



CHAPTER 1: COMPUTER USAGE TUTORIAL

What is Computer?

Computer is an electronic machine that performs processes, calculations and operation based on instructions provided by a software.

It has the ability to **store**, **retrieve**, and **process** data. You may already know that you can use a computer to type **documents**, sending **e-mail**, **play games**, and **browse the website**.



You can also use it to edit or create spreadsheets, presentations, and even video.



Hardware and Software

A computer consists of hardware and software components.

- **Hardware** is any part of computer that can be **seen** and **touched**, such as the keyboard, mouse, screen, hard disk, printer, and so on.



- **Software** is set of **instructions** that tell the hardware **what to do** and **how to do** it. Software includes Operating System (OS) and application.
 - Operating system instructs the computer how to operate.
 - Programs or applications perform different functions.





There are many type of computer but there two types of general use:





Computer Basic Usage

❖ How to turn on computer

1. Press one time on "**Power button**".





❖ How to Shutdown/turn off computer



1. Click on "Start Menu" button 
2. Click on "Power icon" 
3. Click on "**Shutdown**"

Note: Do not shutdown your computer by holding to Power button.

❖ How to Restart computer

1. Click on "Start Menu" button 
2. Click on "Power icon" 
3. Click on "**Restart**"

❖ How to Sleep computer

- Click on "Start Menu" button 
- Click on "Power icon" 
- Click on "**Sleep**"

Note: to wake your computer up *press one time* on "**Power button**".



The Lock Screen

The first thing you will see after you turned on your computer is "**Lock Screen**".

- ❖ To go pass the Lock screen:
 1. **Touch screen**: Swipe a finger upward. (only on touch screen Laptop)
 2. **Keyboard**: Press any key.
 3. **Mouse**: Click anywhere or turn the mouse wheel.

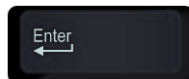


Login to Computer


To login to computer you need **username** and **password**.

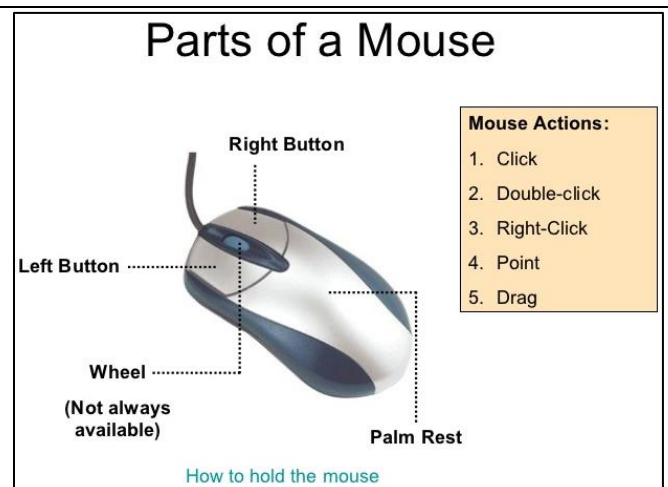
How to login:

1. Put your username and password
2. Press key "**Enter**"



Mouse Usage

- **Click**: click one time on left mouse button on what you want to select.
- **Double-click**: click the left mouse button **twice** very quickly to open file, folder or open application.
- **Right-click**: click one time on right mouse button.
- **Point**: move the mouse to make the arrow () move on the screen.
- **Drag**: hold left button and drag to move object.
- **Scroll**: move wheel to scroll up and scroll down.





Windows Navigation

All About Windows

Windows is an operating system designed by Microsoft company. The operating system is what allows you to use a computer.

Microsoft released the first version of Windows in the mid-1980s. There have been many version of Windows since then, but the most recent use are:

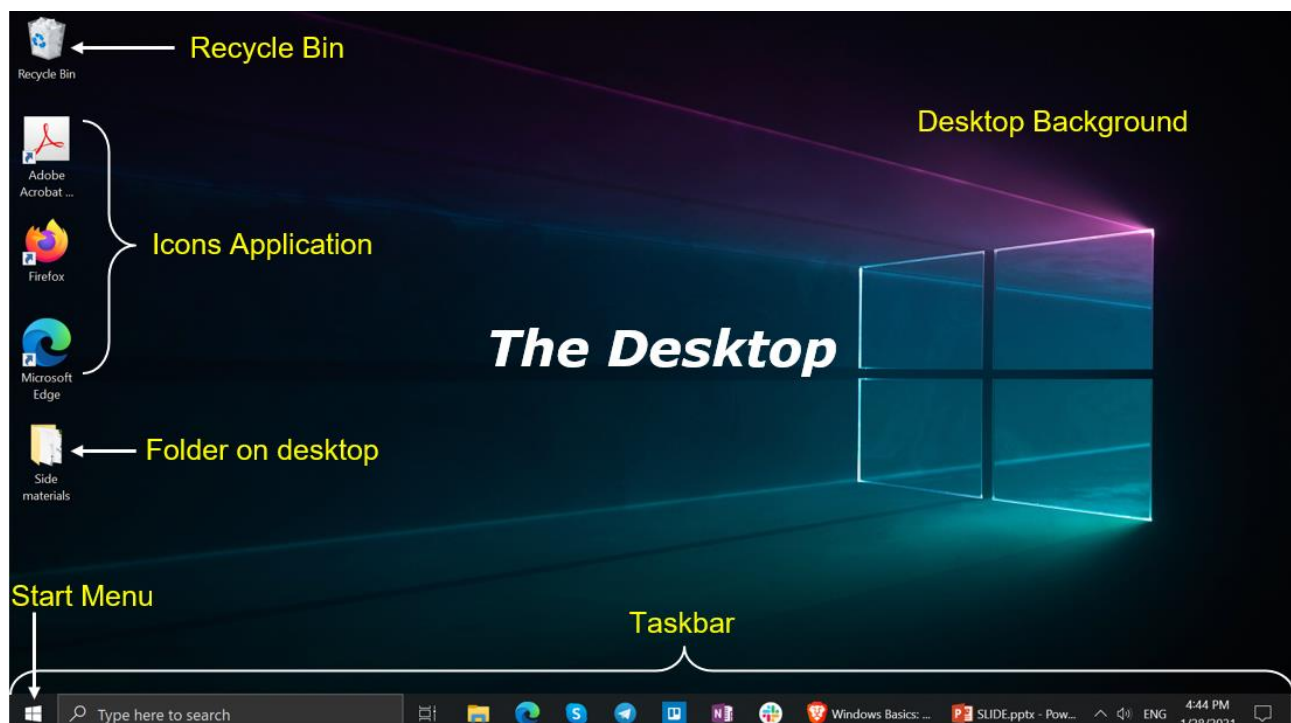
- **Windows 10** (2015)
- **Windows 8** (2012)
- **Windows 7** (2009)
- **Windows Vista** (2007)
- **Windows XP** (2001)



The Desktop

Once your computer has finished starting up, the first thing you'll see is the Desktop.

You can think of the desktop as the main workspace for your computer.



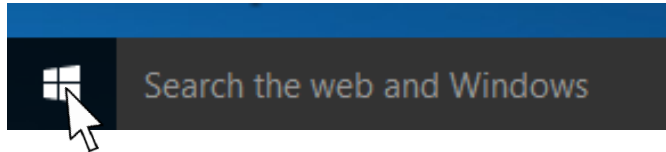


Start Menu

Use the Windows **Start Menu button** at the left hand side of the taskbar to access to your *applications* and other *tools*.

There are two main ways to open start menu:

1. Use your mouse to click on "**Windows icon**" at the bottom-left corner of the taskbar.

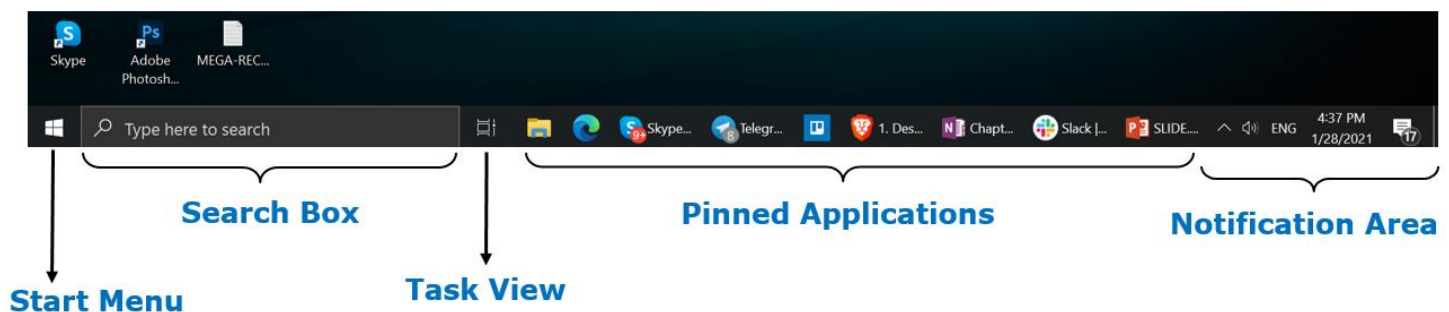


2. Press the "**Windows Key**" on your keyboard.



Taskbar

The Windows 10 taskbar offering shortcuts and icons for every running app.



