PC Laptop 101: Learn the Basics

Presented by: Kenny C. & Will K.

What is a Laptop?

A personal computer that can be easily carried around

 Some laptops sacrifice functionality in order to be more portable

Laptop vs. Computer

- A laptop has an all in one design
 - Built in monitor
 - Keyboard
 - Speakers
 - Touchpad (mouse)



- Most laptops have the same amount of ports (USB, Ethernet, ETC.) as a desktop computer
 - Although sometimes fewer to save space (USB hubs available to purchase separately)

Parts of the Laptop

- Desktop
- Keyboard
- Trackpad
- Control Panel

What is Your Laptop's Desktop?

After your laptop is turned on, you will be looking at the "desktop."

-The desktop is where you can place shortcuts for programs.

Shortcuts are icons that you click on to open up your most used programs.

What is the Desktop?

Your desktop should look something like this:





Desktop Starting Point

To Start Using Your Laptop, you can begin with Start:





Shortcuts





The Keyboard

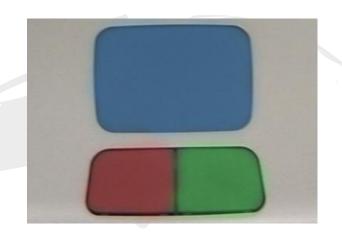
The Keyboard is used to type in various programs. The keyboard is also capable of completing many functions.

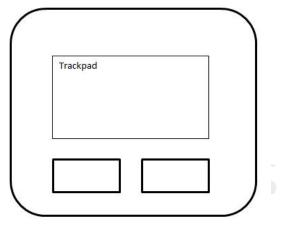


The Trackpad

The trackpad is used as a mouse, like you may have used on another PC.

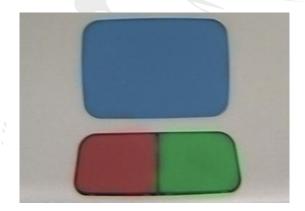
The trackpad consists of the components: the touchpad, left button, and right button

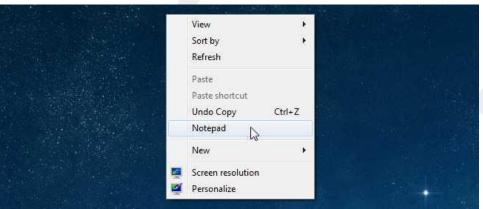




The Trackpad

- The Blue region is the touchpad
- The Red region is the left button, used for clicking items
- The Green region is the right button, used for opening an options list





What is the Control Panel?

The place to go when you need to make changes to various settings

To access in Windows7 or earlier:

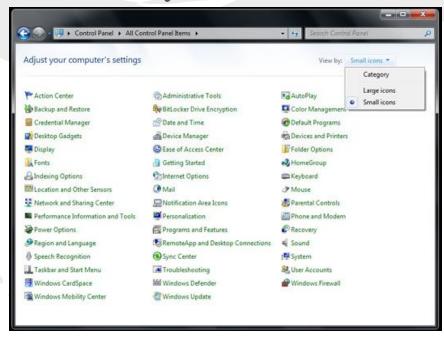
- Click start button on bottom left
- Then click "control panel" on right column

To access in Windows8:

Swipe to the right of the screen and choose Settings

What is the Control/Settings Panel?

From here you can access the various features





Keeping the Laptop Battery Healthy

• After the battery charge gets to 100%, leave it in for another ten minutes then unplug

• When the battery gets to 20% plug the charger back in

- Do not leave your charger in for a prolong period of time
 - This will make your battery get reliant on the charger (bad)

How to Connect to the WiFi: Windows 8



How to Connect to the WiFi: Windows7 or Earlier

Step 1:

Click on this icon shown to the bottom right...



How to Connect to the WiFi

Step 2:

Click on the network you want to join and then click connect





How to Connect to Wifi

Step 3:

Security keys might be needed for some. Press "ok" after you typed it in and now you're connected



How to go on the Internet

To go on the Internet, you need to use one of these browsers



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