

Introduction to Computers

Computer Components

CPU – central processing unit

Stores and processes data.

Storage devices

Holds data for future use

- Floppy discs
- CDs & DVDs
- USB flash drives

Output devices

Output devices is a component that conveys information

- Monitor
- Speakers
- Printer

Input devices

Input devices allow users to enter instructions or data into a computer

- Mouse
 - Keyboard
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Mouse



The mouse consists of 2 buttons and a scroll wheel which control the movement of the pointer on the screen

Gripping the mouse

Hold the sides of the mouse using your thumb, ring finger, and pinkie.

Rest the palm of your hand on the mouse and rest your wrist on the desk.

Relax you index finger on the left button and middle finger on the right button.

The mouse should always stay parallel to the keyboard.

Moving the mouse

Keep the mouse parallel with the keyboard and do not turn it like a steering wheel.
Rest your hand on the mouse and move it slowly while watching what happens to the arrow on the screen.
If your mouse reaches the end of the table or mouse pad, simply pick up the mouse and move it back.

Clicking the mouse

Clicking a mouse button is one way to send commands to the computer.

BE VERY CAREFUL NOT TO MOVE THE MOUSE WHILE CLICKING!! The secret is to keep your hand relaxed on the mouse as you click the button and release without completely lifting your finger off the button.

Opening files or running programs requires 2 clicks while anything on the internet requires 1 click.

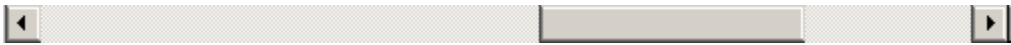
Double-click to open an item. Single-click to select.

Mouse skills

When you move the pointer over text the pointer arrow changes to an I-beam or insertion point.

To highlight a word or sentence hold down the left mouse button as you move the pointer over text you want to hi-light.

Scroll bar



The scroll bar is the grey bar with arrows on the top and bottom and is located on right side and bottom of the screen.

The scroll bar allows you to move up, down, right, and left within the screen to see the entire document.

Scrolling

To scroll:

- Click on either arrow to go left and right or up and down.
- Place the mouse pointer on the scroll bar, hold down the left mouse button and move the bar to navigate through a document.
- Roll the mouse wheel forward or backward.
- To make the text larger on the display, hold down the Ctrl key on the keyboard while moving your mouse WHEEL backward (towards you).
- Keyboard arrows will scroll through a document one line at a time.
- Keyboard “PageUp” and “PageDown” will scroll through a document one page at time.

Keyboard



Insertion point is a symbol on the screen, usually a blinking vertical bar, that indicates where the next character you type or insert will be displayed.

Function keys – special keys programmed to issue commands to a computer

- F1- Help
- F12 – Save As

Tab key moves cursor 5 spaces.

Editing - Return/Enter · Backspace · Insert · Delete · Tab · Space bar

Lock keys

- Caps Lock
- Num Lock

Number keys – holding the “Shift” key down will allow use of symbols on number keys

Backspace key will delete text in front of the blinking cursor and Delete key will delete text behind the blinking cursor.

Arrow keys

Toolbars

Start button & Windows taskbar

Title bar – displays the name of the current document and the name of the application.

Minimize, resize, and close



Menu bar – provides access to lists of commands available in Word and displays an area where you can type a question for help

Standard toolbar – contains buttons you can use to select common tasks such as “Save” and “Print”

Formatting toolbar – contains buttons you can use to select common formatting commands such as “Bold” and “Italic”

Status bar - provides information such as the current location of the insertion point and the number of pages in a document
