# IT LITERACY

# Agenda

- Computer Basics
- Windows Basics
- Mac Basics
- File Management

# Introduction

1

## Were you able to finish pre-class material?

Students choose an option

Pear Deck Interactive Slide
Do not remove this bar

# Introduction

## How long did it take to finish it?

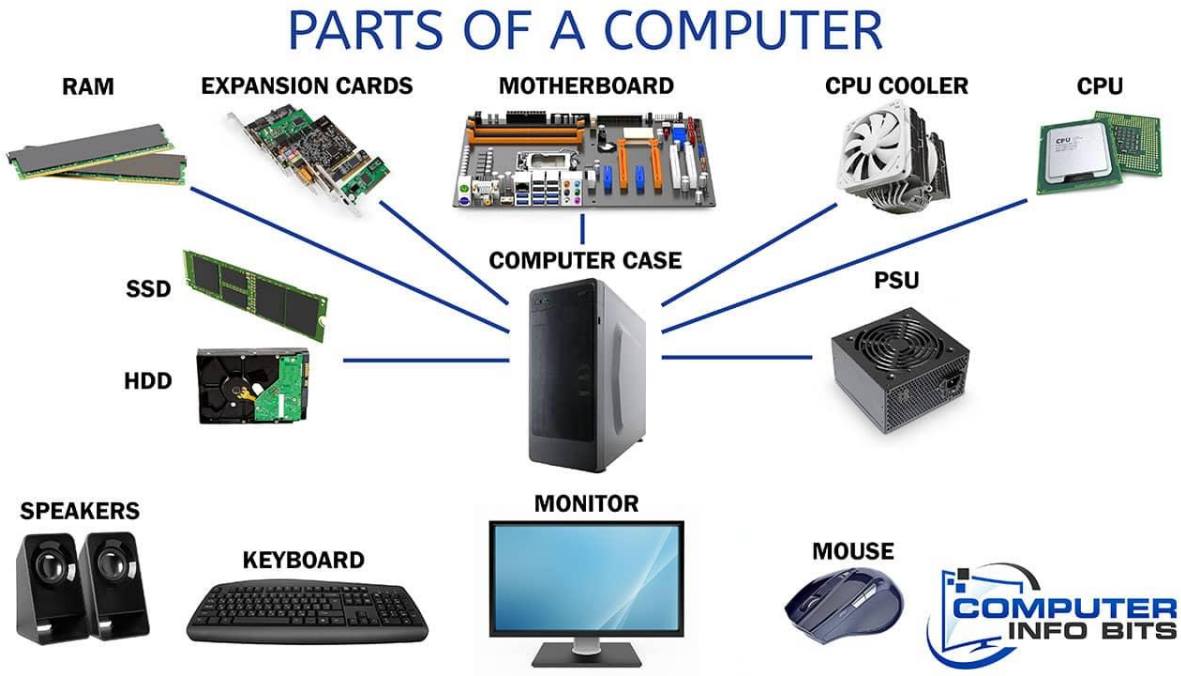
Students choose an option

Pear Deck Interactive Slide
Do not remove this bar

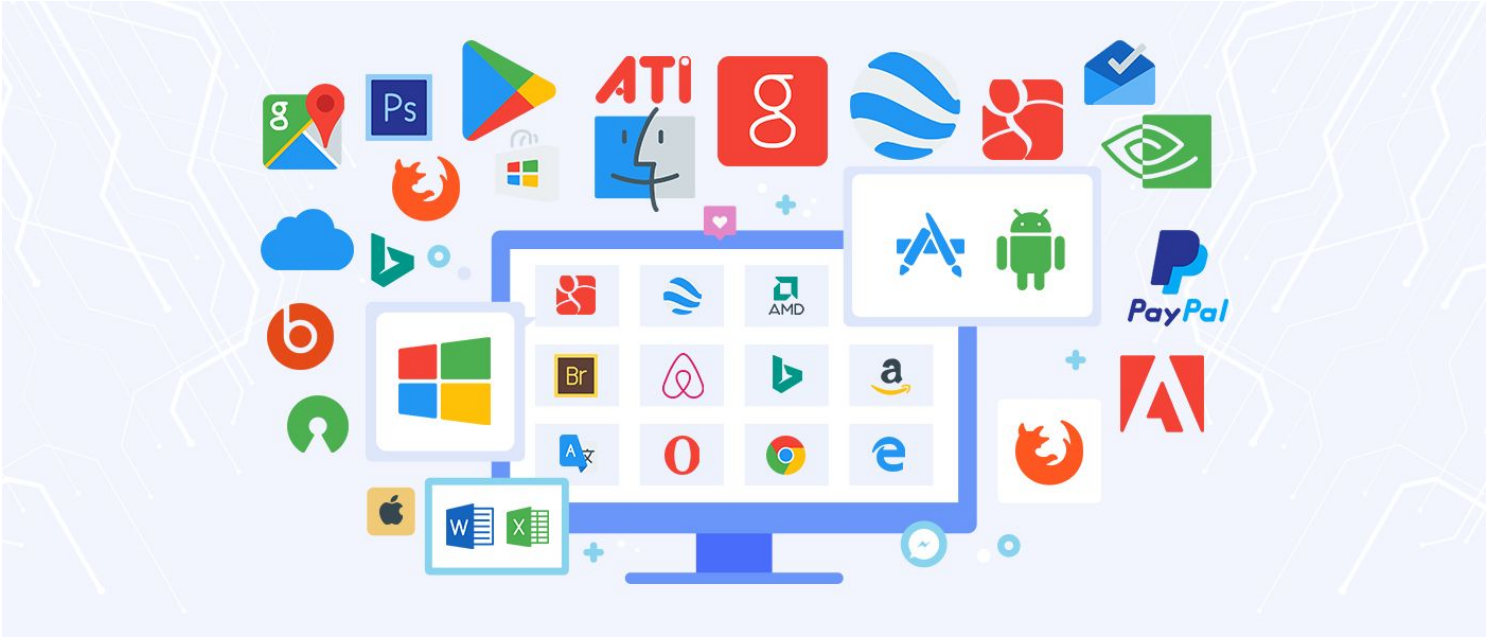
# Computer Basics

# Computer Basics

# Computer Basics



# Computer Basics



# Computer Basics

