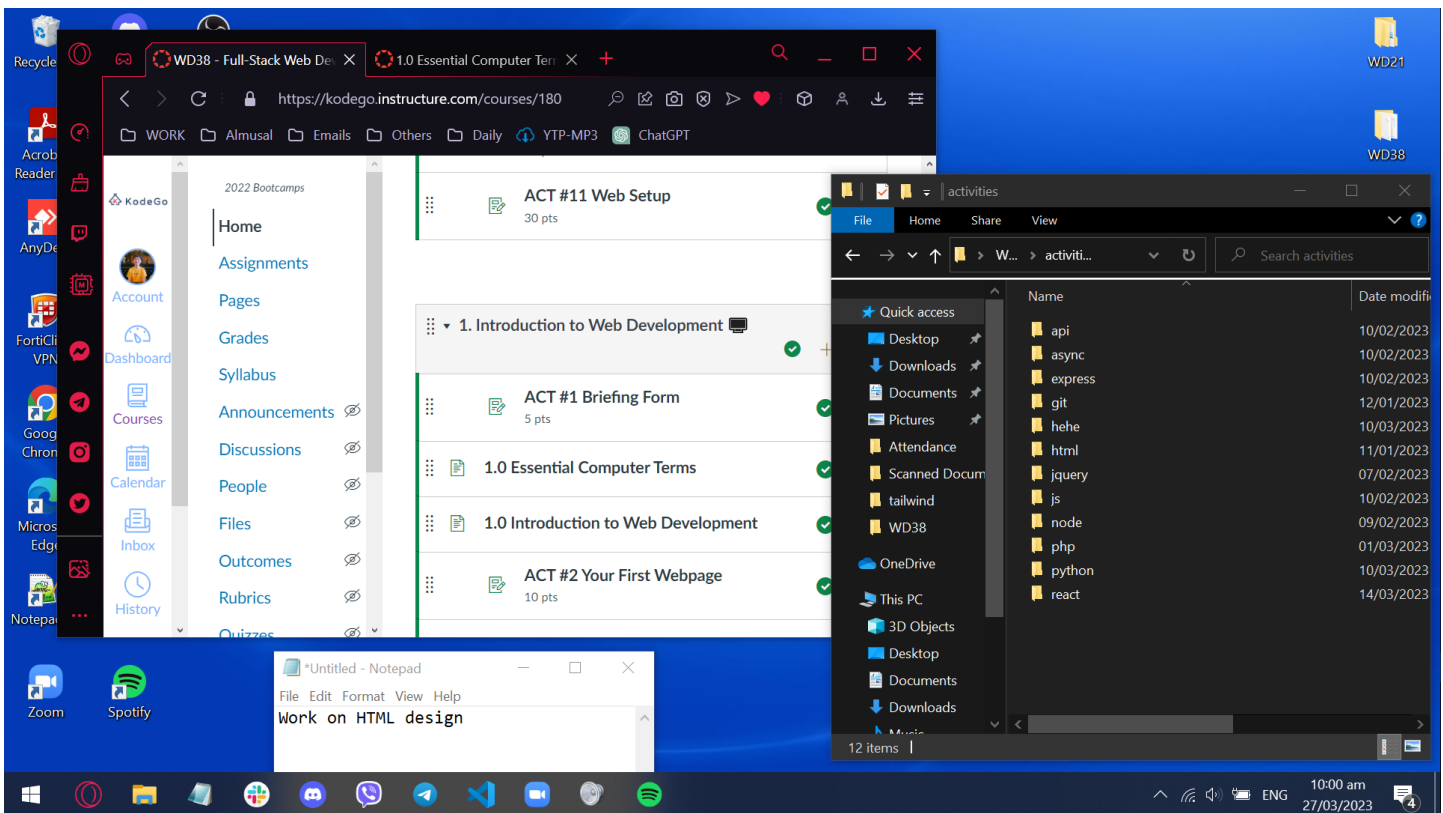


# 1.0 Essential Computer Terms and Skills

- Before even thinking about engaging in web development, you would need to know how to use a computer first!
- Here are some important terms that you will come across throughout the bootcamp. This page won't cover everything, but it will cover the essentials.

