

G1 T3 Mid-Term Exam Study Guide: Computer Basics

Introduction

This study guide will help you prepare for your exam on computer basics. It covers topics like typing, using a mouse, understanding computer parts, and using basic software.

Section 1: Keyboard and Typing

How We Type

The keyboard is the main way we put information into a computer. When you need to type letters, numbers, or symbols:

1. Look at your keyboard and find the keys with letters, numbers, or symbols on them
2. Press those keys with your fingers
3. The letters, numbers, or symbols will appear on your screen

Important: We do NOT type by clicking with our mouse or touching the monitor. We use the keyboard!

Typing Letters and Words

When you need to type a word like "hello":

1. Find and press the 'h' key
2. Find and press the 'e' key
3. Find and press the 'l' key
4. Find and press the 'l' key again
5. Find and press the 'o' key

Each key you press adds that letter to your document.

Typing Numbers

To type numbers:

1. Look at the top row of your keyboard where the number keys are located
2. Press the key with the number you want to type
3. The number will appear on your screen

Using Special Keys

Caps Lock

The Caps Lock key changes all letters you type to UPPERCASE letters. When Caps Lock is on, typing "hello" will show up as "HELLO" on your screen.

Backspace

The Backspace key helps you delete mistakes:

1. Move your cursor to just after the character you want to delete
2. Press the Backspace button
3. The character to the left of the cursor will be deleted

Arrow Keys

The arrow keys (↑, ↓, ←, →) move the cursor around on your screen. These help you get to different parts of your document without using the mouse.

Enter Key

The Enter key starts a new line in your document. It's the key you press when you want to move to the next line.

Section 2: Using the Mouse

What is a Cursor?

The cursor is the small arrow (or other shape) that you see moving on your screen when you move your mouse. It shows you where you're pointing on the screen.

How to Click

Clicking is how we select things or give commands with our mouse:

1. Move your mouse to position the cursor where you want to click
2. Press the left button on your mouse (makes a clicking sound)
3. The computer will perform an action where you clicked

How to Select Text

To select a word or text:

1. Move your cursor to the beginning of the text you want to select
2. Hold down the left mouse button
3. While holding the button, drag the cursor over the text you want to select
4. The selected text will appear highlighted
5. Release the button when all the text you want is selected

Section 3: Saving Your Work

How to Save Your Work

Saving your work is very important so you don't lose it! Here's how:

1. Click on "File" in the menu at the top of your program
2. Click on "Save As" in the dropdown menu
3. Type a name for your file in the box
4. Click the "Save" button

Remember: Save your work often so you don't lose it!

Section 4: Computer Parts and Software

Parts of a Computer

1. Keyboard - The device you use to type letters and numbers
2. Mouse - The device you use to move the cursor and click
3. Monitor - The screen that displays images and videos

Web Browsers

Web browsers are software programs that let you visit websites on the internet. Some examples are:

- Microsoft Edge
- Google Chrome
- Firefox
- Safari

Study Tips

1. Practice typing every day
2. Try saving files with different names
3. Practice using the mouse to select text
4. Learn the names of different parts of the computer
5. Remember the correct order for saving files

Good luck on your exam!