Hardware--is a term for the physical parts of the computer. The computer consists of four basic pieces of hardware.

The Monitor

The monitor displays the content and the operations of the computer. When purchasing a monitor now you can choose whether you want to pay a little more for a touch screen.

The Keyboard

The keyboard is another input device that lets you communicate with the computer.

The CPU

The "brains" of the computer. An electronic device comprised of millions of electronic components that carry out basic functions on your computer.
It houses the motherboard, central processing unit (CPU), power supply, and more.

The Mouse

The mouse is a hand held device that lets you select, open, move and change items on the computer screen. You use your mouse to "point and click" on the computer screen. Nowadays you can purchase a wireless mouse if you want.

All-in-One

New computers are often an All-in-one which means that every component is housed in the same case as the monitor except the mouse and keyboard. Laptops are often able to be used like a tablet also.

Starting the computer (Booting up the computer)

Turn the computer on by pressing the power button. The power button is usually located on the front of the CPU. It

will take a couple minutes for the computer to start and load the programs. Depending on how your computer is set-up you may or may not have to log in with a user name and password.

If you had manually turned the monitor off, you will have to turn it back on. The power button for the monitor is usually in the bottom right corner. It will come on automatically when the computer boots up if you did not turn it off manually.
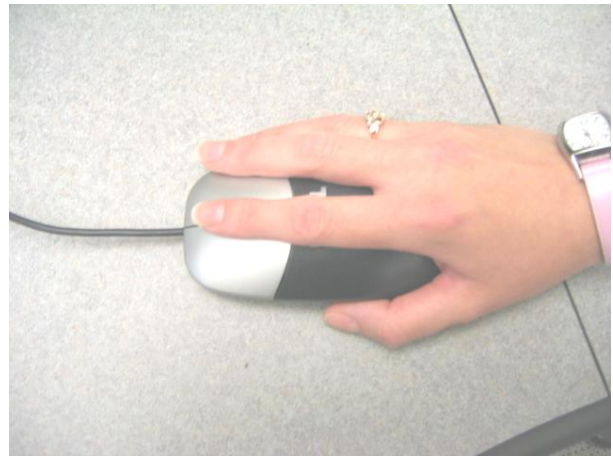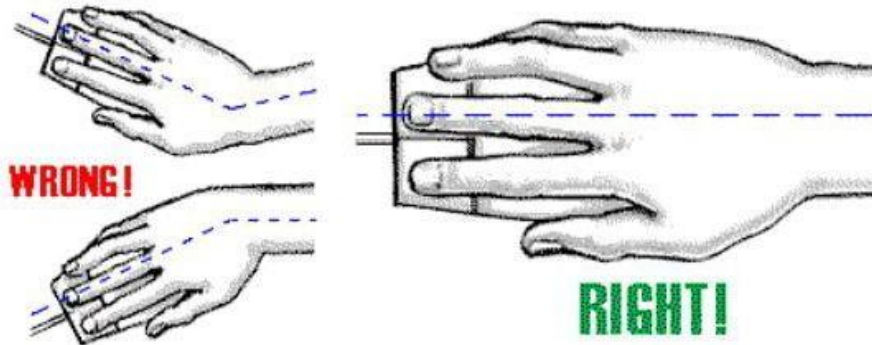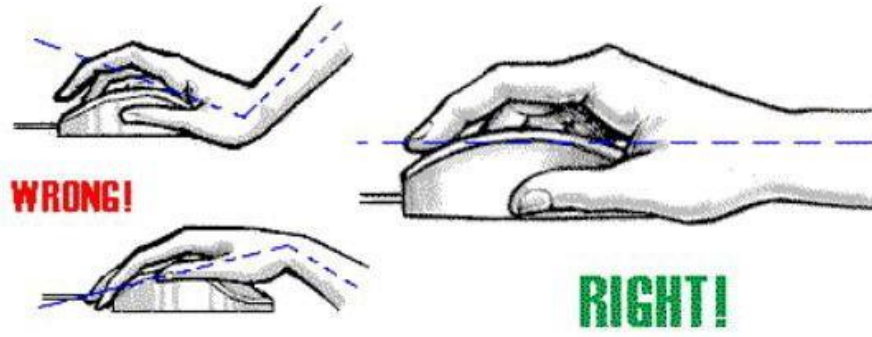
Power Button

Holding the Mouse

The index finger rests on the left mouse button and the middle finger rests on the right mouse button.

