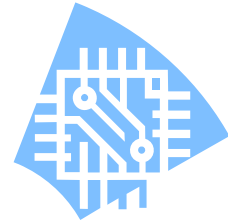


LESSON ONE

The very first thing we must address when we approach a computer is to have knowledge of its components (parts). The computer unit consists of four primary components:

THE MONITOR is our basic means of physically seeing what is going on as we process jobs on the computer unit. It is much like a TV screen! Without the monitor the computer unit is pretty much useless to us!!

THE PROCESSOR is called the CPU [central processing unit]. This is the brain of the computer. Much like our own brain it, controls and conducts all the operations of the computer, just as our brain controls and coordinates our actions! Without the CPU the machine is nothing but a shell! Actually it is a small chip that exists inside that big unit that sits on the floor beside your computer desk. Small but powerful! Just as you will be when you learn how to use a computer.



THE KEYBOARD is also quite important. It is one of the input devices (tools) we use to enter information into the computer system. There are many different types of keyboards but they all have the same function: the typing information

THE MOUSE is the second most important input device we employ in the use of the computer. Though one could do without it, and use keyboard commands instead, most people find it easier and more comfortable to employ a mouse. It is a pointing device we use to maneuver (move through) the *programs* of the unit. The mouse fits into the palm of your hand and has two main buttons on it: the *left-click* button and the *right-click* button.

LEFT CLICK BUTTON

This basically selects the icon (symbol) or option you want to reveal or open, by clicking on it.

- ➔ A single click selects an item.
- ➔ A double click opens an item.

RIGHT CLICK BUTTON

This click is more specialized than the left click. When clicked on any icon or option it gives you a dropdown list of further options from which to choose, pertaining to the icon you originally right-clicked on! You can use this menu to change or *manipulate* the

Of course much additional hardware can be added or installed within your computer that makes it more useful and special to you and your work. For example:

THE PRINTER As its name implies, it prints your documents and thus gives you a hard copy (printed paper) of your work. “Hardcopy” refers to the physical output of what ever you process on the computer.

THE SCANNER is an input device that scans pictures and other documents into the computer's memory for you to edit and make it into what you want it to be!

THE SPEAKERS are *output* devices that allow the unit to produce sounds including music, etc., that may be stored in the *memory* of the computer, or in some other device that may be attached to the computer.

LESSON TWO

Next you should learn how to turn on your computer. There is a power button located on the computer box. It is a $\frac{3}{4}$ circle with a line through it. You push this button once and wait. Soon it boots-up (starts-up) and the monitor lights.



When start-up is complete, what you now see is the desktop (workspace). This is the basic background on which the computer's programs and settings are presented for us to use. The desktop consists of whatever icons you choose to have there. Icons are a pictorial representations of the windows that allow us to venture into various settings and programs. For example; this icon is called the '**my computer icon**' clicking on it would display all that exists on your computer's settings, examples of your drives, and hardware devices.



Removable drives are input mediums that allow you to attach removable media to your unit. An example of a removable device is a **flash drive** or **floppy disk**. They are so-called because they can be removed and taken with you wherever you go. However, you must be careful not to attach your removable drive to other computers and devices that may contain a **virus infection**.



By now you should be wondering what a virus is and why computers get sick from them. Well yes! In fact they do get sick if we ill-treat them by leaving our removable devices in the drives after we shut down, or by using them in other people's units that may be infected. A computer virus is quite

like a human virus. It simply sneaks in and weakens the unit's defenses making it become slower and erratic. It's performance falls below acceptable, and worse yet, it is likely to die. You wouldn't want that. Your computer is a good friend and you should look after its health.



Next we should learn about the **start button**. The start button is located in the left hand, bottom corner of your desktop. The start button got its name simply because it best describes its function. It really is where you start! Clicking it produces a **pop-up** menu that reveals a wide range of options to other windows into other programs might want to use. For example; if you want to write a letter you could follow these steps:

Start → All programs → Microsoft Office → Microsoft Word

When in the selected program you may go ahead and type your letter. The program also provides various settings for **formatting** your letter. Formatting means changing the document to suit your desires, like favorite **fonts** and colors, etc. After you finish typing the letter you must **save** it to retain the document. To do this you go to the top of the Word window and click **File → Save**. There you will give your document a name so you can find it later. Type in the name you wish and click **Save**. To **close the document**, or any window or program for that matter, you look in the top right hand corner of the window for a big **X**.



Click this to **close the program**. The buttons next to the X are there to minimize, to restore or to maximize the desktop view respectively. **Minimize** means shrink the document to the **taskbar** [this is the bar at the bottom where lies the **Start Button**]. The **restore/maximize button** interchanges depending which mode was clicked last; **restore** puts the page back to its previous position, and **maximize** sets it to its largest size.



The procedure mentioned above will connect you to all of your programs...and all you need to get there is your friendly, little mouse!!

Like all electronics you have to turn your computer off when you have finished processing your *data*. **LISTEN!** Don't press the power button again! You must **ALWAYS** use the start menu to shut down the unit:

Start → Turn Off Computer → Turn Off.

If you haven't learned that lesson here, you are destined to flunk this course!

Another option of the afore-mentioned menu offers you the choice of **Restarting** your unit. Restarting means the unit automatically shuts itself down and then starts back up again. This is usually done when installing new programs that require a restart to work.