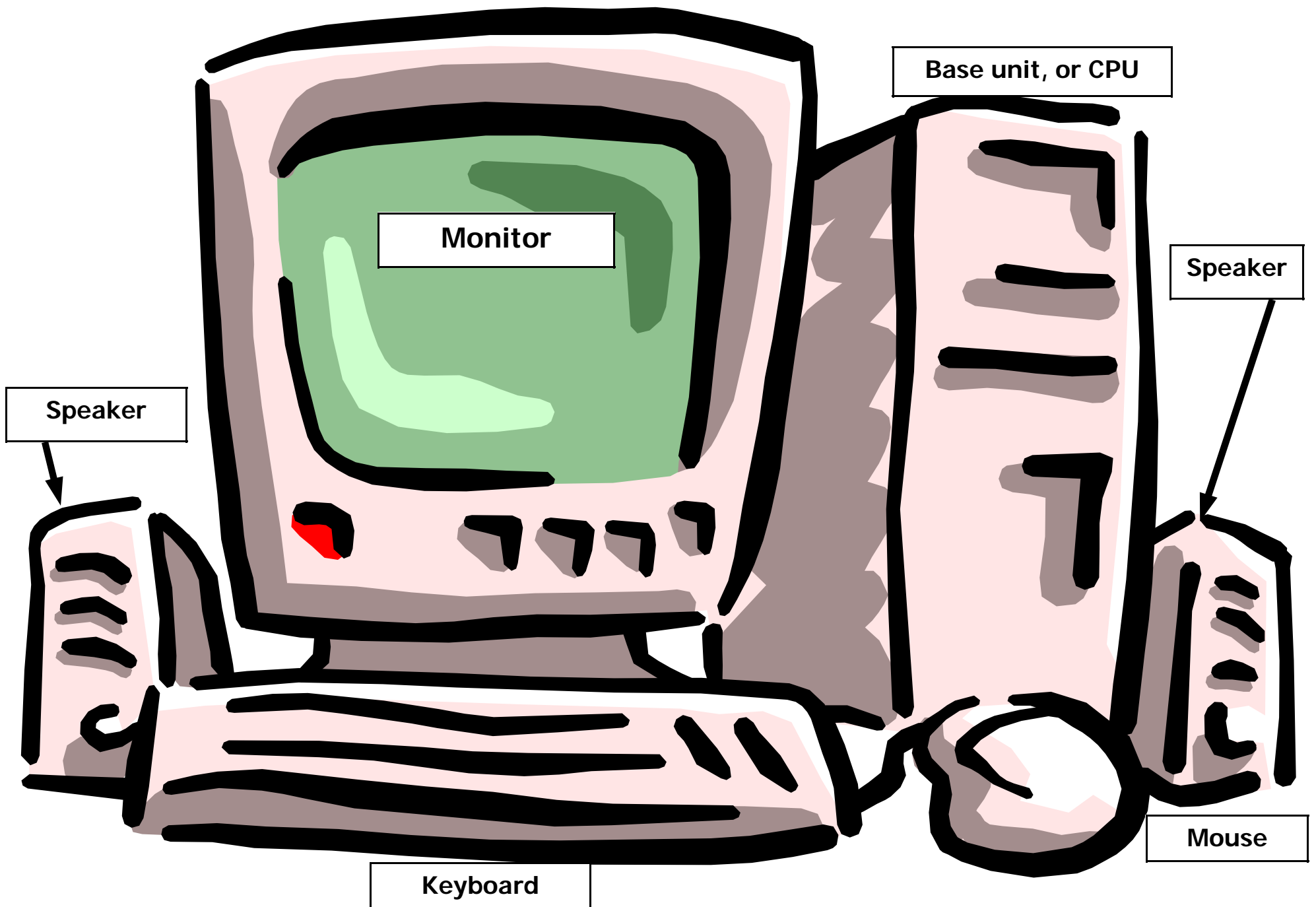
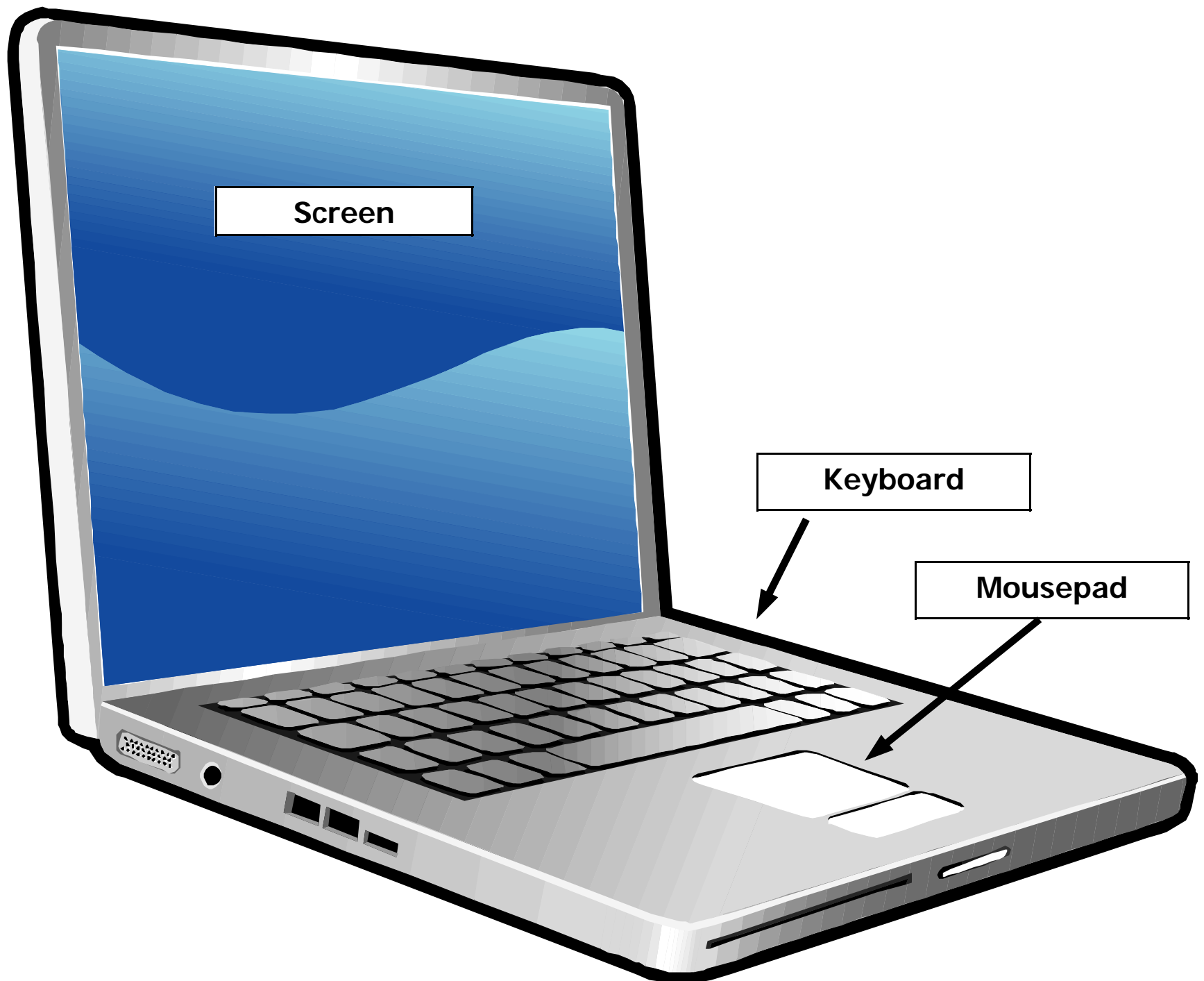
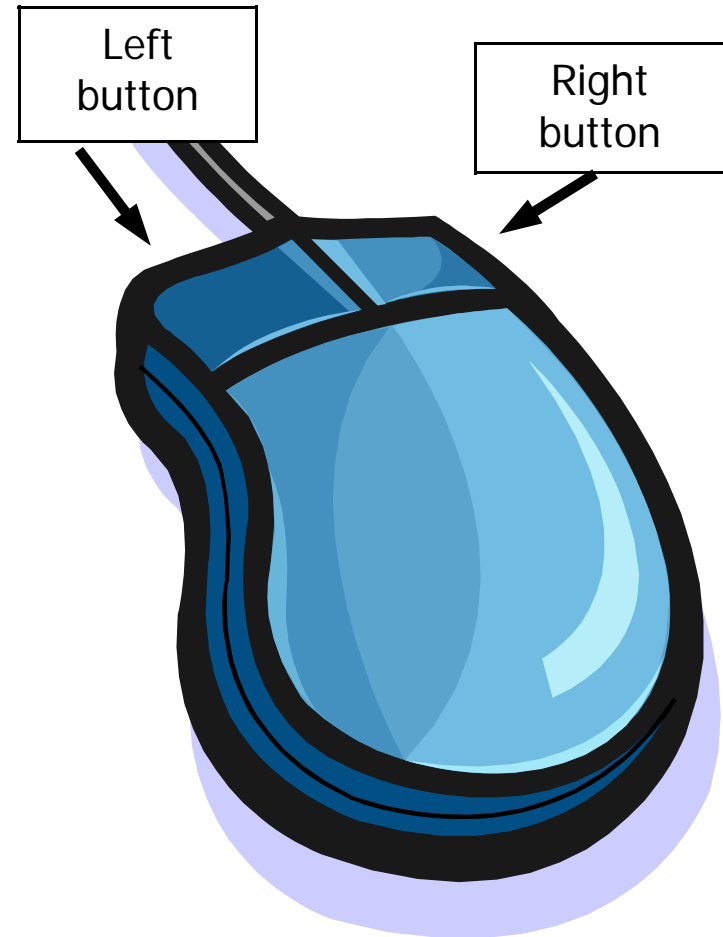
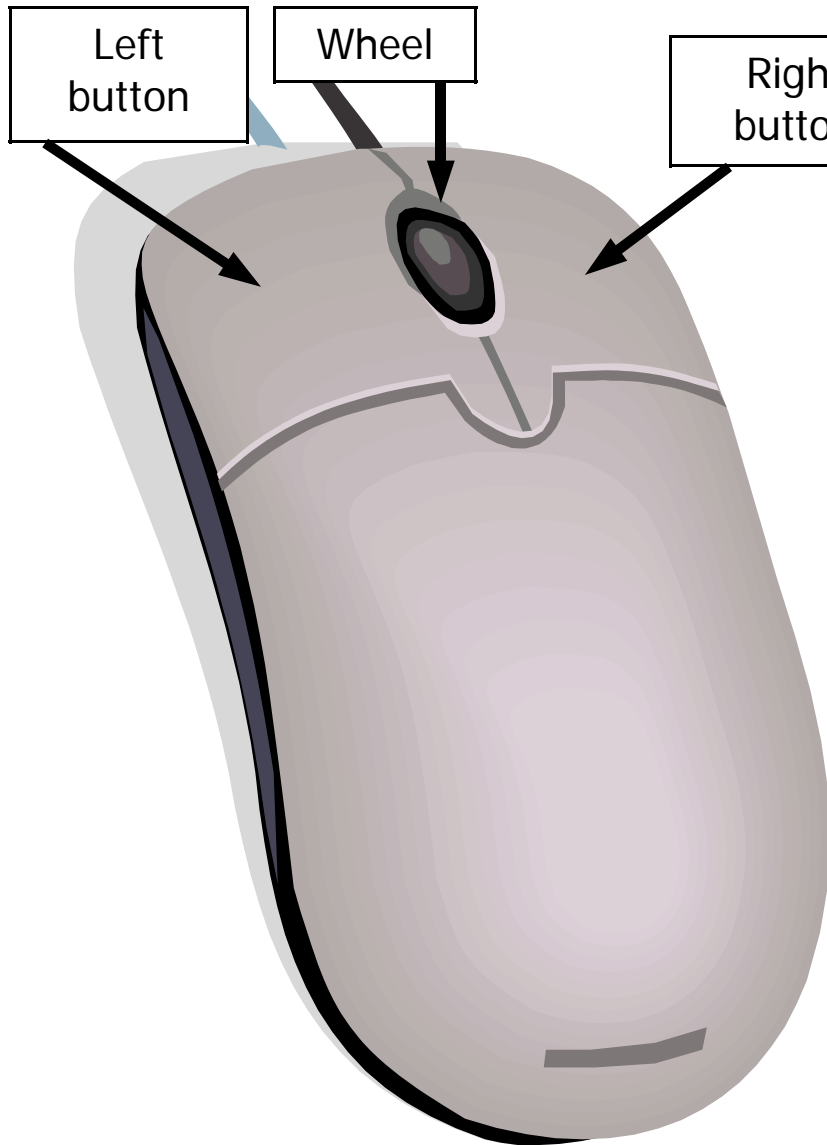


# The Computer





## The Mouse



## Mouse Functions & Terminology

The **mouse** is one of the most important components of your computer.

A **single click** is a light tap on one of the buttons on the mouse. You do not want to hit the mouse too hard or hold down a button for too long.

A **double click** is two quick light taps on one of the buttons on the mouse. A double click must be very quick, or it will not work.

The mouse gives you the option of moving things around on the desktop or in any window on the screen.

Most mice have two buttons and a wheel between the two. The following tells you what each button does.

### Left button

- Single click to open programs and files
- Single click to open links in the Internet
- Double click to open folders and icons on the desktop
- Drag windows and objects on the screen. You have to hold the left button down while dragging.

### Right button

- Shortcut to menu options

### Wheel

- Scrolls a page up and down on your screen.

Most of the time, you will be using the left button of the mouse.

# Desktop

## Icons

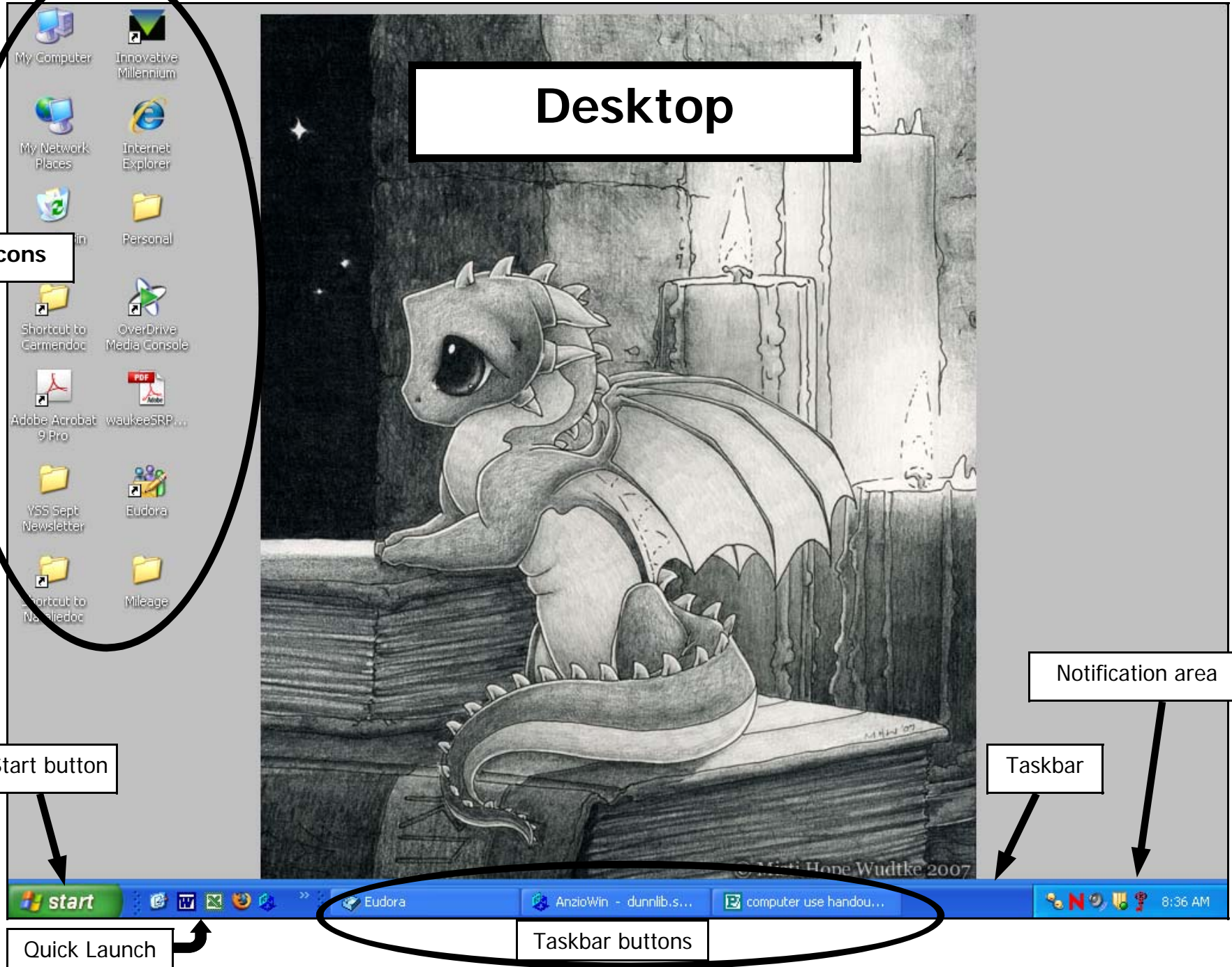
Start button

Notification area

Taskbar

Quick Launch

Taskbar buttons



# The Desktop

- ♦ The *desktop* is the first screen you will see when you turn on your computer. The desktop is where you can access all the applications available on your computer.
- ♦ Each desktop will look different, as each computer has a different background and shortcuts.
- ♦ The *icons* on the screen are shortcuts to programs or files on your computer.
- ♦ The *taskbar* is the blue bar across the bottom of the screen. This bar is used to open and monitor applications.
  - The *Start button* is located on the left-hand side of the screen. This button gives you access to all the applications available on your computer.
  - The *taskbar buttons* are minimized windows of applications open on your computer. These buttons show you which programs you have open currently. There are five windows minimized on the taskbar.



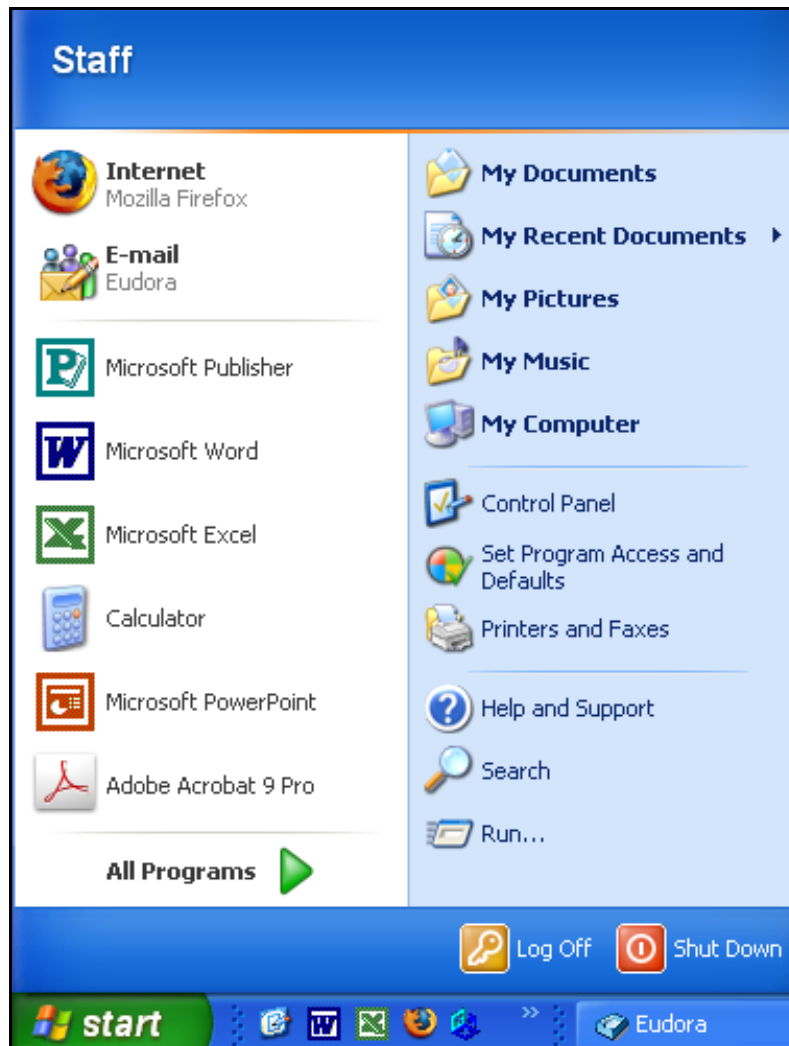
- The *Quick Launch* bar contains shortcuts, much like the icons on your desktop. You can single click on these to open frequently used programs.



- The *Notification area* displays the icons for system and program features. Most of the icons in this area are for programs that run in the background while you do other things. Your anti-virus software will appear in this area.



# The Start menu



The Start menu provides quick and easy access to the applications available on your computer. Within the Start menu, you should be able to find programs, files, and documents.

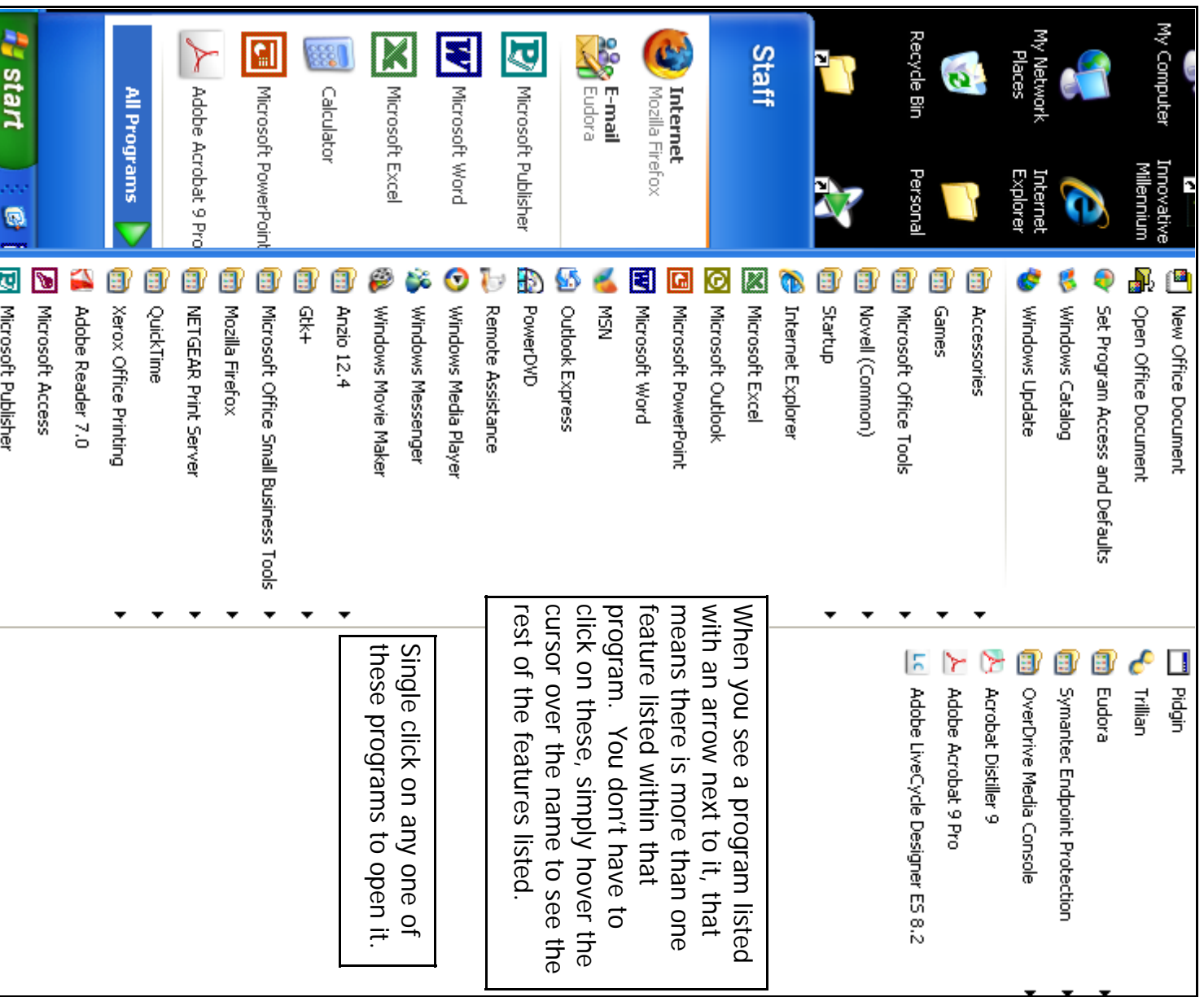
When you first click on the Start button, this view will appear. On the left, you will see programs you use most often on your computer. A single click is all you need to open any of these programs.

On the right side, you will see the default applications listed for easy access. You can single click on any of these icons to open the corresponding application.

Don't see the program you are looking for? Hover the cursor over the *All Programs* text to see a list of the other programs available on your computer.

Click anywhere on the desktop that isn't within the Start menu, or back on the Start button to close this menu.

# The Start menu





# Computer Basics

## Monitor

- ◆ This is the display screen. It looks kind of like a television set.
- ◆ You can turn off the monitor without harming the computer.



## CPU (Computer Processing Unit)

- ◆ This is the brains of the computer. It processes instructions and programs.
- ◆ Inside are all the hardware you need to make your computer work.
- ◆ The CPU has a variety of plug-ins on the front and the back to plug in other hardware. Each plug-in has a picture with it to show you what goes where. There is also a CD-ROM drive and possibly a floppy drive or Zip disc drive.



## Keyboard

- ◆ One method of communicating with the computer.
- ◆ Notice the letters and numbers on the keyboard. It is arranged like a typewriter with a few new keys.



## Mouse

- ◆ Another way to communicate with the computer.
- ◆ The mouse is a hand-controlled pointing device that moves the arrow on the screen, also called a pointer.
- ◆ The mouse normally has two buttons—a left and a right button. A single click of the left button selects an item, a double click opens a window. A single click of the right button opens a menu of shortcuts.
- ◆ The mouse can also come with a wheel between the two buttons. The wheel allows you to move up and down in any window.



# Turning off the Computer

The computer must be turned off in the correct way to keep it performing at its best.

1. Click on the **Start** button



2. Click on *Shutdown*



3. Choose *Shutdown* from the listed options.

*Log off* will log off the current user and take you to the opening.

*Shutdown* will actually turn your computer off.

*Restart* will shut down and restart your computer.

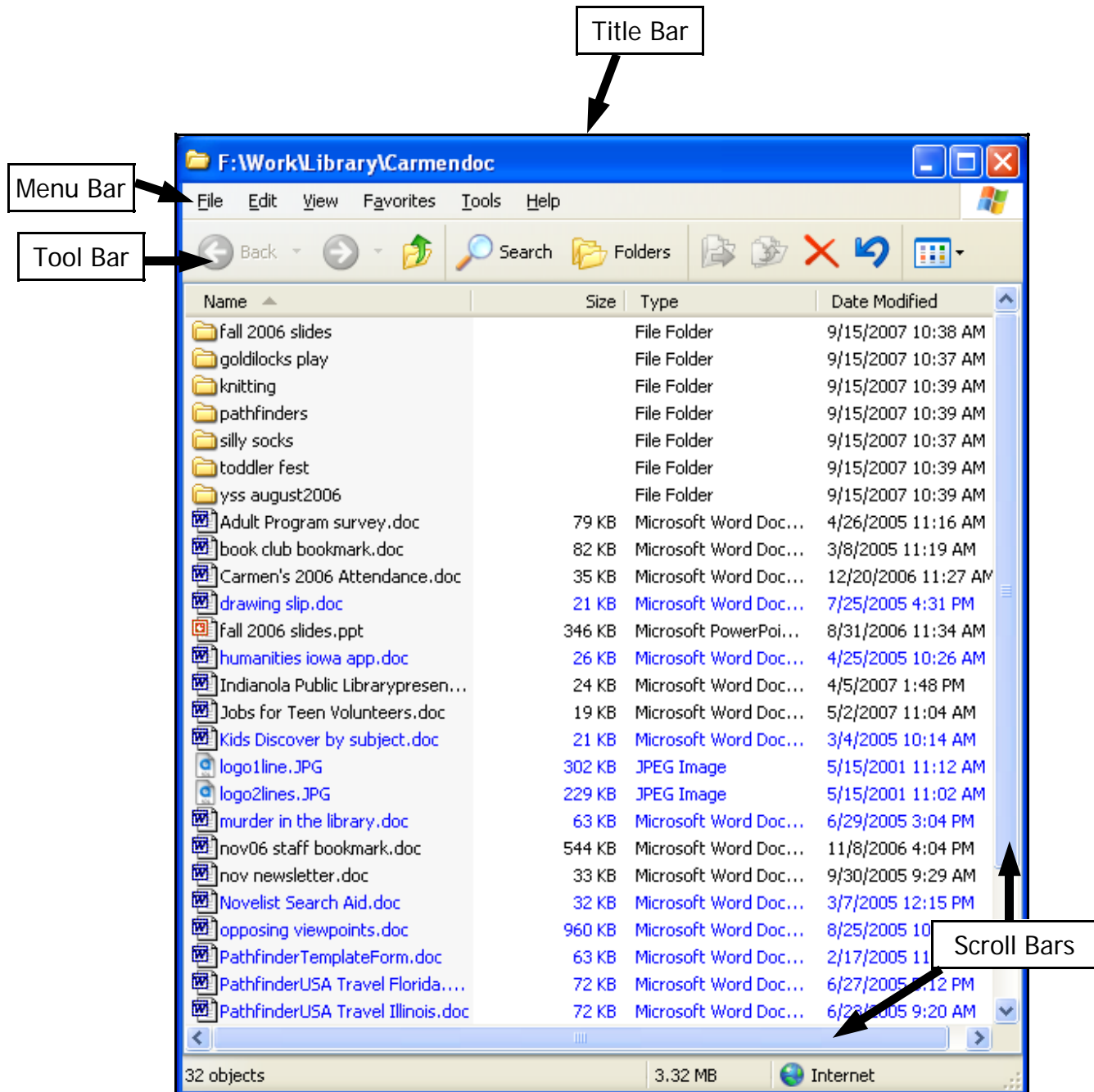
*Stand-by* is a way to keep your computer on, but running on lower energy. You cannot do anything on your computer when it is on standby.



4. To conserve energy, turn off the monitor, printer, and speakers when you aren't using them.

# Basic Components of a Window

Whenever you open a program, you open a window.  
All windows have some of the same components.



# Basic Components of a Window

**Title Bar:** Tells you what function or program you are in.


**Menu Bar:** Contains all the commands and functions for that window.


**Tool Bar:** Contains shortcuts to some of the commands available in the Menu Bar.


**Scroll Bar:** Allows you to move the window up and down or side-to-side to see everything in the window.


Other things you'll see in the window:



 *Minimize button:* This places the window on the taskbar without closing the program. To open the window again, click on it from the taskbar.

 *Maximize button:* This makes the window full-sized. At this point, the window should fill the entire screen.

 *Restore button:* You see this button when you have a window maximized. Clicking on this button will restore the window back to its regular size.

 *Close button:* this button closes the window.

# Glossary of Terms

## **CD-R**

Acronym for Compact Disk-Recordable. You can use these discs to record music to play in other CD players, or to save information. You can only save or record to these CDs once.

## **CD-ROM**

Acronym for Compact Disk-Read Only Memory. When you purchase software to add to your computer, the software will come on a CD-ROM.

## **CD-RW**

Acronym for Compact Disk-Recordable Writeable. You can use these CDs to record or save information and erase and reuse the CD multiple times.

## **Clicking**

Putting the pointer on a certain object, then pressing and releasing one of the mouse buttons.

## **Computer**

A machine able to execute instructions on data.

## **CPU**

Acronym for Central Processing Unit. This is the brains of your computer and is responsible for everything your PC does.

## **Cursor**

The pointer on the computer screen; it is activated by moving the mouse.

## **Desktop**

The first screen you see when you turn on your computer. This is where you can access all your applications, files, and folders.

## **Dragging**

Pointing to an object with the mouse, press and hold down the left mouse button, and roll the mouse to a new location, then release the button.

## **DVD**

Acronym for Digital Video Disk or Digital Versatile Disk. DVDs can store large amounts of information, or a movie. Most computers now come with a drive that reads DVDs; some come with a drive that will let you record to them as well.

## **Floppy disk**

A disk that stores information magnetically. Computers you can purchase now do not come with floppy drives anymore, as they store much less information and are more likely to be damaged than CDs.

**Hard drive**

The primary storage area within your computer. The higher the number attached, the more storage you have for programs and files.

**Modem**

Device used to access the Internet. When using a phone line, the modem is more than likely already in the computer. Other means of modems (for cable or DSL) require stand-alone modems.

**Monitor**

A device similar to a television set that accepts video signals for a computer and displays the information on its screen.

**Mouse**

A special computer input device.

**Operating System**

The *operating system* is a piece of software that runs the computer. The operating system is responsible for starting the computer and executing commands like printing, opening documents, and so forth. The operating system is a program that runs the computer. An example of an operating system is Microsoft XP.

**Software**

Software is installed on your computer. Software is any program or procedure that perform a task on your computer.

**Start Menu**

Found on the *taskbar*, use the *Start menu* to open programs that are available on the computer.

**Taskbar**

The bar typically found across the bottom of your screen used to start and control applications.

# The Mouse



The mouse is a hand held device that lets you select and move items on the computer. The mouse uses a ball or a laser beam to sense the movement.

The mouse fits in to your hand with the cable pointing away from you. The index finger is commonly placed on the left button.

As you move the mouse over the mouse pad or desk, the cursor or arrow will move around the screen. If you ever run out of space on the mouse pad or desk, simply lift up the mouse and set it down again where there is more space.

A click is a quick light tap on the mouse button. A double click is two quick light taps on the mouse button. To load a program or get on the Internet move the mouse over the correct icon and double click. Once you are in a program a single click should be all you need.

## For people who are left handed

Some people who are left handed move the mouse over to the left side of the computer and switch the functions of the left and right buttons.

## For people who are arthritic

Instead of using the index finger to click the mouse button, use your thumb. Place your thumb on the side of the left button. This allows the hand to rest on the mouse with the thumb flat against the mouse.

## Practice Exercise

1. Locate the **Start** button in the left-hand corner of the screen.
2. Place the cursor on top of the **Start** button and click once with the left mouse button. A menu opens and displays all the available computer programs.
3. Move the mouse upward.
4. Notice that as the mouse moves, it selects the current item with a dark blue or purplish color. A single click will open the desired application.
5. Click outside the menu to close it.

## Want more mouse practice?

Go to [www.ckls.org/~crippel/computerlab/tutorials/mouse/page1.html](http://www.ckls.org/~crippel/computerlab/tutorials/mouse/page1.html)