To use the scroll wheel, move your index finger over and roll the wheel.

WRONG!

RIGHT!

WRONG!

RIGHT!

Mouse Buttons

The mouse has two buttons: the **left** and the **right.** The **left** is the main button used to single click and double click most items. The **right** mouse button will only open up a menu to tell you more about an item.

Put the mouse pointer on the blue E for Internet Explorer and **right** click once. You will see a menu of things you can do with this item. To select something from the menu **left** click on the item one time.

NOTE: Make sure to hold the mouse firmly and as still as possible when doing any type of clicking.

Single Clicking

If you click the **left** mouse button once this is called "single clicking." Single clicking is used to select an item on the computer screen, click buttons in programs, and links in web pages. A single **right** click will give you a menu.

Double clicking

Two quick clicks with the index finger on the **left** mouse button makes a "double clicking" motion. This move is used to open programs and files. Be sure to hold the mouse firmly and just move your index finger to perform this action.

Note: If it is hard for you to do double-click, do these two steps:
- Single click on an item
- Hit Enter button on your keyboard

Click and Drag

If you put the mouse pointer on an object, click and hold the **left** mouse button, and then move the mouse the object will come with you as you move. This is called "click and drag." You can also put the mouse pointer in the corner of a window and click and drag to make the window bigger. Click and drag is used to move objects, resize windows, or highlight text.

Practice Mouse Skills – Solitaire

Click on the **Start** button at the bottom left corner of the screen. Locate the **Microsoft Solitaire Collection** tile, and left click your mouse.
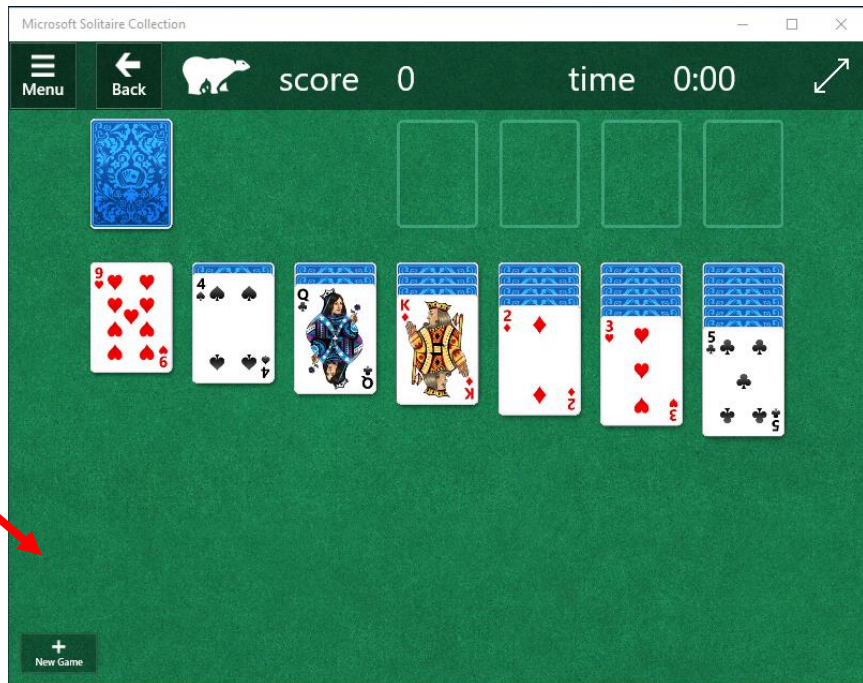
To play a classic game of solitaire, choose **Klondike Solitaire.** Click on the **Games** folder. Choose **Solitaire** from the list.

