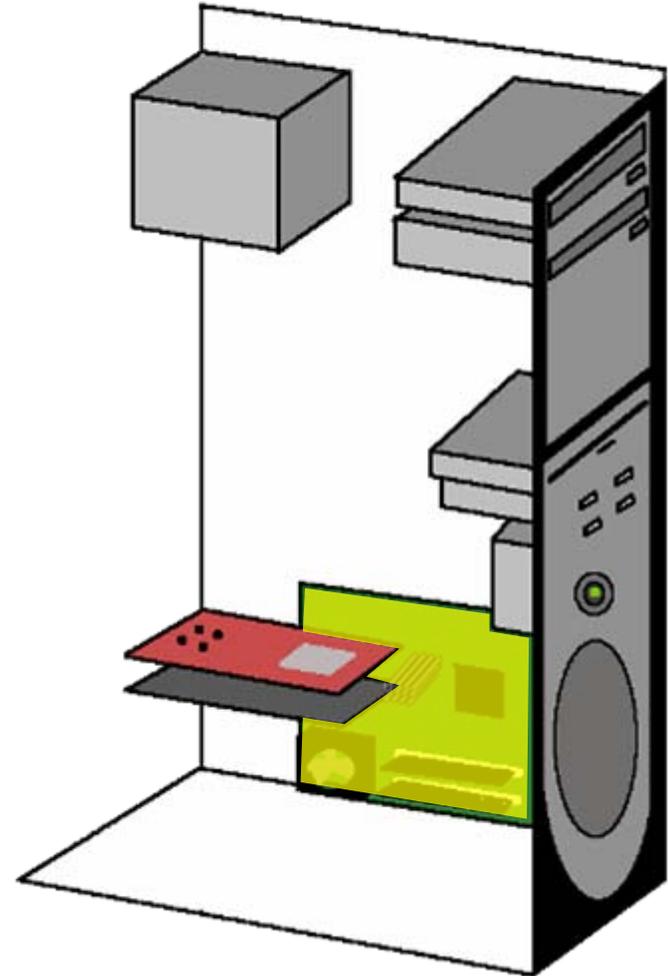
✓ A box that contains most of the computer's parts, protecting them from dust and damage

Power Supply

✓ Supplies power to the computer's components

Motherboard

✓ Connects the computer's components to allow them to communicate with one another





BROADBANDUSA
CONNECTING AMERICA'S COMMUNITIES



New
York State
Library
Broadbandexpress@yourlibrary

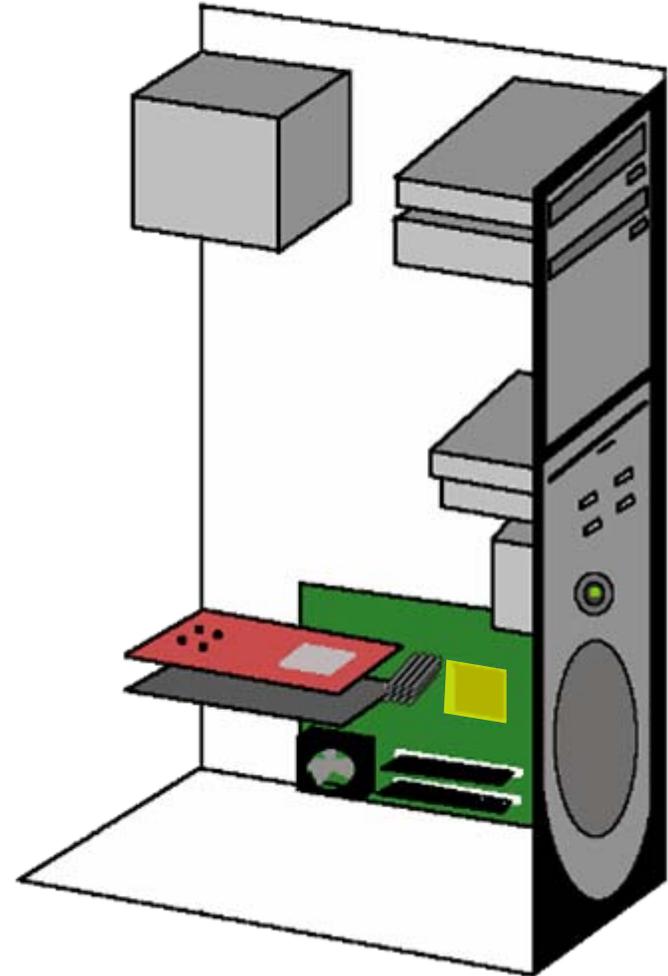
Anatomy of the Computer: Getting Started

