Introduce Yourselves:
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- Pronouns
- Computer familiarity/Interests

Objectives:
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Check out the Community Workshop Series Workshop website to learn more about the program and find out about upcoming classes!
http://cws.web.unc.edu/

Last Updated:
29 March 2019
The monitor looks like a television screen and is where you see what is happening on your computer. By using shadows and graphics with over a million different colors, much of what you see will appear 3-dimensional. Think of this as the ‘face’ of the computer.

The CPU houses the machinery that allows your computer to work. Think of this as the ‘brains’ of the computer. This component looks very different in desktops and laptops, but it works the same.

The keyboard is one of two ways to interact with your computer. The keys should mostly mimic a traditional typewriter.

This is the other way to interact with your computer. Most mice have two buttons—a right and a left button—and a scrolling wheel.
Software

Programs that we use to interact with the computer. You can't physically touch software like you can the keyboard, but you can still interact with it.

Operating System (OS)

This is the foundational software which provides a way for us to communicate with the computer, save files, use the mouse and keyboard, and all the basic operations of the computer. Mobile devices like smartphones and tablets also have their own OS.

Programs (also known as Applications)

These software are built to perform a specific task – like write documents or make a spreadsheet and they “live” within the operating system.

Examples of Programs

Microsoft Windows and Excel - Used for making text documents and spreadsheets

Browsers - Browsers like Internet Explorer, Firefox, and Google Chrome help you access the internet.

There's an app for that, whether you want to make or delete documents, hop online, or play a fun game!
**Windows**

Icons are optional. There are none here.

**Mac**

Icons are optional. There are none here.
Look familiar? These are shortcuts to programs (or files and folders), like little keys that open up different programs or places on your computer.

The rest of these are **not pictured** because they are highly contingent on your OS. See if you can locate them both on the computer in front of you and on the three example desktops from the previous page.

**Icons**

- **Start Button/Menu**
  This is where you'll go if you can't find the programs you want on the desktop. You can also access this button to turn your computer off or put it on standby.

- **Taskbar**
  This bar runs across the top or bottom of your screen and shows all the programs we have open and allows us to switch between them.

- **Notification Area**
  This allows us to view programs that are running in the background as well as shows important messages about computer updates.

- **System Tray**
  This typically shows the time, date, and speaker icon.
USING THE MOUSE

Click once to select an item.
Click twice (double-click) to execute an action.

Click once to see more options.
Double-clicking does nothing.

Partner up and get started on the Mousing Around activity.
USING THE KEYBOARD

Fill in your keyboard with the new keys you learned about today.
We've also left some extra space so you can write down information about keys and keyboard shortcuts you think you will use the most.
More Resources for Computer Instruction

Community Workshop Series Classes

Chapel Hill Public Library
Wednesdays at 6-7:30pm
To register for class, contact the CHPL at (919) 968-2777.

Durham SW Public Library
Thursdays at 6-7:30pm
To register for class, contact the Durham Branch at (919)560-8590.

Cybrary at Carrboro
Saturday at 10-11:30pm
To register for class, contact the Cybrary at (919) 969-3006.

More Local Resources

Kramden Institute
https://kramden.org/classes/
Phone: 919-293-1133
Email: info@kramden.org
Hours: Mon - Fri 9am – 5pm
Wed 9am – 9pm

Orange County Literacy Council
http://orangeliteracy.org/
Phone: (919) 914-6153
oclcc@orangeliteracy.org

Last updated:
10 April 2019