# Computer Basics

Mouse

A computer mouse lets us click buttons, pick options, highlight sections, access files and folders, move around your computer, and more. **Think of it as your digital hand for operating a computer.** What the mouse looks like on screen changes depending on what you're doing. Its names include: mouse, cursor, pointer, and arrow.

Grip in from both sides of the mouse to keep it steady
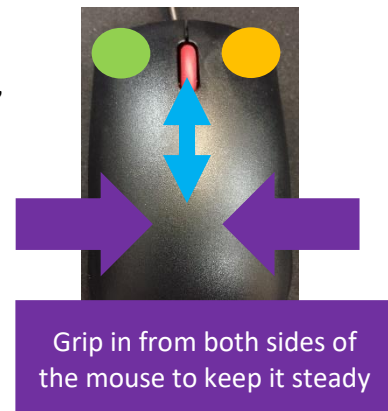
Standard mice have at least two buttons – **left** and **right** click. Most also have a **scroll wheel** in the middle to allow you to move up and down windows and web pages that are taller than your screen.

The **left** button is the one you will click most. It is the button you want to use if someone says to "click" something without giving any further explanation. Most people use their index finger for the left click button. **Right** click pulls up extra options in most cases. Select one of those extra options using the left click button.

For both sides, it will be physically easier to click the further toward the top of the mouse you place your fingers (see the dots above). Don't let your fingers slide toward the back. The **scroll wheel** makes going up and down very easy. Use your index finger for this wheel.

Exercise 1) Double left click

Let's open **Microsoft Word** to be ready for our next exercise.

- Find the blue and white **Word 2016** icon on the desktop.
- Drag your mouse so the pointer arrow is on top of it.
- Quickly click on it twice.
- *If it doesn't open for you:*
    - *Make sure you're clicking very fast, and / or*
    - *Make sure to hold your mouse still while double clicking.*

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Keyboard

A computer keyboard lets us type text and enter commands.
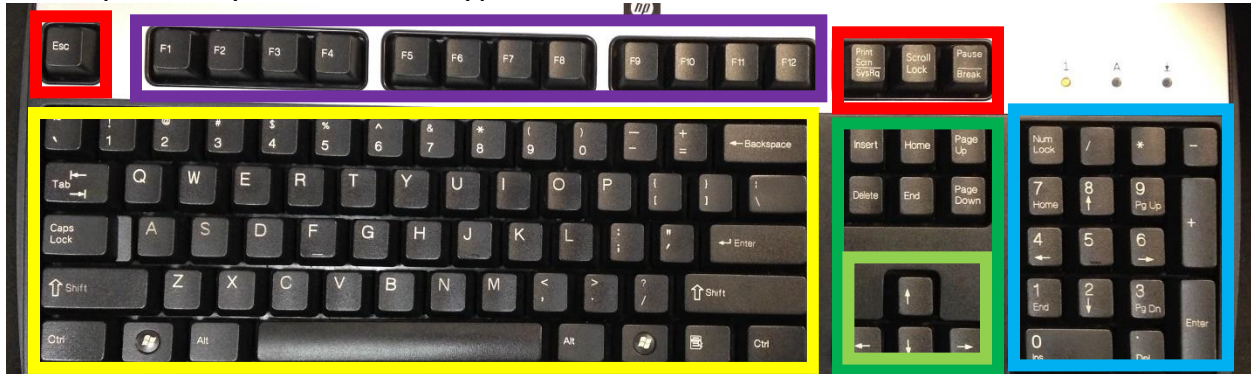
Letters/Symbols/Numbers

- **a-z, A-Z**, **1-0**, and many **symbols** are available on standard keyboards.
- To get capital letters, hold a **shift** key and then press an A-Z letter once.
- To type the upper character on a key, hold **shift** then press the key once.
- To type symbols **!**, **@** (email 'at', person@mail-service.com), **#** (number sign), **$**, **%** (percent), **^** (2^{10} math equations), **&** (ampersand), ***** (asterisk), **(** , and **)** you have to hit Shift 1, Shift 2, …, through Shift 0.
- The **spacebar key** in the bottom middle separates words so textisnotlikethis.
- The **Enter** key moves down to the next line while typing or confirms an action.
- **Backspace** removes highlighted text or individual letters/characters to the left.
- **Tab** indents text or goes to the next item in a web page.
- **/** types a division slash or forward slash. Hit Shift / for **?** (question mark).
- **** this other slash key is rarely used.