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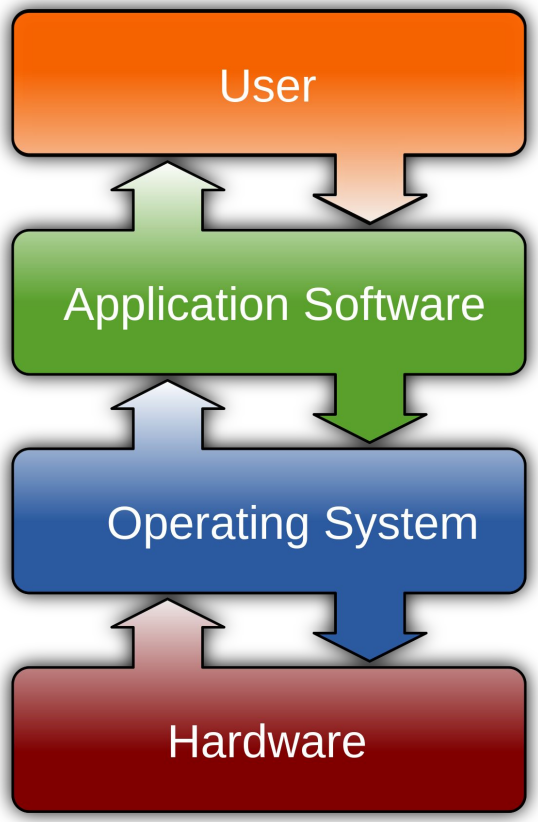


# Have no Fear

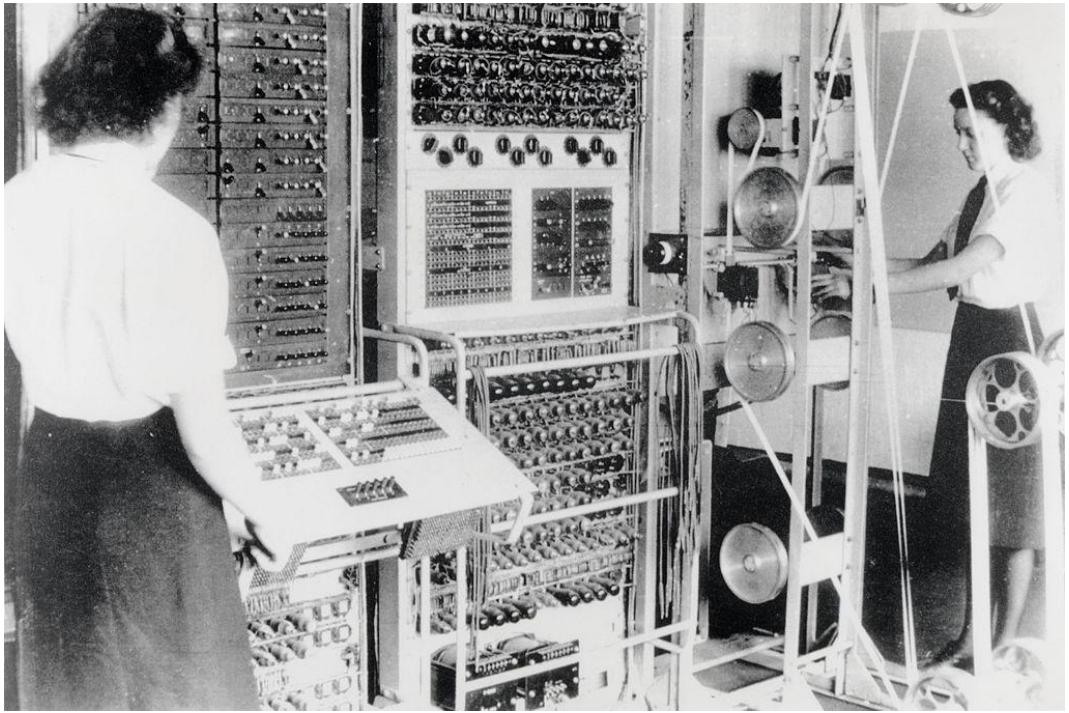
# How Computers Work

- A computer is…

  a device that accepts data or **input** and **store** it to somewhere. Then **processes** this data in someway to automatically produce a **result or output**.

# How Computers Work

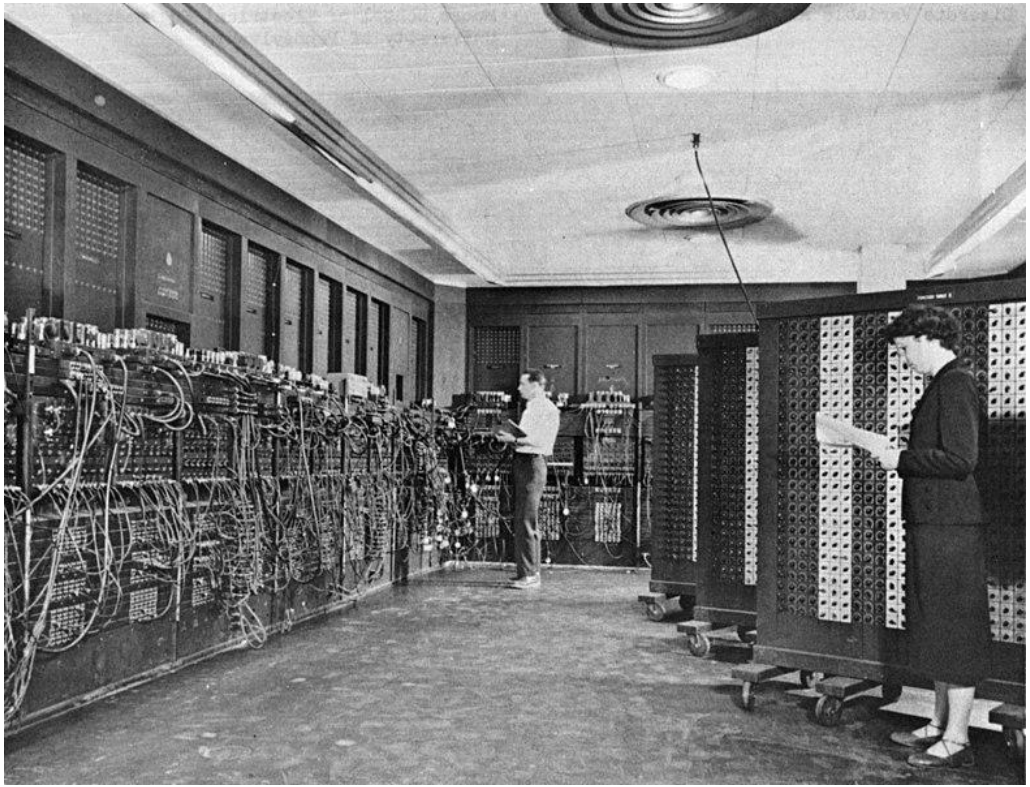
# How Computers Work



Colossus computer

1943 - 1945

# How Computers Work



ENIAC (Electronic Numerical Integrator And Computer)

