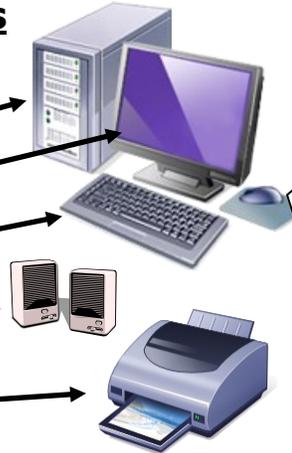# Computer Basics
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Computer Components

- System Unit (CPU)

- Monitor

- Keyboard

- Speakers

- Printer

Hardware refers to equipment attached to the computer, like the CPU, monitor, keyboard, mouse, etc.

Software refers to the programs used on a computer. Software is usually not tangible like hardware.

Ports

Ports are specialized outlets in the computer to connect a piece of computer equipment.

Two common ports:

USB port

The **U**niversal **S**erial **B**us is a multipurpose port. USB connects devices such as jump drives, printers, digital cameras, etc.

Ethernet port
Resembles a phone jack. This port allows you to connect to the Internet.
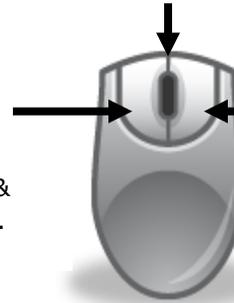
The Mouse & How to Use It

Scroll Wheel - allows for vertical movement

Left Button
Primary
Used mainly for clicking objects & highlighting text.

Right button
Secondary
Produces a shortcut menu.

- Allow your thumb to rest on the left side while your pinky and ring finger rest on the right side.

- Place your index finger on the left button and middle finger on the right button. Gently cradle the mouse in your palm.

    one click– selects an item
    quick double click – opens a program or file

Keep the mouse on the mouse pad. If you run off the edge, lift the mouse, move it back to the center of the pad, & continue.

Mousercise

To practice your mousing skills, visit this webpage:

goo.gl/TbuEj

This provides excellent practice for using the mouse. To pull up the webpage, the address must be typed *exactly* as shown!
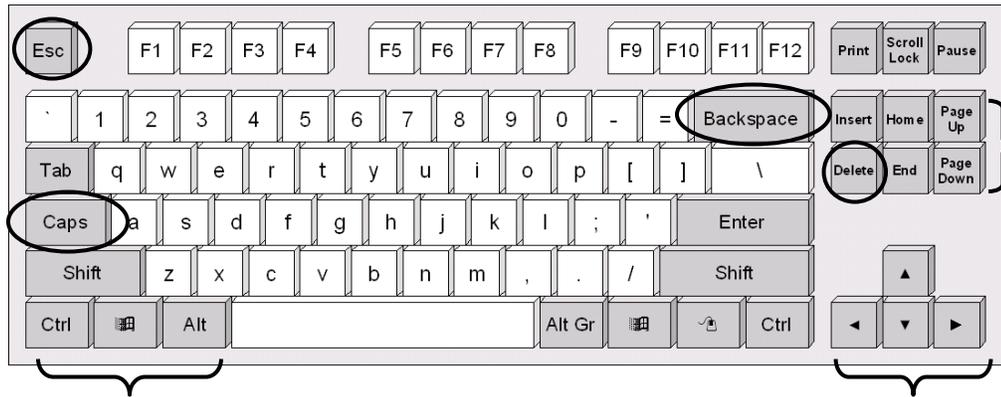
The Keyboard: Important Keys to Know

Esc (Escape) cancels a command or quits a program

Caps (Caps lock) makes all characters upper case

Backspace removes characters to the left of the cursor

Delete removes characters to the right of the cursor

Modifier Keys

Shift, Ctrl (Control) and Alt (Alternate) are used in combination with other keys to perform tasks

Cursor Movement

Home takes you up to the beginning line of text
End takes you to the end of a line of text
Page up moves you up one page
Page down moves you down one page
Arrow keys navigate your cursor.

Common Key Combinations

Key Combination	What Will Happen
CTRL + C	Copy selected item
CTRL + V	Paste selected item
CTRL + Z	Undo most recent action
CTRL + X	Cut item
CTRL + F	Opens a search box to find specific text
Windows Key + D	Minimizes all windows to show desktop
CTRL + mouse click	Selects non-contiguous objects
Shift + mouse click	Selects contiguous objects
CTRL + ALT + DEL	Access task manager, logoff, or shut down Windows
Shift + any letter Shift + any number	Capitalizes the letter [a, A] Creates corresponding symbol [2, @]
CTRL + End	Takes you to the end of a document/section
CTRL + Home	Takes you to the beginning of a document

Parts of the Desktop

System Tray
Includes speaker volume, clock, and programs running in the background.

Icons

Start button
Where you access programs

"Show Desktop" button

Taskbar - Windows that are minimized go here

Parts of a Window: The Title Bar

Name of file or program

Maximize Window
Program fills screen

Exit
Closes Program or Window

Untitled - Notepad

Minimize Window
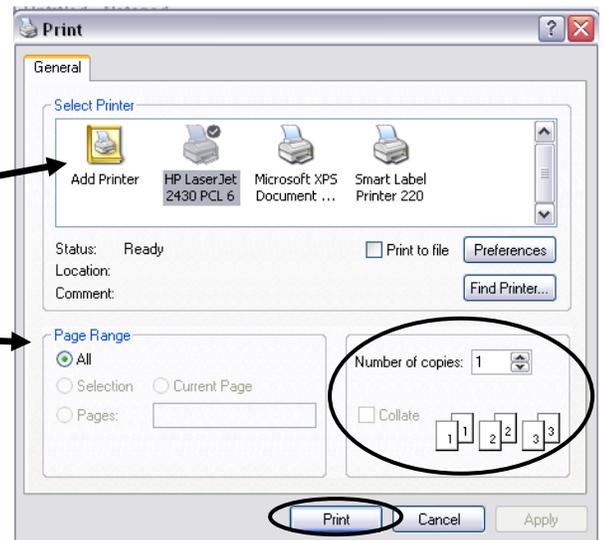Moves window to taskbar

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Printing

Printing varies with each program, but the steps are basically the same.

