

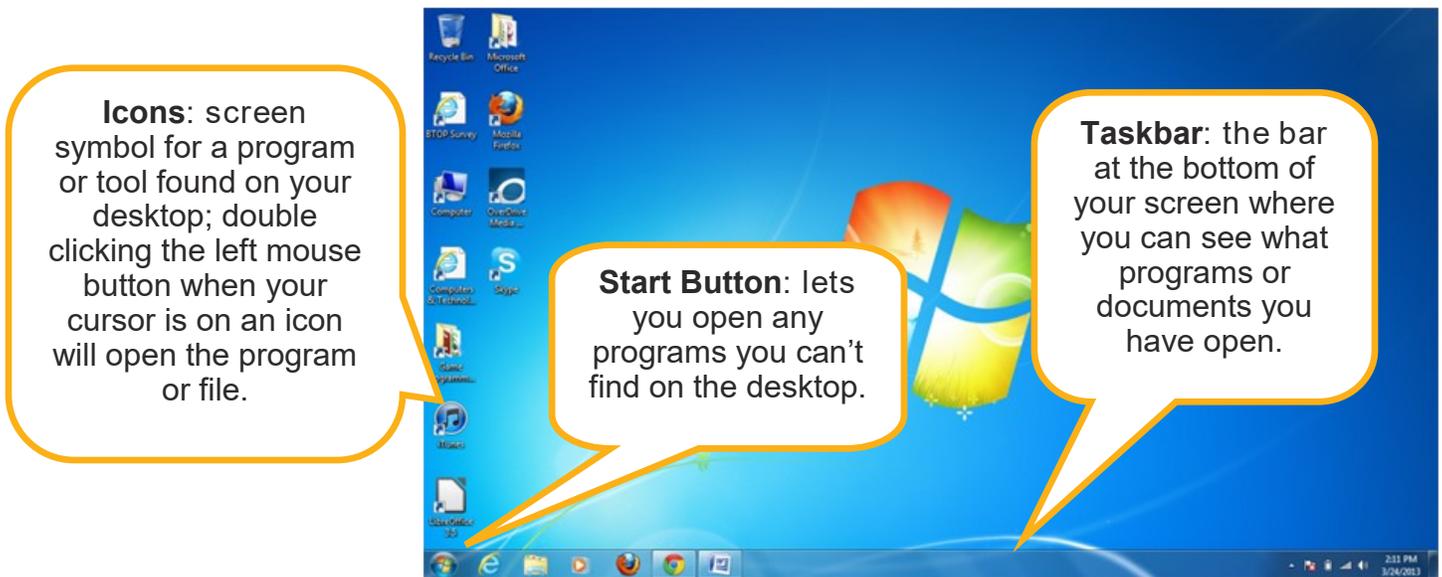
Computer Basics: Getting Started

What do you need to use a computer?

- **Hardware**—the computer machinery, the stuff you can touch
Examples: keyboard, mouse, printer, monitor, etc.
- **Software**—programs that tell the computer what to do, stuff you cannot touch
Examples: Microsoft Word, Microsoft Excel, Internet Explorer
- **Operating system**—basic program that sends software instructions to the computer
Examples: Windows XP, Windows 7, Windows 10, Mac OS X

The Desktop

The Desktop is the work area you see when you turn on your computer. It has the following parts:



Window Control

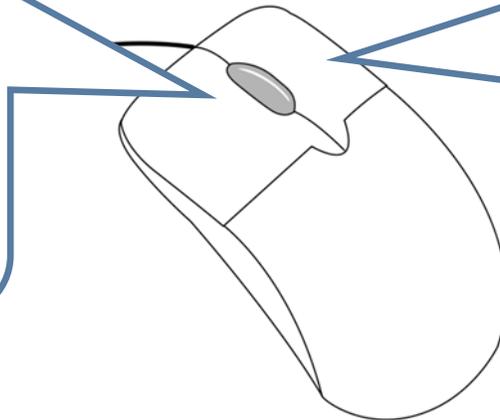
Programs are shown in different windows, which are the visual representations of programs. Every window will have the same three buttons in the top right hand corner:



Using a mouse

Left Click:

The left mouse button is the *action button*, the one you will use the most. You will use it for selecting, opening programs, pushing buttons, and many other tasks.