1955

# How Computers Work

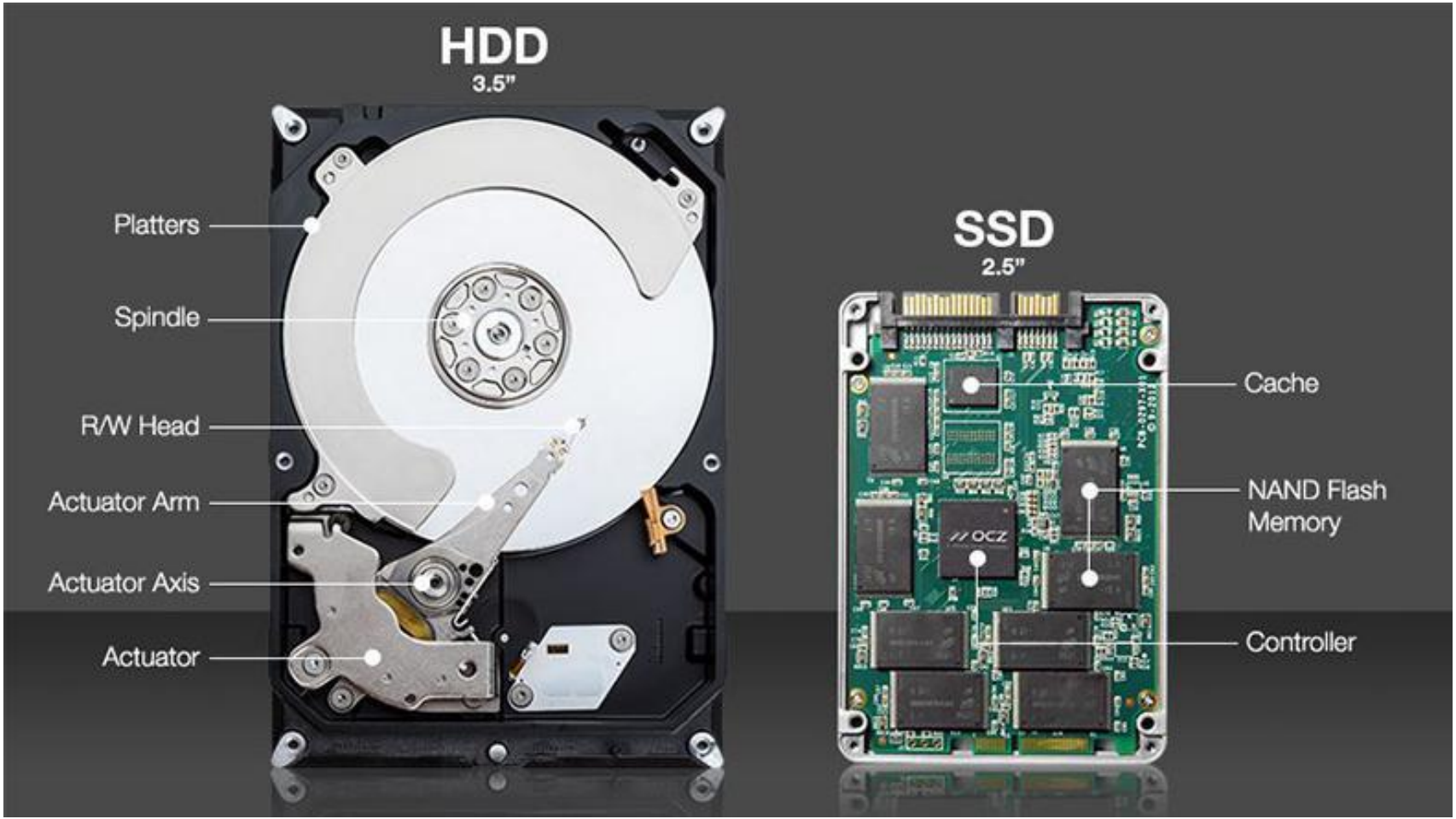
**Central Processing Unit (Brain of the Computer)**

**4.6 GHz = 4.6 Billion cycles per second**

# How Computers Work

**RAM (Random Access Memory)**

- Temporary
- Fast
- Expensive


HDD
3.5"
Platters
Spindle
R/W Head
Actuator Arm
Actuator Axis
Actuator
SSD
2.5"
Cache
NAND Flash Memory
Controller
OCZ