## Windows



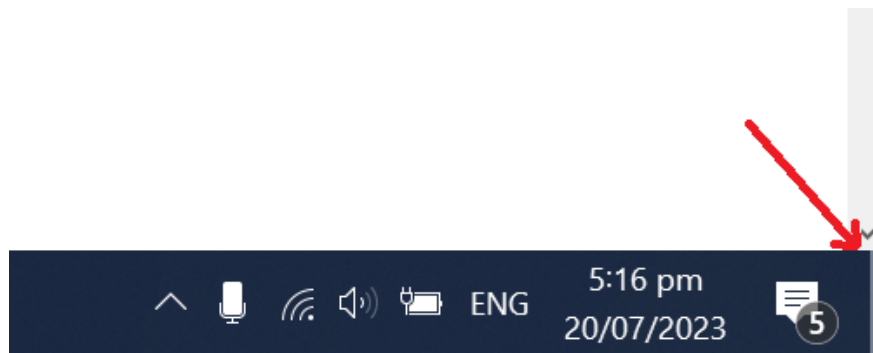
- A **computer window** is a graphical representation of a program or folder on your computer screen.
  - It's like a rectangular frame that contains the contents of the program or folder.
  - You can resize, move, or close windows as needed.
- When you open a program or folder on your computer, it typically appears in its own window.
  - For example, if you open your web browser, it will appear in a window on your screen that shows the web page you're currently viewing.
  - If you open a folder, it will appear in a window that shows the contents of that folder.
- Windows can also have menus, toolbars, and other features that allow you to interact with the program or folder.

- For example, a web browser window might have a toolbar with buttons for commonly used functions like "Back" and "Refresh."

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## Desktop

- The **desktop** is like a virtual workspace on your computer screen.
  - It's the first thing you see when you turn on your computer, where you can organize and access all your important files, folders, and programs.
- To get to the desktop, you can either minimize windows covering it or click on the Show Desktop button located at the bottom right corner of the taskbar, which will instantly minimize all open windows and reveal the desktop.



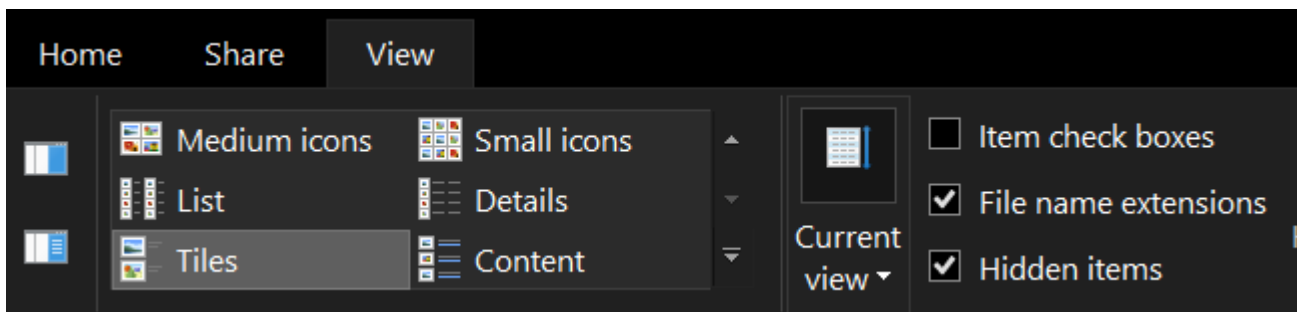
- Alternatively, you can press the "Windows key + D" on your keyboard, wherein you would be taken directly to the desktop by minimizing any open windows.
- Just like your physical school desk, you can place icons representing different things on the desktop for easy access.
  - Clicking on these icons opens files or starts programs, similar to how you open books or begin activities at your desk.
- You can also personalize your Desktop by setting a background image, and at the bottom of the screen, there's a taskbar that helps you keep track of open programs.
- The desktop is technically a folder that you can navigate to. Of course, what sets it apart from other folders is that it cannot be modified in any way (renamed, deleted, compressed, etc.).
- The computer desktop is your digital hub, where you can manage and navigate through various tasks and activities on your computer.

