

Basic Computers Class Outline

- 1) What is a computer?
 - a) Hardware
 - b) Software
 - i) Operating System
 - ii) Applications
- 2) Get to know your hardware
 - a) Types of computers: desktops, laptops, tablets, PDAs, phones
 - b) Parts of a computer**
 - i) Power button and power cords
 - ii) Computer – PC, box, brain, CPU
 - (1) Different ports connect brains to different outputs, inputs, and two-way communicators
 - iii) Outputs
 - (1) Monitor – CRT (cathode ray tube), LCD (liquid crystal display) (flat panel)
 - (2) Speakers/headphones
 - (3) Printer
 - iv) Inputs
 - (1) Keyboard**
 - (2) Mouse**
 - (a) How to move mouse
 - (b) **Four mouse functions:** Click, Double Click, Click and Drag, Right Click - handout
 - (i) Exercises
 1. Left click – open Recycle Bin
 2. Right click – view desktop shortcut menu; view recycle bin shortcut menu
 - (ii) Click and drag – move recycle bin
 - (iii) Double-click – open the recycle bin
 - (c) Guide to cursor shapes**
 - (3) Game controller
 - (4) Microphone
 - v) Two-way
 - (1) Storage devices – demonstrate sample devices
- 3) Introduction to Windows XP
 - a) Desktop
 - i) Shortcuts
 - b) Windows
 - i) Open a window
 - (1) Right click on icon
 - (2) Double-click on icon
 - ii) Parts of a window
 - (1) Title bar
 - (2) Menu Bar
 - (3) Toolbar
 - iii) Manipulating windows

- (1) Minimize, maximize, close
- (2) Move windows – Click and drag blue bar
- (3) Resize – Click and drag using double-sided arrow
- (4) How to scroll through window
 - (a) Click up and down arrow
 - (b) Click and drag Scroll Box
 - (c) Scroll bars can be vertical or horizontal
- iv) Taskbar
 - (1) Use taskbar to click through open windows
 - (2) Right click blank area of taskbar
 - (a) Cascade Windows
 - (b) Tile Vertically or Tile Horizontally
 - (c) Show Desktop
- c) File management
 - i) Start>Accessories>Windows Explorer – demonstrate file folder system
 - ii) File>New>Folder
 - iii) File>Delete/Rename
- d) Managing Shortcuts
 - i) Creating shortcuts
 - (1) Open the window containing the icon you want
 - (2) Drag and drop the icon onto the desktop
 - ii) Rename
 - iii) Deleting shortcuts
 - (1) Deleting the shortcut does not delete that item, just the shortcut
- iv) Recycle Bin
- v) Desktop>Right Click>New
 - (1) Create New Folder
 - (2) Create New Document
- vi) Copy/Move files between folders using drag and drop
- vii) Start>Search
 - (1) Advanced search
 - (a) * represents zero or more characters in the designated position
 - (b) ? represents a single “wild card” character
- viii) Help
- ix) Start>Logoff>Shut Down
- e) Programs, or applications (apps)
 - i) Opening a program: Start>Programs>Word Pad
 - (1) Note parts of window
 - (a) Title Bar
 - (b) Menu Bar
 - (c) Word Pad has a toolbar
 - (d) There is more than one way to do a number of things in windows
 - ii) File>Copy
 - iii) File>Paste
- f) Other programs: Windows Utilities

- i) Accessories>Calculator
 - ii) Accessories>Paint
 - iii) Accessories>Wordpad
 - iv) Accessories>Entertainment>Volume Control
- 4) Control Panel
- a) Category View/Classic View
 - b) Mouse properties
 - i) Note: Window with tabs
 - c) Display properties
 - i) Desktop
 - ii) Screensaver
 - iii) Settings
 - d) Add or Remove Programs – be careful!!
 - e) Printers and Faxes
 - i) Add a printer
 - ii) Set as default
 - iii) Print a test page
 - f) Scanners and Cameras
 - i) Add an image device – must be signed in as Administrator to install
- 5) How to get and install Windows Updates
- a) Start Menu>Control Panel (Category View)>Windows/Microsoft Update (left-hand menu)>Follow Wizard to install updates
- 6) Homework