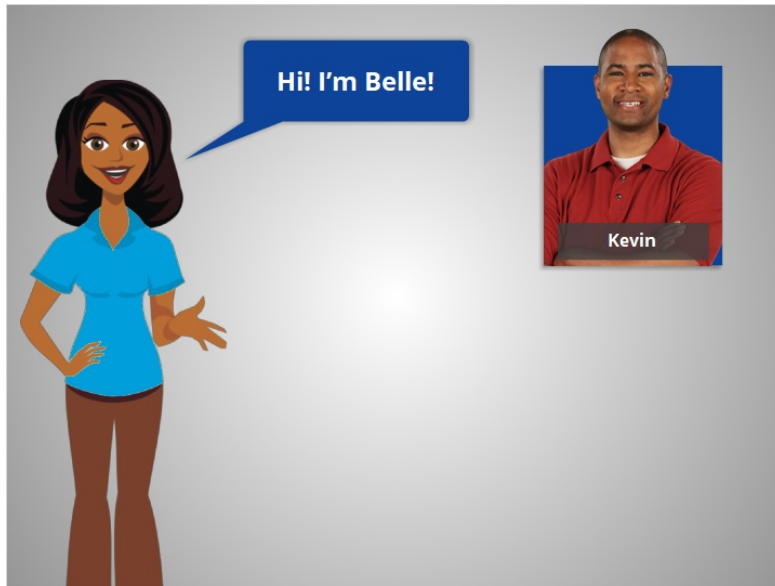


Getting Started with a Computer

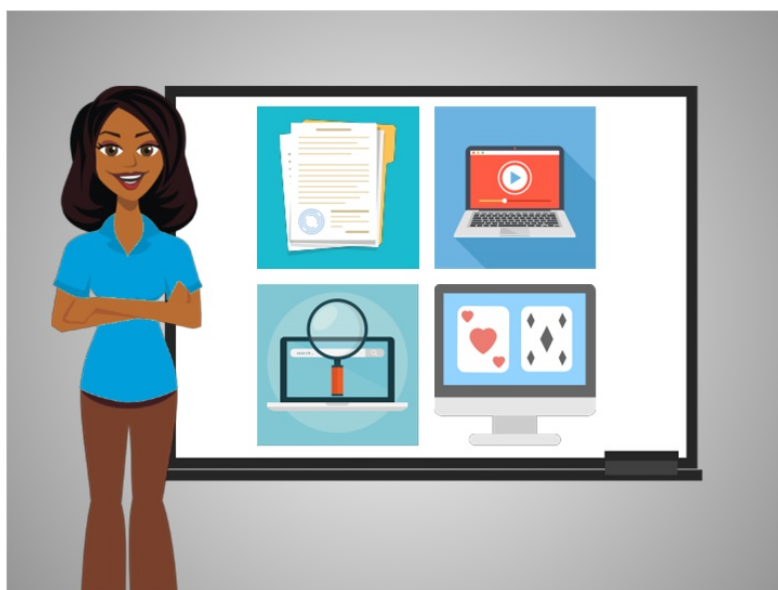
What is a Computer?



Hi, I'm Belle. There are many reasons to use a computer. In this course, we'll follow along with Kevin. Kevin is new to using a computer, so the first thing he'll need is an introduction to the parts of a computer and how to use the mouse and keyboard. Let's follow along with Kevin as he learns about computers.



First, we will go over the basics of a computer and its parts. A computer is an electronic device that processes information.



With a computer you can create documents like resumes, look up information on the internet, watch movies, play games, and much more.



The computer in this picture is called a desktop. A desktop computer is meant to be used in one set location and not to be moved around very much.



This computer is a laptop. While the desktop is meant to stay in one place, a laptop is easy to move and use in different locations.



Tablets are another type of computer. They can't do everything a desktop or laptop can do but they are very easy to use and transport.



One type of computer is a Mac and it is made by Apple. The Mac is the computer on the left.