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## Files and folders

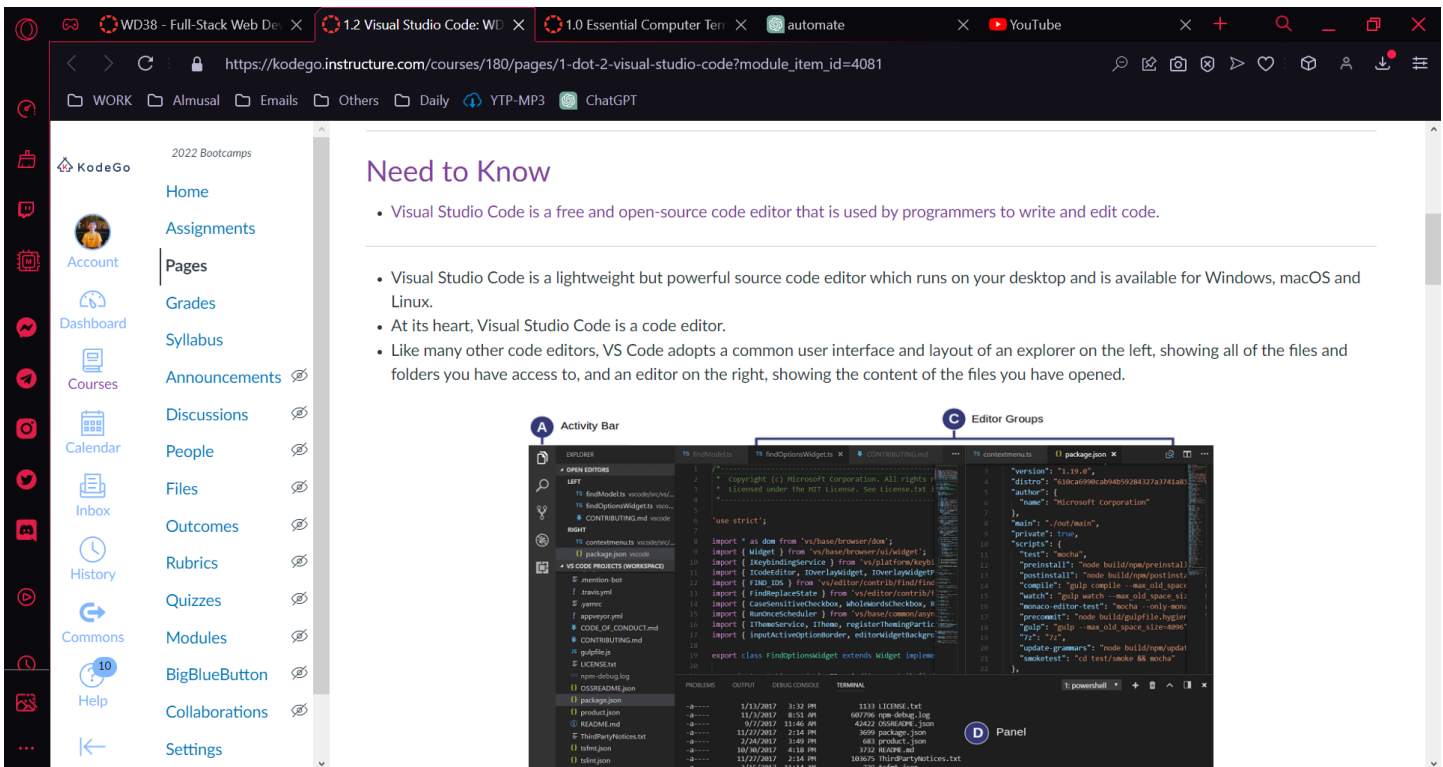


- **Files and folders** are digital tools used to organize and store information on a computer.
  - A **file** is like a single item, such as a document or an image
  - A **folder** is a container that holds related files or other folders.
- Folders can be nested within each other (these folders are called subfolders), forming a hierarchical structure.
- Just like organizing physical papers into different folders, files and folders help us keep our digital content organized and easily accessible.
- Giving files meaningful names helps us identify and find them later.
- For the purpose of the bootcamp, make sure that File name extensions and Hidden items are checked. (these can be accessed by opening File Explorer, then clicking on the View tab)