*Western Sullivan Public Library
Public Computer Center*

Internal Components

CPU (Central Processing Unit)

✓The computer's main element, performs the basic operations of the system





BROADBANDUSA
CONNECTING AMERICA'S COMMUNITIES



New
York State
Library
Broadbandexpress@yourlibrary

Anatomy of the Computer: Getting Started

*Western Sullivan Public Library
Public Computer Center*

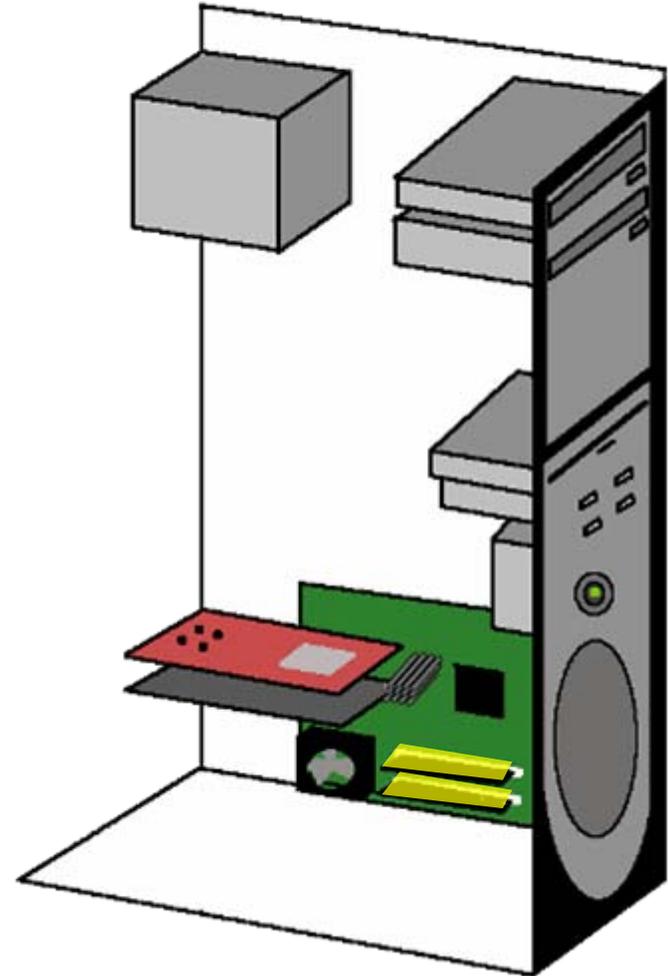
Internal Components

CPU (Central Processing Unit)

✓The computer's main element, performs the basic operations of the system

Memory

✓Accumulates CPU information to allow for complex calculation





BROADBANDUSA
CONNECTING AMERICA'S COMMUNITIES



New
York State
Library
Broadbandexpress@yourlibrary

Anatomy of the Computer: Getting Started

*Western Sullivan Public Library
Public Computer Center*

Internal Components

CPU (Central Processing Unit)

