# Welland Community Wellness Complex



# Computer Basics – Part 1
# Fall 2011

# Computer Basics - Beginner

## Lessons 1, 2, 3  - Introduction to using Windows

- Logging in and out
- What is the Windows Desktop
- Windows Structure – Folders and files.
- Start Menu
- Program menu
- Starting a program.
- Common symbols within all windows programs
- Using windows- basic navigation opening and closing individual windows
- Overview of computer components
- Practice using input devices. Mouse and keyboard  (notepad or Open Office)

## Lessons 4 & 5  - Using Internet Explorer

- What is an  "Internet Browser"  How does it work?
- What are web sites?
- Basic buttons
- Finding web sites
- Bookmarking/Saving Favourites and Organizing for future use
- Google Searching
- Adobe (.pdf) files

## Lesson  6 & 7        Email Basics and Communication

- Registration for an email program
- Word Processing and Email
  - Sending and Replying
  - Maintaining an Address book
  - Forwarding and dealing with attachments

## Lesson 8    Windows Media Player
- Playing music and video
- Program Review

# Lessons 1, 2, 3 - Beginner        Computer Components and Using Windows

## Overview of computer components

### Wiring and setup basics
All connectors on plugs, cords etc are shaped to fit only in their proper receptacle in one way. They are not interchangeable and cannot be plugged into the wrong sockets.  Many are also colour coded as well.

The primary connections include similar power cords to both the CPU and monitor, the mouse and keyboard into their respective sockets or the a USB port, the monitor plugs into the video card.  Other devices include a printer into a USB port and the CAT cable from the modem supplied by your internet provider into the LAN card or a telephone cable into the built in modem for a dial up internet connection.

The **USB** or *Universal Serial Port* is a flat rectangular socket receptacle that is used for connecting a variety of devices to your computer including mice, keyboards, printer, cameras and MP3 players.  There should be several both on the front or the back of your CPU tower.  A device called a **hub** similar to a multi socket electrical device can be purchased to increase the number on a computer.

## Using input devices.

### Mouse
Most input into the computer can be done using a mouse, particularly when using the internet
The *left button* is for making things happen and the *right button* generally opens various *menus* depending on where the cursor is on the screen.
*Programs (software) are started* by double clicking on specific picture (icon) on the screen (desktop) or single clicking within the program menu. The *scroll wheel* in the centre is for moving (scrolling) up and down a longer screen within a program.

### Keyboard
It is not necessary to be an accomplished typist to use a computer.  It does help especially when sending email or completing forms.  However there are several function keys on the keyboard that everyone needs to be familiar with in order to be successful using the computer.
**Enter or (Return) key**. It is required often to execute programs or actions and to move directly to the next line when typing.  The tab button allows you to move between (fields) within windows or when completing forms online.  It can avoid needing to reach for the mouse all the time.
*delete* and *backspace* keys can be very helpful when typing as well as the directional *arrow* keys.
Newer keyboards also contain other buttons which can be used to adjust sound or launch a variety of commonly used programs such as email or the internet browser.  Also available are wireless mice and keyboards though these require batteries to operate.

## Introduction to using Windows

### Logging in and out
When there are multiple users on a computer it is necessary to right click on the user name on the login screen.  A password can be added to increase privacy which needs to be typed where

prompted.  ***Users should log off from their desktop when finished especially on public computers.***

**What is the desktop?**

The desktop is the main screen that appears after logging in to a specific user.  Each desktop can be customized with a specific background, commonly used icons or shortcuts and other personal features such as a "My Documents" folder.

**Icons and Shortcuts**

Pictures that appear on the desktop are called *icons*.  Each one is actually a "shortcut" to launch or activate a specific program, window or function within the computer. Removing them from the desktop does not remove a program and there are several other though trickier ways to activate these functions.  They are a convenience.

**Windows File System          Folders and Files**

This refers to the basic structure that allows the computer to interact with the various devices within the computer.  These components can be viewed by clicking on "My Computer" on the desktop or in the left hand column of the ***Start*** menu.  The major icons contained in there are shortcuts to the hard drive, CD/DVD player/burner, and the my "My Documents" ***folder*** which relates to each individual user and stores all the ***files*** of that user.