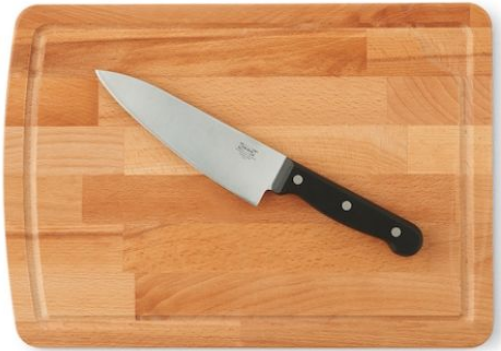
# How Computers Work

## Hard Drive vs RAM

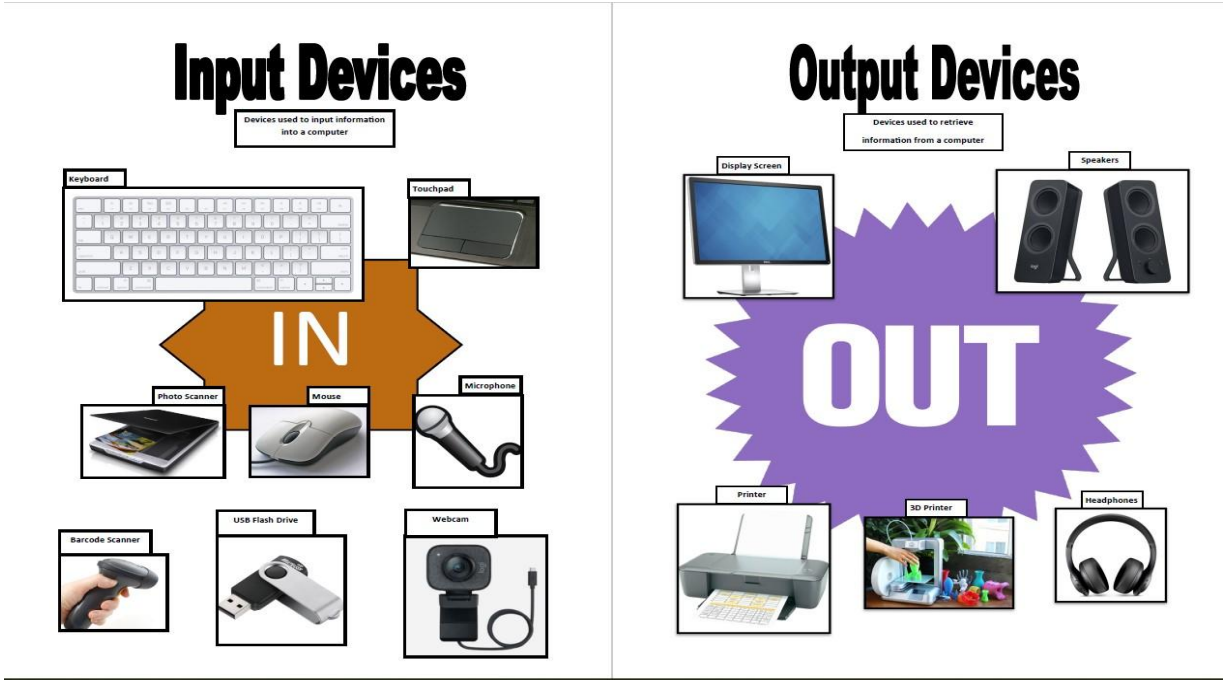
**Hard Drive**

**RAM**

**CPU**



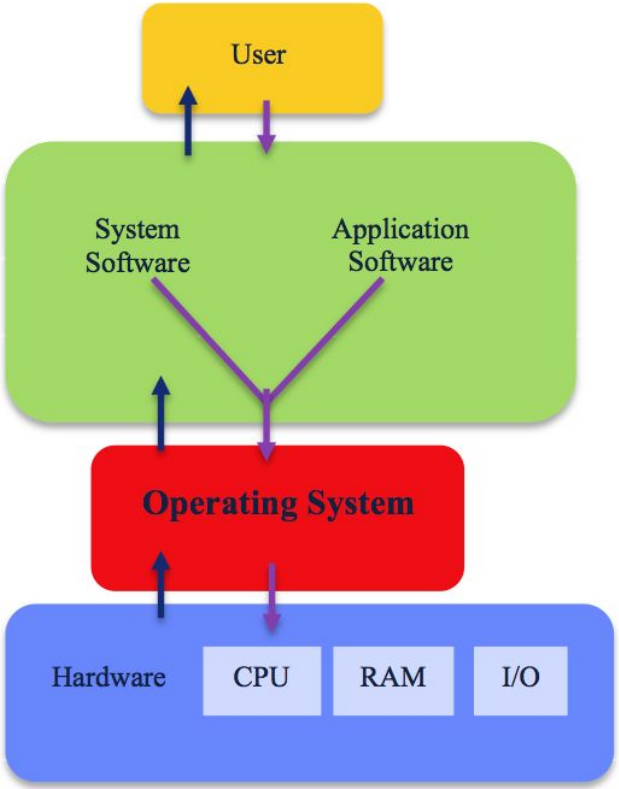
# How Computers Work



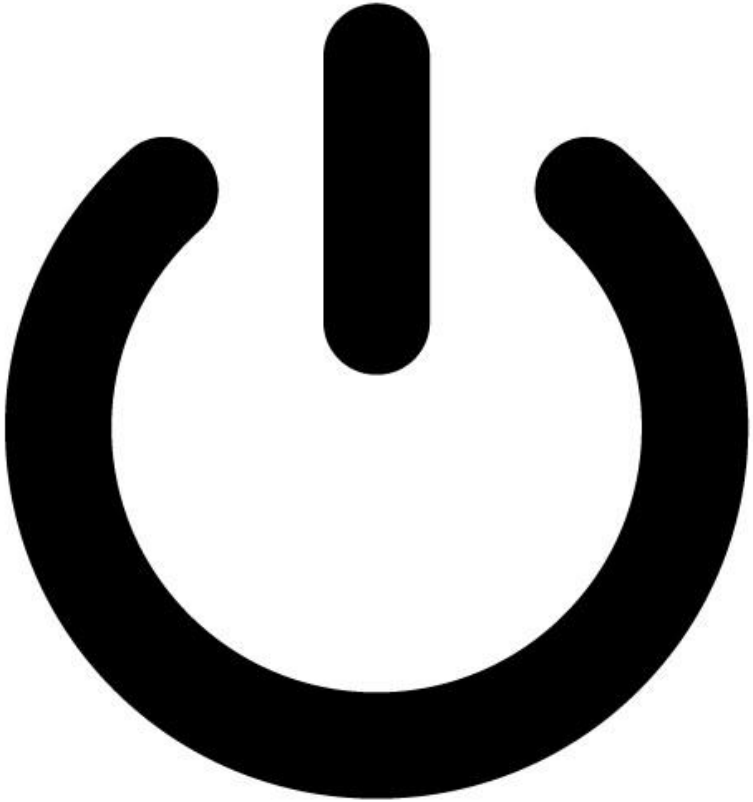
# How Computers Work

- **OPERATING SYSTEMS:**
  **AN OPERATING SYSTEM (OS) IS SYSTEM SOFTWARE THAT MANAGES COMPUTER HARDWARE AND SOFTWARE RESOURCES AND PROVIDES COMMON SERVICES FOR COMPUTER PROGRAMS REQUIRE AN OPERATING SYSTEM TO FUNCTION.**