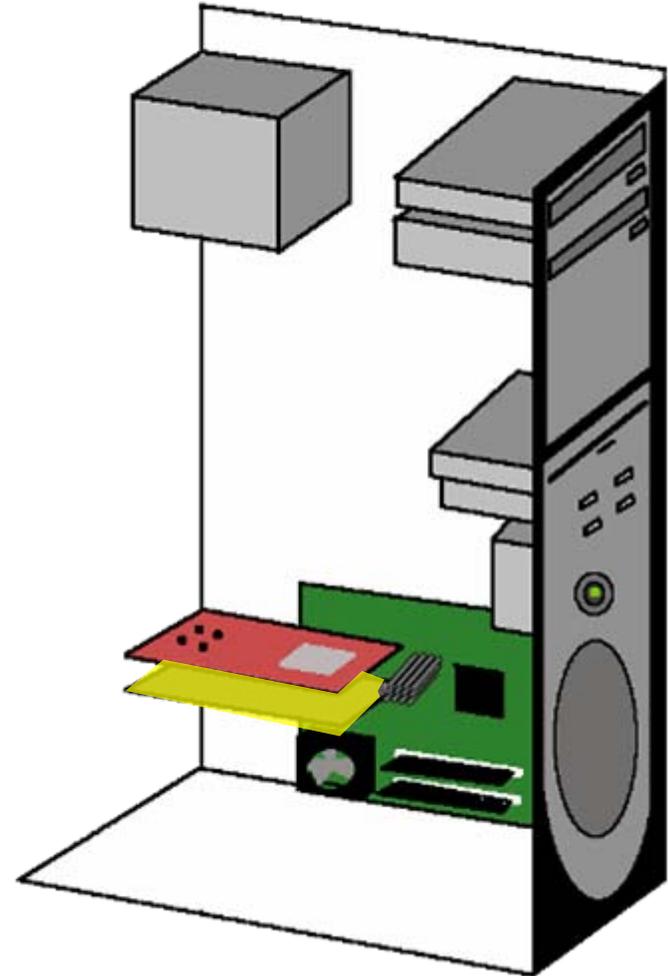
✓The computer's main element, performs the basic operations of the system

Memory

✓Accumulates CPU information to allow for complex calculation

Sound card

✓Translates digital information into sound





Anatomy of the Computer: Getting Started

*Western Sullivan Public Library
Public Computer Center*

Internal Components

CPU (Central Processing Unit)

✓The computer's main element, performs the basic operations of the system

Memory

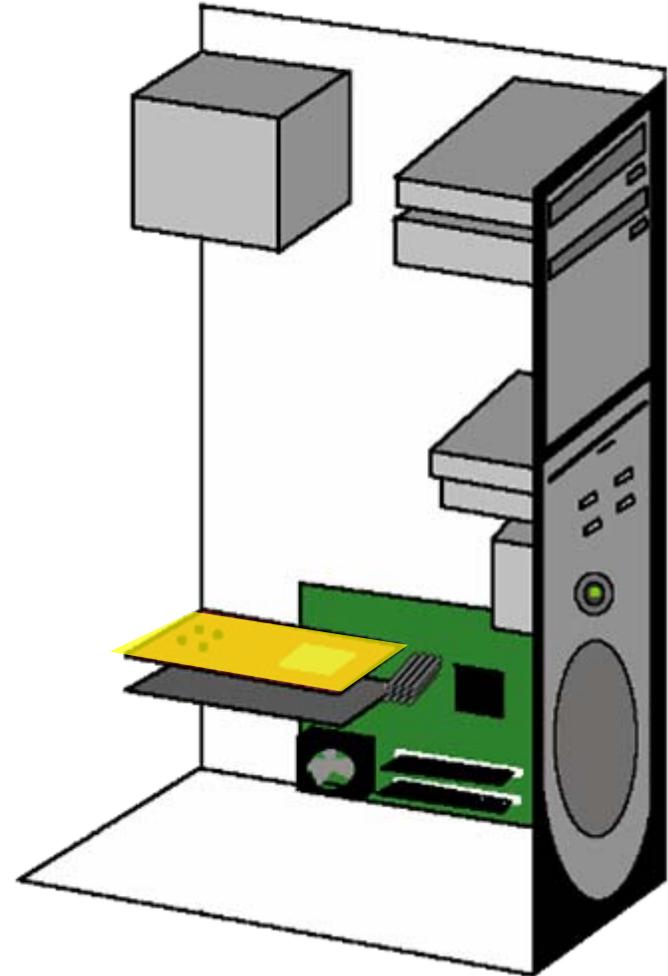
✓Accumulates CPU information to allow for complex calculation

