



Digital Literacy

Computer Basics for success in business.

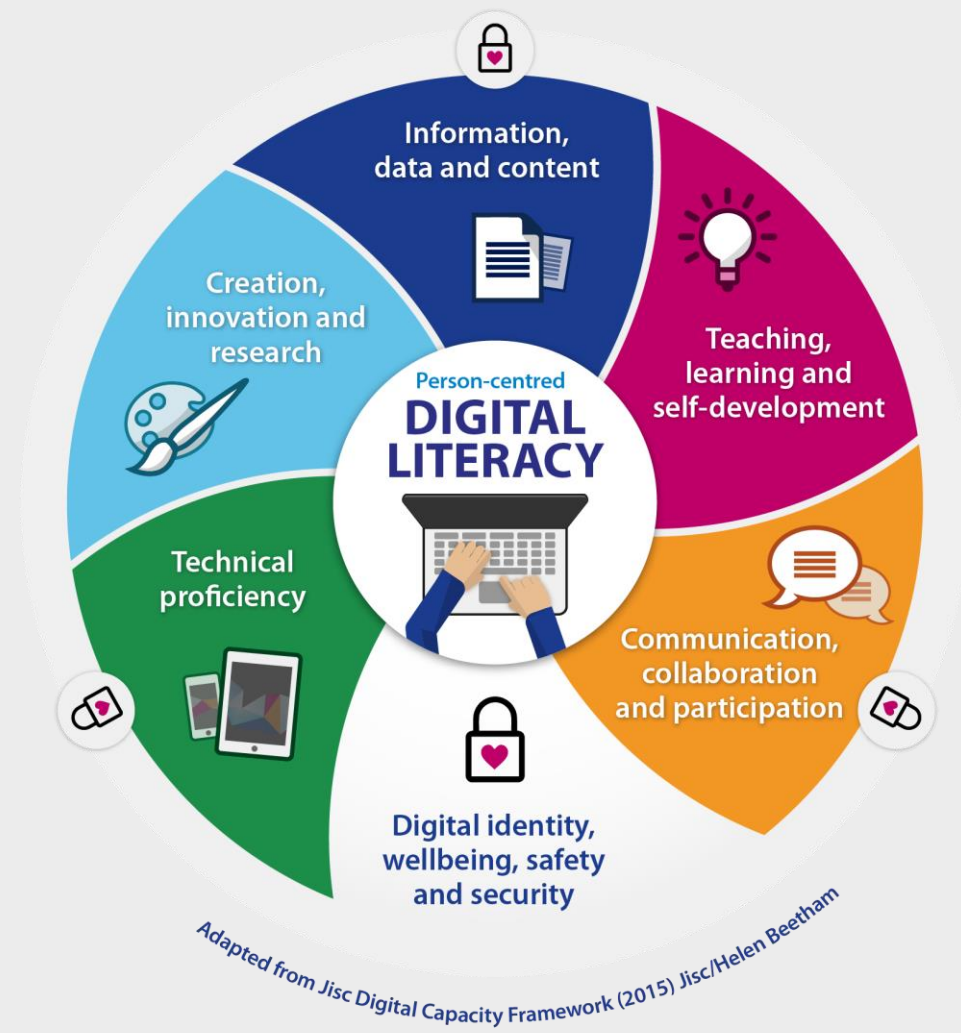
Digital Literacy



- Find
- Evaluate
- Compose



FEC



What is a computer?

- A computer is a machine that can be instructed to carry out sequences of arithmetic or logical operations automatically via computer programming. Modern computers can follow generalized sets of operations, called programs. These programs enable computers to perform an extremely wide range of tasks.

-Wikipedia

What?

- A computer is a machine that can store and manipulate information or data.

You, the user, input information using the keyboard and mouse. (Primarily)

The computer responds to your input by possibly manipulating data you've provided but always providing an output in the form of information on a screen.
(Primarily)

Software and Hardware

- A computer accomplishes its task using a combination of hardware and software. We do not need to know how the inside of a computer works in order to use the machine.
- The two need each other to work.
- Familiarity with both are needed in order to operate a PC.

Hardware

Can be defined very easily as
anything that can be touched!
(Whether it's inside the machine
or not)



Hardware Examples



FIGURE 1-7
Typical computer hardware.