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## Browser



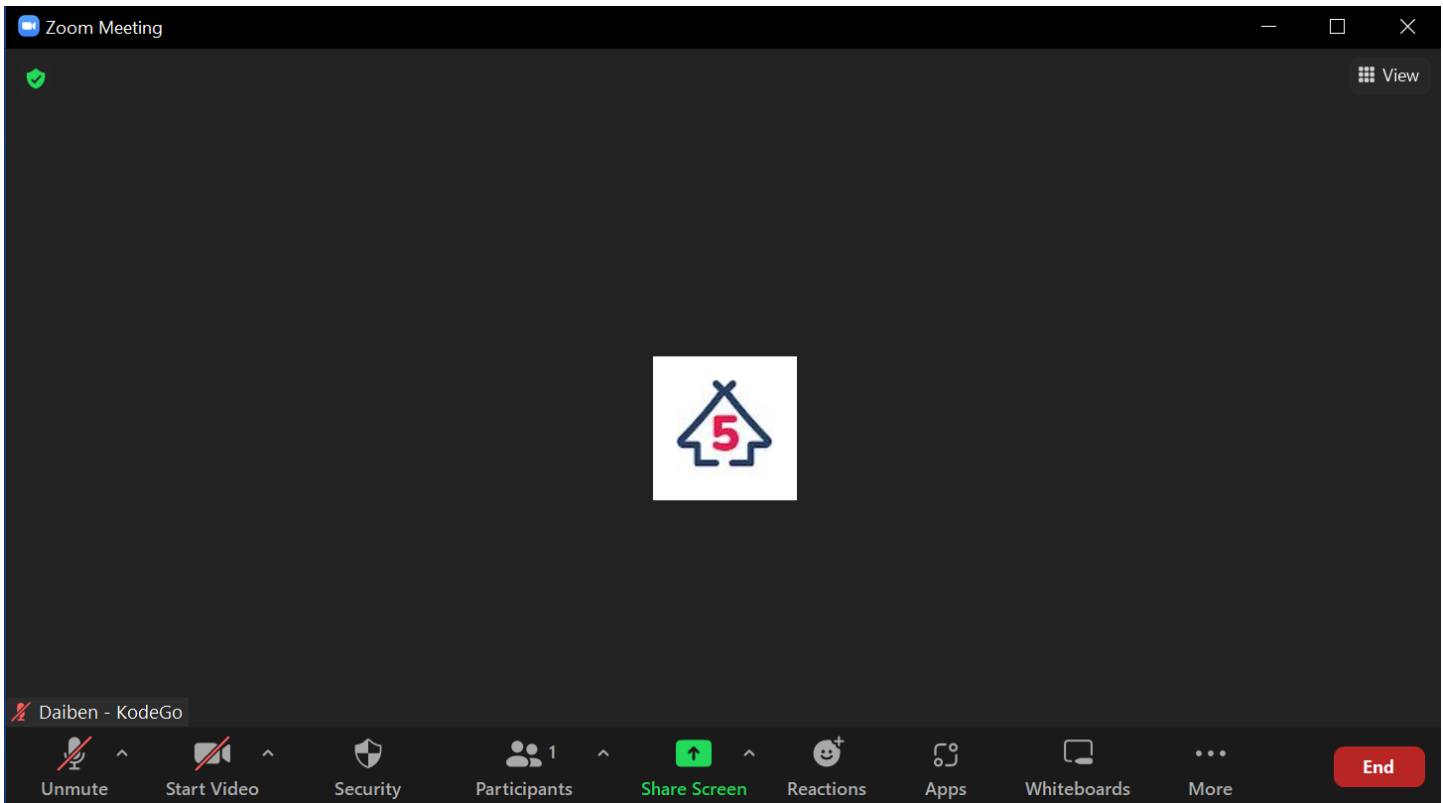
- A **web browser** is a software application that allows you to access and view websites on the internet.
  - It's like a digital tool that helps you navigate and explore the World Wide Web.
- When you open a web browser, you'll see a window that contains several elements, such as the address bar, the navigation buttons, and the main viewing area.
  - You can use the address bar to type in the address of a website you want to visit or use a search engine to find a website related to a specific topic.
  - Once you've entered the website address, the browser will connect to the internet and load the website in the main viewing area.
- Web browsers can display a variety of content types, such as text, images, videos, and interactive elements like forms and games.
- Web browser can also run add-ons or extensions that provide additional features or functionality.