# How Computers Work



# Power Symbol



# Electricity Surges

# Electricity Surges

# Hazards

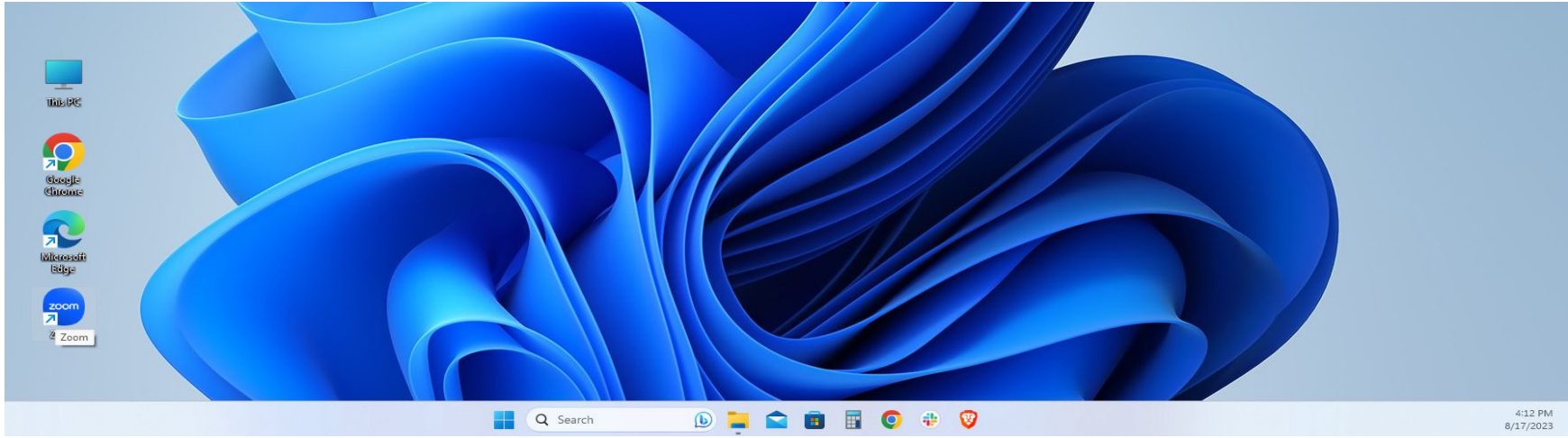
# 2 Windows Basics

# Agenda

- Introduction
- Windows Desktop
- Customize Taskbar
- Search Box
- Power Off

# Basic Windows Screen

- Screen is divided into 2 major sections
- Desktop - Contain all icons, shortcuts and windows
- Taskbar - Shows the running programs etc.