Sound card

✓Translates digital information into sound

Video card

✓Converts digital information into images





BROADBANDUSA
CONNECTING AMERICA'S COMMUNITIES



New
York State
Library
Broadbandexpress@yourlibrary

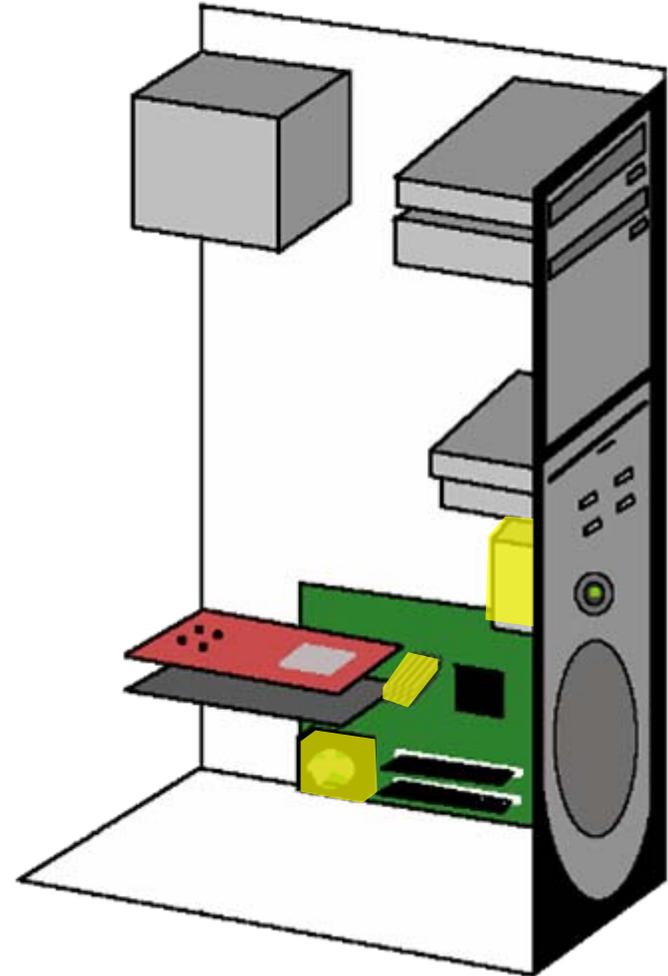
Anatomy of the Computer: Getting Started