Navigation keys

- ← ↓ ↑ → **Arrow keys** move the cursor to different positions on the screen.
- **Page down** moves down when what you're looking at is too tall.
- **Page up** moves up when you want to go back up toward the top of the screen.
- The **Home** key goes back to the beginning of a line of text. **End** does the opposite.
- **Delete** removes highlighted text or symbols to the right of your cursor.

Number keys (or number pad)

- **Num lock** makes the **0-9** keys will type numbers and not the lower pictures.
- **0-9** with **Num lock** on, these keys type their numbers rather than do commands.
- **/** is the key you want to type if someone says "slash". Use instead of ÷.

- ***** is an asterisk or can be used instead of a multiplication 'x'.
- **-** and **+** are a dash (or subtraction) symbol and a plus symbol.
- **.** is a period like at the end of this sentence. With num lock off this Deletes right.

Function keys
- The top row of F "function" 1-12 keys are different in each program.

Special keys
- **Esc** allows you to **escape** out of something, such as a full screen presentation.

Exercise 2) Typing
Let's type the following sentence (or more if you like!) to practice using these keys.
- Hello, my name is [your name]! **Enter to go down to the next line**
  Today's date is 7/11/2023.

Exercise 3) Saving
It's important to save computer work often. Let's save the typing we just did.
- In the upper left corner, click the **purple disk button**. 💾
- Click to save to the **Computer** instead of other places, then click on **Documents**.
- Type a name for the document, and then click **Save**.

Exercise 4) Single left click
Let's open something up to practice using windows next.
- From the bottom bar, single left click the manila file folder to open **File Explorer**.

Windows
Programs open up in rectangular **windows**. You can minimize, maximize, resize, move, and close windows.

Minimize means sending a program down to the bottom task bar. This hides your program in the bottom task bar – allowing you to see other things – without closing.

Maximize is having a program take up the entire screen. Click this to unmaximize.

Resizing lets you make windows custom sizes. And **moving** windows around lets you organize your different open programs to see multiple programs.
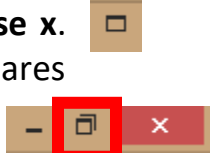
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Closing a window/program stops it from running now, but you can always reopen it later. Sometimes the close **X** is red and white, other times it may look different.
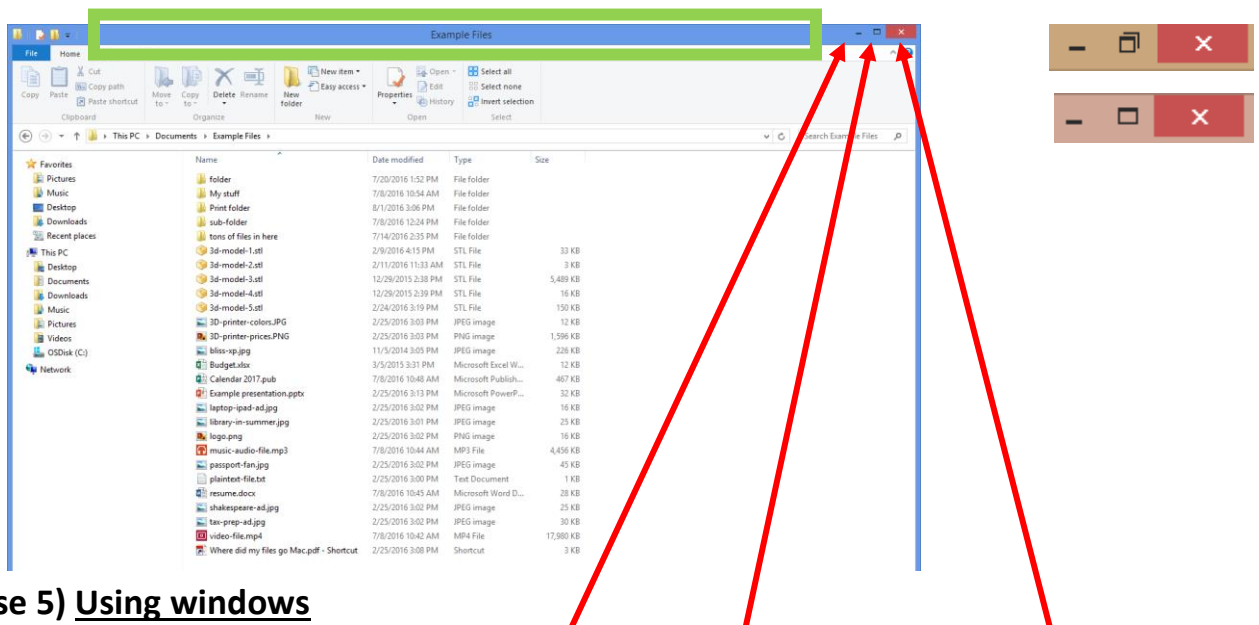
Exercise 5) Using windows

