

# Computer Skills Introduction

## Overview

This material is intended to introduce you to Basic Computer Skills and understanding of your computer.

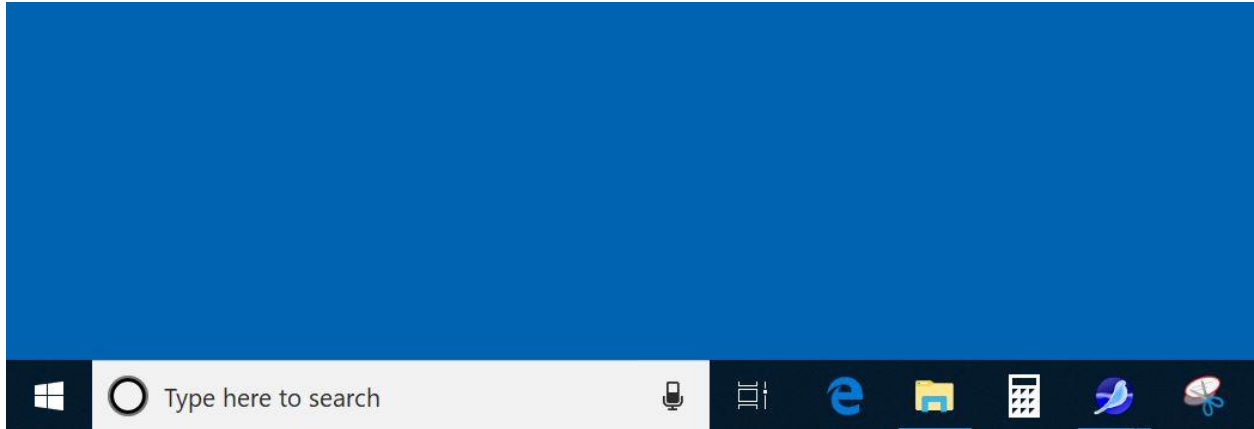
## Key Benefits for the Novice Student

- Gain knowledge about your computer and how it works
  - Learn about the Task bar and its use
  - Learn how to properly shutdown your computer
  - Learn about some Windows Customization Features
  - Connecting to a Wi-Fi Network
  - Learn how to adjust certain productivity settings
  - Folder and File creation
  - Create Images with Windows Screen Capture Utility
  - Properly Save and Download Images from the Web

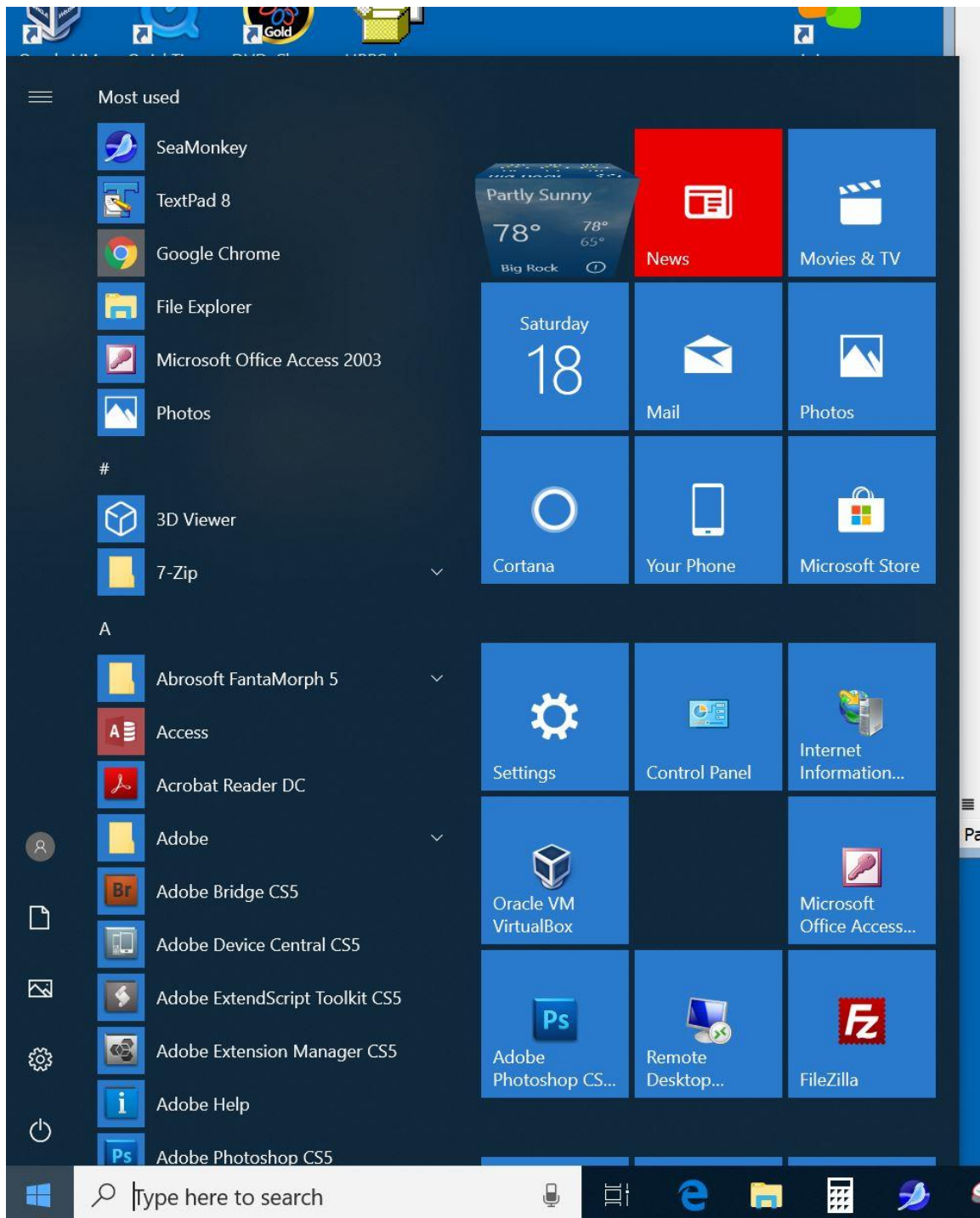
# Computer Overview and Settings:

## Task Bar and Start Button:

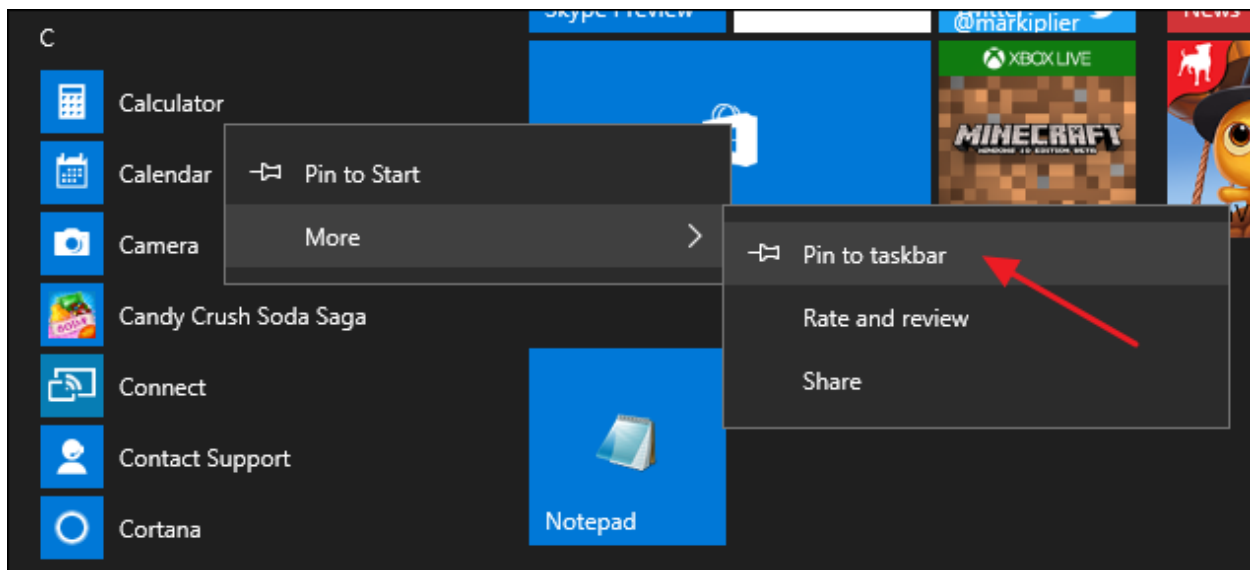
At the bottom of your screen, you will see a black bar with multiple icons. This is called the Task Bar. Located at the lower left of your screen, you will see the Windows Logo or “Start” button. Next to the Start button is the Windows Search Box



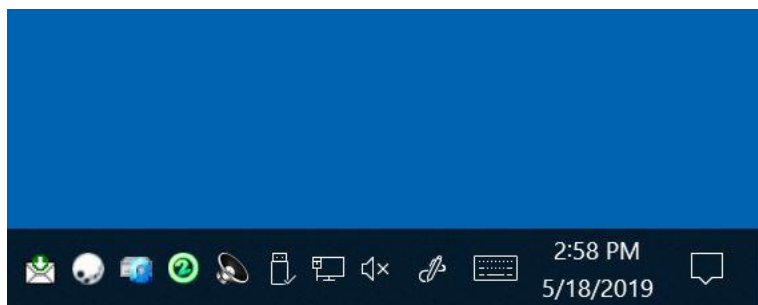
Clicking on the Start button will open the following screen. Located directly above the Start button is the Power Button used to turn off your computer. Above the power button is a Gear Icon used to access your Computer Settings. In the next column is a list of available Programs on your Computer. The Third Column contains several Tiles. This area can be customized by you. You can add Links or tiles to your favorite programs, you can rearrange the tiles in this list. You can even remove or resize the tiles to best fit your needs.



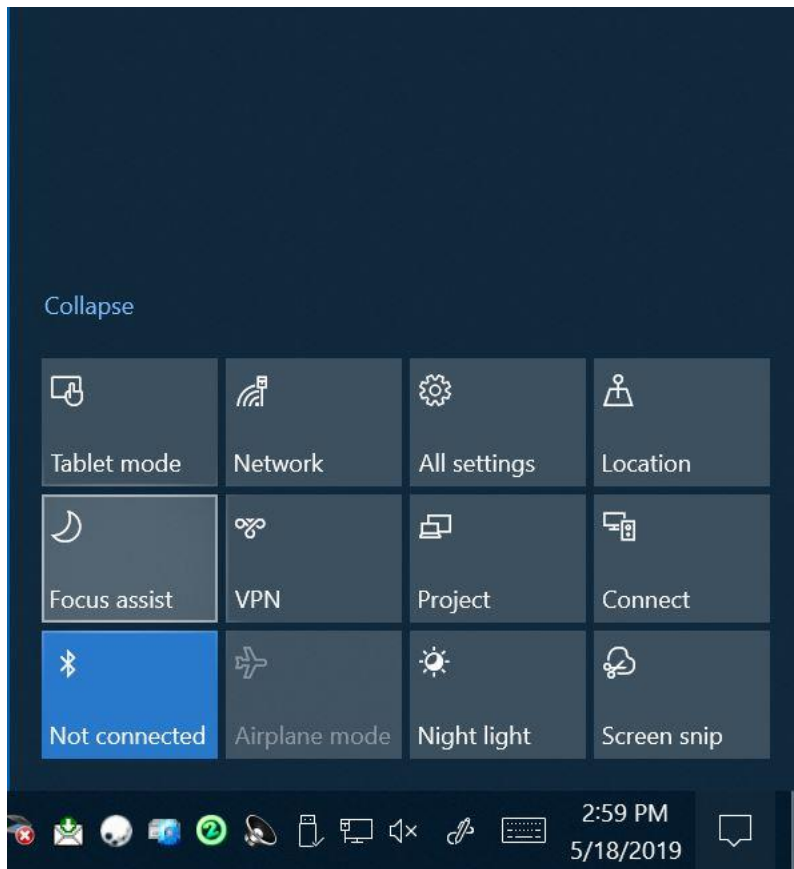
If you “Right Click” on one of the programs in your Program List, you can add or “Pin” that program to your Start Tiles or to your Taskbar across the bottom.