USB

- USB ports can be used to connect a wide variety of hardware that interacts with your PC.
- Common USB uses include mouse/keyboard and connecting external storage.
→Flash/Thumb Drive or External Hard Drive

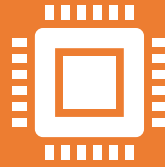


Laptop v.
Desktop



- Price
- Portability
- Upgrades/Special Hardware

Software



A collection of data and instructions that tell the computer how to work.



OS (Operating System)



Application software is software designed to perform a group of coordinated functions, tasks, or activities for the benefit of the user. [Wikipedia](#)

Operating System

- A piece of software that loads when the computer is turned on and manages all the computer's hardware and applications.
- Windows 10
- Used by the user to run applications and organize your data/information.



Every journey begins with one step...

- In order to start a computer you need to power on any hardware.
 - On a desktop this includes both the tower/system unit AND the monitor/screen.
 - On a laptop you only need to power on the machine.

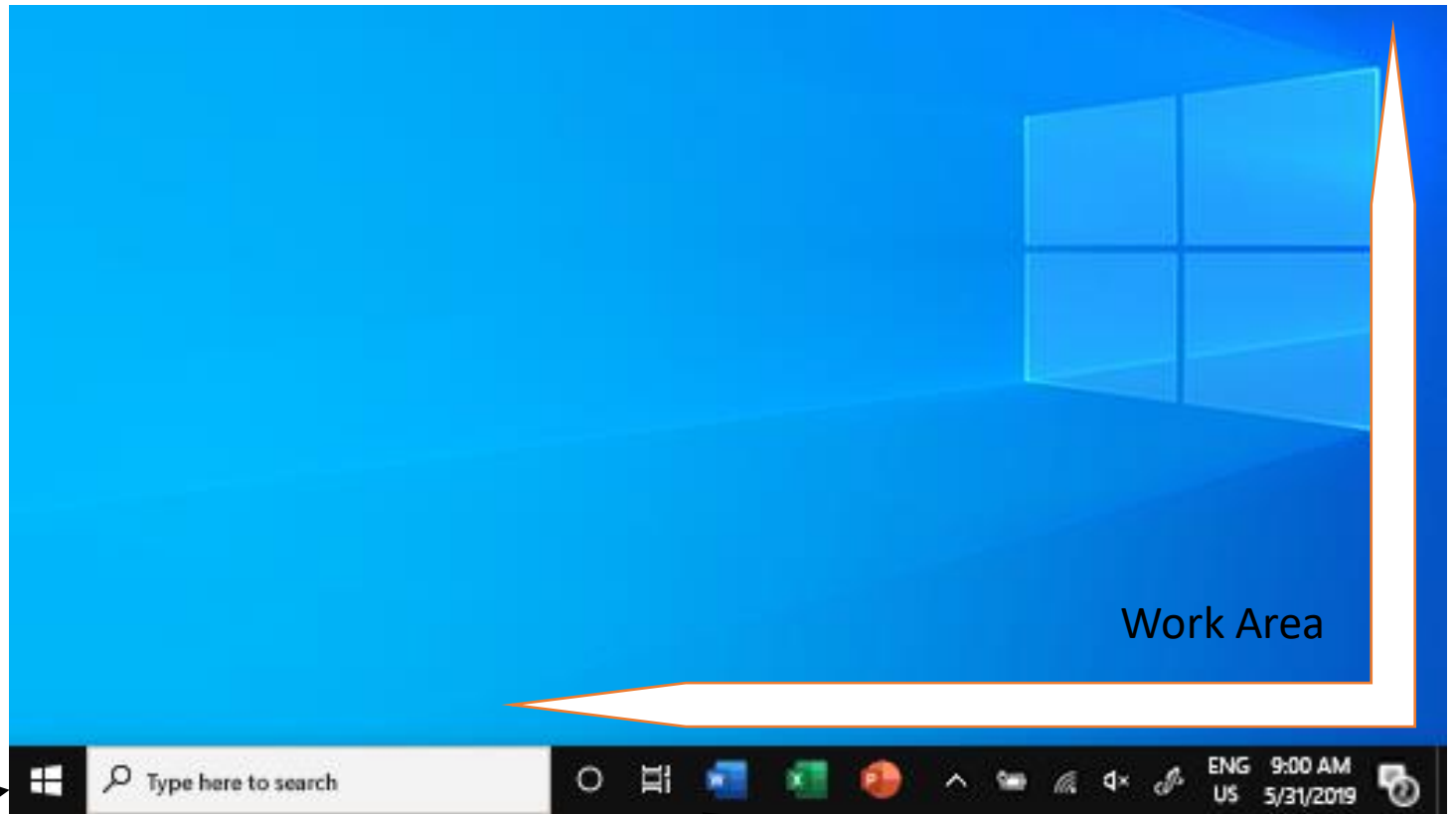


OS Navigation

Once the computer has booted up, you are presented with your **desktop**. (Provided you don't need to log in first.)

