



COMPUTER BASICS

Introduce Yourselves:

- Name
- Pronouns
- Computer familiarity/Interests

Objectives:

Computer Hardware	2
Computer Software	3
Desktop	4-5
Using the Mouse	6
Using the Keyboard	7

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

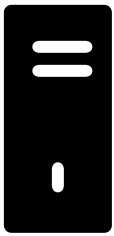


COMPUTER HARDWARE



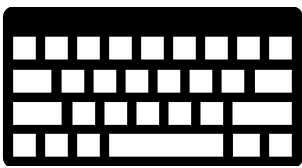
Monitor

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.



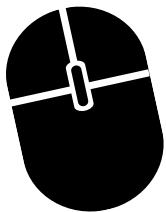
CPU

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.



Keyboard

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



Mouse

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.



COMPUTER SOFTWARE

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 Word and Excel - Used for making text documents and spreadsheets



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



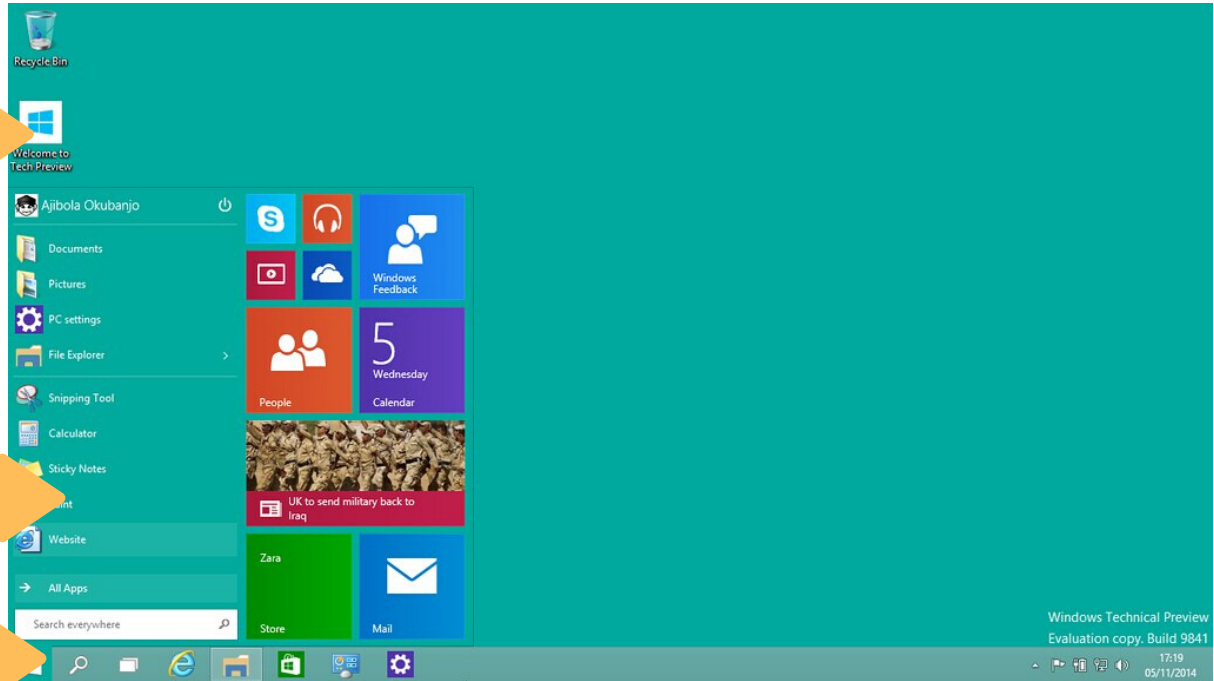
There's an app for that, whether you want to make or delete documents, hop online, or play a fun game!