*Western Sullivan Public Library
Public Computer Center*

Internal Components

Cooling Systems

✓“Heat sinks” and fans keep computer from being damaged by overheating





BROADBANDUSA
CONNECTING AMERICA'S COMMUNITIES



New
York State
Library
Broadbandexpress@yourlibrary

Anatomy of the Computer: Getting Started

*Western Sullivan Public Library
Public Computer Center*

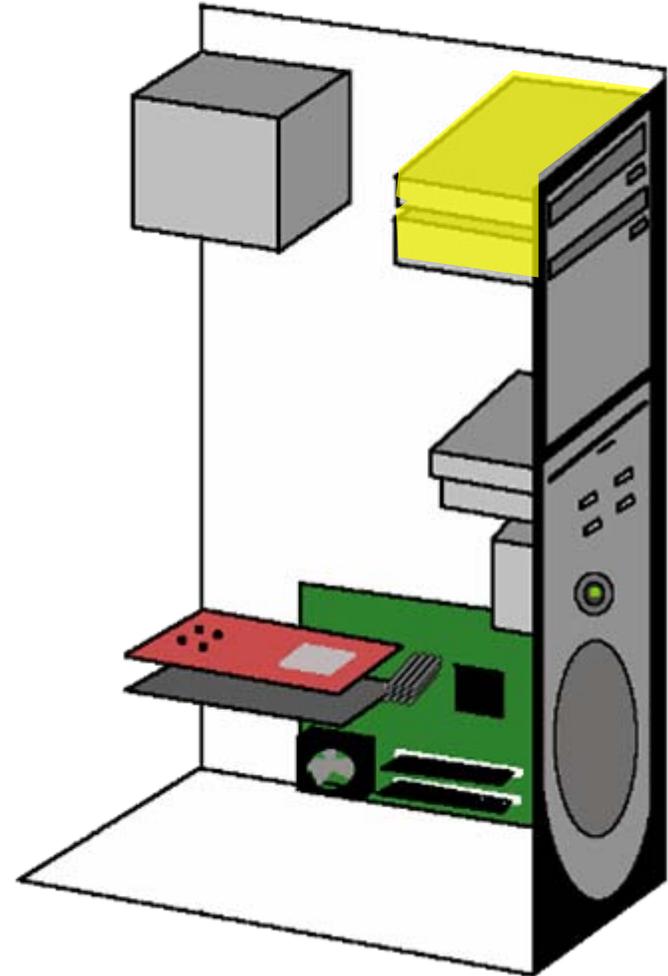
Internal Components

Cooling Systems

✓“Heat sinks” and fans keep computer from being damaged by overheating

CD / DVD Drive

✓Allows computer to read from and possibly write to a CD (Compact Disc) or DVD (Digital Video Disc)





BROADBANDUSA
CONNECTING AMERICA'S COMMUNITIES



New
York State
Library
Broadbandexpress@yourlibrary

Anatomy of the Computer: Getting Started

*Western Sullivan Public Library
Public Computer Center*

Internal Components

Cooling Systems

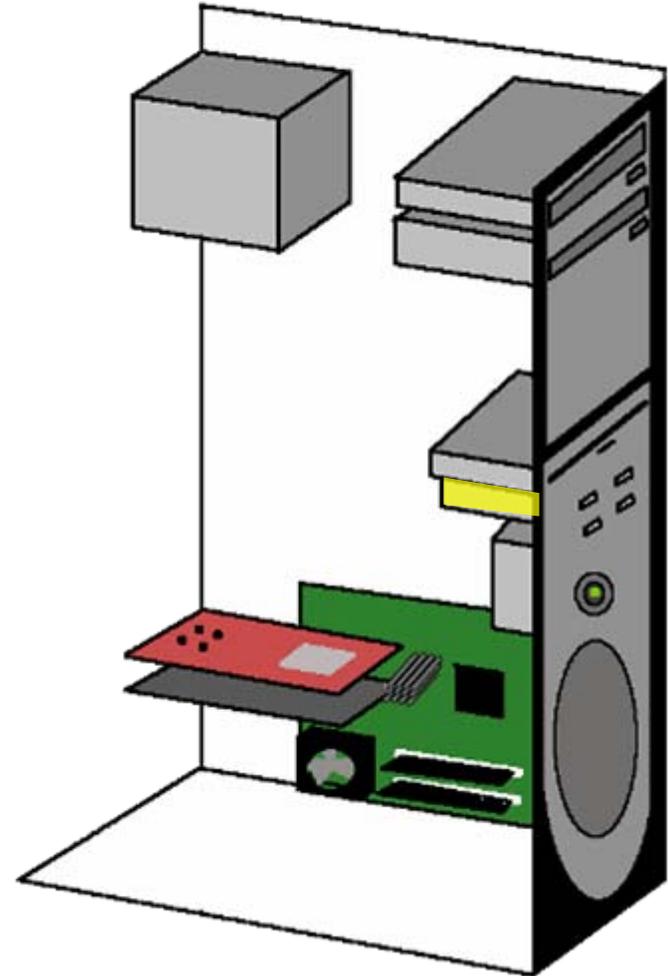
✓“Heat sinks” and fans keep computer from being damaged by overheating

CD / DVD Drive

✓Allows computer to read from and possibly write to a CD (Compact Disc) or DVD (Digital Video Disc)

