

Basic Computer Skills

Power button turns computer on

Use Start – “Shut down” to turn computer off

Only if computer “freezes”, hold power button in until computer turns off

Grip mouse firmly and use left click to cause action or hold to drag. Use right click for context sensitive information.

The mouse positions the cursor. The cursor changes shape to indicate different action.

Keyboard keys repeat if held down. Shift, Ctrl, and Alt change key action. Enter starts a new line. Lines that are too long usually will automatically continue on the next line.

Use the built-in magnifier if needed, or use Ctrl + to increase size of print, Ctrl – to reduce size

Windows are like pieces of paper that lie on your Desktop. Different applications, called programs, display information on those papers.

Windows can be minimized, maximized, and sized to show more than one.

Icons are pictorial shortcuts to programs

Drives (C: D: ...) provide permanent data storage

Memory comes in sizes measured in “bytes” (a byte is one character e.g. A, 3, ?)

If the information is too large for the Window, scroll bars allows you to move the information vertically or horizontally within the Window

The Start button provides a menu of programs as well as “Shut down”

There are several free email services for which you may sign up. You may encounter strange characters to frustrate robots during sign up.

For Gmail, go to www.google.com and click on Gmail. To get an account, click on “Create an account” and fill in the requested information.

Write down your ID and password, and store it where you will be able to recall where it is

Incoming mail will be listed in “Inbox”, mail that you send will be in “Sent Mail”

You can select one or more emails to Delete, Move, Mark (as Read, Unread, Spam)

Click on the Sender’s name or the Subject to read the email. You can then Reply or Forward the email. You could Delete it or mark it as Spam.

You can attach files to emails that you send, and detach files that you receive. Files can contain pictures, text, drawings, forms, etc.

In Gmail, click Compose to start a new email. Enter addresses in the To, CC, BCC boxes, a title in the Subject box, and your message in the Body.

Click on Save Now to avoid losing your work when writing a long letter. It goes to Drafts where you can retrieve it. Click on Send when your email is completed.

Click on Gmail – Contacts – New Contact to record names and addresses of persons you will email. They will become available for automatic addressing.

Remember to sign out when you are on a public computer such as in our Lab.

You need a Browser to get to Google or any other Internet site. You also need an Internet Service Provider to connect your computer to the Internet

The Address box requires a specific address. A Search box just needs relevant terms. Links, Back and Forward buttons move you quickly to sites.