Note: If you do not have any games listed under the Games folder on your home computer you will have to enable this feature by going to **Start** > **Control Panel** > **Programs and Features** > **Turn Windows features on or off** > and check the box next to **Games**.
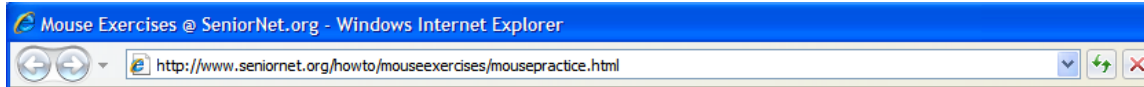
When the game comes up, practice your mouse skills by clicking and dragging the cards around.

To start a new game, click on the **New Game** Icon in the bottom Left corner.

Practice Mouse Skills – Websites

Type these website addresses into the address bar of Internet Explorer. The content on these sites will help to refine your skills.
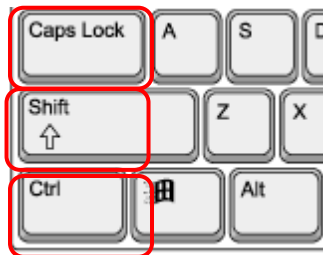

http://www.pbclibrary.org/mousing/mousercise.htm
http://www.pbclibrary.org/mousing/games.htm
http://www.mouseprogram.com

typingclub.com will allow you to practice your typing skills.

The Keyboard

A computer keyboard is very much like a typewriter keyboard, but it has some extra keys.

The **ESC** key in the upper left corner will close any menus you have opened but do not want to select an item from. (Try opening the **Start** menu and then click on the **Esc** key.)
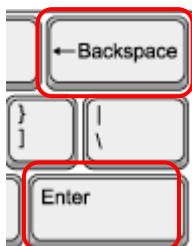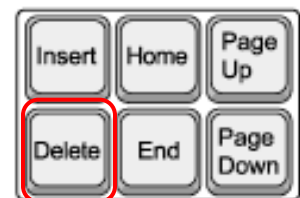
The **Caps Lock key** is used in typing. Pressing this key once will make all letters you type CAPITALIZED. Press the Caps Lock key again to turn off this feature.

The **Shift key** is used in typing to make one capital letter. To capitalize a letter, press the Shift key and hold it down, then press the letter you want capitalized. Release the Shift key and continue to type.

The **CTRL** and the **Alt** key are in the bottom left corner, which are used in conjunction with other keys to perform various functions.

The **Delete key** is used to remove text you have typed that is to the *right* of the cursor or to send selected items to the Recycle Bin.

The **Backspace key** is used to remove text you have typed that is to the *left* of the cursor.

The **Enter key** gives a new line (like a carriage return) when you are typing. At other times the **Enter** key works like a left mouse click.

Hardware vs Software

A piece of hardware is a mouse, keyboard, monitor, or digital camera. Hardware requires software to work. A piece of software is an application (program) that is a set of instructions that tells the hardware what to do. (i.e. Microsoft Word, Chrome, and Internet Explorer). We deal with software on a daily basis which fall into two categories: operating system and applications.

Microsoft Windows

Microsoft makes the Windows operating system used in many computers. The operating system is a set of instructions that tells your computer how to run and how to manage the different programs that you install. There are several versions of Windows currently in use including Windows 7, Windows 8, and Windows 10 which is the newest. When you install a newer version of your operating system, you "upgrade" to the more recent version.
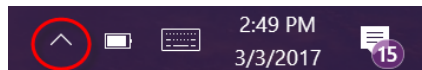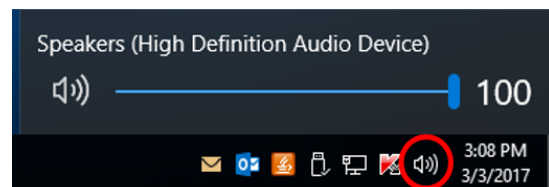

Task Bar

The taskbar is usually found at the bottom of your desktop screen. The taskbar will show items that are open. Selecting the **file folder icon** on the taskbar will bring up File Explorer. This is where you can find all of your file storage locations on your PC. You can also pin items to your taskbar so they will always be there. To Pin an item to the task bar, go to the start menu. Scroll through your apps until you find the app you are looking for. Right click on the app and rest your mouse on more a new menu will appear, click on pin to taskbar. To unpin an app from the taskbar, right click on the app on the taskbar and choose unpin.