Hard Drive

✓Where information is stored long term





BROADBANDUSA
CONNECTING AMERICA'S COMMUNITIES



New
York State
Library
Broadbandexpress@yourlibrary

Anatomy of the Computer: Getting Started

*Western Sullivan Public Library
Public Computer Center*

Internal Components

Cooling Systems

✓“Heat sinks” and fans keep computer from being damaged by overheating

CD / DVD Drive

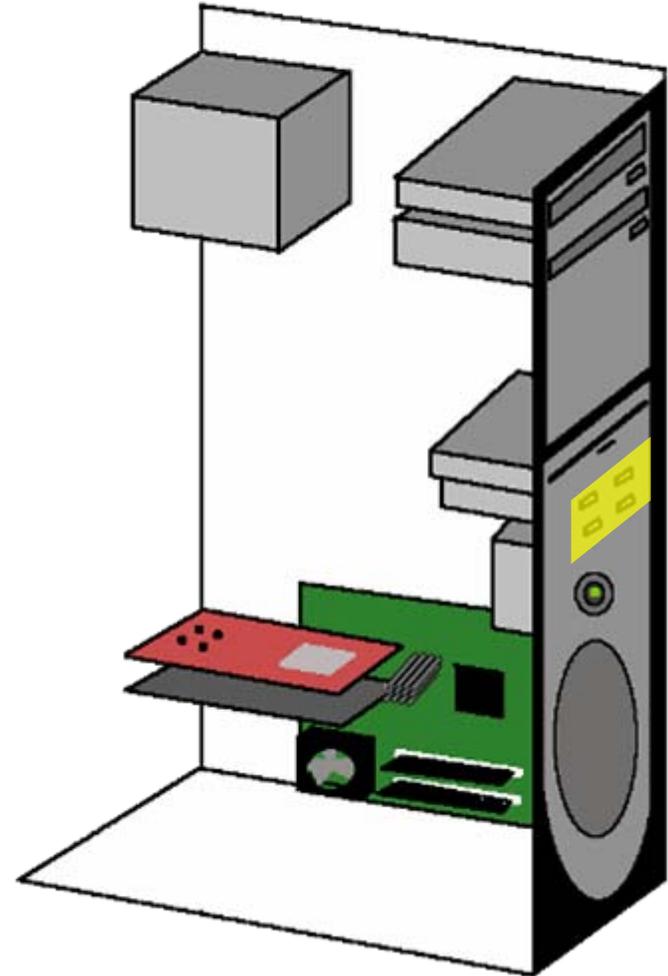
✓Allows computer to read from and possibly write to a CD (Compact Disc) or DVD (Digital Video Disc)