Another type of computer is known as a PC, which stands for Personal Computer. The computer on the right is a PC, and is made by companies like Dell, HP and others.

These two types of computers work a bit differently. For some of the other courses on this site, you will choose between the Mac and PC for the lessons, but for this topic, they are very similar.



A desktop computer has different parts. The computer case is what holds the main parts of the computer that make it work and processes the information. In this example, the case is a separate box.



In this example, the main parts of the computer that make it work are within the monitor.



The monitor is the part of the computer that shows visual information such as text and images.



The keyboard and mouse are the ways that you can communicate with the computer and tell it what to do, similar to the way a remote control is used to tell your TV what to do.



In this lesson, we followed along with Kevin as he learned about the different types of computers and the parts of a computer. In the next lesson Kevin will learn how to use a mouse.

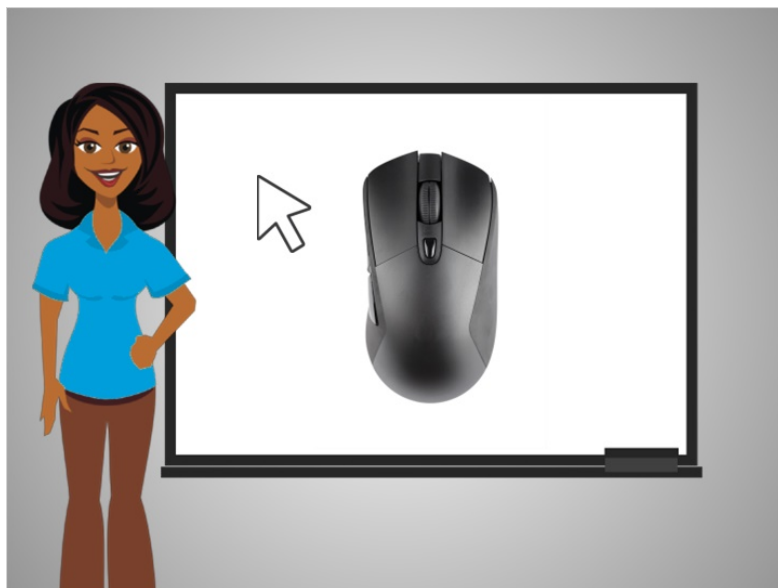
The Mouse



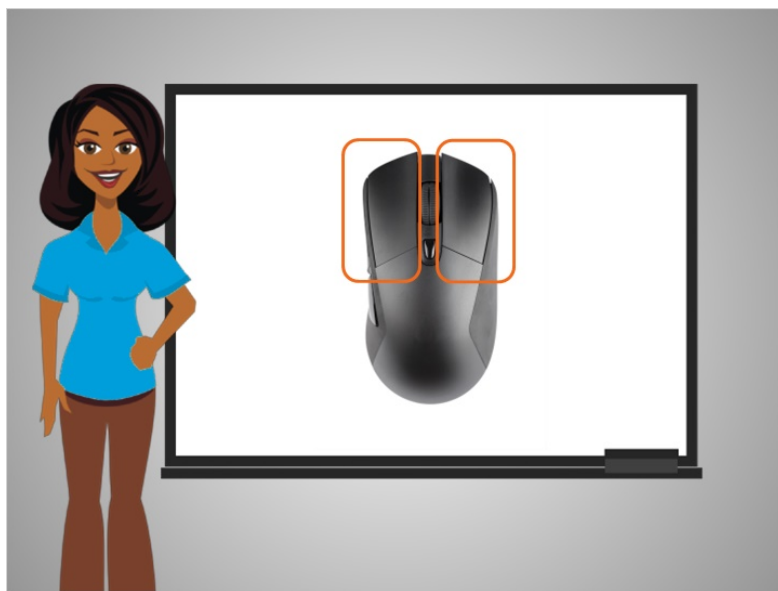
Today, we're helping Kevin learn about the parts of a computer and how to use them.



