What’s a Computer For?
• Computers are designed to be able to do literally ANYTHING you need done
• Many different parts and accessories can be added to allow you to do things on a computer
• Custom programs can be written for whatever you need to do, and can speed up complex tasks
• Computers can now process information at a rate of up to 177,730,000,000 Instructions Per Second!

Computers not only process information, but also store it for future access. The Internet is a prime example of this.

Types of Computers:
• Laptop / Notebook
• Desktop PC (personal computer)
• “Smart Phones”
  • iPhone
  • Android
  • Blackberry

Computer Equipment:
Monitor: the display screen connected to the computer tower
Tower: the main core of the computer
Keyboard: what you type with
Mouse: controls the on-screen cursor
Printer: a device which prints text/pictures onto paper
Scanner: a device used to copy text/pictures to the computer
PC Tower

Other optional parts of a computer:
- Hard drive activity light
- Hidden panel

- Power button
- DVD Drive
- Media card reader
- USB ports
The Keyboard

For typing:
- Escape (go back)
- Caps Lock
- Shift
- Windows Key (Start Menu)
- Ctrl & Alt (keyboard shortcuts)

For moving around without the mouse:
- Function keys (perform special functions in some programs)

For typing:
- Numeric Key Pad (requires NumLock On)
The Mouse:
Used to position the Cursor on the screen

**Single click** the left mouse button to select items

**Double-click** (two clicks in a row) to open files or folders on your local Computer

**Only click once** when clicking a button or link on the internet or your Start Menu

**Right-click** for a menu with options of what you can do with a file
Roll the scroll wheel to move up and down pages
Basic Windows Desktop:

- Desktop
- Icons
- Taskbar
- System tray
- Start button

Start Menu:

- Links to frequently used programs
- Quick access to saved files
- View drives on the computer
- Turn Off / Restart computer
- List of Programs
Working with Windows

- Address Bar
- Minimize
- Maximize
- Close
- Command Bar
- Status Bar

Scroll Bars: click on the arrows, drag the gray box, or use the scroll wheel to move within the window.
Mousing Around:

Drag & Drop (To move an item):
  - Left-click on an item and HOLD it
  - Move the mouse cursor to where you want the item to be
  - Release the left mouse button!

Copy & Paste (To make a copy of a file):
  - Right-Click a file
  - Copy
  - Right-Click where you want the file to be
  - Paste

Cut & Paste (To move a file or folder):
  - Right-Click a file
  - Cut
  - Right-Click where you want the file to be
  - Paste

Files vs. Folders:
A file is a single unit of information on your PC.
Folders: Containers for files folder can contain numerous files

Files can be any size; the more information, the larger the file (smallest to largest):
  • Text files
  • Picture files
  • Music files
  • Programs
  • Games
  • Video files

To create a folder: right-click where you want the folder and click
New > Folder

Where to Find and Save Files:
  • Documents
  • Music
  • Pictures
  • Videos
  • Desktop
  • USB Flash Drive

Save files where you will remember and be able to find them in the future!
Software/Programs/Applications:
All words for the same thing: computer code that let us tell the computer what to do
Examples: Games, Text Editors, Internet Explorer, and even Windows itself!

New computer components (hardware) require drivers (software) that tell the computer how to use the components.

Drives:
The parts of the computer where data is stored.
Each drive is assigned a letter, which may vary on each computer.
The hard drive is the computer’s main storage unit.
Windows is installed on the C: drive.
CD and DVD drives are used with removable discs, which may have information on them, or may be blank, so you can add your own files and folders.
USB flash drives are small portable drives, for moving files between computers easily. A flash drive is typically the LAST letter that is available on the computer.
Desktop: The area you see when you first turn on your computer. Typically has icons for web browsing, and commonly used programs.

Find Files By Searching:
Your Computer’s Information:

1. Click Start
2. Right-click Computer
3. Click Properties

Pre-loaded Programs:
Windows comes with some useful programs:
- **Calculator**: for quick math
- **WordPad**: for formatted text
- **Paint**: for drawing
- **Snipping Tool**: to capture part of your screen
- **Sticky Notes**: for notes that’ll always stay onscreen
- **Windows DVD Maker**: turn movie files and pictures into video DVDs!

All of these are located in the Start Menu, under “All Programs > Accessories”

Windows System Tools:
Windows comes with some useful tools which can be used to help speed up or maintain your PC.

- Disk Cleanup: empty unneeded files
- Disk Defragmenter: clean up free space
- Internet Explorer (No Add-ons): for troubleshooting
- System Restore: to recover your system
- Windows Update: to stay safe & secure!

All located in the Start Menu, under “All Programs > Accessories > System Tools”
Control Panel:
Change settings for the Computer

- **Programs and Features:** uninstall/remove programs
- **Sound:** change speaker settings and system sounds
- **Display:** lets you change the size of text and icons
- **Internet Options:** change Internet settings
- **Devices and Printers:** Anything connected to your PC
- **Personalization:** change Desktop wallpaper, Screensaver, etc.
- **Backup and Restore:** backup your important files
- **Ease of Access Center:** settings to help the disabled
- **Network and Sharing Center:** change/troubleshoot network connection settings
- **User Accounts:** change passwords & add new users

Security/Privacy Tips:

- Your computer can be set up to require a password.
- Windows has a built-in firewall for internet use
- An AntiVirus program should be installed ASAP!
- Never give out personal info online unless you trust the website, and the URL starts with https://
- **Have Fun!** Studies show that having fun increases how much we learn!
  - If you enjoy your time on the computer, you will be more likely to remember how to do things.
  - Just try stuff out and see for yourself!