Practice using window controls for *minimizing*, *maximizing*, *resizing*, and *closing*.

- In the last exercise, we opened up a window. Minimize it by single left clicking the **straight line icon** to the left of the **red close x** in the top right corner of the window. It disappears to the bottom.
- Single left click on the manila file folder square in the bottom task bar. (It should be lightly highlighted.) The window should come back up to exactly where it was before!
- Maximize a window by hitting the **square** to the left of the **red close x**. When a window is maximized, that square icon will change to two squares called the **restore down button**. Single left click the two squares **restore down** icon to make a window its original size.
- Resize by moving your mouse to any of the sides of the window. Your mouse will change from a pointer to two arrows pointing away from each other. When your pointer is that icon, single left click and hold and drag the window to a new size. We recommend using the bottom right corner.
- When windows are not maximized, you may move them around by single left clicking any blank space to the left of the minimize button (called the **title bar** – see picture above) and then holding and moving the window to your desired location.
- In the top right corner of the window, click the **red x** to close.

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Exercise 6) Find a file
- Single left click the manila colored file folder icon to open **File Explorer**.
- Single click the buttons on the left side or double click the buttons in the middle right to navigate through folders.
- Typical locations of files include the **Desktop**, **Downloads**, **Documents**.
- Scroll through the lists of files and folders. Double click to open **Documents** > then double click **Example Files** > then double click **resume.docx** to open it.
- Click the **grey X** in the corner to close **resume.docx**.
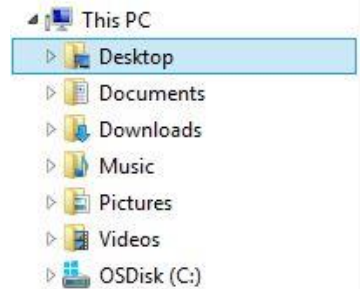
Exercise 7) Rename a file or folder
- Find a file or folder using **File Explorer** like we showed in the previous exercise.
- Let's use one from **Documents** > **Example Files**.
- Single left click on a file. Now right click on it.
- From the list of options that appear in the context menu, click **Rename**.
- As soon as you click that, the existing file name will be highlighted.
- You can just start typing over it – this is easier than using the backspace or delete keys. Make sure to leave the **.** and last three letters of the file name. These last three letters tell the computer what program to open a file in.