Hard Drive

✓Where information is stored long term

Ports

✓Connections for additional computer components

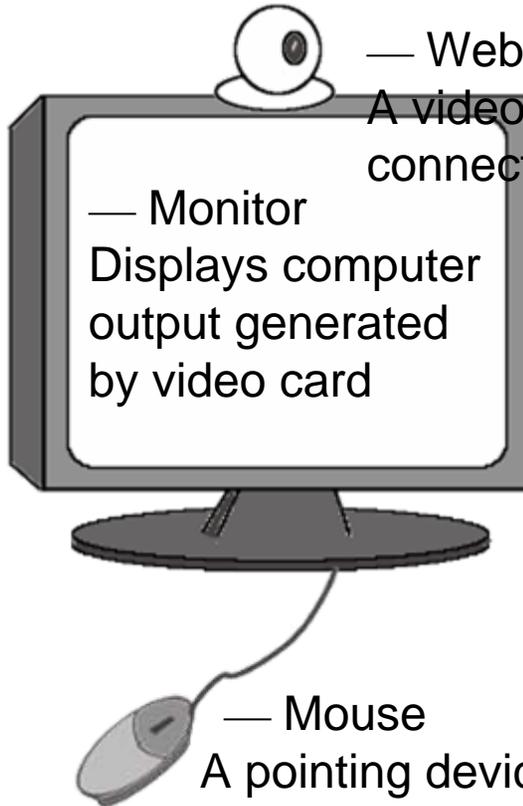




Anatomy of the Computer: Getting Started

Western Sullivan Public Library
Public Computer Center

External Components



— Webcam

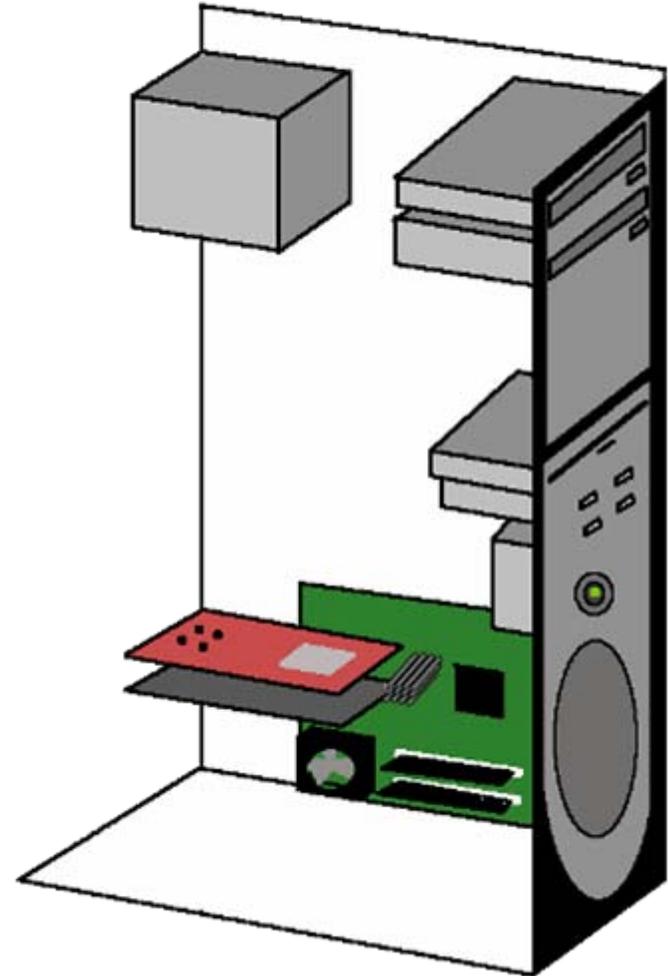
A video capture device
connected to a computer