The system itself contains various folders which in turn contain files.  Everything on your computer is considered a file.  Pictures, music, letters, movies are all considered files.  Though it does not appear each files ends with a 3 letter abbreviation which identifies the type of file and relates it in some cases to a specific program.

For example .pdf stands for *portable document file* and relates it to the program Adobe Reader. If you click on the file itself it will automatically open with Adobe Reader.

**Start Menu**

This should more appropriately called the start and stop menu.  It can be used to activate programs and log out, shut down or restart the computer. The computer should always be shut down using the functions in the start menu and not by turning off the power.

**Program menu**

The program menu within the start menu contains a list of all the software on your computer and programs can be activated by placing the cursor on them and single clicking with the left mouse button.

Adding desktop shortcuts for frequently used programs avoids having to use this menu too often as it does require a certain dexterity with the mouse.

**Starting programs**

Software that have icons on the desktop can be started by double left clicking Otherwise they needed to be located within the start or program menu and single clicked there.

**Common symbols within all Windows programs**

When programs are activated they open within a "window" on the desktop.

In the top right corner all have 3 symbols.   [-      x] The line minimizes the program to the bottom and reveals what is behind it.  The box reduces the size or opens the window to full screen and the x closes the program.

# Lessons # 3   Internet Browsers  - (Internet Explorer,   Firefox,   Google Chrome)

Are programs or <u>software</u> that allow users to view the content of the internet.  They are free programs.  Internet Explorer is packaged with Windows,  Firefox and Chrome are available as a download off several web sites on the internet.  All are upgraded and modified periodically to reflect changes in technology or security concerns.  Upgrades are usually done automatically, either through windows update or directly through Firefox.  You have to allow these changes to take place.

Across the top of both browsers are rows of toolbars.  Some are included in the programs, others are downloaded, sometimes inadvertently, but can be turned off and on in the view menu.  All these toolbars contain small icons which you can click to make things happen.  Both Firefox and IE have similar buttons that do the same things but are in different locations on the toolbars.

## <u>Basic buttons</u> ** (put the cursor on the buttons to show their function)

*Back - Forward*  - Going back and forth between opened web pages

*Refresh*      Reloads the current web page. Sometimes the page is not fully loaded or pictures  and text are misaligned or needs to be updated (sports scores, weather updates)

*Stop* -      Stops a page from loading (in case you didn't mean to ot it's too slow)

*Address bar*  Shows the address of the current page. You can manually paste or type a desired web address. **** You do not have to type www or //http**.  Web sites to type there manually will be saved for several days.

*Home button* -       reloads the default or chosen home page

## <u>Text Menu</u> - May need to  be turned on in Internet Explorer (click tools wheel - click menu bar)

**File:**         **Various functions consistent with other Windows software.**
*Tab***.** Opens several web sites on the same page. Shown beneath to tool bars
*New Window***.** Basically reopens the browser with another page - useful when using google or other search engines.
*Print* opens your printer menu and enables you too select or modify quality and number of pages.

**Edit:**        Contains cut and copy options, select all. Useful for copying text within a web page or the address of a web page.  Cut, copy and paste can be found by right clicking on highlighted text or pictures.

**View:**        Allows you to turn tool bars off and on (temporarily sometimes) and to make some adjustment to the text or size of the page.. !! Needs to be turned on and off.