- Some examples of popular web browsers include Google Chrome, Mozilla Firefox, and Microsoft Edge.

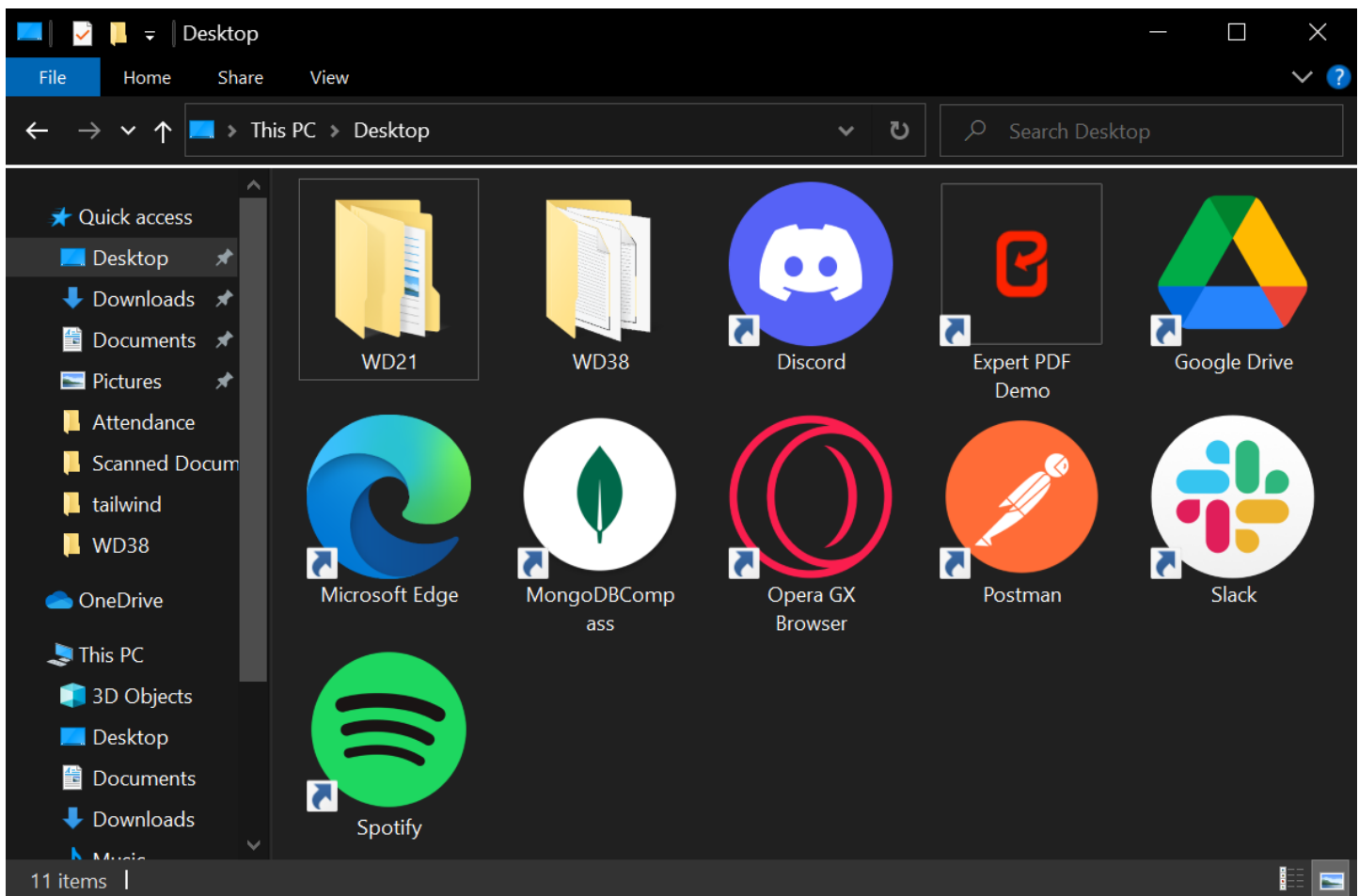
- Each web browser has its own unique features and advantages, but they all serve the same basic function of allowing you to access and view websites on the internet.