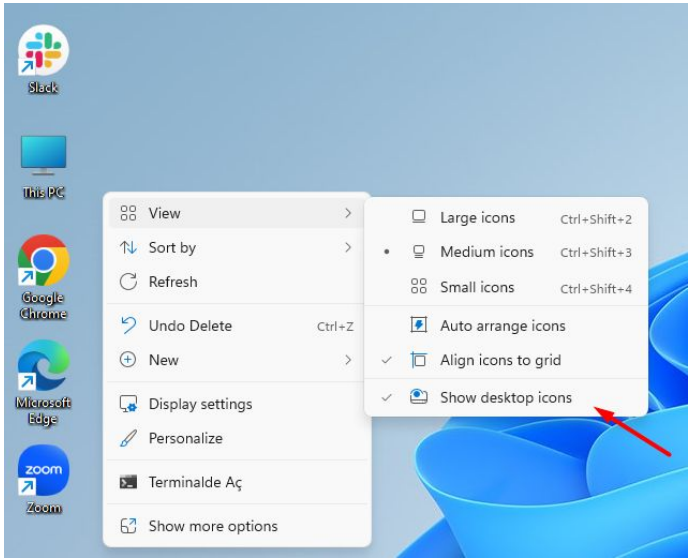


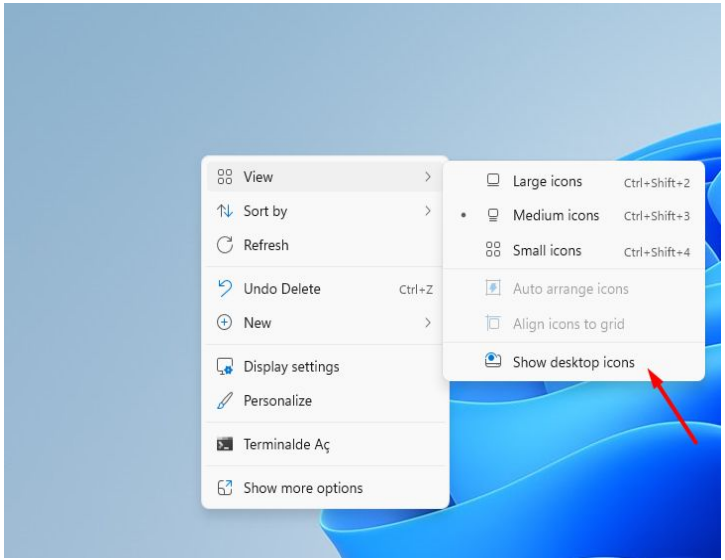
# Windows Desktop

# Windows Desktop

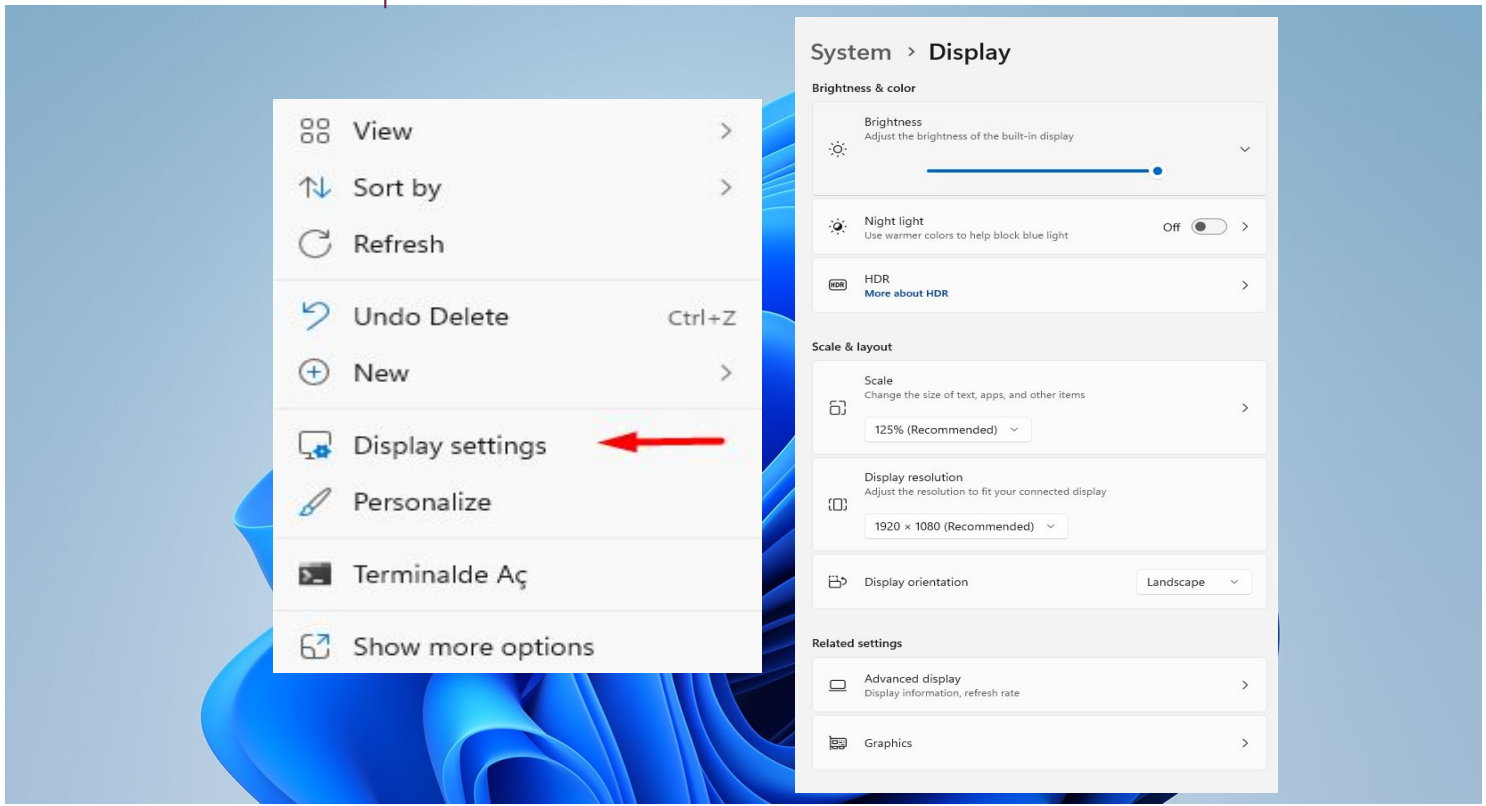
- The large area that is the upper part of the screen
- The main purpose of the Desktop is to hold shortcut icons that will help you work efficiently
- The Desktop is really just a folder inside the Windows folder, so it can hold anything that any other folder can hold