To quickly print:

Click on **"File"** in the upper left corner of the screen then select **"Print"**. You will then see a box similar to the one pictured right, which gives you several options. You can:

- Select which printer to use

- Select which pages you want to print
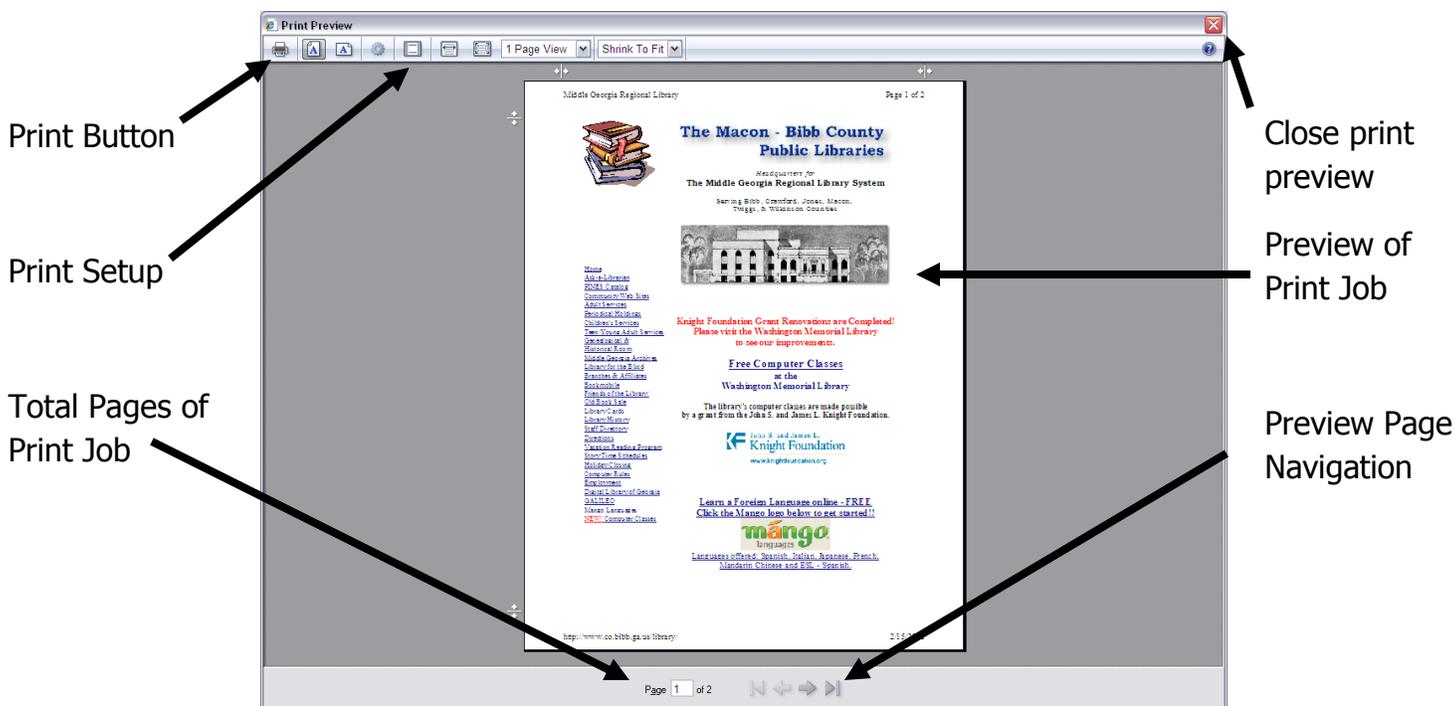
- Select how many copies to print

When you have made your selection, click **"Print"**

Printing (continued)

Print Preview
Many programs will give you the "Print Preview" option. To access it, click "File" in the upper left corner, then click "Print Preview." You will get to see what the item will look like when printed.

Print Button

Print Setup

Total Pages of
Print Job

Close print
preview

Preview of
Print Job

Preview Page
Navigation

When you are ready, click the printer icon at the top left corner of the screen, and you will see the print box as described on the previous page.

Always do a print preview if you are given the option. This saves you ink, paper, and money.

Helpful Hints on Learning to Use a Computer

- **Practice what you have learned!** Practice is the best way to become comfortable and familiar with your computer. When you buy a new car, you become more comfortable with it the more you drive it; the same can be said for a computer. Play with it. Click around. Explore the device and you just may discover answers to your own questions.

- **Don't be afraid of "breaking" the computer.** Repeated lack of proper care is the only thing that can ruin the device. This is why it is important to install anti-virus software on your computer and to always be sure you shut the system down properly by clicking "Start" and "Shut down," then "Shut down" again. *Do NOT shut the system down using the power button!*

- **Check out one of our many books or DVDs on computer basics for beginners.**