**Favorites:**  Also called *Bookmarks* allows you to save links to web pages and organize them into folders
**Whenever you search for or visit a website you many want to return to again you should bookmark it or add it to the favourites** These should be kept in folders according to topic

**Tools:** Contains the options folder which enables you to make minor change to the web browser such as setting the home page, deleting history, security levels, Firefox allows you to store and view user names and passwords for sites you have asked it to remember

**Help:** Use the index to get help or use the virtual tour/tutorial of the program

## <u>Your home page</u>  The home page is the first web site your browser opens when you open it.
New installations generally open in microsoft's or firefox's home page or the computer manufacturers home page.  You can set your browser to open any website you choose in the options menu.
To do so go to the the web page you wish to make your "default" page.  In IE choose the menu item "tools" then "internet options" In Firefox "tools" "options" In the first tab the current home page is displayed and hightlighted.  Click the button "use current page" and the select ok or apply if you wish to make other changes inside options.  Your home page has been changed.  To test close and re-open the program or click the little "house" icon

## <u>Search engines</u> - Used to research any topic on the internet.
<div align="center">Google,   <span style="color:blue">http://www.google.ca</span>        Yahoo</div>
<span style="color:blue">http://ca.yahoo.com/</span>
*Tips in using searches*
Searches can be made by typing single words, several words or questions and phrases.
Putting groups of words inside quotation marks will locate sites with all the words.
Adding + or - (no space) to a seach word ensures that both words are present in any sites that are recommended in Google.
Results are displayed by matching the words in your search and by popularity (number of visits or hits)
Results pages also contain ads at the top and right sidebar.  These are commercial sites or specific search engines that are paid advertisers.  Information there may not be as reliable if you are doing research.  Many of the results may also be company pages and some information is very biased.
Google and Yahoo have options which you can use to set things like opening a new  window or tab each time instead of having to use the forward and back button to view the original search.
Both Yahoo and Google have tabs to do other searches for images, news  and other items
Google also has a language translator in case you are viewing pages in other languages or corresponding with people who do not speak your language

## Saving web sites (adding favourites or bookmarks)

When you search for or visit a web site and you think you may want to visit or use it again you should save in the **Favourites** menu to access it again quickly.  You can choose the star with the green plus sign instead to save a web site address..      You can simply choose add to favourites and place all in the favourites menu.

If do a lot of searching and begin to collect many favourites you can create folders based on the type of web site and keep them organized.  Example a folders for recipe, health or sports web sites.  You can create these by use the "add folder' function where you add your favourites.

**Lesson 4**                         <u>**Email**</u>

**There are primarily two types of email programs.**

*Computer Based using programs like Outlook Express, Windows Mail and Eudora*

    Uses an email address that is provided by your internet service provider (ISP) ie
Sympatico, Cogeco or IAW, AOL, or a company you work for or are affiliated with.
All mail, addresses etc. are stored on your computer after you open them or send them.
Web based versions available, but generally you can only access your email on your
own home computer and all your information can be lost if your computer self destructs.

*Web based email Yahoo mail, Hotmail, MSN mail, Gmail (google) are the most popular
examples.*

    These programs are free though you must sign up online initially.   They can be easily
cancelled or simply ignored and your access will disappear eventually.  Hotmail is 30
days.
    This mail can be accessed on any computer, virtually anywhere, and is protected by a
user name and password  which you have to memorize.  These can be saved on your
home computer to save typing them each time.  Access them as web sites using Internet
Explorer or Firefox.
    Email and addresses etc are  stored on the web sites' computers and not on yours.
    This means they are available anywhere, cannot be lost if your computer dies and they
do not take up space on your hard drive.
    These programs also have excellent built in anti-virus protection and junk mail (spam)
filters to reject unwanted or unsolicited email.
    Some allow you to download new email from your basic internet service provider as
well

**Both these types of programs allow you to organize and store your email into folders and
email relatively large files as attachments.  All email programs do basically the same
things in similar ways. And include the following basic functions.**

**These instructions are somewhat universal but are more specific to Yahoo Mail.**

    **Inbox**  Basically mail in and mail out.  All new email appears in the "inbox" and is
listed by the time it was sent.  To open just click on the email.  Mail in bold is unread.
After reading you can do one of the following functions:
    **Replying:** To answer an email simply click "reply".  The address of the person sending
the email will be placed automatically in the To: line so you can simply type your
response in the box below.