— Monitor

Displays computer
output generated
by video card

— Mouse

A pointing device that detects
two-dimensional movement





BROADBANDUSA
CONNECTING AMERICA'S COMMUNITIES

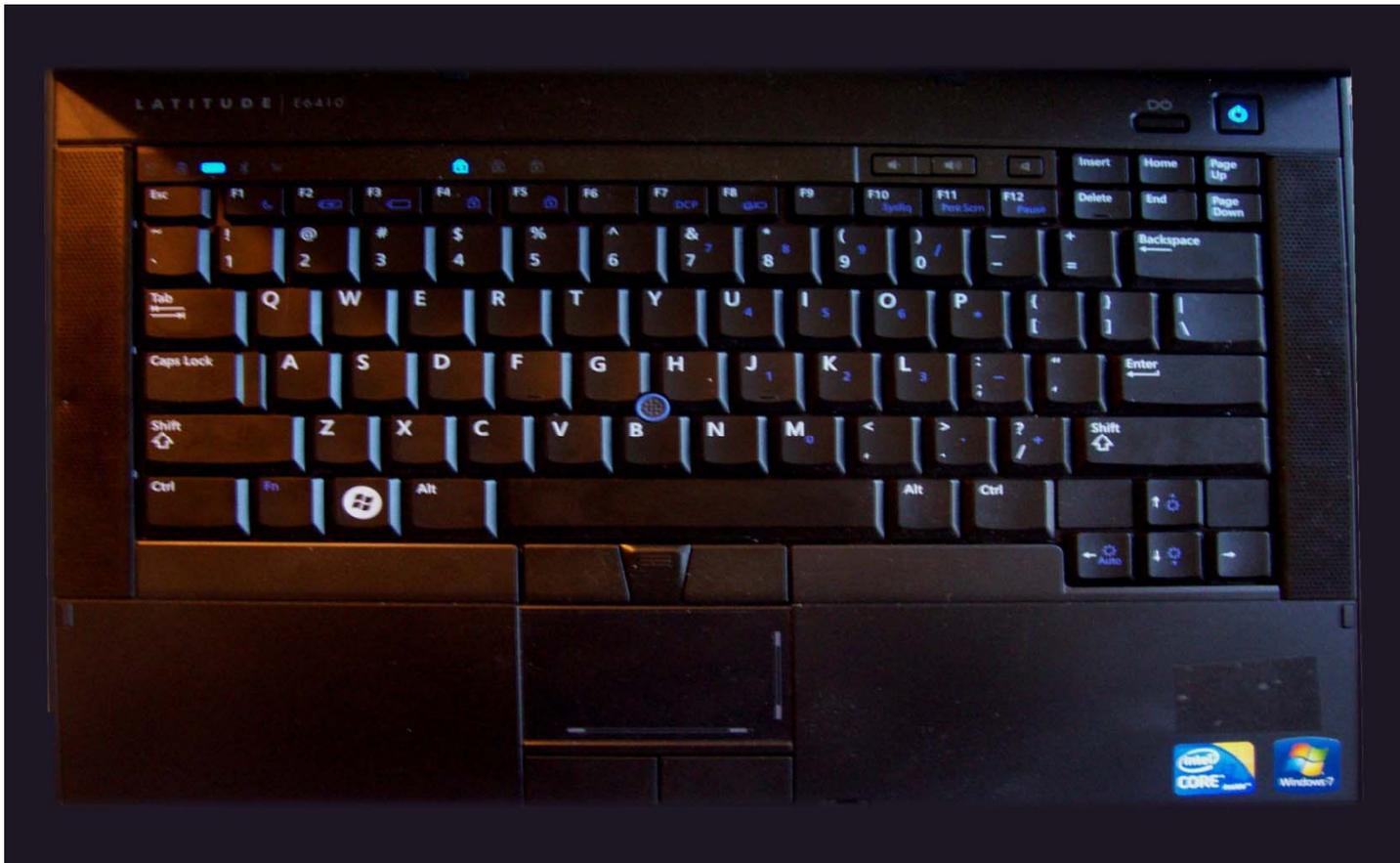


New
York State
Library
Broadbandexpress@yourlibrary

Anatomy of the Computer: Getting Started

*Western Sullivan Public Library
Public Computer Center*

Turning on the Computer





BROADBANDUSA
CONNECTING AMERICA'S COMMUNITIES



New York State
Library
Broadbandexpress@yourlibrary

Anatomy of the Computer: Getting Started

Western Sullivan Public Library
Public Computer Center

- Computer
- Microsoft Word 2010
- Recycle Bin
- Microsoft InfoPat...
- Patrick
- Microsoft Access 2010
- PCC
- Database81
- Mozilla Firefox
- McAfee Security Sc...
- GIMP 2
- Pictures
- Microsoft Outlook 2010



Icons

Desktop

L A T I T U D E





BROADBANDUSA
CONNECTING AMERICA'S COMMUNITIES



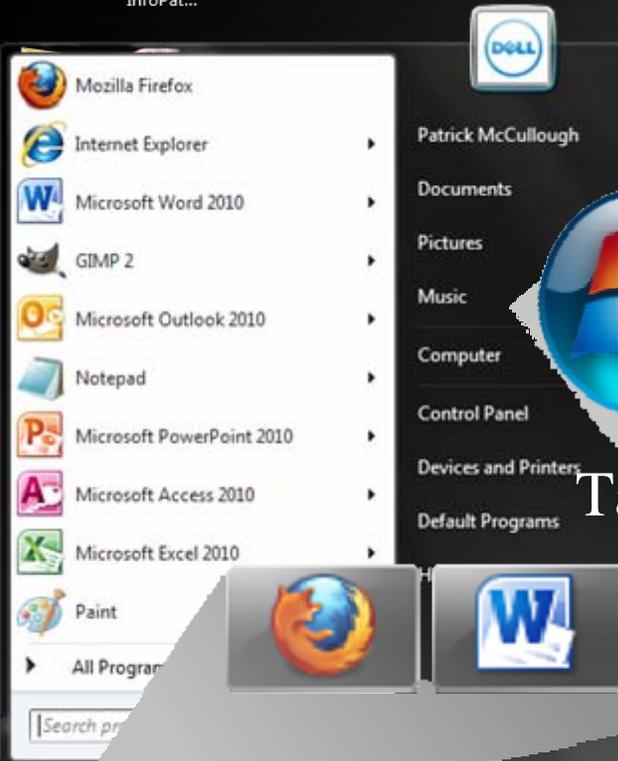
New York State
Library
Broadbandexpress@yourlibrary

Anatomy of the Computer: Getting Started

Western Sullivan Public Library
Public Computer Center



Start Menu



Start Button

Tray / Status Area



Taskbar Icons



Taskbar