System Tray

The system tray of your desktop area has icons to indicate which programs are running in the background. The more programs you have in this area, the longer it

takes for your computer to boot up. Place your mouse cursor over top of the icons to see what they are. (**Don't click. A small explanation box will pop up**.)

Volume Controls – The speaker icon will open the volume controls. Single click on the icon to make a quick volume change. Click and drag on the bar to raise or lower the overall volume, or click on the button to mute all sound.

Hidden Icons – There may be other icons in your   system tray that are not being displayed at all times. To see those
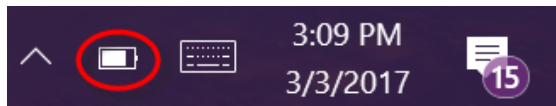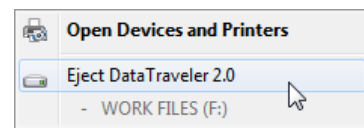
other icons, click on the Up arrow to the left of the icons. The other icons will appear in a window above the Up arrow.

Antivirus Software - The Norton antivirus program can look like a yellow shield. AVG looks like this: If you have a different antivirus program you will have to look through the icons to see which one it is. To see options for using this program, either right click on the icon to see a menu or double click on the icon to open the program window. (Remember to keep your antivirus program up-to-date!)

External Hardware – Another icon you may run across in your system tray quite often is your external hardware icon. This icon only shown when you have a piece of external hardware plugged in. Examples include things like flash drives, digital cameras, external hard drives, etc. When it's time to remove the device, it is recommended that you tell the computer to stop the connection with the device. That way your hardware isn't damaged when you pull the device out.
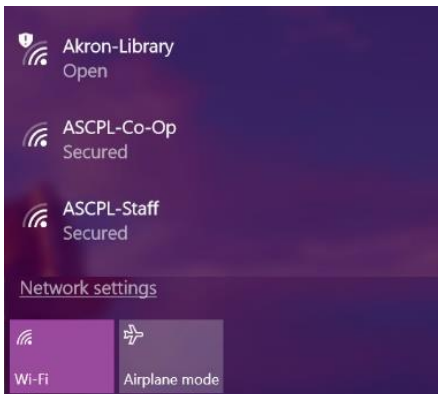
To stop the device, left click one time on the external hardware icon. Choose which device you would like to remove, and left click on it one time. (Flash drives are commonly called USB Mass Storage Devices.) You will be informed when it's safe to remove the device from the system tray area.

Power (Laptop only) – Place your mouse cursor on top of the symbol and it will tell you the percentage that the battery is charged, and if it is currently charging.

Wireless – Laptops and some desktop computers are capable of connecting to a wireless network to gain access to the Internet.

To connect to a network, left click on the wireless icon and choose **Connect to a network**. In the window that appears, choose the network from the list that you desire to connect to and click on the **Connect** button that will appear in the lower right corner. If the network is Unsecured, anyone can connect to it. If the network is Security-enabled, then you will need a password to connect to it.

Start Menu

The start menu is one of the most important features in the Windows operating system. You'll use the start menu to open apps, access commonly used folders, and more. Windows 10 allows you to customize the start menu to suit your needs. Upon clicking the Windows icon at the bottom left, it will bring up the Start Menu. You can scroll drown to see all the apps in the start menu. Simply click or touch on an App or Tile to open it. open a

program. If your computer does not display an icon on the desktop you can look in the start menu by left clicking on the Windows Icon. You should see all of the programs installed on your PC listed in alphabetical order. To open a program, left click on the name of the program you wish to open. When you get home take some time to explore the list of apps in this list.

If you want to close any open App or Tile, click on the 'x' button on top right just like closing a regular window. You should see the familiar Desktop screen just like on Windows 7 version or earlier.

Re-arranging and Resizing Tiles: To re-arrange tiles, click and drag a tile to the desired location within the start menu. To make a tile larger or smaller, right-click the tile, select resize, then choose the desired size. Your tile sizes can be small, medium, wide, and large, depending on the tile.

Pinning Tiles: If you want to add a tile to the Start menu, you can pin it. You can also unpin tiles you don't use very often. To pin an app, click the **Start Menu,** then click the **All Apps** icon. Find the app you want to pin, right click on it, and select **Pin to Start.** You can remove a pinned app by right clicking the app, and selecting **Unpin from Start.**
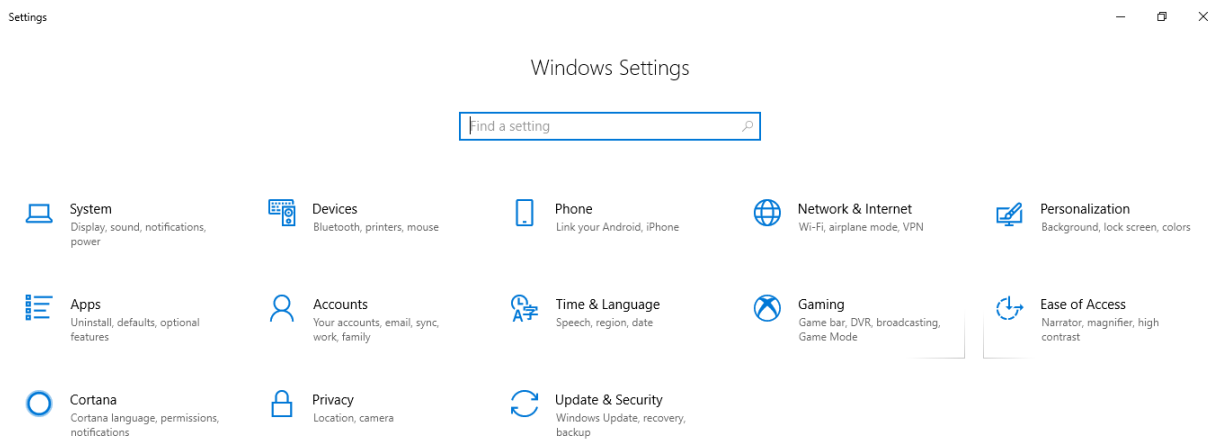
Turning off Live Tiles: Windows 10 now feature live tiles (Weather, Photos, News, etc.) which are sometimes animated. If you no longer want to see the animations, you can turn them off by right clicking the tile, and selecting **Turn live tile off.**

Store Tile: This App allows you to search and shop among free and paid Apps available for your Windows 10 computer/tablet.

Settings:

Open Settings command by pressing the Windows icon + I (the letter I NOT L) on your keyboard OR click on window button and click on Widget. See below.

System command will let you change your display; how you want to turn on/off notifications on your computer; how to change power setting on your computer to save energy; how much storage you have on your computer, etc.

Devices will allow you to setup any Bluetooth compatible devices, as well as printers and scanners.

Network and Internet will let you see what other networks open for you to join. This is also the section to do any troubleshooting of your internet connection.

Personalization will let you change background, themes, and how start menu works and its color on your desktop.

Apps will allow you to uninstall apps, setup default apps for different files, and manage optional features of apps.