On the right side of your Taskbar you will see several icons These include running programs, System Links, Date/Time and the Notifications Icon.



Clicking on the Notifications Icon will bring up a list of Quick System toggles as well as any System Notifications. Below, you can see an example of the Quick Toggles.



## Mouse Control:

For Reference, the highlighted Blue button is the Primary “Click” Button and the button on the right is what you click when we mention “Right Click”



The same is true on a Laptop Touch Pad. You may or may not see the actual buttons depending on your PC's make and model, but the left and right buttons are located as seen in this image.

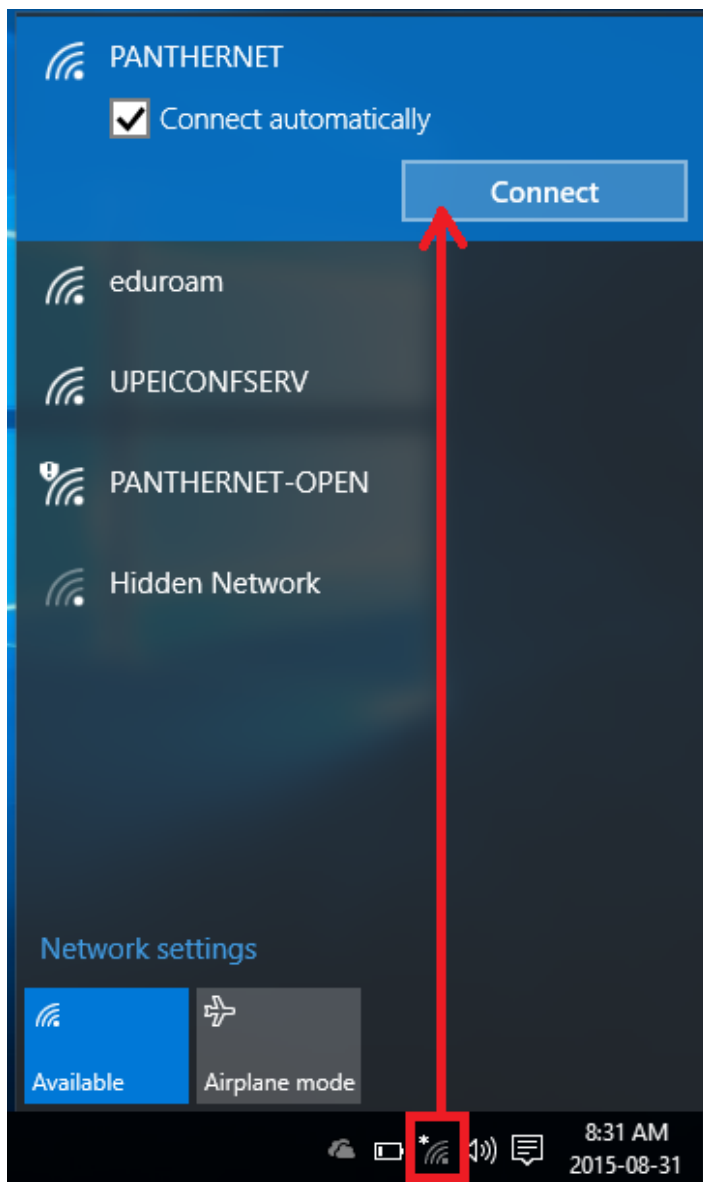


## Connecting to a Wi-Fi:

On the right side of the Task Bar you will see a Wi-Fi Icon.



Right Clicking on this Icon and a list of available Wi-Fi networks will be displayed. You can select which Network to connect to as well as if you want to automatically connect the next time you are within range.

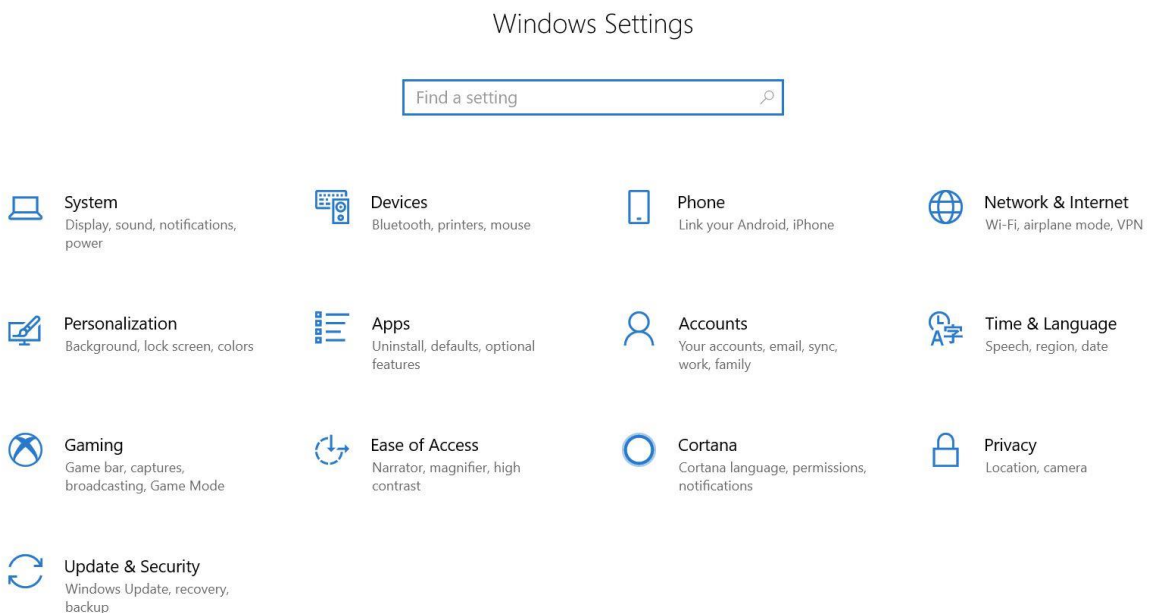


## Access Your Computer Settings:

Click on the Start button in the lower left and then click the Gear Icon to bring up your computer settings.



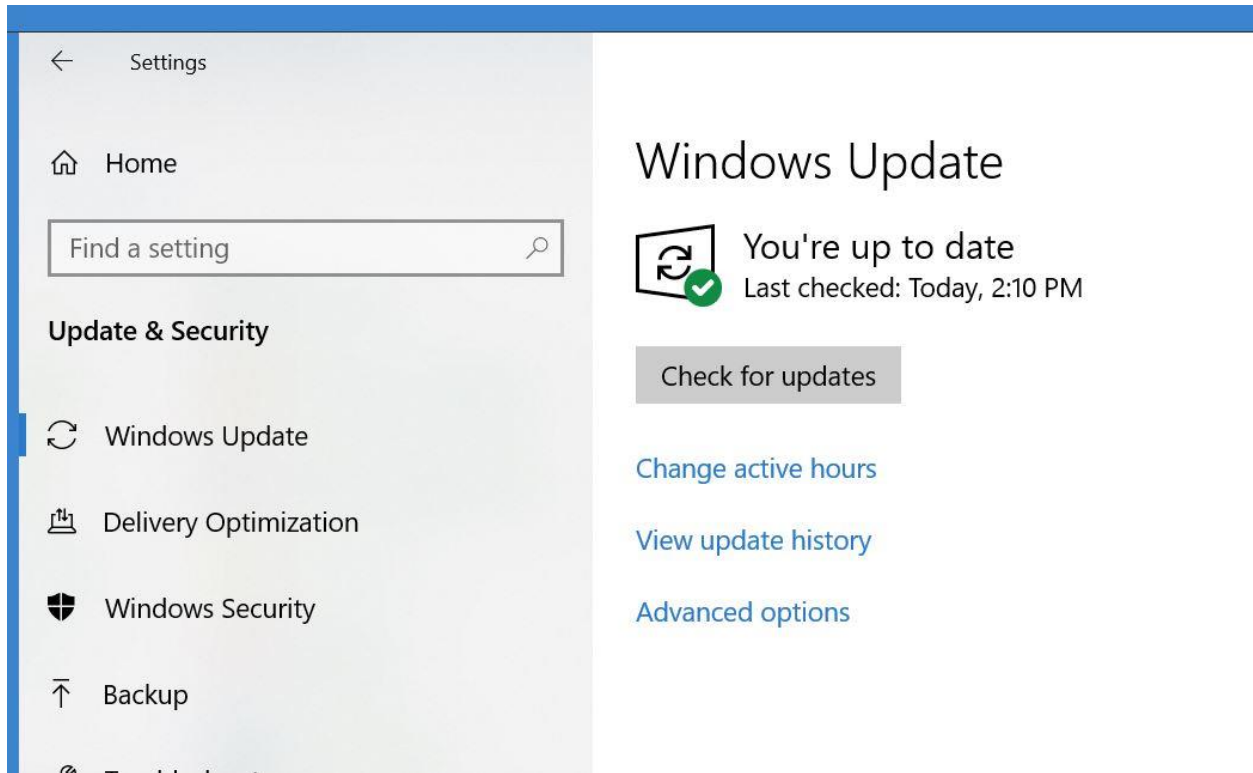
The Windows Settings will appear.



Click on the Updates and Security Icon

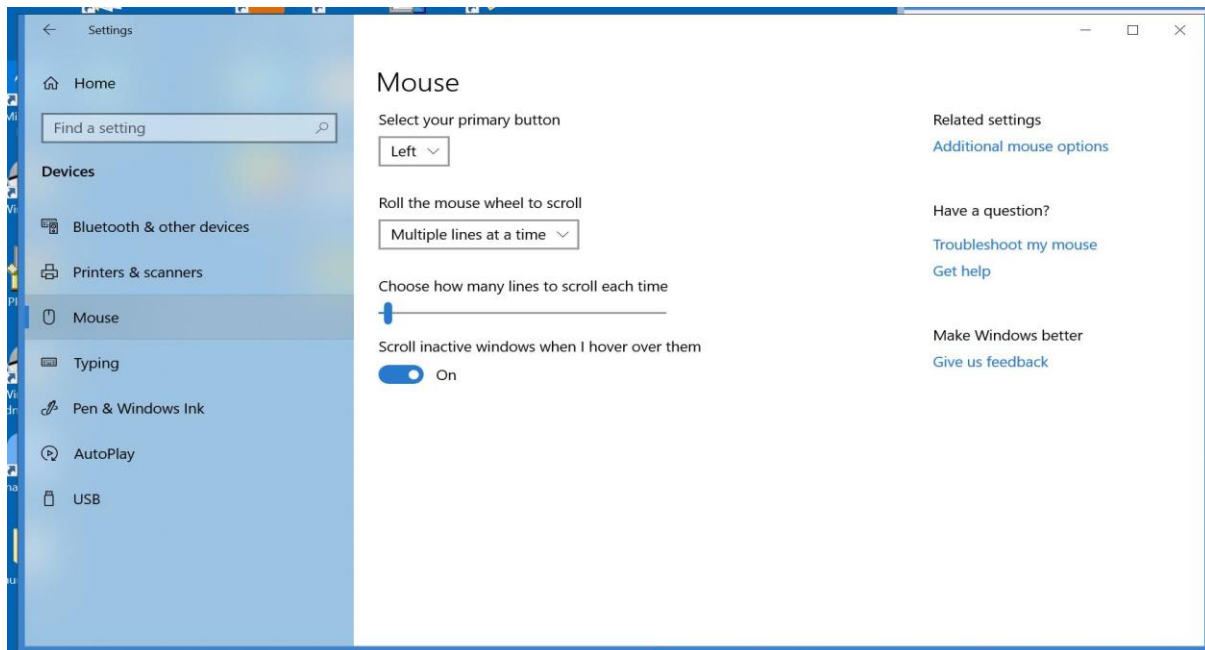


**When connected to a network, you may want to “Check for Updates” to ensure you have the latest Windows Updates for your computer. If any updates are found, just follow the prompts.**

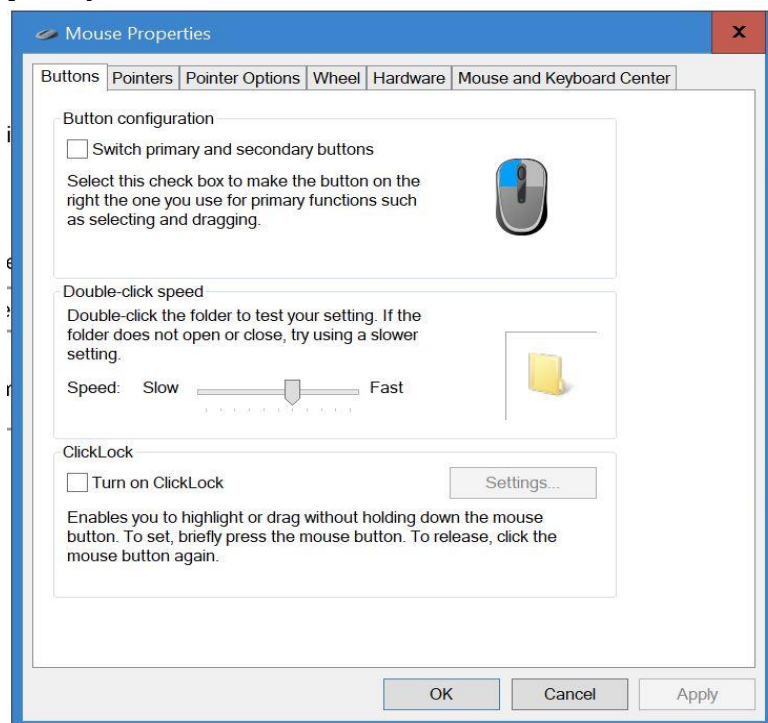


**Click the Home or Back Button and select “Devices”**

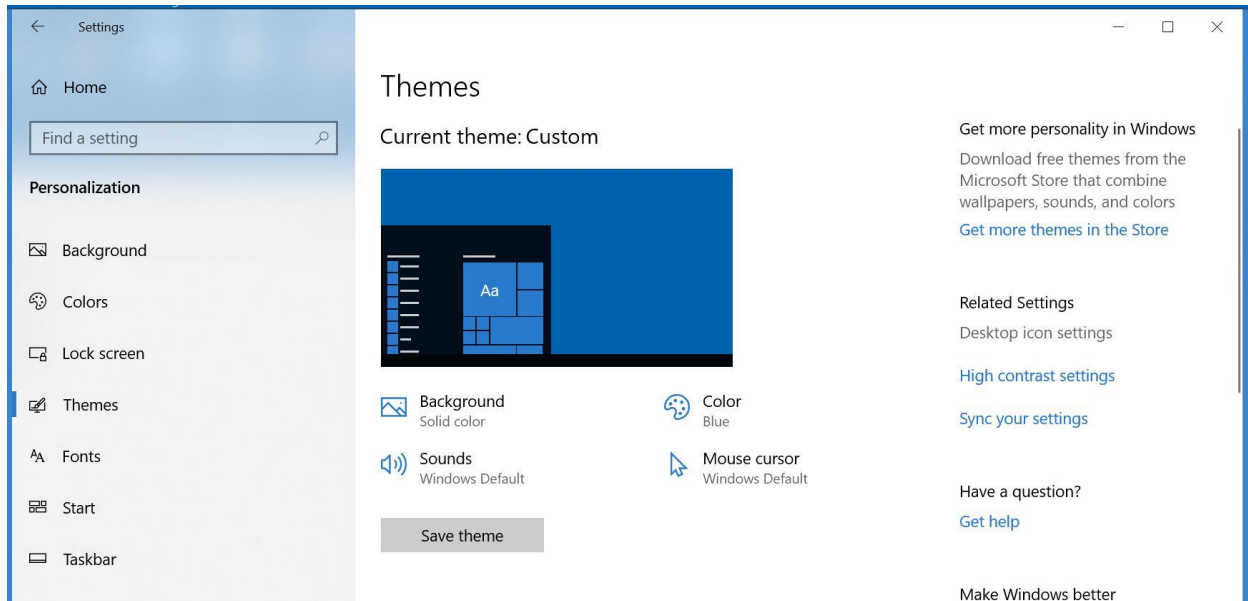
**Then select the Mouse Icon in order to customize your Mouse features**



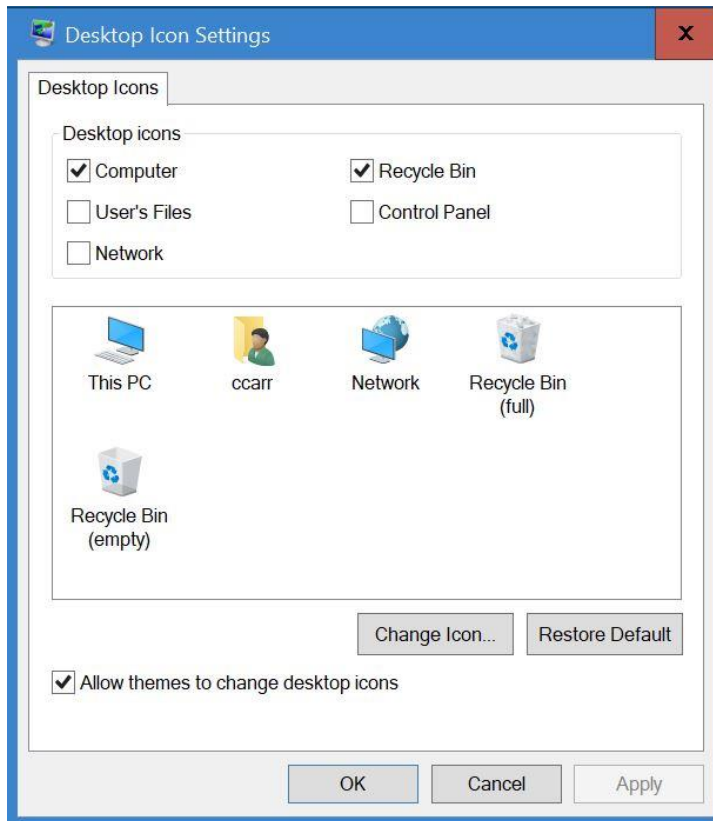
**You can even select “Advanced mouse options” for further control to best suit your preferences.**



## Select the Home or Back button and select Personalization Select Themes and then select “Desktop Icon Settings”



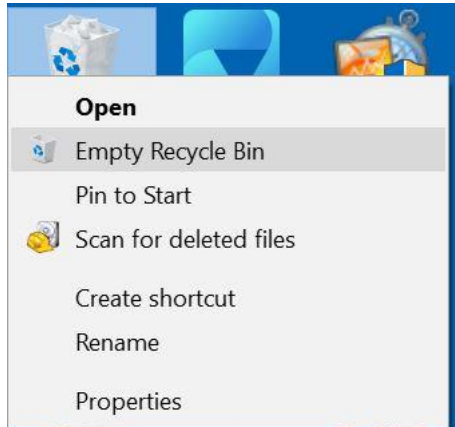
## Make sure to check Computer and Recycle Bin



This will display the following two Icons on your Desktop

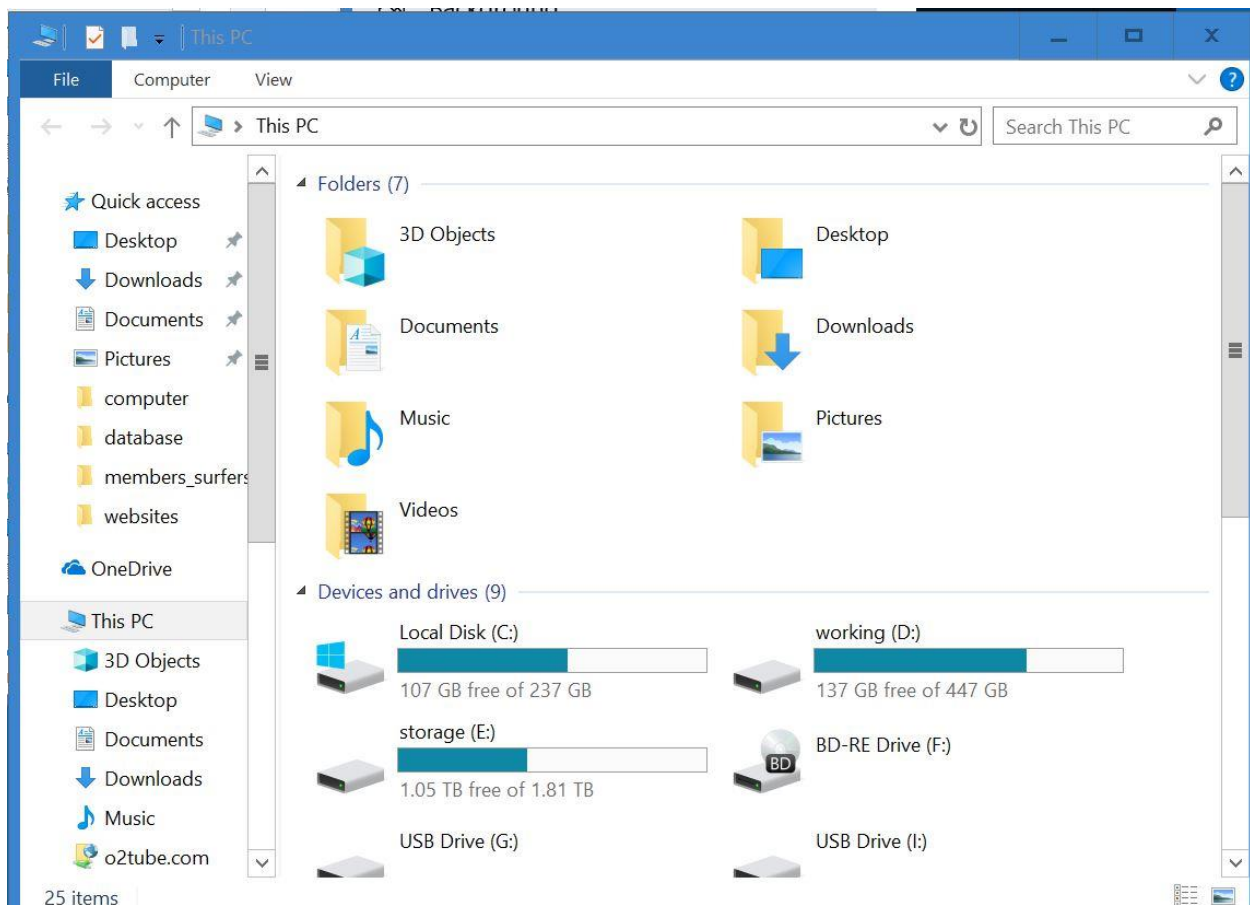


You will periodically want to empty your trash Folder by Right Clicking on the Recycle Bin and selecting “Empty Recycle Bin”



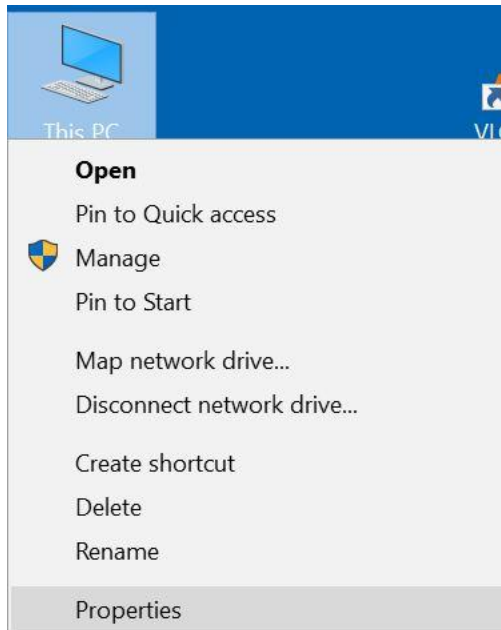
### Quick Access to your Computer Files:

Double Clicking “This PC” will bring up a window displaying your Hard Drives as well as Quick Links to your **Documents** Folder and **Downloads** Folder. These are two very important folders. Many Programs automatically save your files to the Documents Folder and many times when downloading files from the internet, they will be placed in the Downloads folder. If you cant find a file, check these folders first.

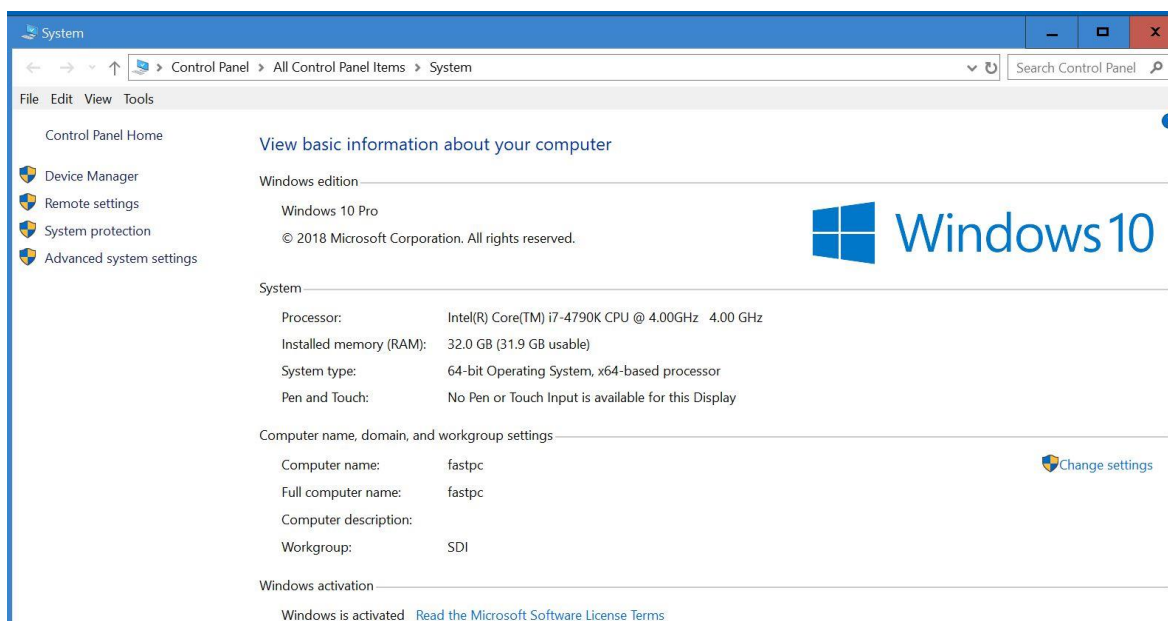


## Additional tools and information about your computer

Right Clicking on “This PC” icon and selecting properties will display basic information about your computer

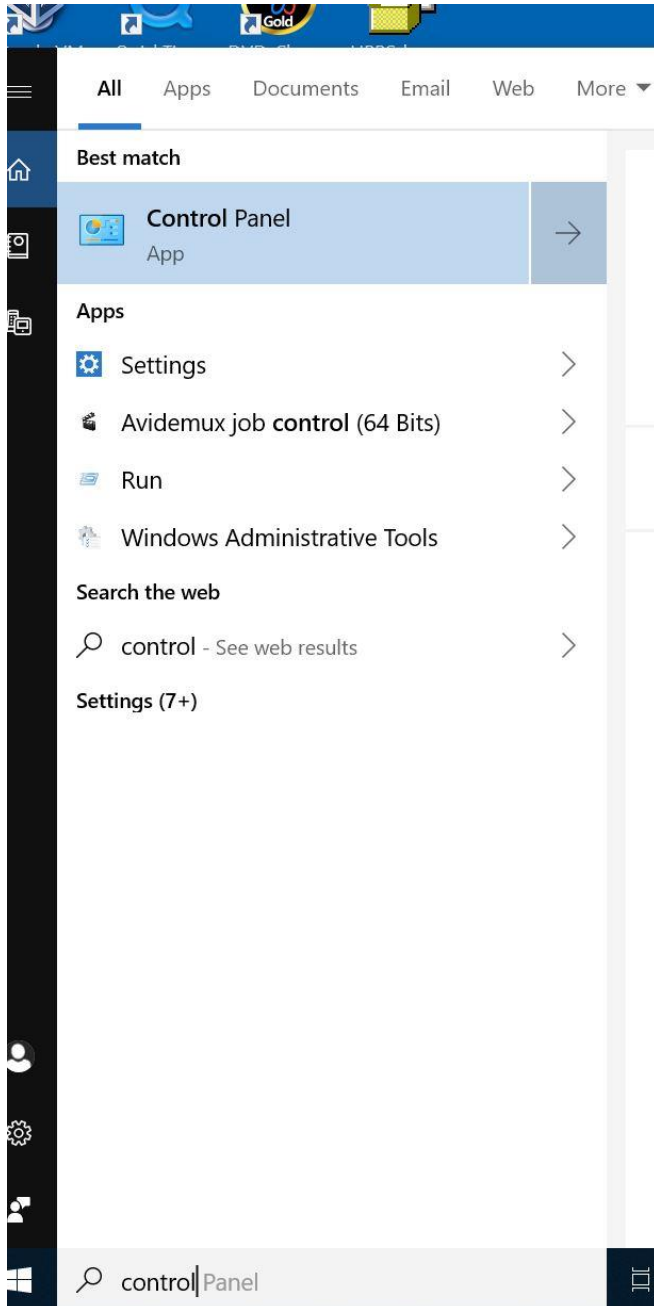


A Window will appear similar to this with details about your computer



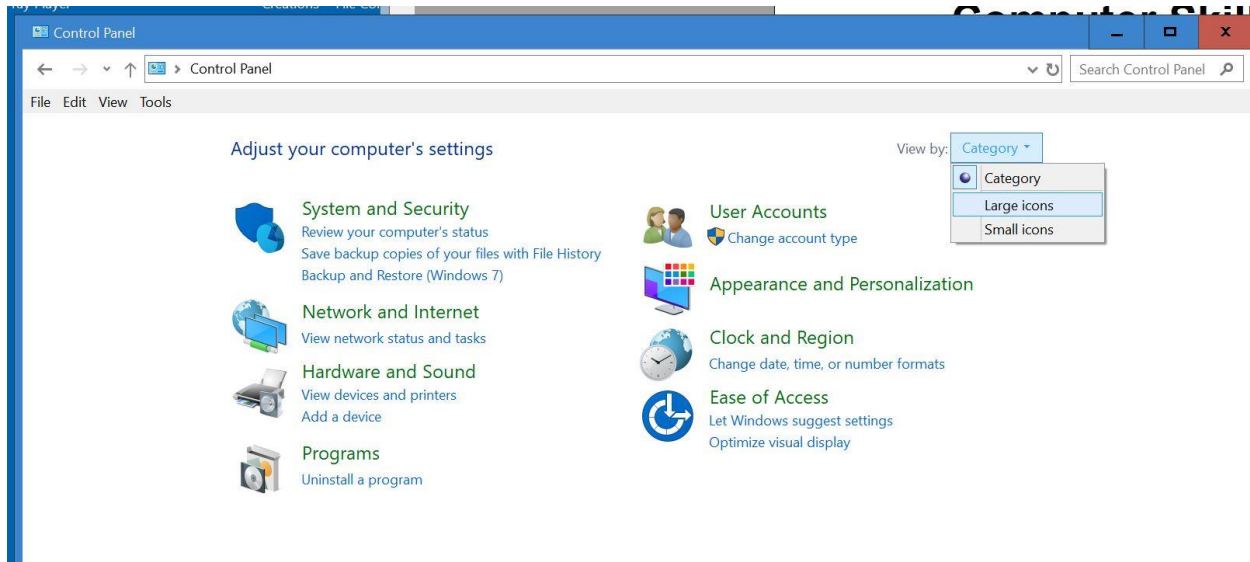
## Control Panel and File Extensions :

Click on the search box in the Task Bar and type Control. Click on Control Panel, when you see it appear.



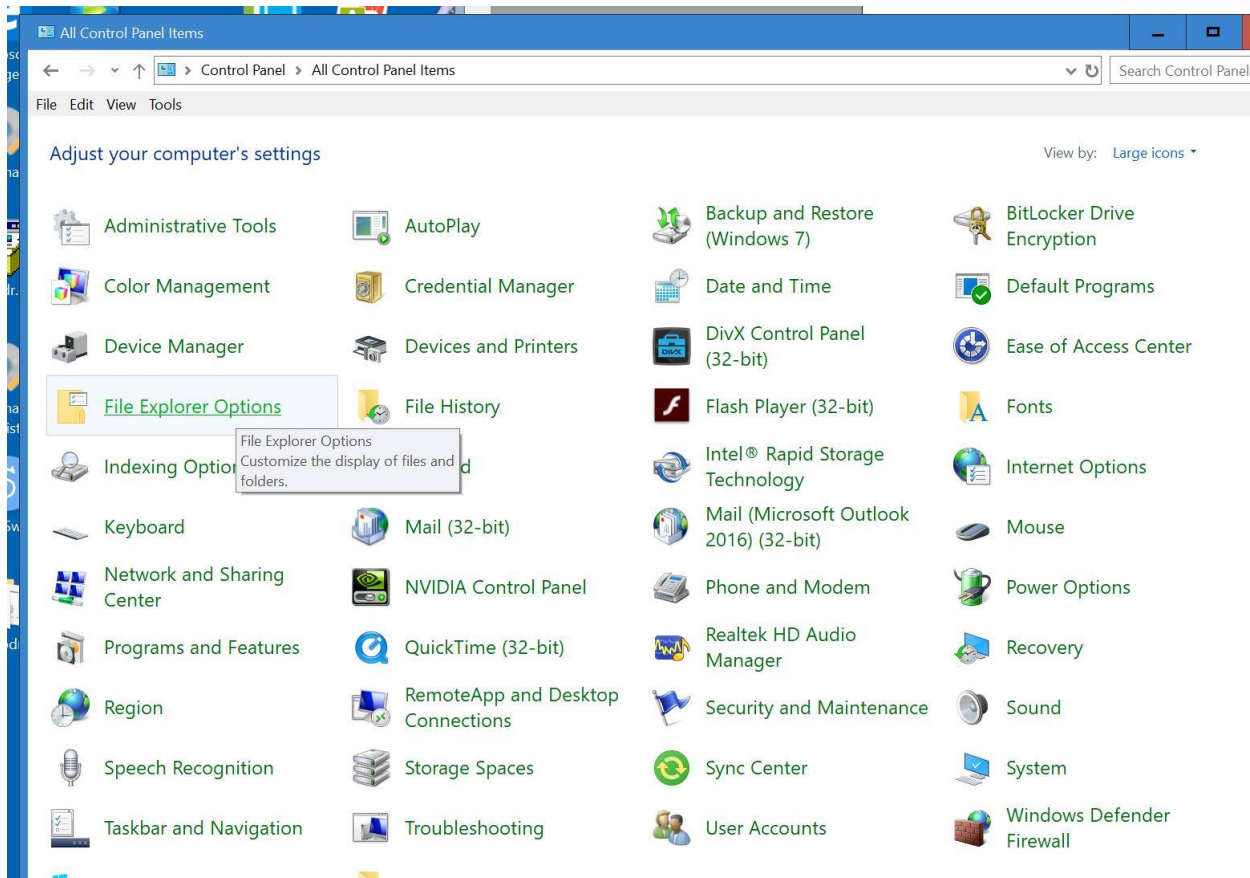


## The Control Panel will open up. Select Category and “Large Icons”

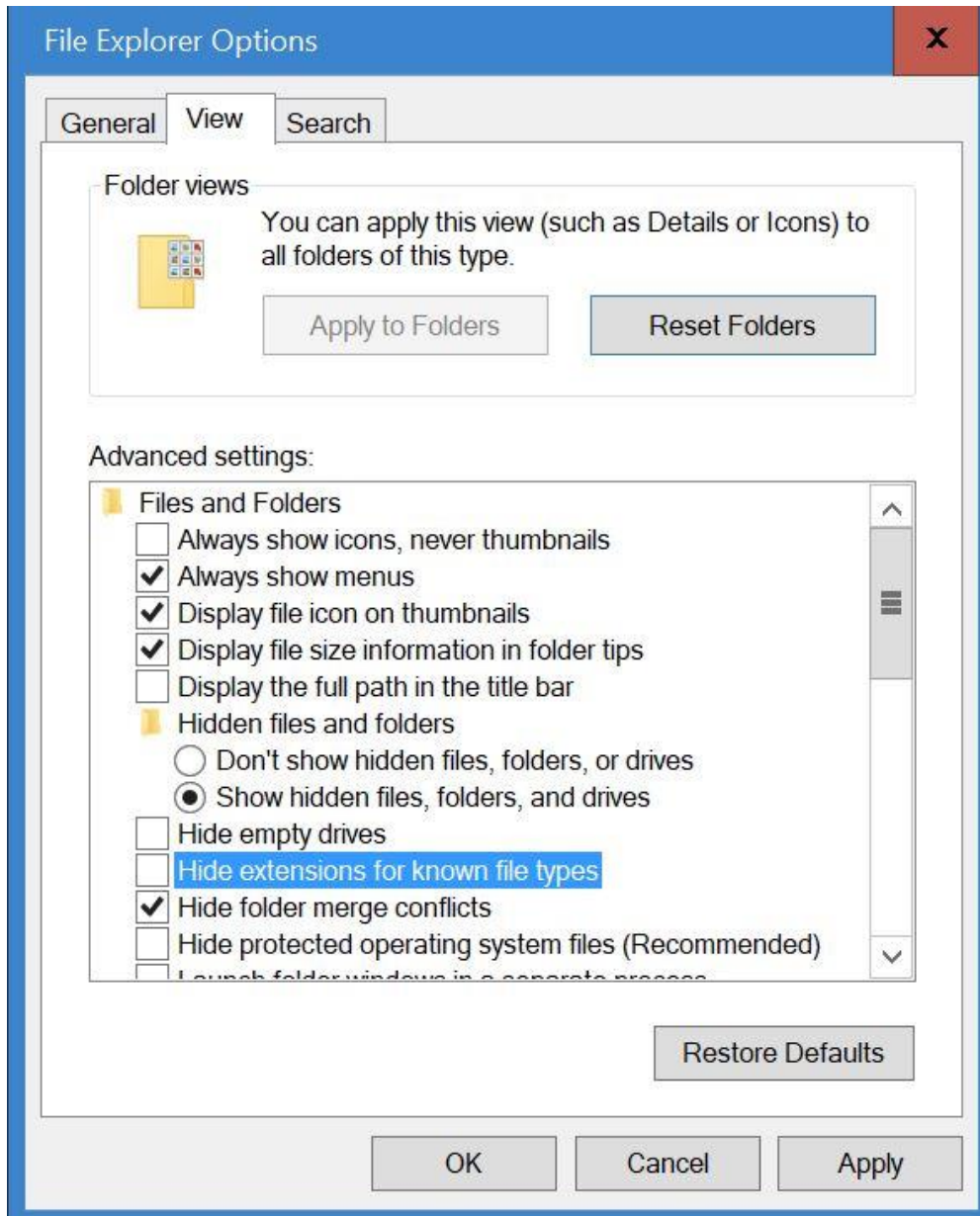


## Select “File Explorer Options” from the extended Control Panel.

*(Please note the extended list of available Computer Settings you now have access to.)*



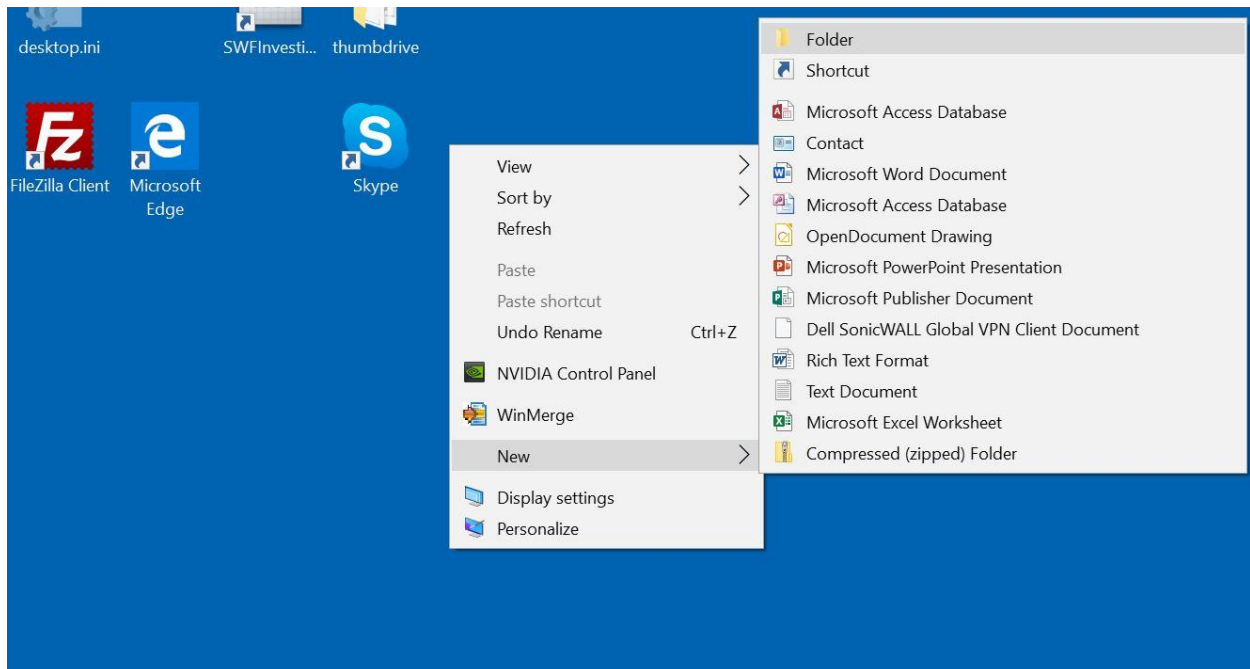
Uncheck the “Hide Extensions for known file types” and click “Apply”. This will allow you the ability to see the complete filenames of the files you are working with.



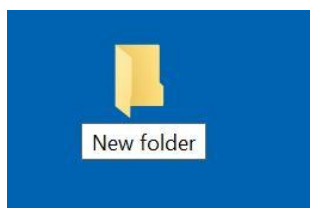
## Creating Folders and Files :

In order to create a New Folder on your desktop or in any location, follow these directions.

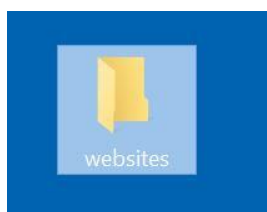
Right Click in an open area on your desktop and select “New”, then select “Folder”



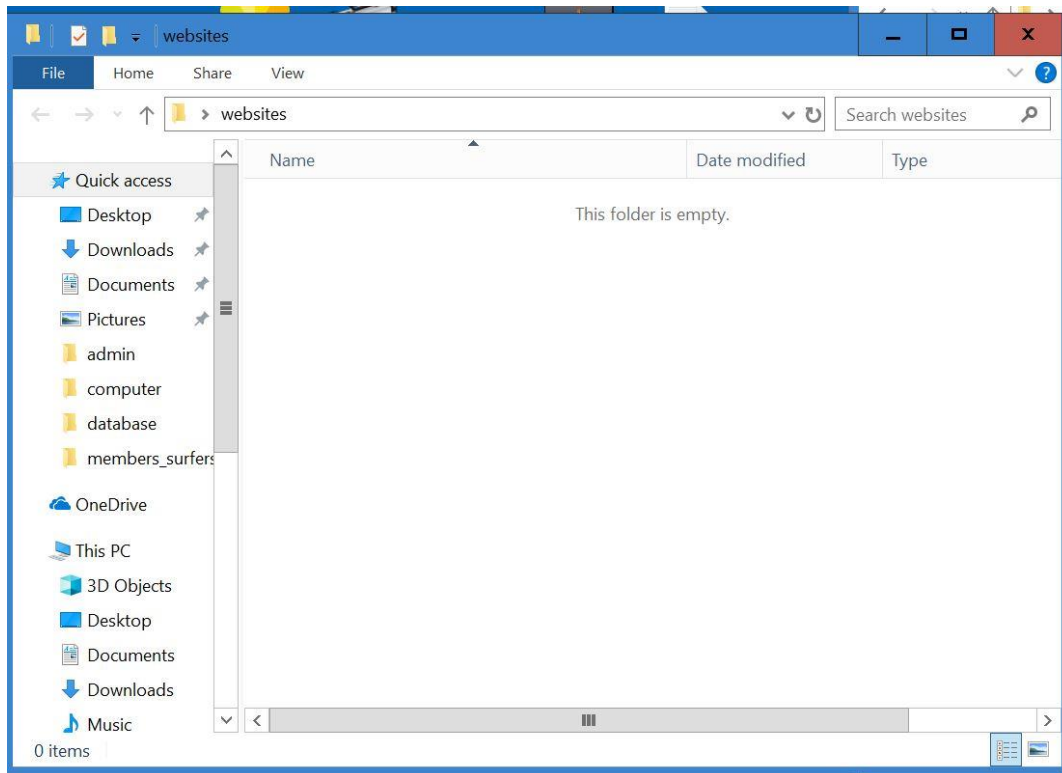
A new folder will be created with a default name of “New Folder”



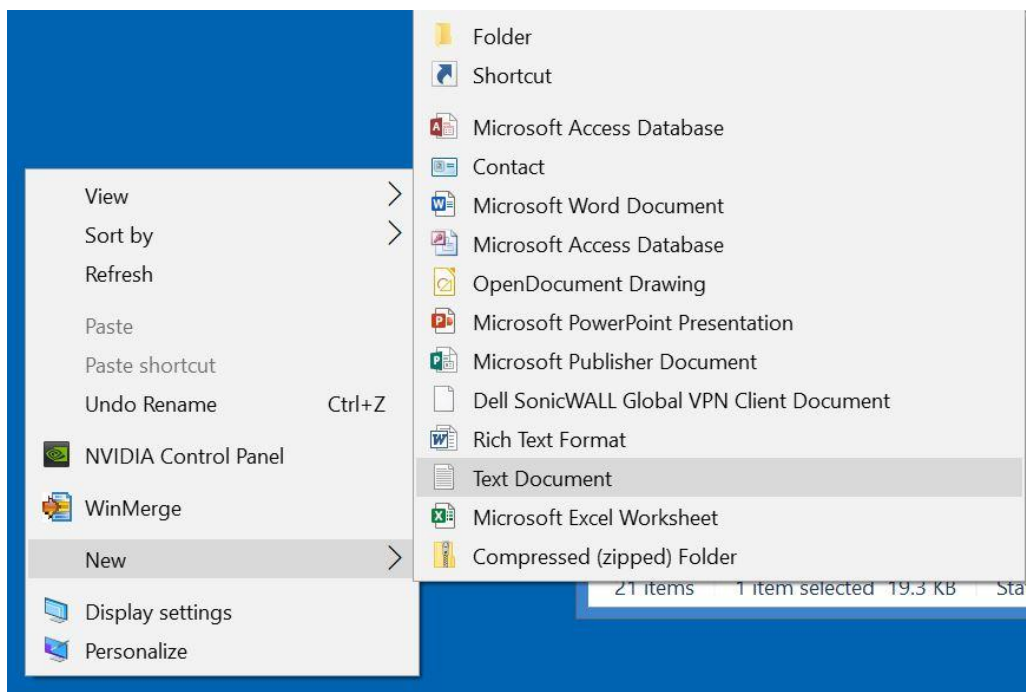
Give your new folder a name, for example “websites”



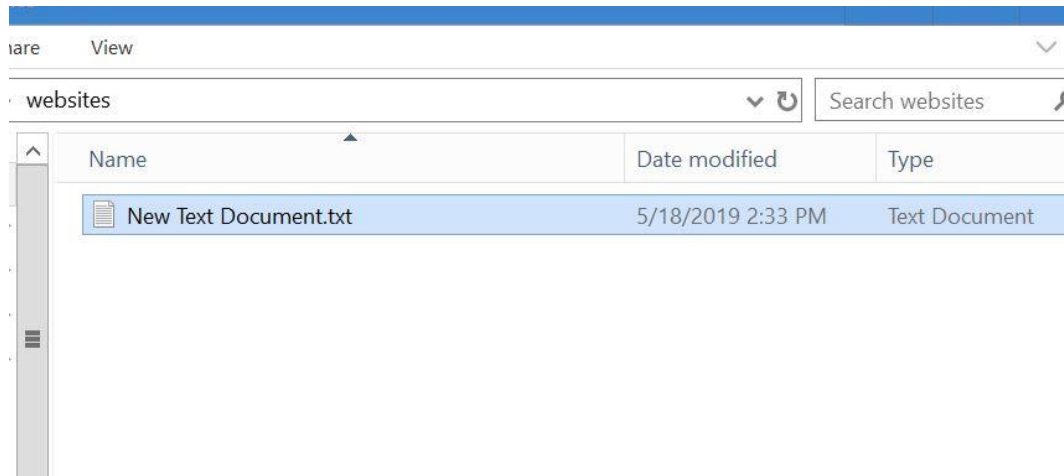
**Double click on your new folder to open it up**



**Right Click in the open space, select “New”, then select “Text Document”**



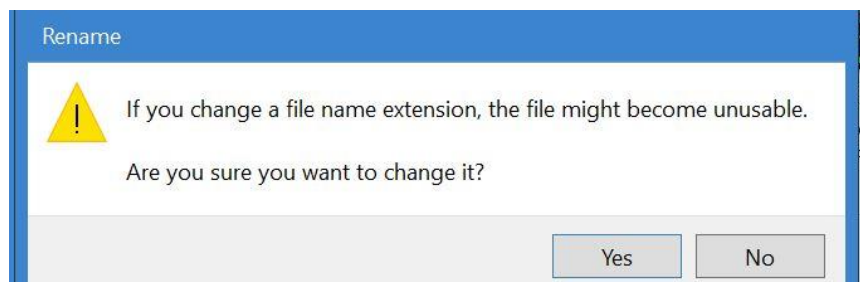
**You will see a new text file created.**



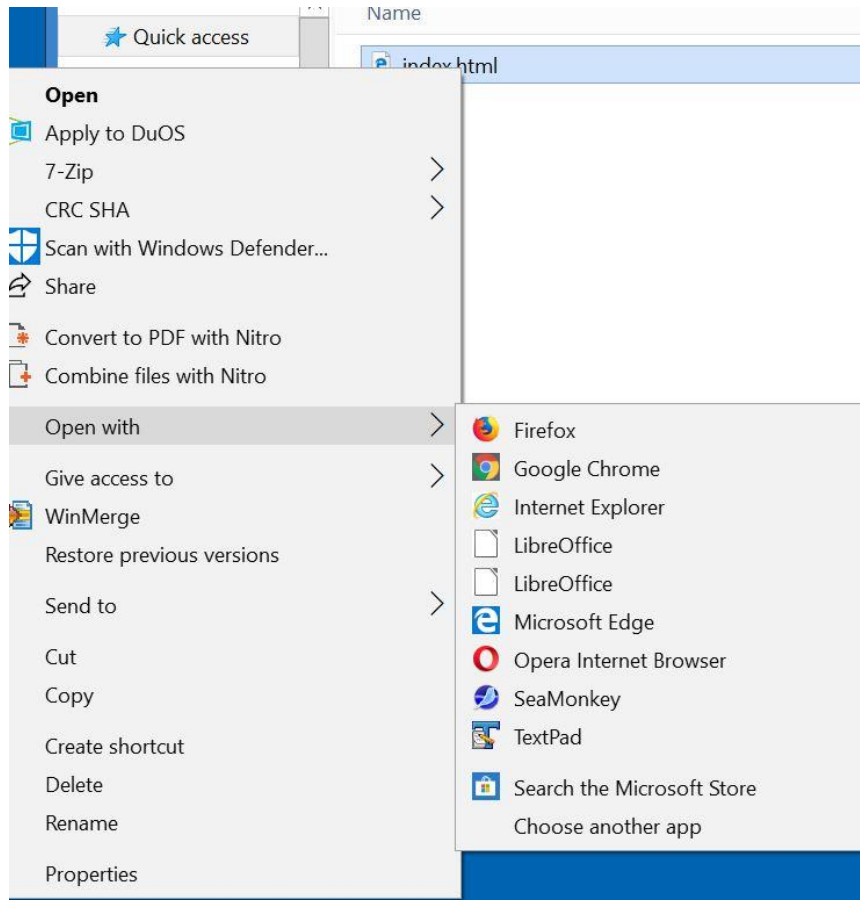
**Give you new file a name and in this case change the extension from txt to html as shown below.**



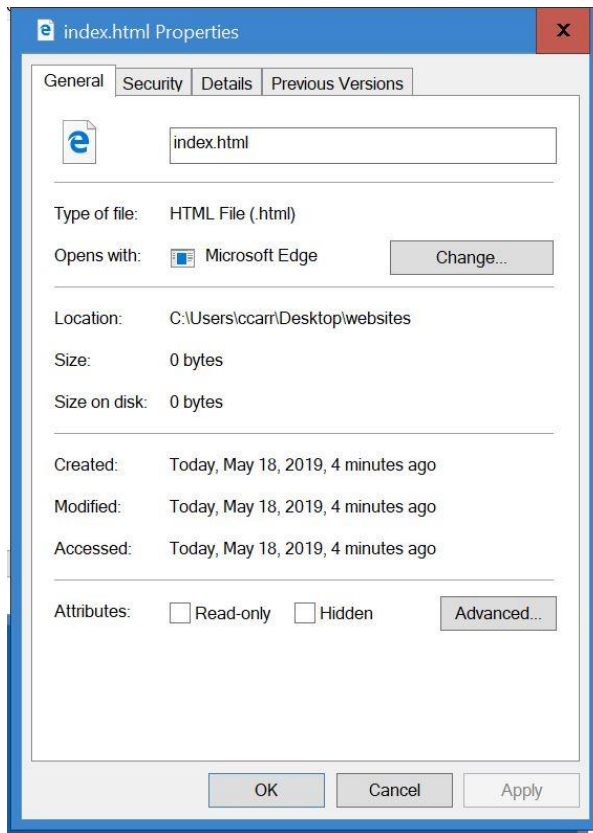
**When changing a file extension, you will see the following warning screen. Simply click the “Yes” button and your new file will be created.**



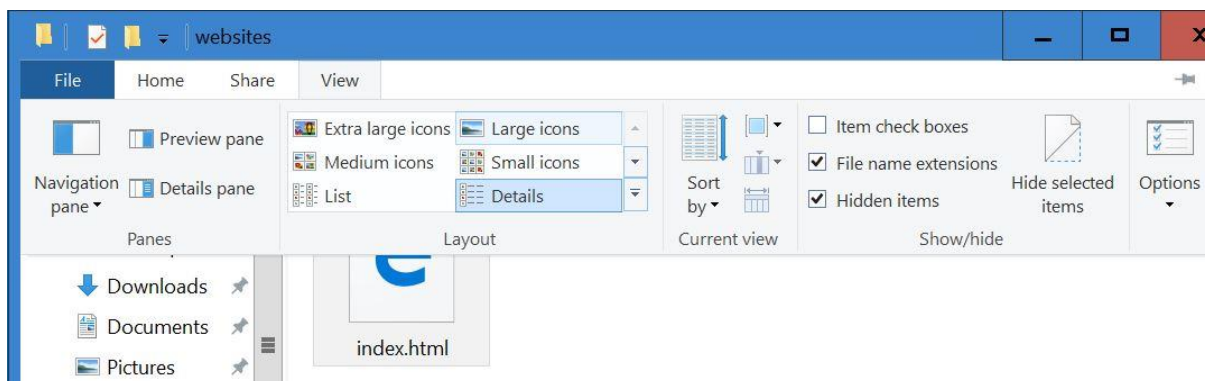
**On any file or folder, if you select it and then click the right mouse button an options menu will come up. Selecting “Open with” will allow you to open the file with various other programs. For example you may want to view the file in Firefox or Chrome to see how it is displayed in those browsers. Or you may want to open the file with other Text editors.**



**You also may want to select “Properties” at the bottom of the option pulldown in order to view detailed information about the file selected.**

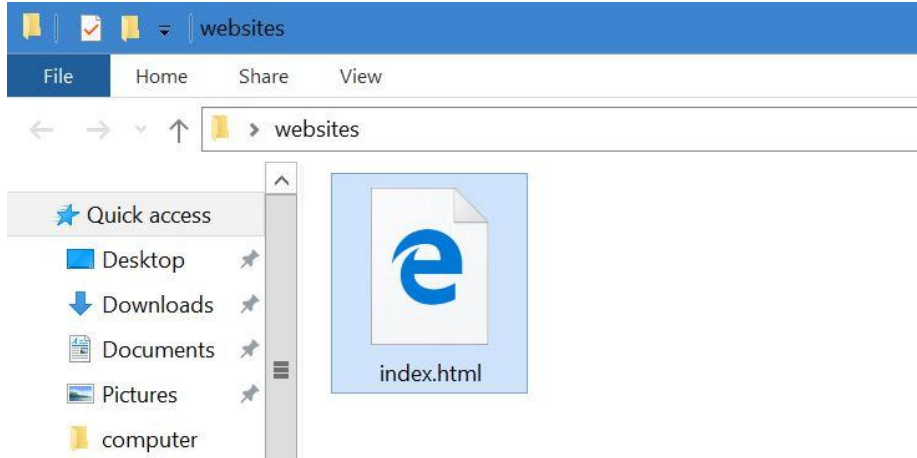


**Selecting View at the top of the Folder window allows you to change the view type. In this case, we are changing it from “Details” to “large Icons”**

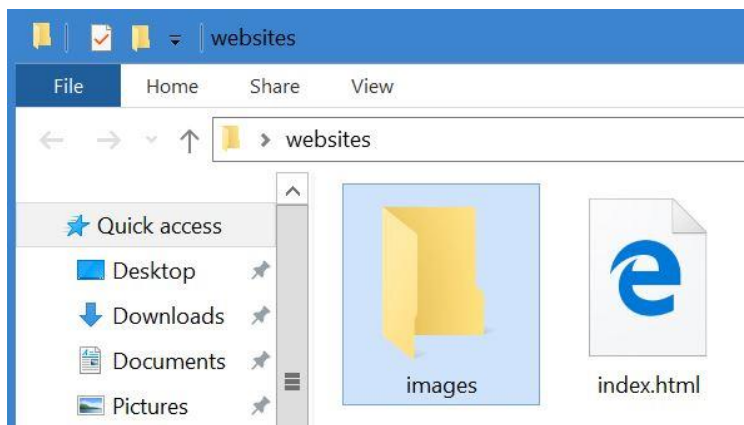




**Then you will see an Icon view of the file and/or a preview of the file**



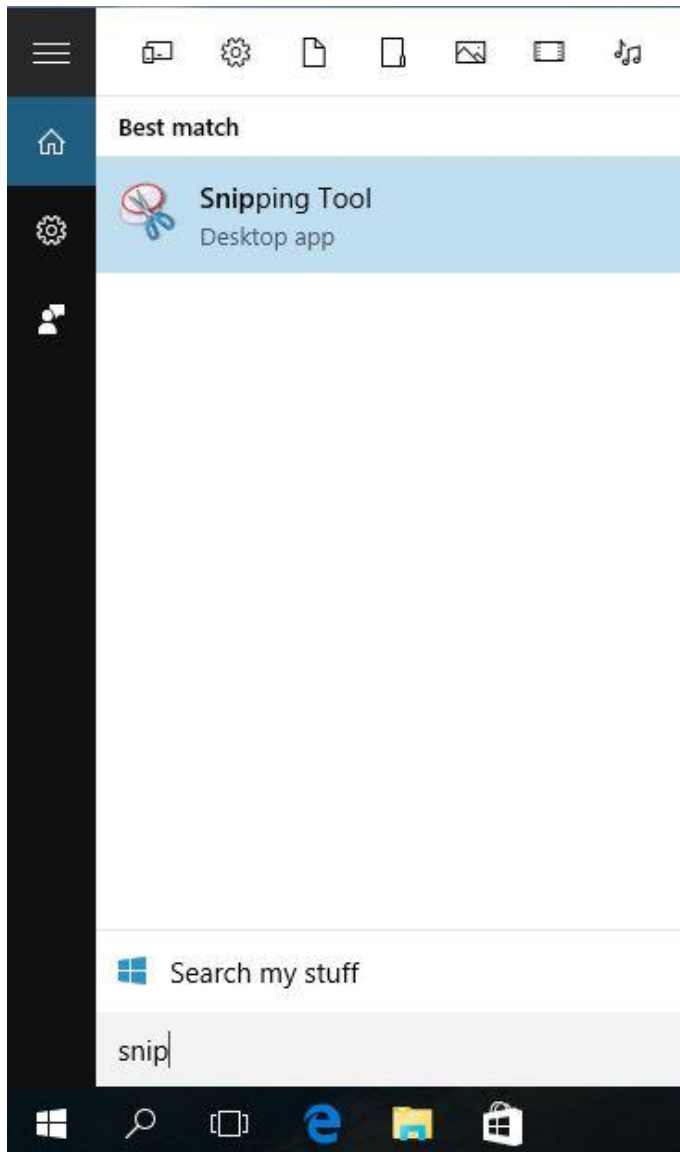
**Create another folder in your Websites folder and name it Images. This can be a place for you to store your images that you create or download so they are easy to find.**



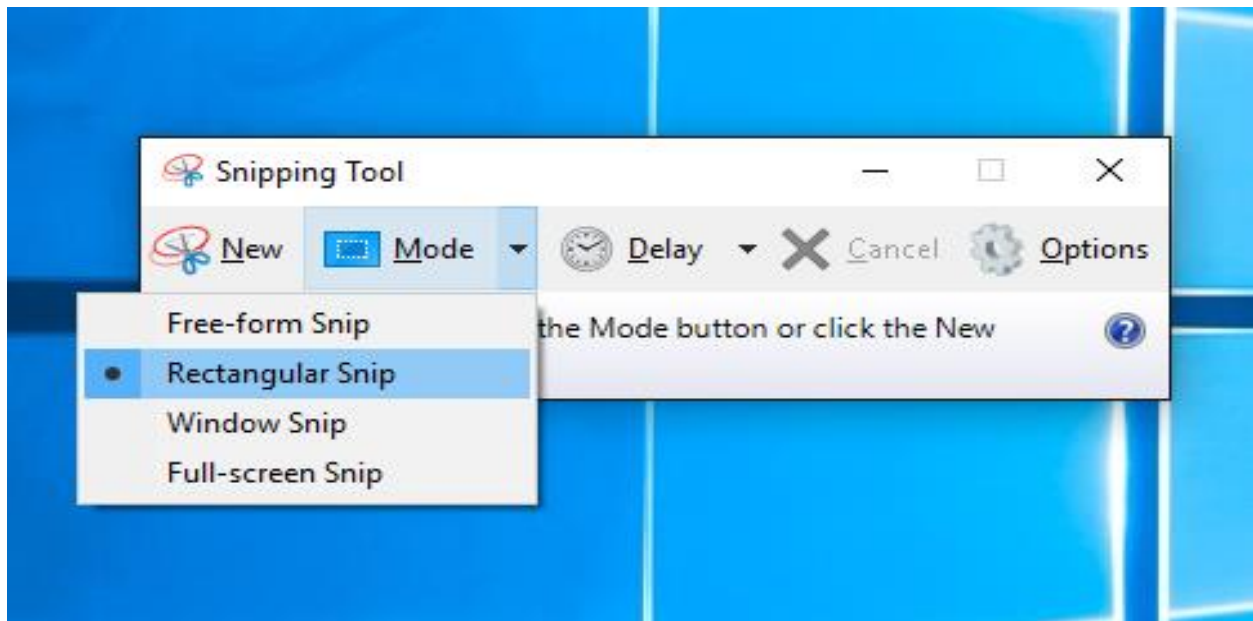


## Creating and Saving Images :

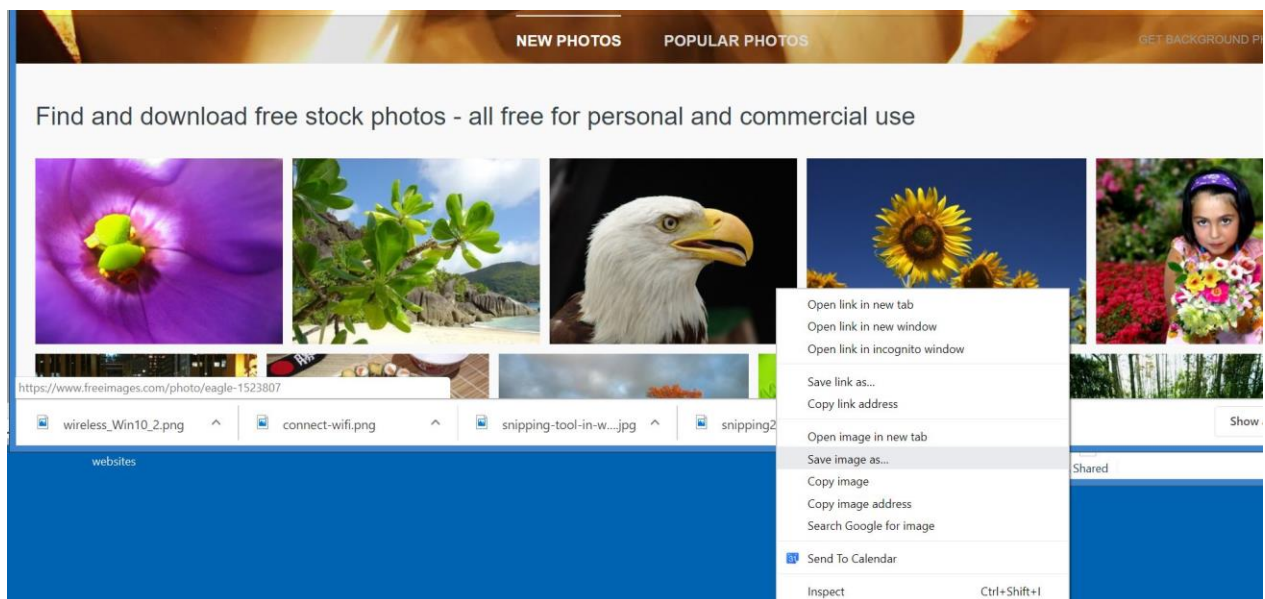
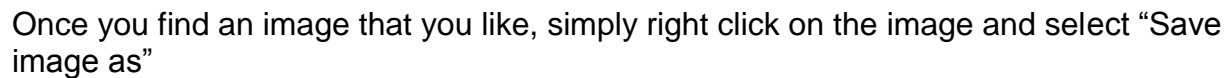
Windows features a built in screen capture tool called the “Snipping Tool” . Located under the Start, Windows Accessories tab or you can start typing snipping in the search box in the taskbar and Windows will display the app. Click on the app in order to run the program.



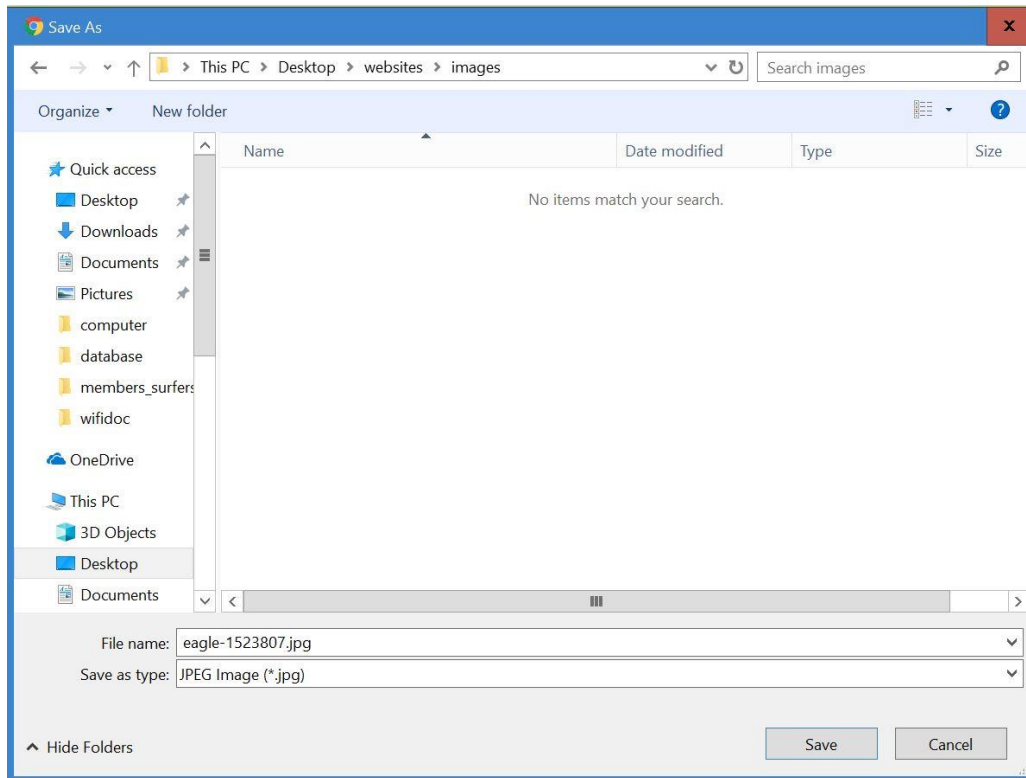
Although a simple screen grab utility, it offers many useful features to capture any of your screen content in order to quickly make images. Once captured, simply save the image to your “Images” folder



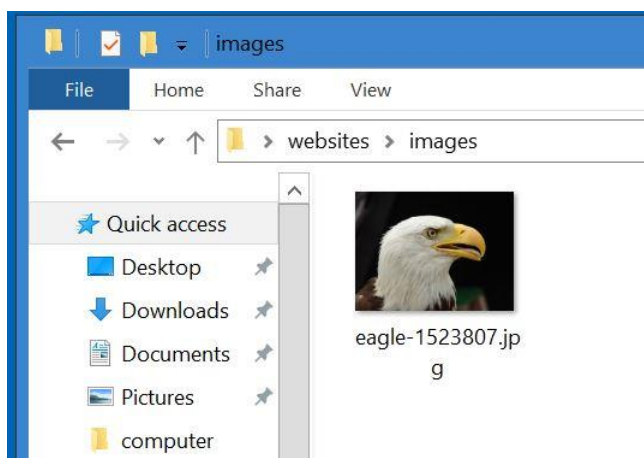
Perform a search for free images and select a site that looks good to you or select the images tab on the search results.



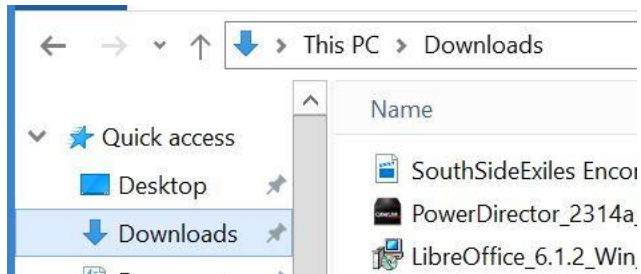
Browse to your images folder and select the “Save” button.



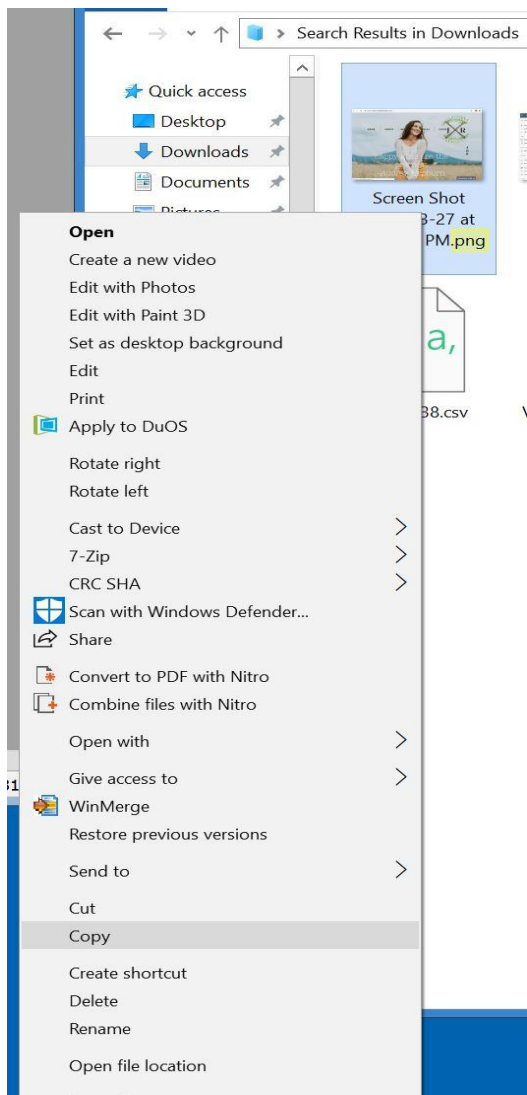
Navigate to your images folder and you will see a preview of the saved image or the filename.



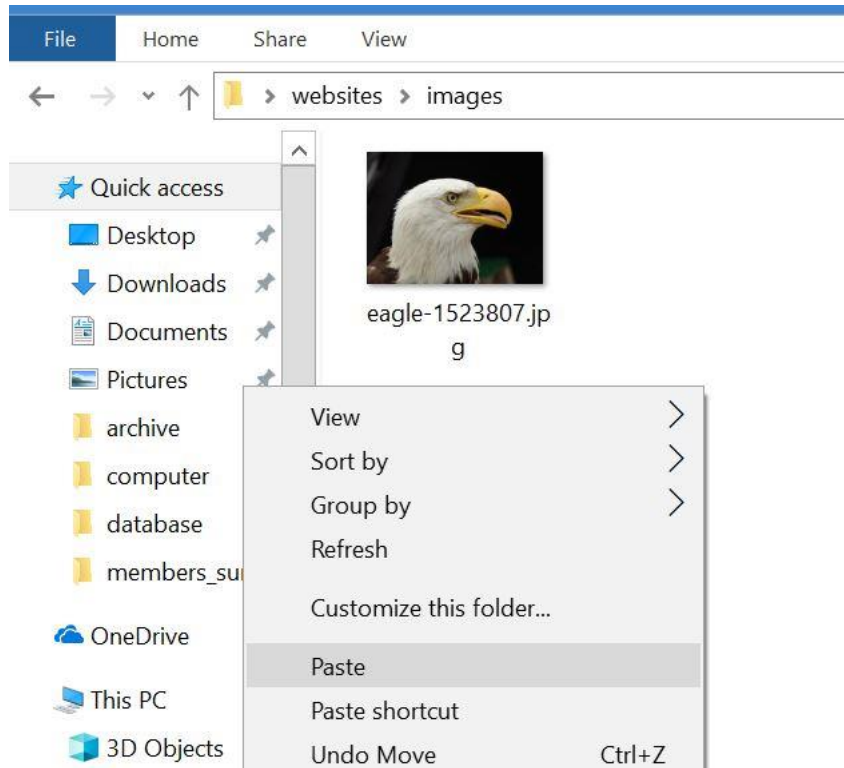
If you do not select a specific folder to save the image, it will be saved into your Downloads folder.



Navigate to your downloads folder by clicking “This PC” and selecting “downloads”. Locate the file you want to move to your images folder. Right click on the image or file you want to move and select either “Copy” or “Cut” Using “Copy” creates a copy of the file while using “Cut” allows you to move the file.



Now, navigate to the folder you want to place your file, right click and select paste



Your selected file will now be placed in the new folder.