DESKTOP

Windows

Icons



Start bar
(open)



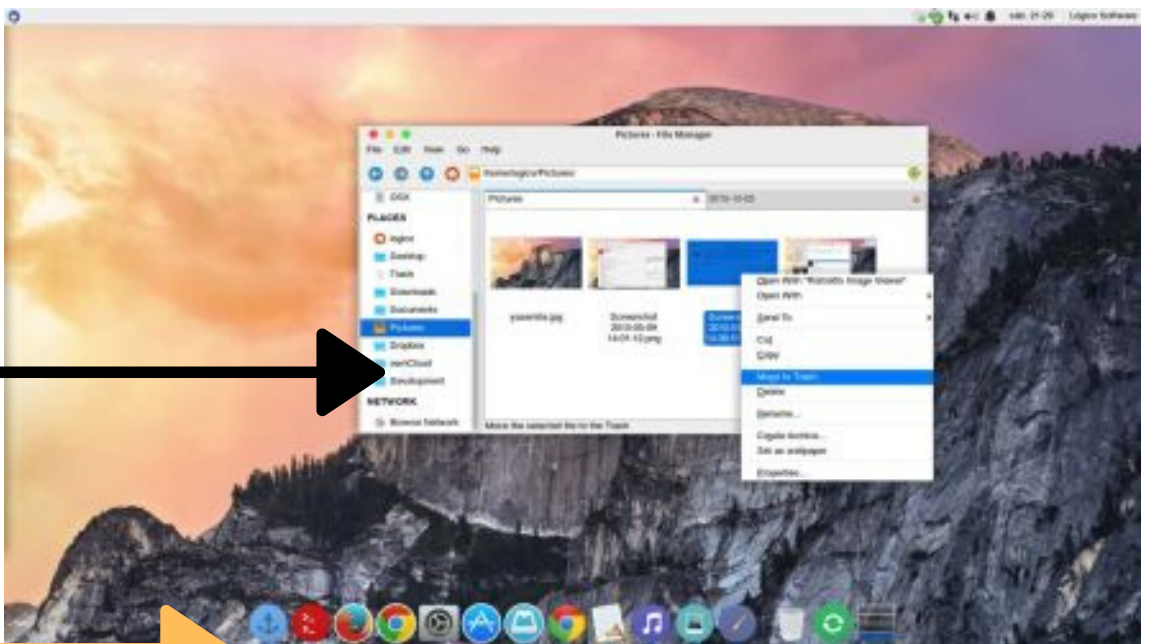
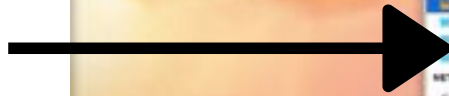
Taskbar



Mac

Icons are optional. There are none here.

Open windows



Taskbar





DESKTOP ELEMENTS



Icons

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.

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

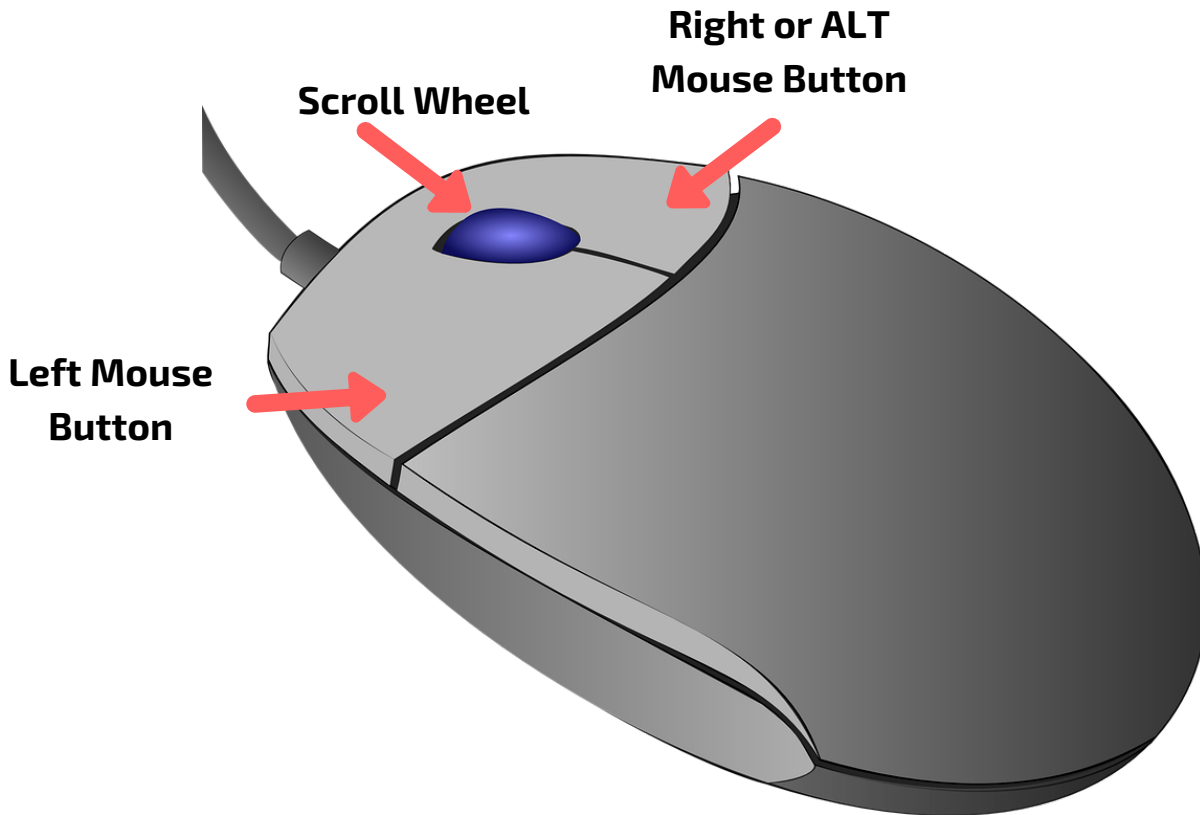
This allows us to view programs that are running in the background as well as shows important messages about computer updates.