# Desktop Customize

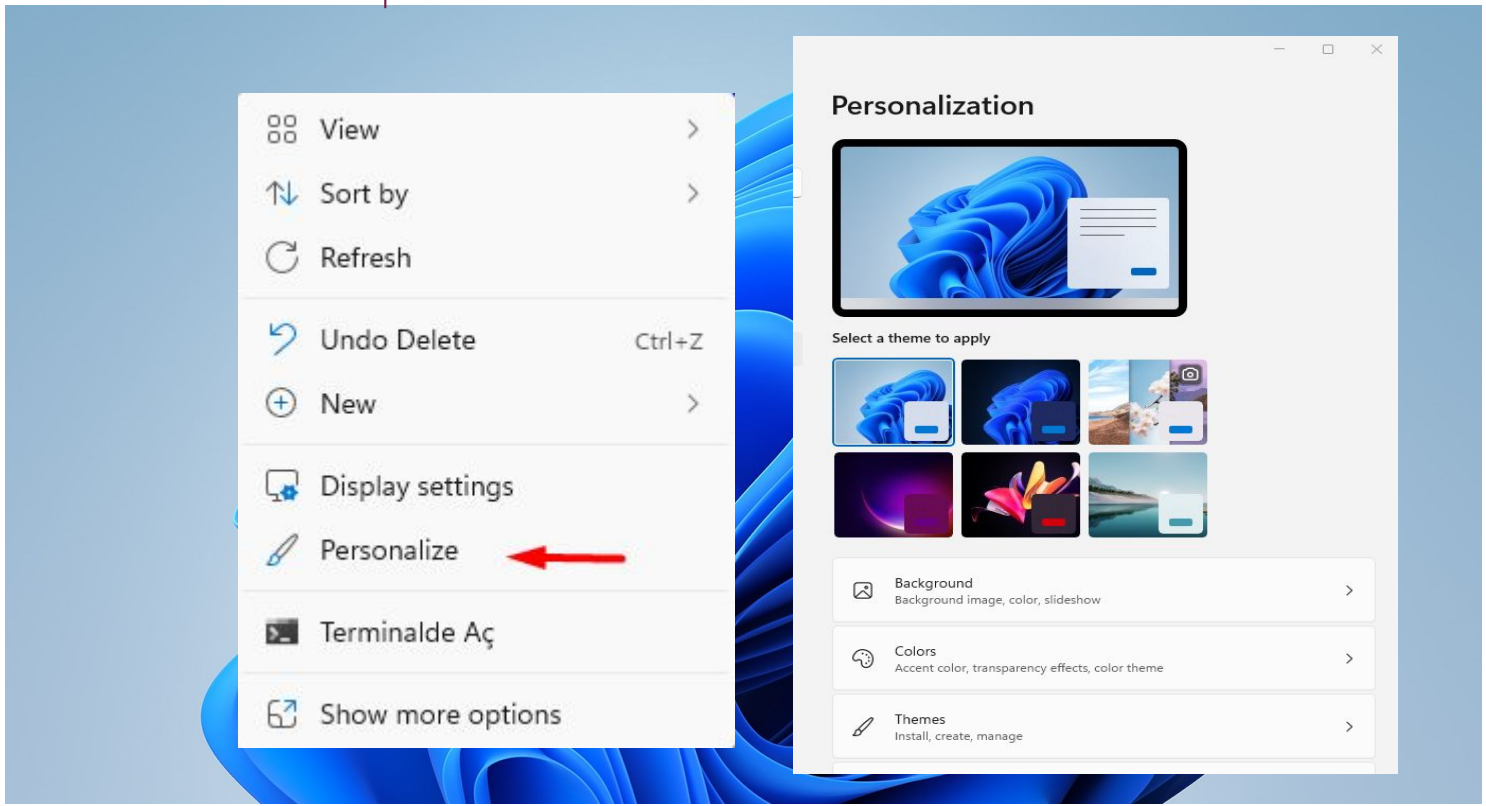


# Desktop Customize



# Desktop Customize

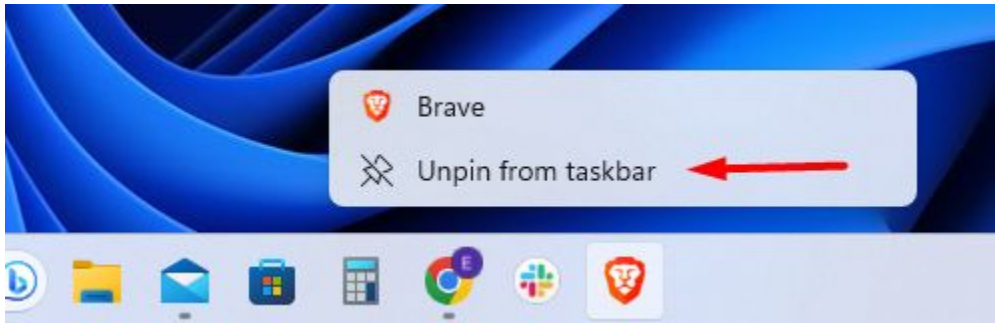


# Taskbar

- Accross the bottom of the screen
- The main job is to show that applications are currently running
- The middle section of the bar shows a button for each open application.
- The Taskbar also holds the start menu button at the left side of the Taskbar
- Some other apps shortcuts may be added in Taskbar

# Taskbar

- To remove any app from your taskbar.
  - Right click on relevant app
  - choose “Unpin from taskbar”

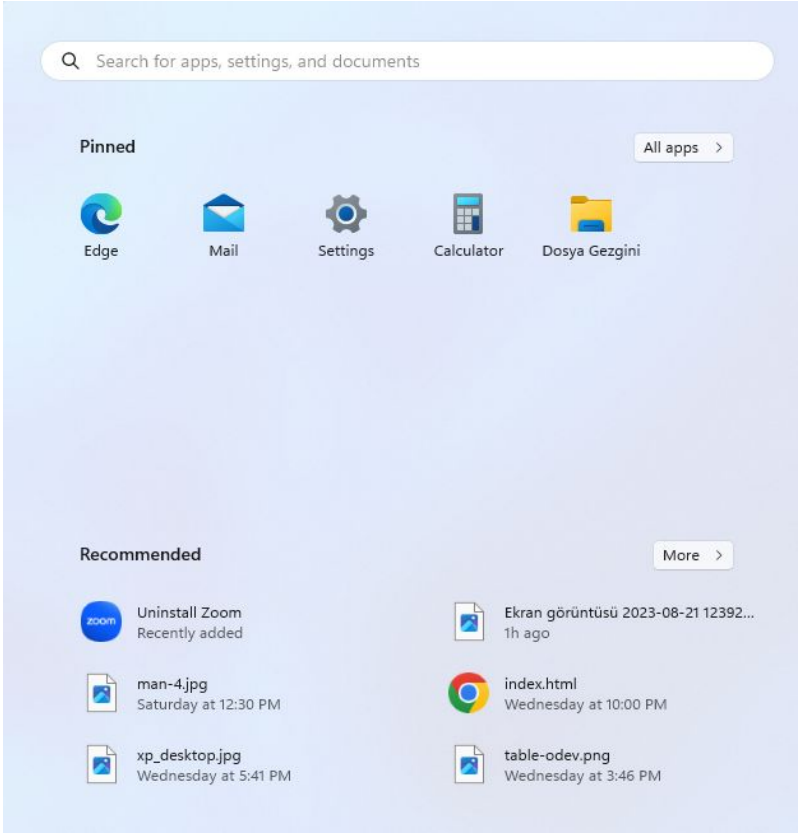


# Start Button

- It is on the left of your taskbar
- By clicking on it you can open start menu

# Start Button

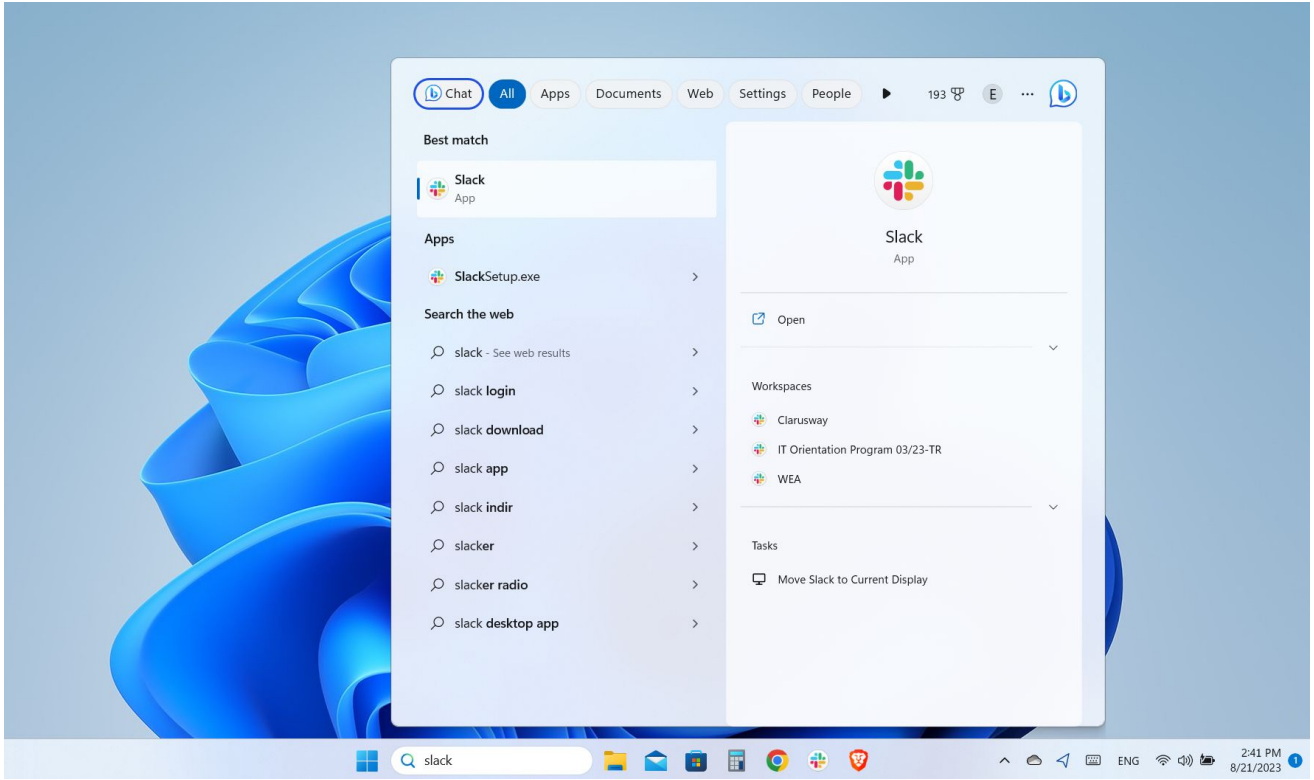
- After clicking on the start menu button;
  - You can make a search about your apps, docs or settings by typing in the search box
  - You can open your pinned apps by choosing them
  - You can see all your apps installed on your pc
  - At the bottom of the window; there are some recommandations about your previous tasks