## Zoom



- **Zoom** is a communication software that allows people to meet, chat, and collaborate remotely over the internet.
  - It's like a digital meeting room that connects people from different locations, allowing them to interact and work together in real-time.
- When you use Zoom, you can participate in video meetings, audio-only calls, or text chats with one or more people.
  - You can also share your screen or a specific application with others, allowing them to see what you're working on in real-time.
- Zoom is used for a variety of purposes, such as online classes, remote work, and virtual events.
  - It allows people to collaborate and communicate effectively, even if they're not in the same physical location.
- To use Zoom, you need a computer, tablet, or smartphone with an internet connection, a webcam, and a microphone.
  - You can join Zoom meetings by clicking on a link or entering a meeting ID and password.

## Windows Explorer



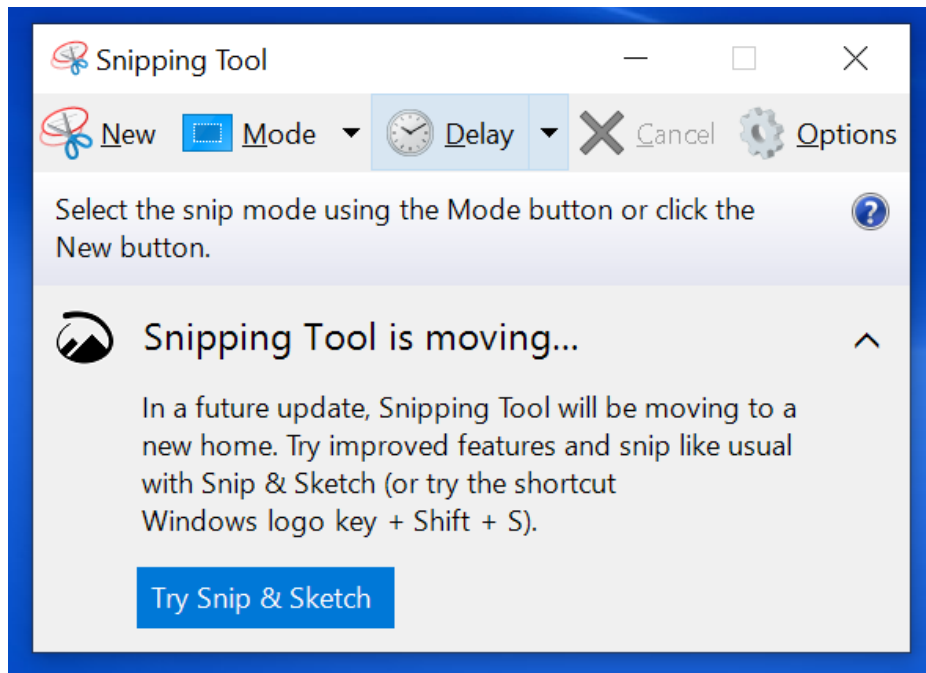
- Windows Explorer is a program that comes with Microsoft Windows that allows you to view and manage files and folders on your computer.
  - It's like a digital file cabinet that helps you organize and navigate your computer's contents.
- When you open Windows Explorer, you'll see a window that displays your computer's file system. This allows you to see all of the files and folders on your computer and navigate through them to find what you're looking for.
  - You can use Windows Explorer to perform a variety of tasks, such as creating and deleting folders, copying and moving files, and renaming files or folders.
  - You can also use it to search for files and view properties such as file size, date created, and date modified.

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## Taking screenshots

- A screenshot is a captured image of the current display on a computer or mobile device screen.
- A lot of activities in the bootcamp will require you to take screenshots. There are two primary ways to take a screenshot: using the Windows **Snipping Tool** and by using the **Print Screen key**.

## Using the Snipping Tool



### 1. Open the Snipping Tool

- Click on the "Start" button or press the "Windows key" on your keyboard.
- Type "Snipping Tool" in the search bar.
- Click on the "Snipping Tool" application from the search results to open it.

### 2. Start a New Snip

- In the Snipping Tool window, click on the dropdown arrow next to Mode.
- Under Mode, select Full-screen Snip. This will take a screenshot of your screen!

### 3. Save or Share the Screenshot

1. Click on the "File" menu at the top-left corner of the Snipping Tool window.
2. Select "Save As" to save the screenshot to a specific location on your computer.
3. Set the file's name to whatever file name the activity is requiring.
4. Click on "Save". Your file is now ready for submission!

## Using the Print Screen key and Paint

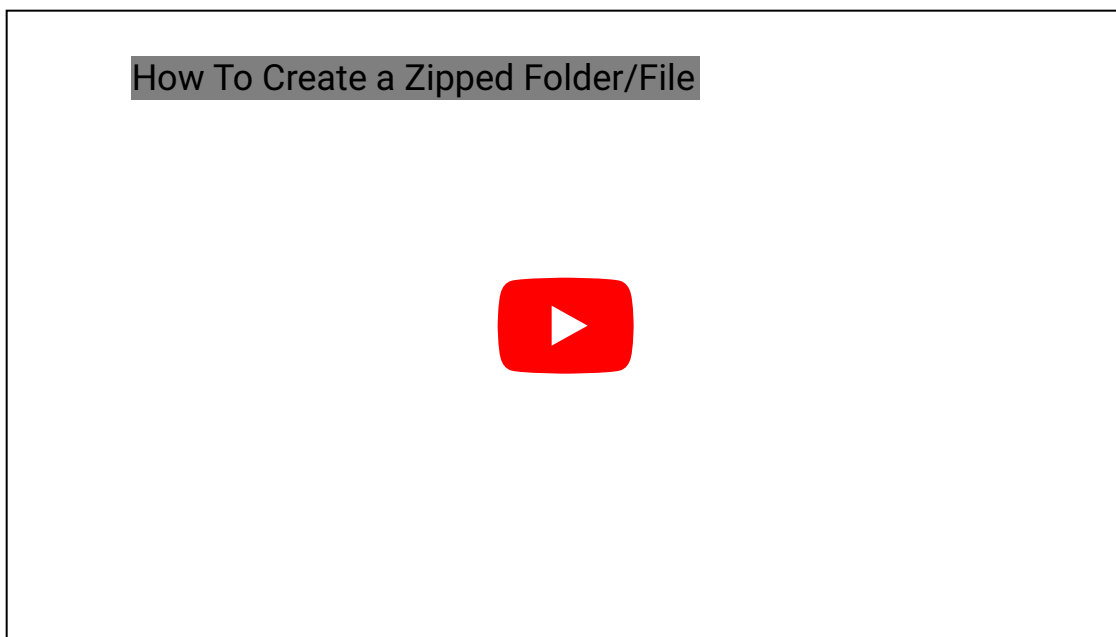
1. Find the "Print Screen" (PrtScn) key on your keyboard. It is usually located near the top-right corner.
2. Press the "Print Screen" key. This will capture an image of the entire screen and save it to the clipboard.
3. Press the "Windows key" on your keyboard to open the Start menu.
4. Type "Paint" in the search bar and click on the "Paint" application to open it.
5. In Microsoft Paint, click on the "Paste" button on the top-left corner of the window or use the "Ctrl + V" keyboard shortcut to paste the screenshot from the clipboard.
6. Once you are satisfied with the edits (if any), click on the "File" menu at the top-left corner of the Paint window.
7. Select "Save As" to save the edited screenshot to a specific location on your computer.
8. Choose the desired image format (e.g., JPEG, PNG) and click "Save."

# Compressing files



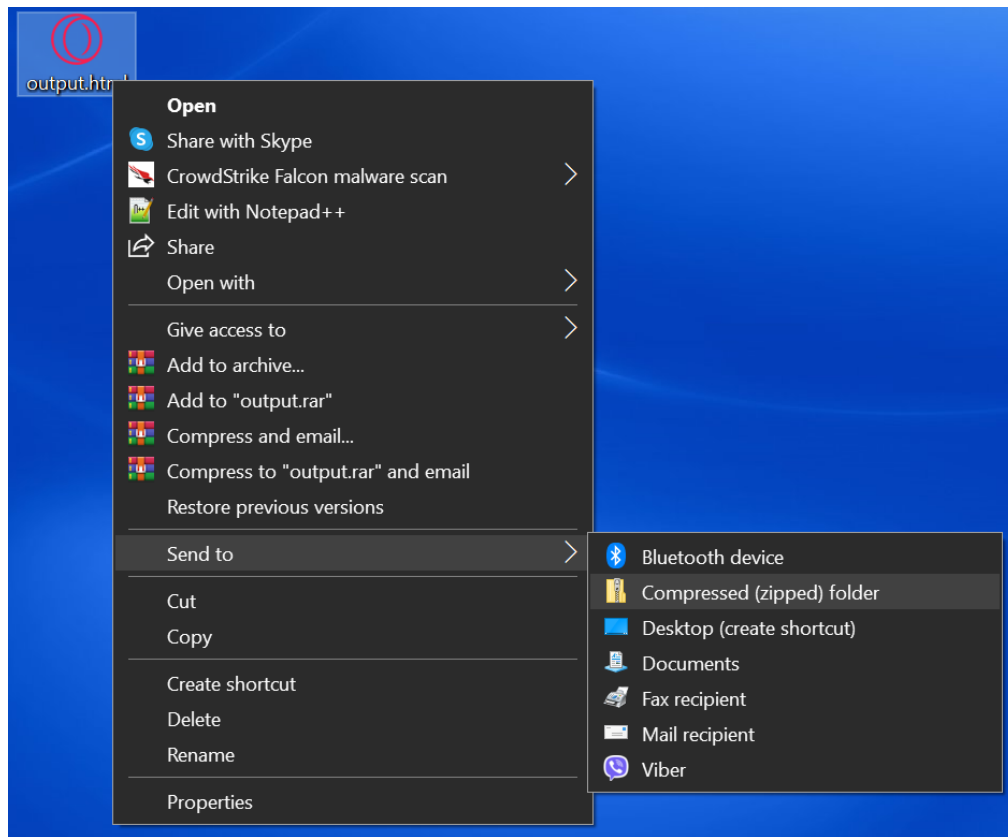
- **Compressing files** means making them smaller in size by reducing the amount of space they take up on a computer's storage device.
  - Compressing files typically involve the creation of **.zip files**.
  - The purpose of compressing files is to save storage space, make it easier and faster to send or upload files, and reduce download times.
  - Compressing files also essentially convert a folder into a file, which makes them useful as email attachments or when uploading multiple files (which we will frequently do in the bootcamp!)
- When files are compressed, they are packaged in a way that **reduces their overall size without changing their content**.
  - This is done by removing redundant or unnecessary data from the file, such as repetitive information or unused space.
  - The result is a smaller file that takes up less space on your computer's storage device or takes less time to send or download over the internet.
- Compressed files can be **extracted**, which reverts them back to their original file and folder state.

## How to compress files



1. Select the files or folder you want to compress. You can do this by **right-clicking on the file or folder**, hovering over **Send to** and then selecting **Compressed (zipped) folder**.





- You can select multiple files or folder by holding the CTRL button, then selecting the files and folders you would like to compress. After which you can right-click on any of the selected files/folder, then select "Send to" and then "Compressed (zipped) folder".
2. Windows will then create a new compressed folder with the same name as the original file or folder.
  3. You can then rename the compressed folder if you wish, by right-clicking on the folder and selecting "Rename".

## Working with a compressed folder

- To add more files or folders to the compressed folder, simply drag and drop them into the compressed folder.
- To extract the compressed files, double-click on the compressed folder, and then drag the files to a new location on your computer.
- If you want to delete the compressed folder or files, simply select them and hit the "Delete" key on your keyboard, or right-click and select "Delete".