The desktop contains your work area and the taskbar.

Taskbar



Start/Windows Button:

The most important button on your desktop!!!

Single-Click here to do anything on your PC!

Quick Launch Icons/Open Programs

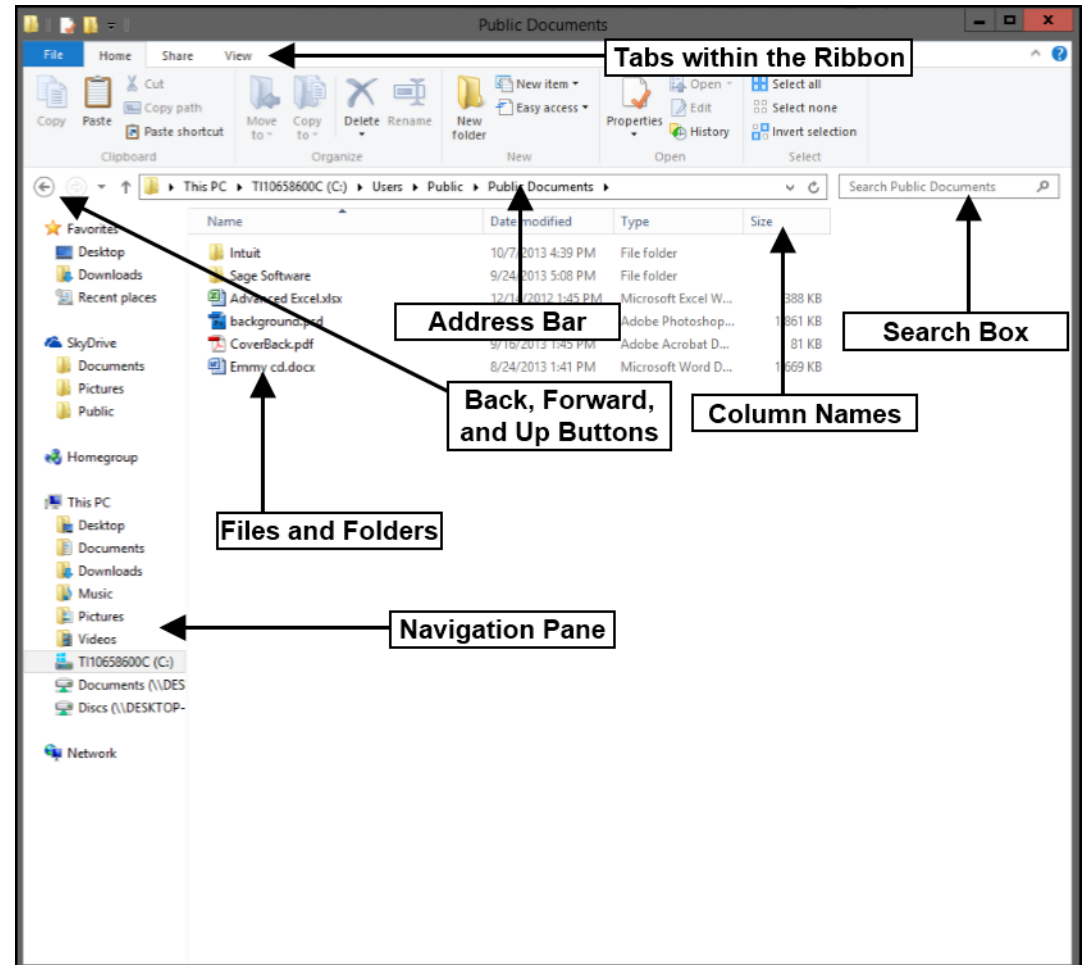
System Tray:
Contains the clock,
VOLUME CONTROL,
and **NETWORK CONTROL**

File Explorer

- Allows us to view and manipulate folders, files, and applications. Four folders are provided for us called the Windows Libraries. Folders are used for ORGANIZATION ONLY.

- Documents
- Videos
- Pictures
- Music
- (Downloads)?

Double-Click, Right-Click and Click and Drag can all be done on the desktop and between windows in File Explorer.