- Name files something you'll remember. Downloaded files often have bad names.
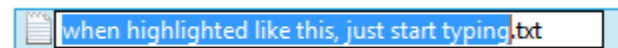
Exercise 8) Scroll bars
- If what is in a window is taller than the window itself, windows let you know with **scroll bars** at the right or bottom edges that you can scroll to see more.
- Open up **Documents** > **Example Files** > **tons of files in here** and single click and hold and drag the bars at the right and at the bottom to see more files and folders. (You may need to resize the window.)
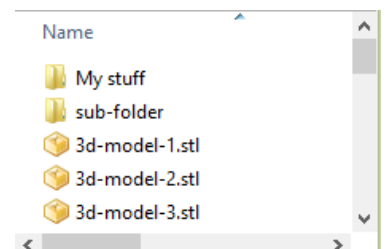
Exercise 9) Create a folder
- Find the folder you want the new folder you're going to create to go in.
- Let's use **Documents** > **Example Files**.
- Right click in a blank space on the right side.
- In the context menu, hover over **New** and then click on the **Folder** option.
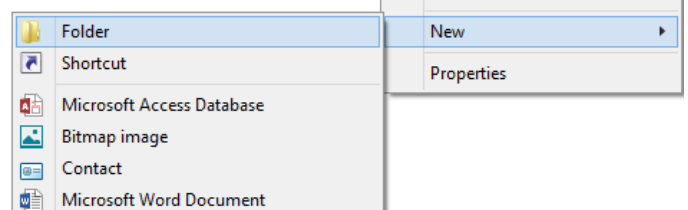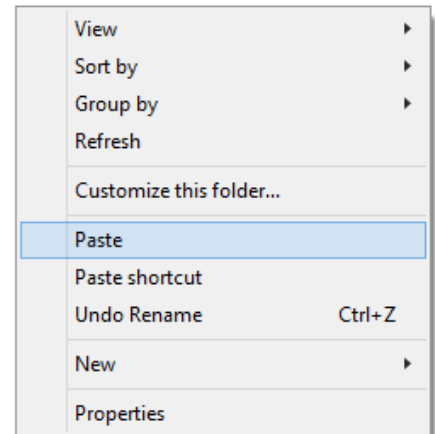
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- The folder will appear with the default name **New folder**. It will be highlighted. You can just start typing over it – this is easier than using the backspace or delete keys.

when highlighted like this, just start typing   0/2016 1:52 PM
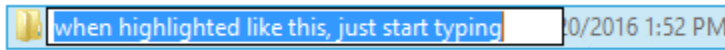
Exercise 10) <u>Move files and/or folders to a different location</u>
- Go to **Documents** > **Example Files**.
- Single left click any file or folder to select it.
- Now right click that selected file or folder.
- Single left click **copy**.
- Use **File Explorer** to pull up a different location.
- Go to **Documents** > **Example Files** > **sub-folder** as our destination for the files.
- Right click in any blank space in the folder you want to move files to.
- Single left click **Paste**.
- (You can also use a method called **dragging and dropping**. Open the folder you want to move files from and the destination folder open at the same time, and then simply click and hold and drag the folders from one folder to the other.)

View	▶
Sort by	▶
Group by	▶
Refresh	
Customize this folder...	
Paste	
Paste shortcut	
Undo Rename	Ctrl+Z
New	▶
Properties	

Exercise 11) <u>Delete a file</u>

- Find the location of the file you want to delete using **File Explorer**.
- Let's use a file in the **Documents** > **Example Files** folder.
- Select the file (any file is fine).
- Either right click one of the selected files and then click **Delete**, or hit the **Delete** key on your keyboard. Click **Yes** to say you actually want to delete it.
- The file disappears immediately, but both of these options give you the chance to recover the files from the recycle bin.