Accounts will let you change your sign-in options (add or you change your picture when you sign in), change the password in your sign-in option, and add other user accounts to your PC.
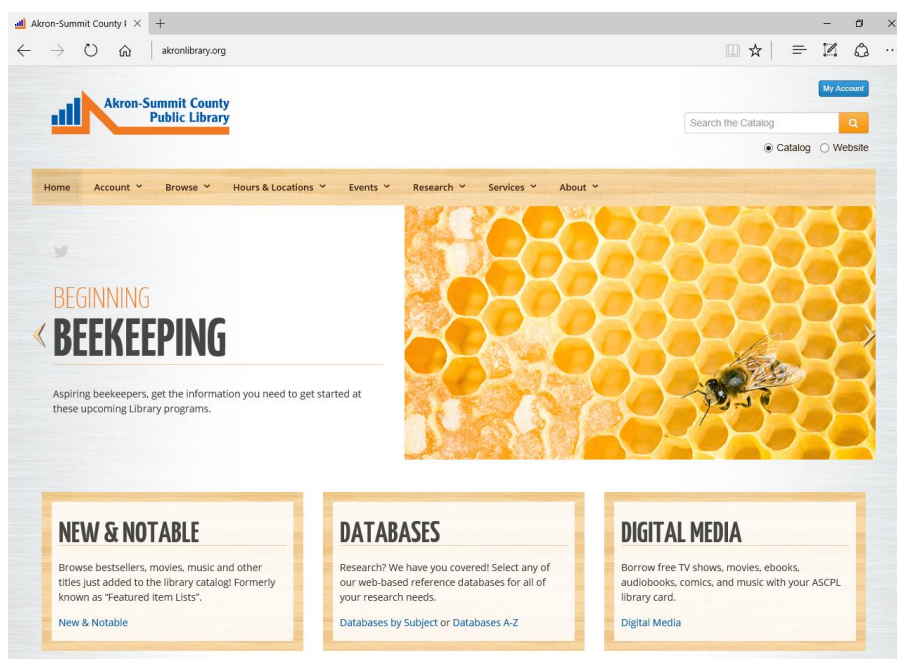
Time and Language will let you change the date and time settings on your computer, change the region and display language, and speech options. (**Note**: You can also access these settings by right clicking your mouse on the date and time in the bottom right corner of your screen)

Ease of Access allows you to use narration, magnifier, change screen contrast settings, set up closed captions, and change keyboard and mouse settings.

Privacy allows you to change privacy settings on many of your apps. In this section, you can set which apps are able to access information from other apps on your computer.
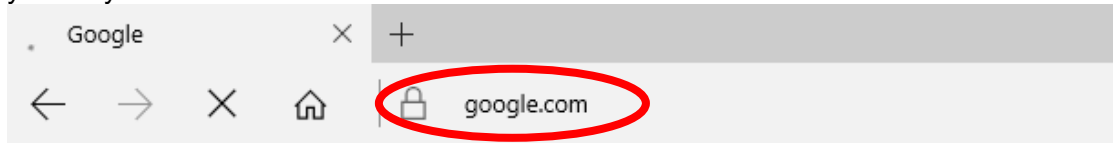
Update and Security will let you manually check for the system updates, if any; and to reset the PC to go back to previous version if you had upgraded to windows 10. It is very important to keep your computer up to date with the latest software improvements and fixes.

Using the Internet
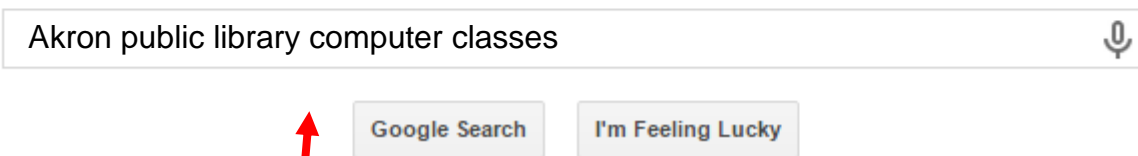

All Rights Reserved

You can use any browser to get onto the Internet. Chrome, Firefox, and Internet Explorer (now called Microsoft Edge) are some common programs. The following screen shots are done by using the Chrome. Once your computer has an Internet connection, you can go to any web page.