Working with Application

What is application?

An application - also known as a program is a type of software that allows you to complete tasks on your computer.



How to open application

There are many ways to open the application:

1. Double click on icon of application on the **Desktop**.
2. Click on icon of application on **Taskbar**.
3. Click the **Start menu**, then select the application that you want to open.
If you don't see the one you want, click **All apps** to see a complete list of applications on computer. Then **click** on the icon of application that you want to open.
4. Using **Search box** on taskbar, search the name of application that you want to open.
After it shows the result, click on the one you want.

Working with Windows

Whenever you open a **file**, **folder**, or **application**, it will appear in a new window. You can have multiple items open at the same time in different windows.

You'll see the same **three buttons** in the upper-right corner of almost every window.

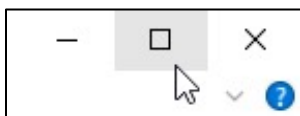
- Click the **Minimize button** to hide the window. The window will be minimized to the taskbar. You can then click the icon on the taskbar to make it reappear.



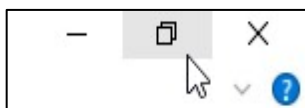
- Click the **Close button** to close the window.



- Click the **Maximize button** to **make the window fill the entire screen**.



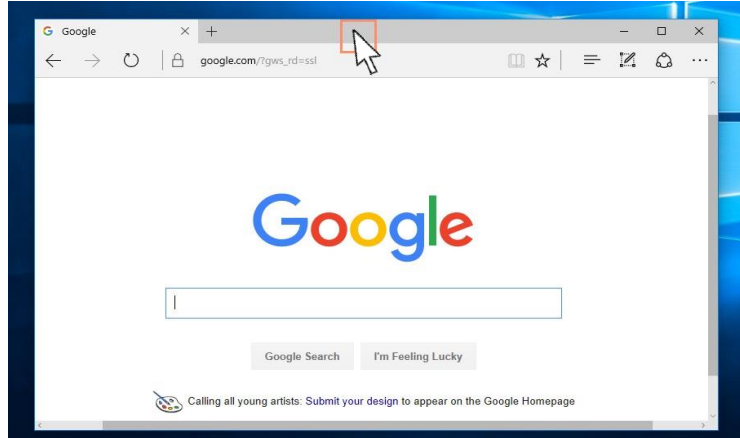
- If the screen is maximized, just click on **Restore button** to return the window to its original size.





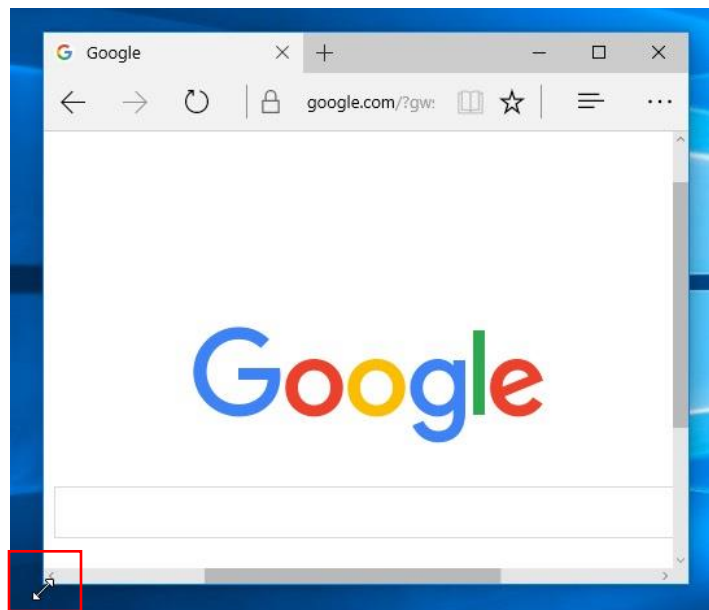
To move a window

Click and **drag** the top of the window to move it to the desired location on the screen. When you're done, release the mouse.



To resize a window

Click and **drag** the mouse on corner of the window to make it larger or smaller. When you're done, release the mouse.





Summarize

1. List down all new keywords in this chapter. What's new to you?
2. What is computer?
3. List down the ability that computer can do.
4. What are the main components of computer? What are they?
5. What is Hardware? What are they?
6. What is Software? What are they?
7. What are the different between Desktop and Laptop?



Put Your Answer Here



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