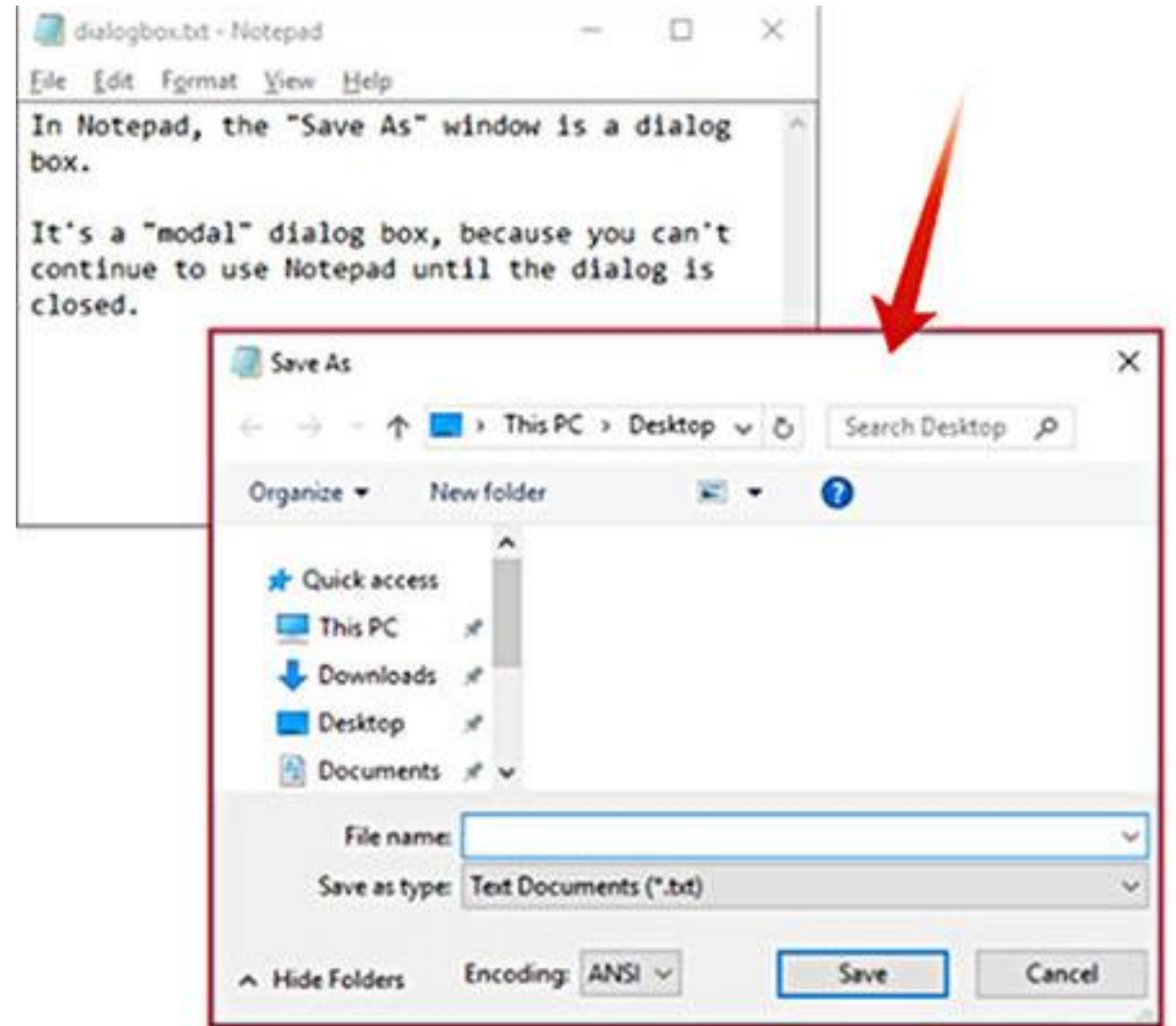


Dialogue Box

When you and the computer need to talk...

A window will prompt the user for some information.

Most commonly seen during Save and Open operations.





Microsoft Word

The first major app we will look at is Microsoft Word for word processing.



If Done

- Open a web-browser and go to www.google.com
- Type 'google docs' in the search bar (minus the ' ')
- You should see the result at or near the top that says:

[Google Docs: Free Online Documents for Personal Use](#)

- Click the link.
- Read about google docs. Write in Word what some of the features of docs are as well as any differences you noticed while reading. Save into documents as "docs_in_word" (minus the " ")