



CHAPTER 2: COMPUTER AND ENGLISH TYPING INTRODUCTION

Basic using Computer

There are many types of computers but there two types for general use:



Desktop



Laptop / Notebook

Some computer components you should know:



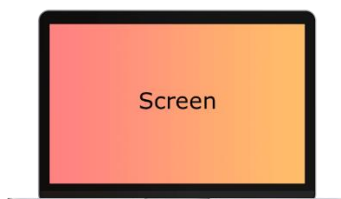
Touch pad



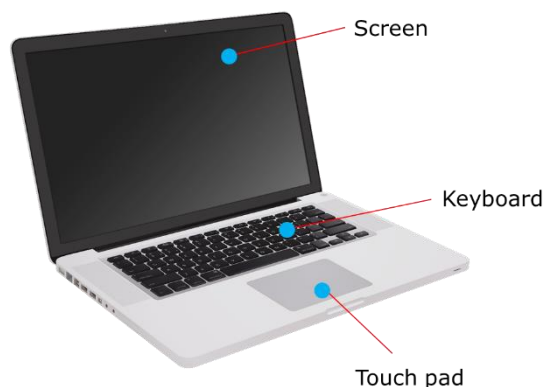
Keyboard



Mouse



Screen





Turn On computer by press one time on power button:




Power button



Turn Off computer by:

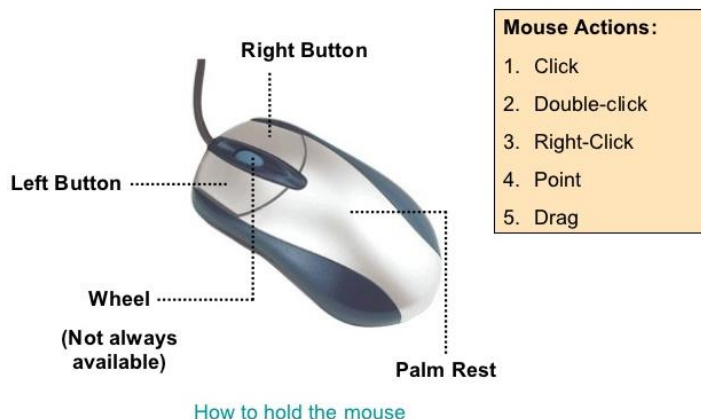
- Click on **start menu button** 
- Click on **power button** 
- Click on **shutdown**

Note: Do not turn off your computer by holding  to shut down.

Mouse using

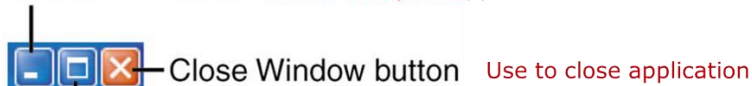
- 1). Click: click one time on left mouse button to put pointer where you want or select.
- 2). Double-click: click the left mouse button twice very quickly to open file, folder or open application.
- 4). Point: move the mouse to make the pointer or arrow () move on the screen.
- 5). Drag: hold left button and drag to move object.
- 6). Scroll: move wheel to scroll up and scroll down.

Parts of a Mouse



Minimize, maximize and close buttons using:

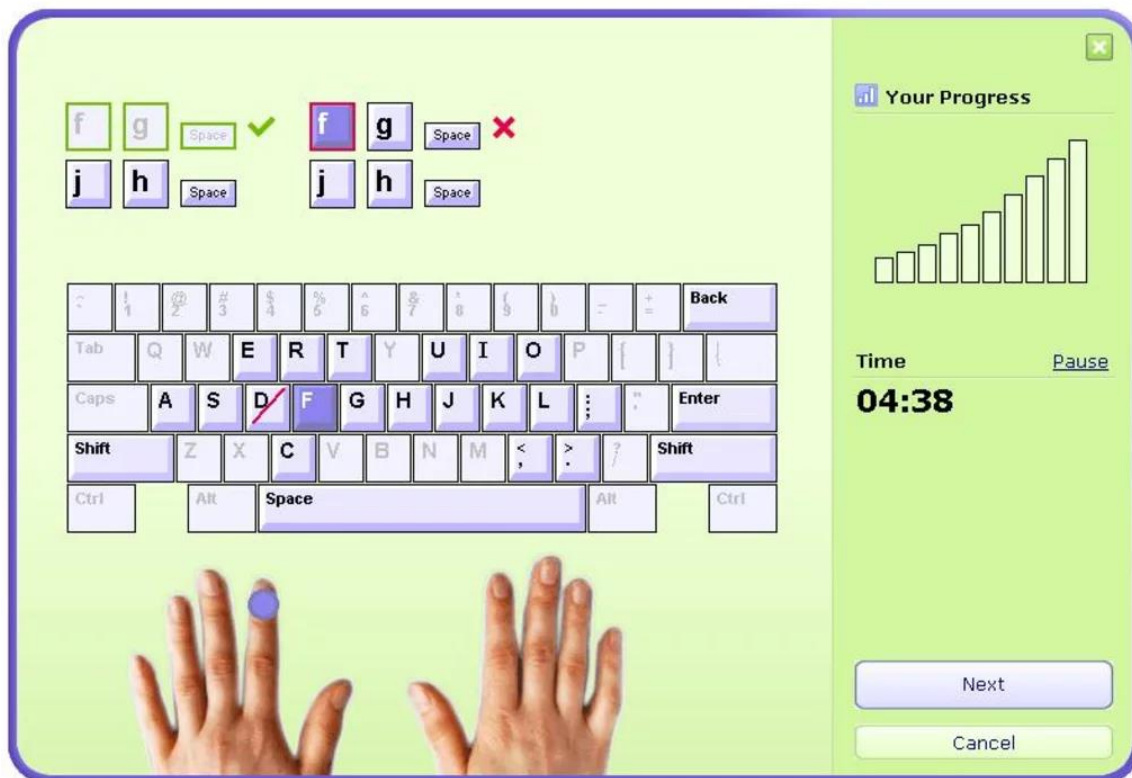
Minimize button Use to hide your application.



Maximize button Use to enlarge a windows.



