INTRO TO COMPUTERS

BEGINNING COMPUTER USE 101

DEFINING TERMS

- Being overwhelmed with lingo is like having to learn a whole new language

- Understanding the function of these technical phrases may help you enjoy a lifetime of confident computer use

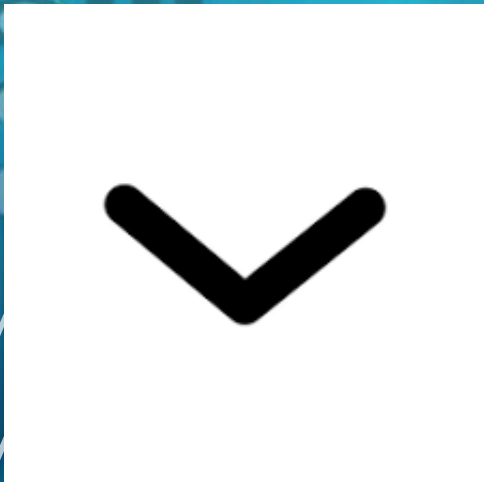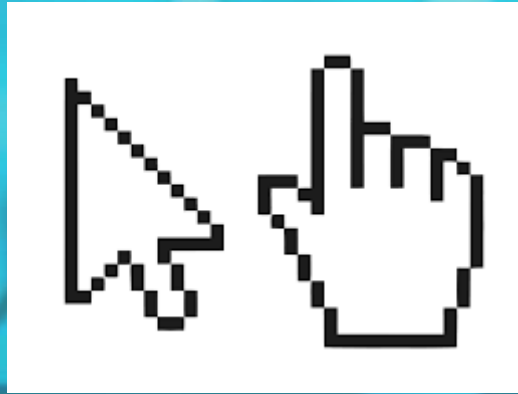- Eat an elephant one bite at a time

DEFINING TERMS

- Laptops vs desktops –pros and cons

- Homescreen

- Icons

- Task bar

- Start up menu

- Browser

SURFING THE NET

- Browser

- Address field

- Tabs

- URL (uniform resource locator)

- When the computer falls asleep

USING THE TOOLS

- Mouse (wireless too?)
- Prompt
- Cursor (arrow vs hand)
- Caret
- Scrolling

To highlight a sentence or image, use your mouse. Left click and drag (don't let go!) until the area you want to "capture" is in gray. Now you may let go of the left button on the mouse. If you are going to copy and paste, right click on this highlighted area and click on "copy". Now you may position your cursor (or pointer) to the place where you'd like to paste this info. Right click again and click on "paste".

Copy and paste an entire page:
Using the keyboard press Control A followed by Control C. Position your cursor (or pointer) to the place where you'd like to paste this info. Using keyboard, press Control V

USING THE TOOLS

- Using the mouse to scroll
- Left click to select (and sometimes double left click)
- Left drag to highlight
- Right click functions
- Practice copy and paste with mouse
- Practice copy all and paste without mouse

WORD PROCESSING

- Just a fancy way of saying "I'm typing my own words on a blank document."

- Selecting a blank page and populating it

- Adjusting font size, style, margins, spacing, landscape

- Printing custom pages

- Home/End
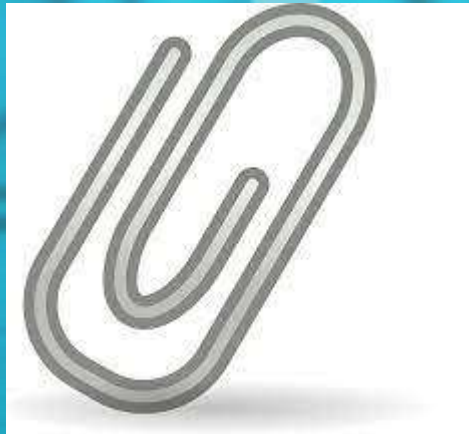
- Insert/delete/backspace

EXTRAS

- Download a document to my computer. Now you're a taker. Take, take, take. Where did it go?

- Uploading a document to my computer. Now you're a giver. So nice of you!

- Adjusting font size, style, margins, spacing, landscape

- Printing custom pages

- Home/End

- Insert/delete/backspace

EMAIL

- Setting up with user name and password

- Attachments pros and cons

- Emailing yourself

- Unsubscribe

- Create folders

- Taking out the trash

- Drafts

MISC.

- Volume control

- identifying web addresses

- Using a flash drive/USB

- Lock your library computer

- Exit from your library computer session

- What library computers cannot store after you exit