System Tray

This typically shows the time, date, and speaker icon.



USING THE MOUSE



Left Mouse Button

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

Right or ALT Mouse Button

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

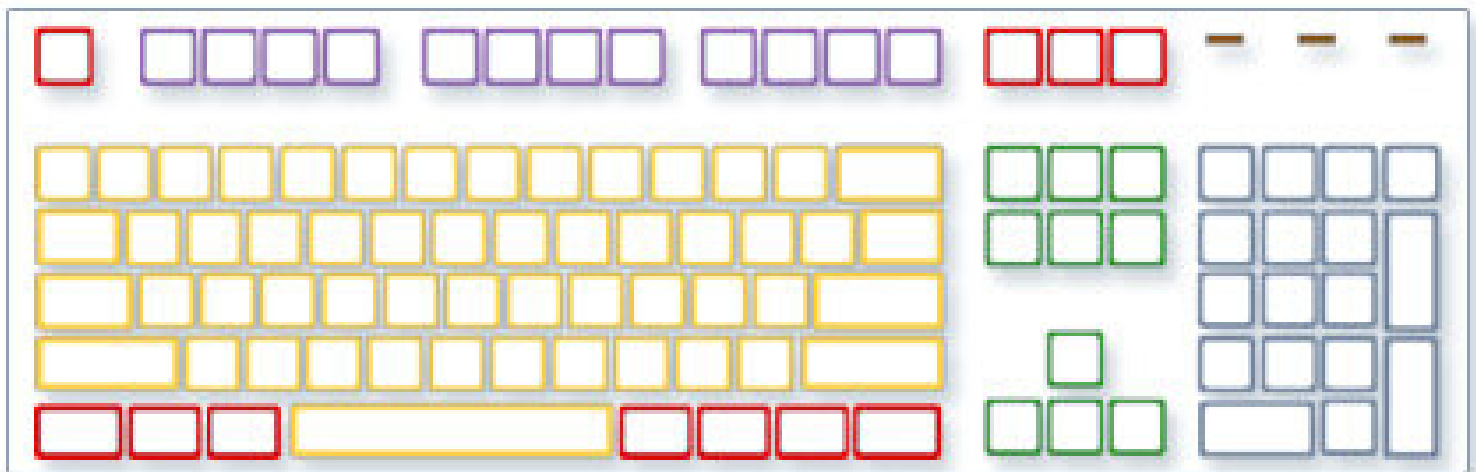
Partner up and get started on the **Mousing Around** activity:
<http://www.pbclibrary.org/mousing/intro.htm>



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.



- Control keys
- Function keys
- Typing (alphanumeric) keys
- Navigation keys
- Numeric keypad
- Indicator lights

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) 918-7387.

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

oclc@orangeliteracy.org

Last updated:

10 April 2019