**Forwarding** To send an email on to someone else (with attachments) click forward. You will have to add the addresses manually or select them for your address book. If the address's are already in your address book, as you type the address choices will appear. You can left click to place it in the To: line

**Delete** After reading an email you can do several things but delete may be your first choice. Simply click "delete" on the toolbar and the email will be sent to the "trash" folder. If you do it in error simply open the trash folder and left click on the email and holding the button down drag it to the inbox or check the box and choose "move".
**Storage:** If you wish to keep an email just leave it in the inbox or better, drag and drop it into a folder. Yahoo mail has a very large storage capacity and all emails are stored on their web site (or server). You can create a new folder by clicking "add" beside "my folders" and type in a name..

**Composing and sending email:** To start a new email choose "new" (compose in some programs) complete the To: line, write the text and click send.

**Adding Attachments:** Attachments are other files such as pictures, movies or songs that you may want to include with an email. To attach simply click "attach" find the file you wish to attach using the dialogue box and click open.

**Storing contacts and addresses in an Address Book**
 The address book  is relatively simple to use. You can add names manually by clicking "Add" beside "Contacts" type in the email address, first and last name and save. After you send an email to a new person you are offered a chance to add it to your book. Also you can click "add" in the email of a new contact and it will

**Adding contacts quickly to emails**. To add names from the address book just begin typing a name in the **To**: line. To add several names click on "to" and it will bring up your address book. Hold the "Ctrl" button down and use the mouse to select names. Click "OK" when you are done.
**CC and BCC** is to send a copy of an email to another recipient. The primary receiver can see that who has received it. Names in the **B**lind **C**arbon **C**opy cannot be seen by other recipients who receive it.

**Backing up and Exporting and Importing of contacts** to other Most email programs allow to import and export your contact lists. You should be saving your contact lists for Outlook Express/ Windows Mail on a regular basis.

# Lesson 6 -  Audio, Video Files Using Windows Media Player

 Your computer can play music, both cd and **mp3** files and  movies in dvd and various other formats such as **.mpg** , or **.avi**   These are compressed DVD versions or movies made on a video or digital camera or even a cell phone.

 To do so you can use *Media Player* or other programs that may have come with your computer or which can be purchased online or from a store.

 Additionally you can convert files from one format to another.  Media player allows you to convert regular music cd tracks to mp3 or vice versa.   There are other programs which you can purchase such as Nero or Roxio which can do some more efficiently

 You can also copy music and video on to a blank cdr or dvd using a burning program such as the ones listed above.

 Mp3's (compressed audio) and .avi (compressed video) files can be saved on cd's as data files.

 Stored as mp3's you can get 100-150 tracks on a blank cd and play them in a car stereo (if equipped for mp3), a portable mp3 player, most dvd players or simply from your hard drive or dvd/cd drive using media player.

 **Getting to know Windows Media Player's interface**
 Windows Media Player 11 can play music and video files, as well as rip and burn CDs. Being the most versatile digital media tool present in Windows XP or Vista, Windows Media Player is also able to connect to various Windows-compatible media download services, just about the same way as iTunes does it.

 The last version of the Windows Media Player has a pleasant interface that can be spiced up using various skins. When content is playing and Now playing is selected, the Player window has six main elements.

    * The player taskbar contains tabs that give you quick access to key features of the program and its customization options.
    * The menu bar, usually hidden, offers access to Windows Media Player's features and options. To make it visible, tap the Alt key or press Ctrl+M.
    * The main player window changes according to the selected tab. For example, when the Library tab is active, the area contains the Navigation and Details panels, while when playing content, the Visualization pane and Enhancements pane are shown in most cases.
    * The list pane can display the contents of the Now Playing, Burn or Sync list, depending on the selected tab.
    * To manage playback of audio and video files, Windows Media Player has VCR-style controls ready for its users, including a wide range of special purpose buttons allowing you to control volume and the appearance of the program.
    * The last element of the interface is the full/compact mode button, a control that displays a customizable drop-down menu with different options that allow you to choose which item to play.

**Internet Resources:**

**Information and instruction**

[http://en.wikibooks.org/wiki/Computers_for_Beginners](http://en.wikibooks.org/wiki/Computers_for_Beginners)