Exercise 12) <u>Turn on / Shut down</u>

- As long as you can locate your power button, turning on and shutting down your computer is really easy. The picture to the right is the universal symbol for power. Your system unit should have a button with that symbol on it somewhere.
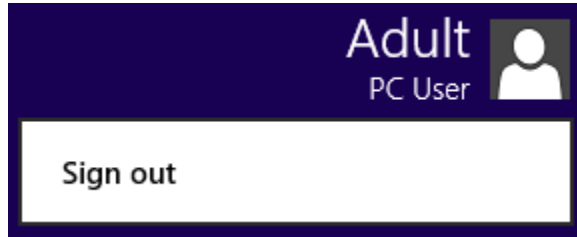
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- To turn your computer on, simply push that button in for a second.
- There are two ways to turn your computer off.
  - Hit the Windows key on your keyboard, ⊞ then the start screen should load. On the start screen, click on your username, and then click on Shut Down. On our library computers it only says 'Sign out' for security reasons.

Adult
PC User

Sign out

  - If your computer has frozen up, press and hold the system unit power button for either 5 seconds or until the machine shuts down.

Exercise 13) Even more practice using "Mousing Around"

- Single left click the beach ball icon for **Chrome**.
- Across the top there should be a long white bar that says www.eapl.org
- Over that bar, type http://www.pbclibrary.org/mousing/ and hit **Enter** on your keyboard. Follow the on-screen instructions of the tutorial.
- Please ask us for help if you have any problems with these steps
- This is a practice exercise for using the mouse and keyboard.
- Please ask us for help if you have any trouble doing their exercises.

Next time
Email will cover:

- Sign up, username and password
- Sign-in page
- Write an email
- Attach a file
- Save Close or Delete draft, Send
- Your Inbox

- Reply to a message
- Print a message
- Drafts folder
- Sent messages
- Trash and Spam
- Sign out

Recommended Additional Resources:

Other technology classes
Go to https://eapl.libnet.info/events?v=grid to view and signup for other computer classes.

Class handouts
Go to http://eapl.org/events/class-handouts to download handouts and exercises.

Librarian and computer aide assistance
We are glad to help you out at the second floor reference desk as best we can while helping others.

Device Drop In
Once a month Amy from Reference hosts a "Device Drop In" program. You can bring in any mobile device and get your questions answered. See the Footnotes or online events calendar for dates and times. No registration required.

Databases
The Library offers card holders access to many premium databases, including:
- Gale Courses offers a wide range of highly interactive, instructor led courses that you can take entirely online. As an Ela Area Public Library card holder in good standing, you are entitled to these courses at no cost. Courses run for six weeks and new session begin every month.
- LinkedIn Learning offers technology training with over 20,000 training videos on over 300 topics with exercise files included. The Library pays for card holders in good standing to access this resource, however you will be required to create a free account. *Please remember to log out when you are finished.*

Access both of these databases from the library learn page: http://www.eapl.org/databases

Books
The Library has many technology-related books in the 2nd floor non-fiction collection. These books are generally located from call numbers 004 – 007.

Laptops
Check out a laptop for use in the library for up to 2 hours.

Free online tech training websites
http://www.gcflearnfree.org/ , https://techboomers.com/ , http://www.digitallearn.org/

Computer Class Evaluation

Class Title: **Computer Basics**   Date: 7/11/2023

In terms of your skill with general technology, how do you consider yourself?

□ Absolute Beginner (no or little experience with computers, *NOT* yet comfortable using
   a mouse and keyboard)
□ Beginner
□ Intermediate
□ Advanced

In terms of your skill using *computers*, how do you consider yourself?

□ Absolute Beginner (no experience)
□ Beginner (some experience, but not comfortable using)
□ Intermediate (some experience, comfortable with the basics)
□ Intermediate/Advanced (experienced with basic and intermediate functions, but require
   training on advanced functions)

How much do you feel that you learned?

□ I learned a lot
□ I learned some
□ I didn't learn much
□ I learned nothing

How did you perceive the pace of the class?

□ Too Fast
□ Just Right
□ Too Slow

Were the handouts helpful?

□ Yes   □ No   If no, why not?

What did you like most about the class?

What did you like least about the class?

What other topics would you like to see in a future computer class?

How do you normally find out about library computer classes?

□ Footnotes (Library Newsletter)
□ Library Website
□ Other _____

If you are not an Ela Area Public Library card holder, where is your home library?

Any additional comments: