

How to Use a Computer

Introduction
Lesson 1



Turning the Computer On: Laptop



- Regardless of the type of computer, the power button is usually located on the top right corner of the keyboard
- To turn the computer on, just press the power button
- To restart the computer, press and hold down the power button



Turning the Computer On: Desktop



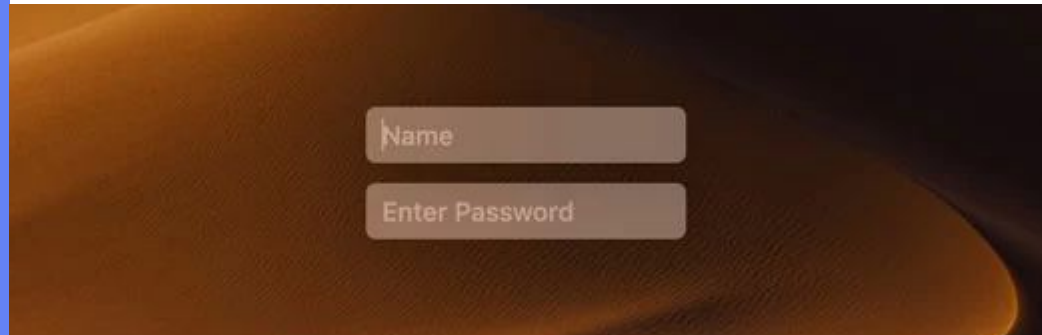
- If you are using a desktop, look for the power button on the computer itself
- To turn the computer on, just press the power button
- To restart the computer, press and hold down the power button





Login to Your Computer

- Once the computer has turned on, you may need to login
- This means typing in your username and password
- If you have never used this computer, you may need to create an account









Keyboard



- The keyboard is the panel in front of a computer screen
- It is used to put information, including words, numbers, and symbols, onto the computer screen
- Each individual button is called a key

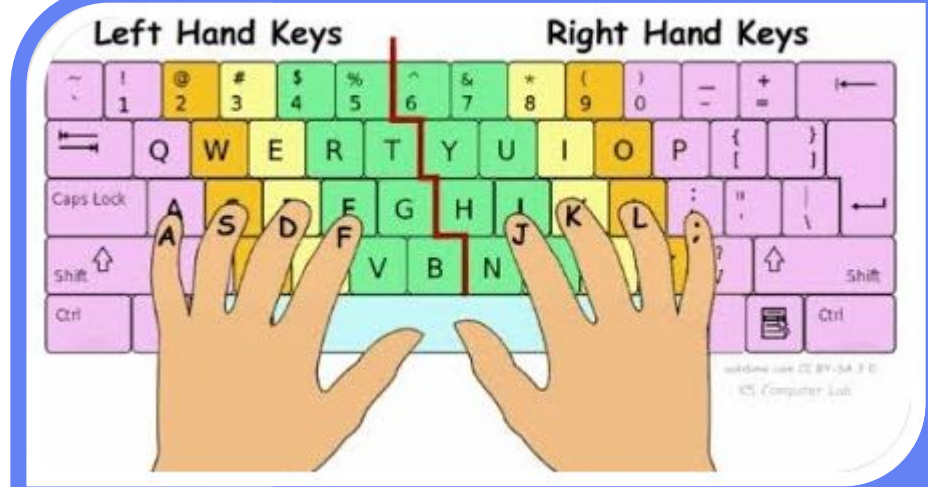


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|--|--|---|--|
|  Character keys |  Enter and editing keys |  Navigation keys |  Numeric keypad |
|  Modifier keys |  System and GUI keys |  Function keys |  Lock keys |

Learning to Type

- Learning to type fast and accurately takes time but is a very useful skill
- Use your left hand to type on the left side of the keyboard and your right hand to type on the right half of the keyboard
- Try the link below to practice

[Typing Practice Drills](#)



Mouse and Trackpad

Mouse



Both the mouse and trackpad are used to move the pointer on the screen, right and left click, and scroll

Trackpad



How to Use a Mouse

Left Click

Right Click

Scroll



Pointer

To move the pointer on the screen, simply move the entire mouse around

How to Use a Trackpad

Left Click

To left click, press on the trackpad

Right Click

To right click, press on the trackpad while holding down on the control button

Scroll

To scroll, slide two fingers up or down the trackpad

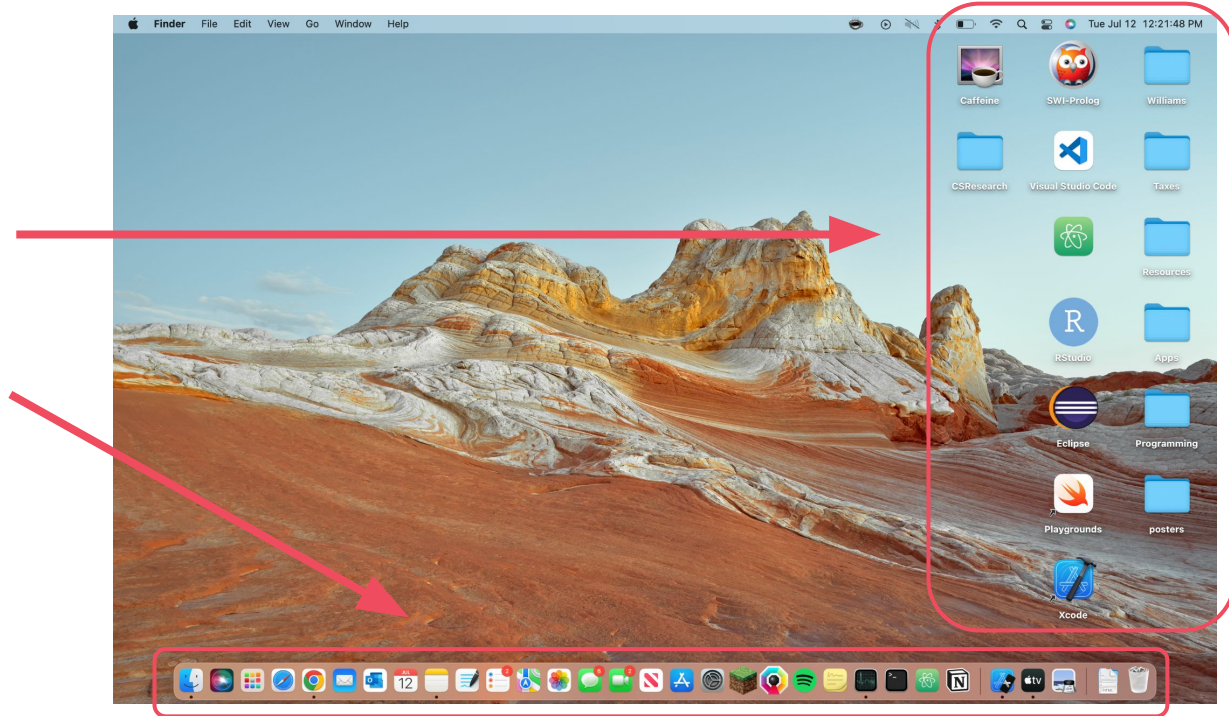
Pointer

To move the pointer on the screen, drag your finger along the trackpad



Desktop

- The main screen on your computer is there desktop
- There may be applications on your desktop
- Or there may be applications in your navigation bar
- Use your mouse or trackpad to click on and open an application



What's Next?

You should now have the tools you need to
begin using a computer!