# Search Box

- Apps, documents or any settings on your PC can be found by using the search box

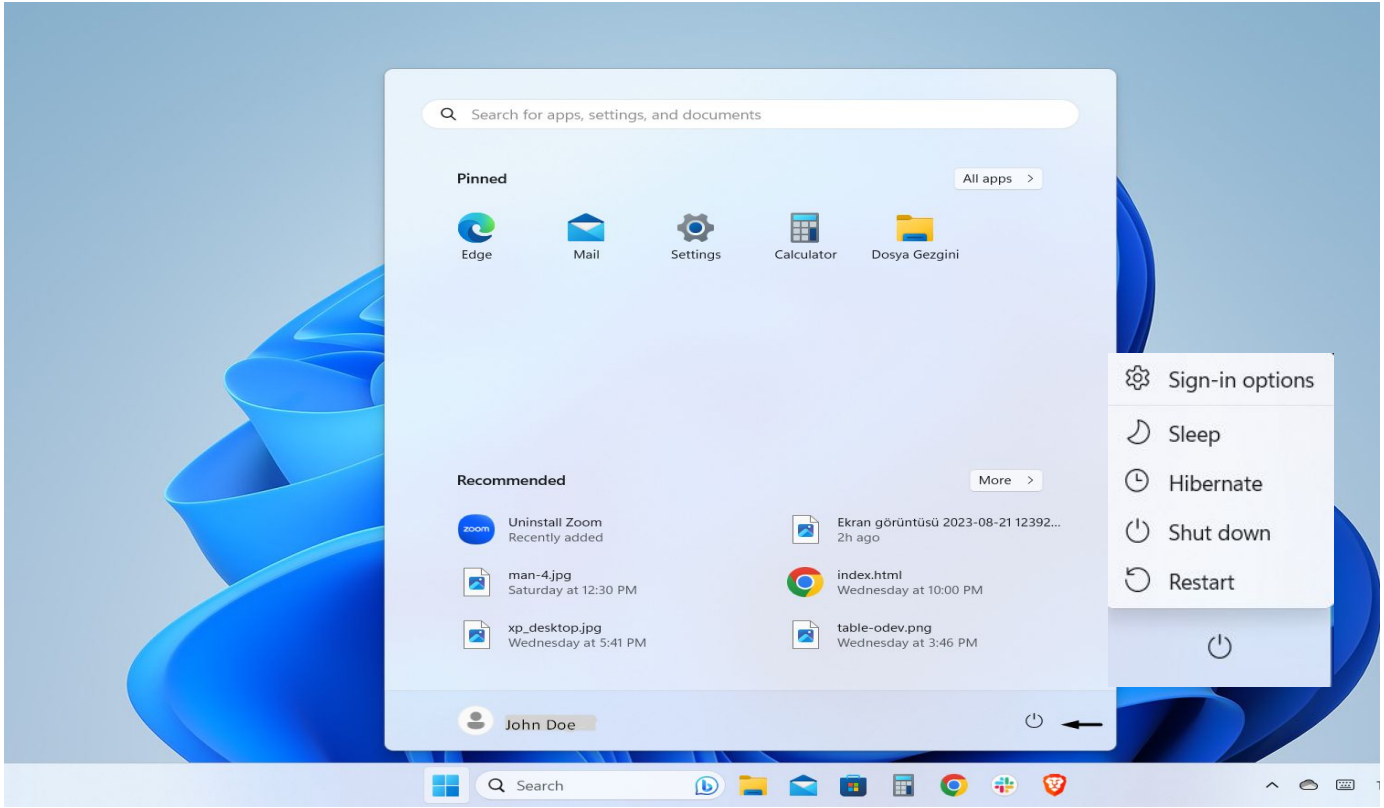
# Search Box


Chat
All
Apps
Documents
Web
Settings
People
193
E
Best match
Slack
App
Apps
SlackSetup.exe
Search the web
slack - See web results
slack login
slack download
slack app
slack indir
slacker
slacker radio
slack desktop app
Slack
App
Open
Workspaces
Clarusway
IT Orientation Program 03/23-TR
WEA
Tasks
Move Slack to Current Display
slack
ENG
2:41 PM
8/21/2023

# Power Off

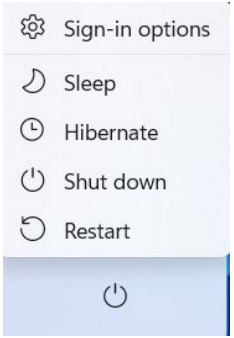
- Shutting Down Your Pc
- Restarting Your Pc
- Additional Power Options

# Power Off


Search for apps, settings, and documents
Pinned
All apps
Edge
Mail
Settings
Calculator
Dosya Gezgini
Recommended
More
Uninstall Zoom
Recently added
Ekran görüntüsü 2023-08-21 12392...
2h ago
man-4.jpg
Saturday at 12:30 PM
index.html
Wednesday at 10:00 PM
xp_desktop.jpg
Wednesday at 5:41 PM
table-odev.png
Wednesday at 3:46 PM
John Doe
Sign-in options
Sleep
Hibernate
Shut down
Restart
Search

# Power Off

- Shut down : Turns off the computer completely. All open programs and files are closed.
- Sleep : Temporarily puts your computer in a low-power mode, saving energy while allowing you to quickly resume your work when you wake it up.
- Hibernate : Saves your current session to the hard drive and then turns off the computer. When you turn it back on, it restores your session exactly as you left it.
- Restart :  Turns off the computer and then turns it back on immediately. This can help solve certain software issues or apply system updates.



# THANKS!

**Any questions?**