A fast way to jump right to the page you want to view is to type the page's address into the Address bar. Type www.google.com into your browser's address bar and hit the Enter key on your keyboard.
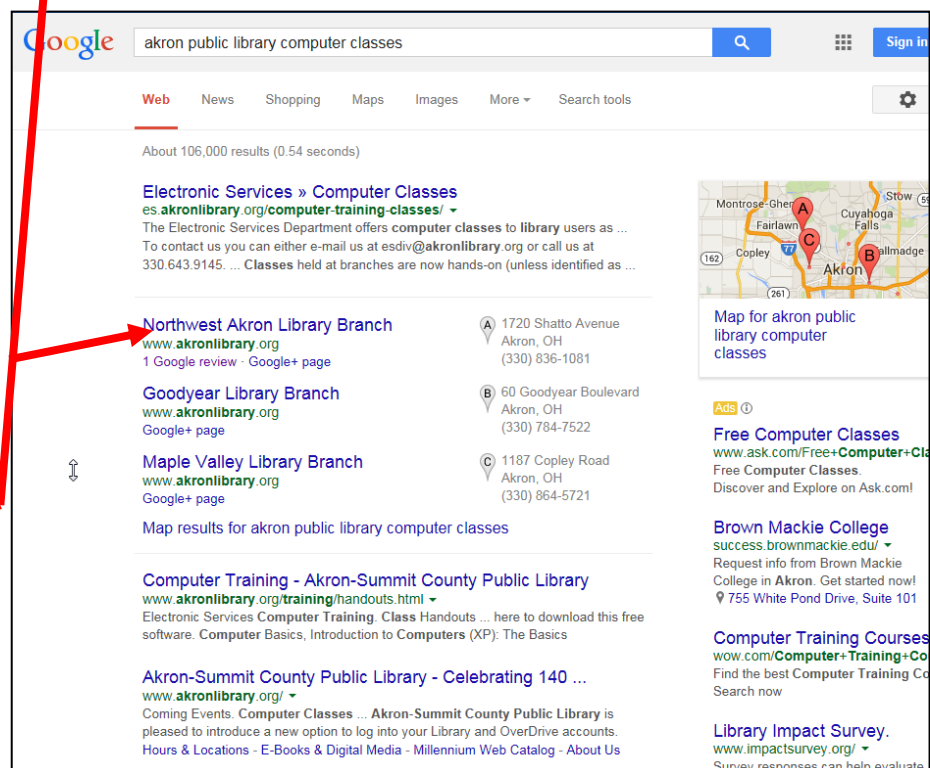

If you don't know the address of the page you want to go to, you can perform a search. You can go to www.google.com and enter your search topic into the box in the middle of the page.
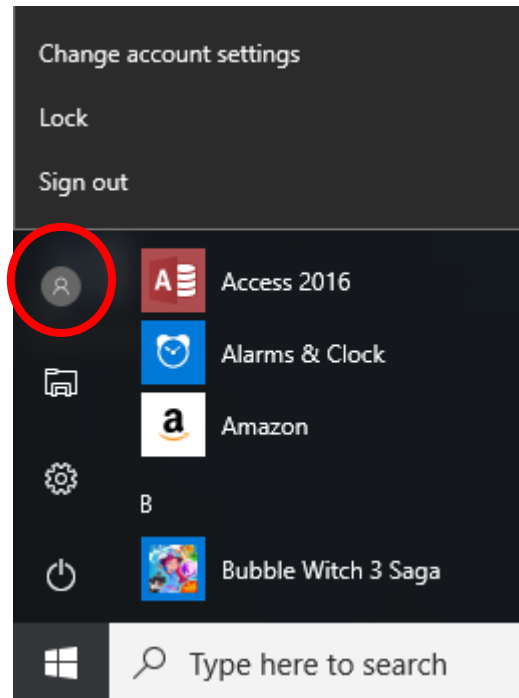

Hit the **Ente**r key on your keyboard after typing into the box. This will take you to a search results page.

Click on one of the blue titles to see what is on that page, and use the Back button to return to the previous page.

Clicking the User Account Icon

- **Change account settings**- Allows you to make changes to your user account (picture, sign-in options, synced email accounts, etc.)
- **Sign Out** – Choose this option to sign out of your user account but keep the computer on. This will also allow you to change user accounts.
- **Lock** – Choose Lock if you want to walk away from your computer. It will remain On and the programs you were working on will remain open. When you come back you will have to reenter your password to get back into your user account (if you have a password set up).

Shutting down the Computer

Left click on the **Start** button, and then on the **Power** button. Once you click the Power button, the option for **Sleep, Shut down,** and **Restart** will appear. Click on **Shut Down** to turn your computer off. It will automatically shut down and stay off until you press the power button to turn it back on the next time you use the computer.

- **Restart** – All of your programs close and your computer cuts all power. Then it turns itself back on.
- **Sleep** – The computer maintains a fast state of readiness. Power is cut to the hard drive and monitor, but you are still using some power as your open programs are held open and ready for you to continue the next time you push the power button. You are up and running in seconds.