Typing Master Pro



Introduction to Keyboard

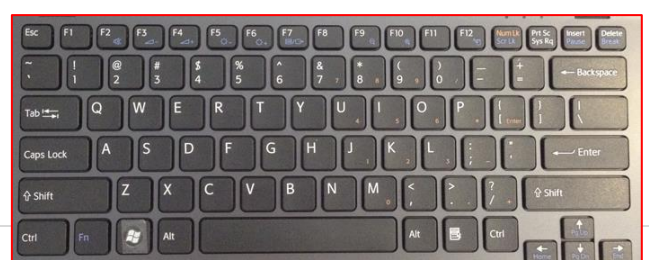
Desktop keyboard

The standard US Qwerty keyboard
has **101, 104** or **107** keys

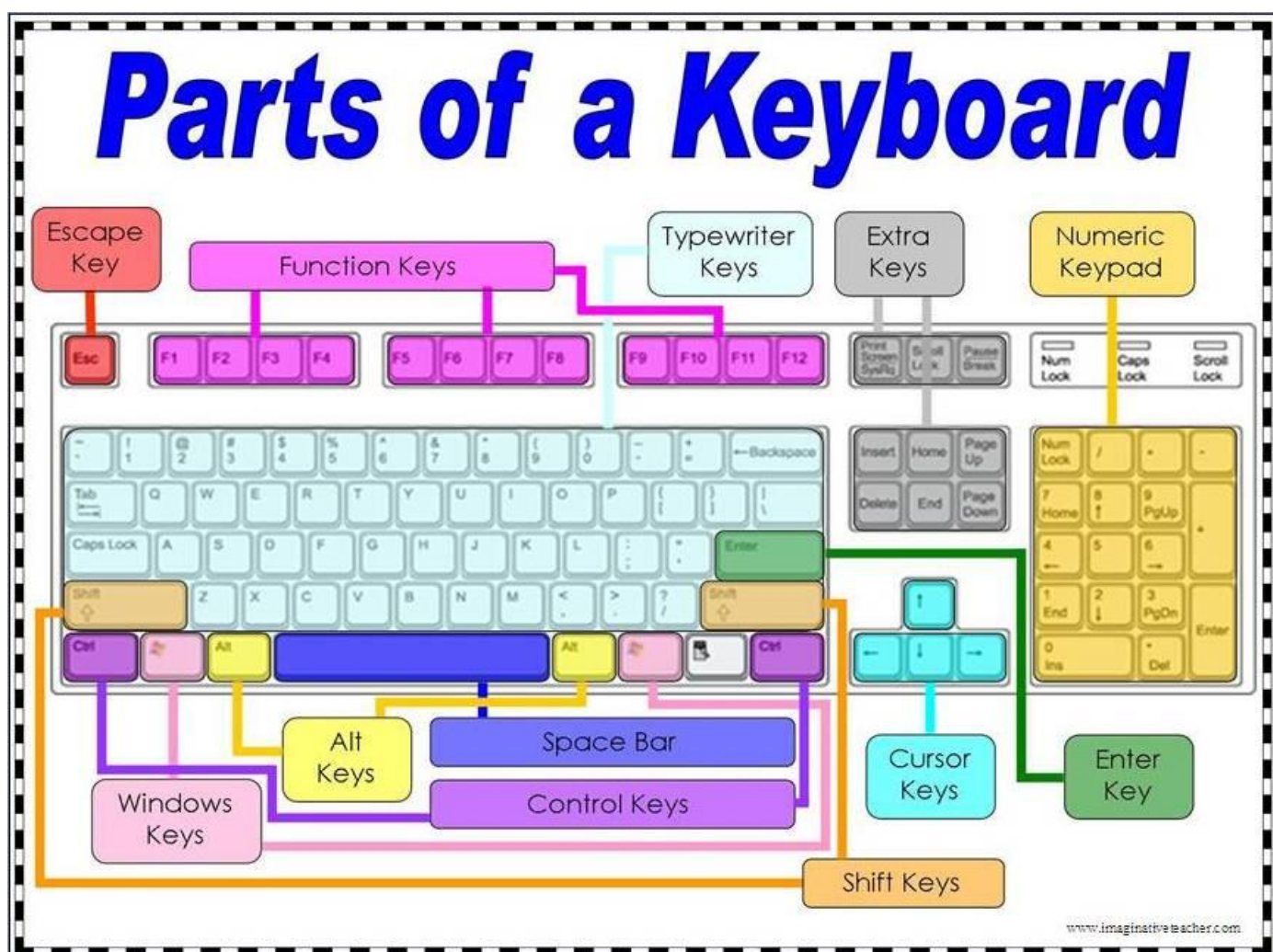


Laptop keyboard

Depend on type of laptops
but at least **84** keys



How the keys are organized



The keys on your keyboard can be divided into several groups based on function:

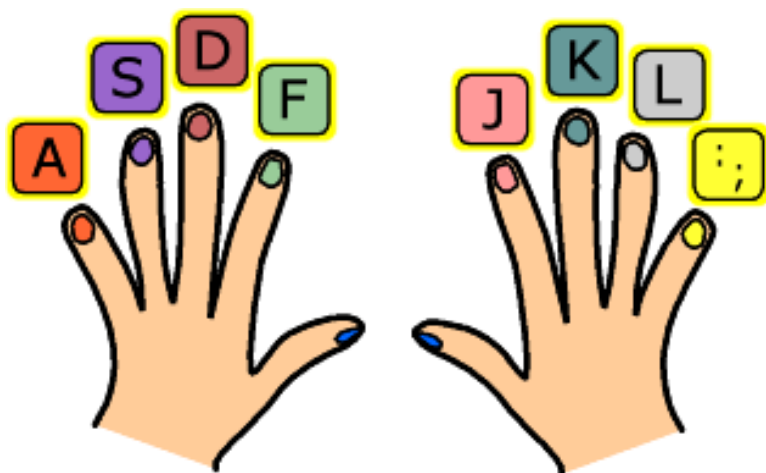
- **Typing (alphanumeric) keys:** These keys include the same letter, number, punctuation, and symbol keys found on a traditional typewriter.
- **Control keys:** These keys are used alone or in combination with other keys to perform certain actions. The most frequently used control keys are Ctrl, Alt, the Windows logo key, and Esc.
- **Function keys:** The function keys are used to perform specific tasks. They are labeled as F1, F2, F3, and so on, up to F12. The functionality of these keys differs from program to program.



- **Navigation keys:** These keys are used for moving around in documents or webpages and editing text. They include the arrow keys, Home, End, Page Up, Page Down, Delete, and Insert.
- **Numeric keypad:** The numeric keypad is handy for entering numbers quickly. The keys are grouped together in a block like a conventional calculator or adding machine.

How to put your hand

In the basic position, your fingers rest on the middle row of the keyboard – also call the “home row”.



- Put your left hand fingers on key A S D F
- Put your right hand finger on key J K L ;
- Let the thumbs rest lightly on the space bar