Right Click:

The right mouse button is the *option button*. When you click something with it, it will give you a menu of things you can do with what you just clicked on.

- Put your pointer finger on the left button.
- Put your ring finger on the right button.
- Rest your wrist on the table.
- Keep your hand relaxed.
- Press the buttons gently without lifting your fingers.

The Pointer

The pointer is the arrow on the screen that moves when you move the mouse. It can take different shapes:

	The arrow: the regular shape of the pointer.		The I-bar: indicates that pointer is on top of text or a box where you can enter text.
	The hand: indicates that the pointer is on top of a link.		The hour glass: this means that the computer is processing instructions.

WHERE TO GET MORE HELP:

- **The Reference Desk:** come to the desk and ask for help or come to more classes.
- **Books:** Check out the 004.16 area in the adult non-fiction area of your library or ask library staff.
- **Online:**
 - **Mouse help:** available in English at www.pbclibrary.org/mousing and Español at www.pbclibrary.org/raton
 - **Keyboard help:** Try the free online lessons at <http://www.typingweb.com/> from any computer with Internet.

Adapted, with permission, from [Denver Public Library's Computer Class](#) curriculum.

Getting Started Practice



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1. Get more mouse practice!

To succeed in the rest of the Computer Basics classes, it's important to have full control over your mouse. Let's do another set of exercises!

- 1 Come into the Reference Desk to use a computer. If you don't know how, come up to the service desk and we'll show you!

- 2 Double-click on the Web Browser icon, example:



Click in the address bar at the top of the screen. Type "mousing around" and then press Enter.

Now we're looking at a list of websites that let you practice mouse skills.

- 3 Click on **Mousing Around: Games** to play some games!

- 4 Click **Mousing Around: Mousercise** to repeat your mouse exercises.

[Mousing Around: Games!](#)

www.pbclibrary.org/mousing/games.htm

10+ items – A list of simple games to help beginning computer users.

Battleship The classic board game. Sink your enemy's ships before they sink yours.

Checkers The classic board game. You know how to play, but do you know how to win?

[Mousing Around: Mousercise!](#)

www.pbclibrary.org/mousing/mousercise.htm

A **mousing** exercise to help beginning computer users practice their mouse skills.

[Palm Beach County Library System Mousing Tutorial](#)

www.pbclibrary.org/mousing/

The **Mousing Around** tutorial was originally based on the New England Library Network (NELN) Technology Committee.

[Mousing Around: Mousercise!](#)

www.pclibrary.org/mousing/mousercise.htm

Mousercise! **Mousing Around** mouse. Practice your skills with the following exercises.

Mousercise. This will give you lots of practice in using the mouse. Click the button ...



2. Practice opening and closing programs

1. Log in to a computer at the library.
2. Double-click on any of the icons on the desktop. A new program will open.
3. Close it by clicking the X in the top right-hand corner.
4. Open and close the different programs.

3. Practice minimizing and maximizing windows

1. Log in to a computer at the library.
2. Double-click on any of the icons on the desktop. A new program will open.
3. Minimize the window by clicking on the first of the three buttons in the top right-hand corner, the one that looks like a minus sign.
4. Look at your taskbar (along the bottom of the screen). There will be a bar there with the name of the program you opened. Click on it to bring the library page back.
5. Click on the middle button in the top-right hand corner, which looks like two boxes. What does it do? Click on it one more time. What does it do now?

4. Learn more about computer hardware and software

1. Double-click the Internet Explorer icon from the desktop and, after it opens, left-click in the address bar on top (it will say "http://www.deerparktx.gov").
2. Type in gcflearnfree.org and push the Enter button on the keyboard. This will take you to the GCF Learn Free website.
3. Click on the button that says Computers, then click on the button that says Computer Basics. Click on the name of any of the lessons to read more and watch videos!

What did you learn?