Let's start with the mouse. The mouse is one way to communicate with your computer. The mouse is a tool to help you move around and interact with different parts of the computer screen.



As you move the mouse around, you will also move a corresponding pointer that appears on the computer screen. The pointer looks like an arrow.

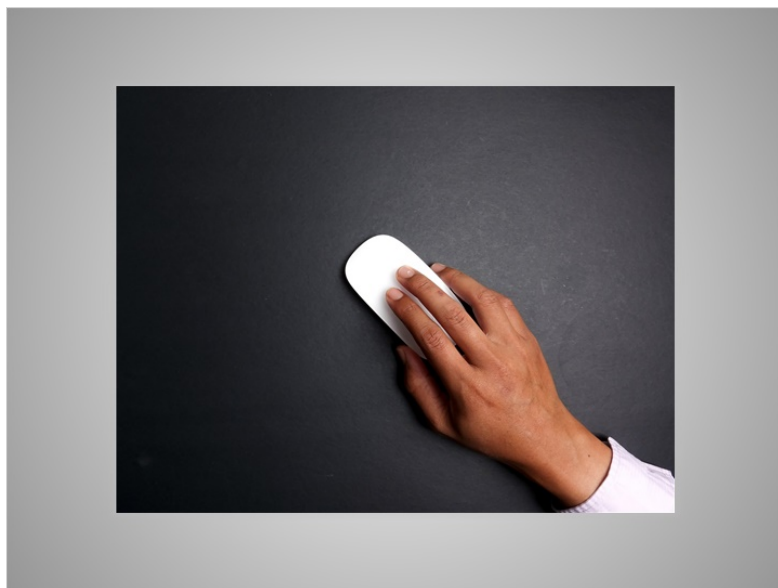


Once you have that pointer on something, you click a button on the mouse to tell the computer to do something.



A Trackpad or Touchpad is another way to move the pointer and interact with the computer. It is common on laptop computers and tracks the touch of your fingers to move the pointer. Some touchpads allow you to click on either side of them, rather than hitting a button like you do on a mouse.

Others have left and right buttons that are similar to the button you have on a mouse.

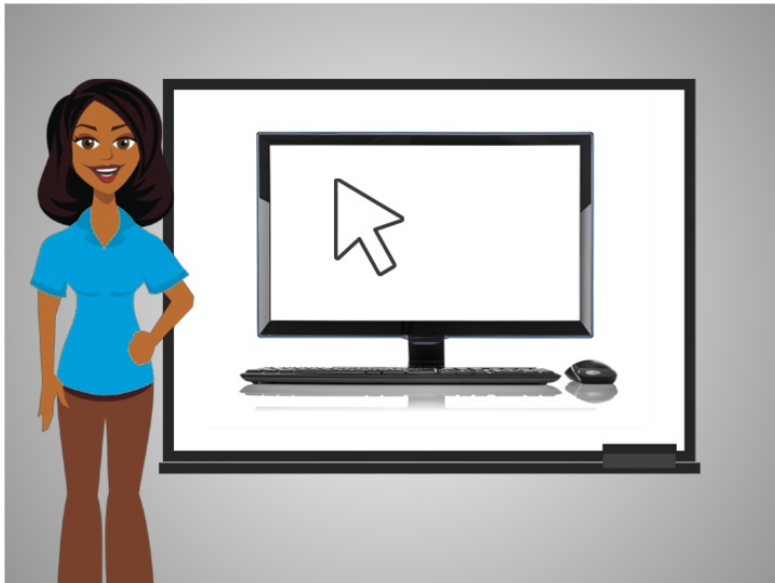


In order to use a mouse effectively, it is best to hold the mouse as seen in the picture. Kevin places his whole hand on the mouse and places his index finger on the left button and his middle finger on the right button. The rest of his hand rests on the side of the mouse to help him move the mouse. When you are moving the mouse, remember that you are just sliding the mouse, not turning it.

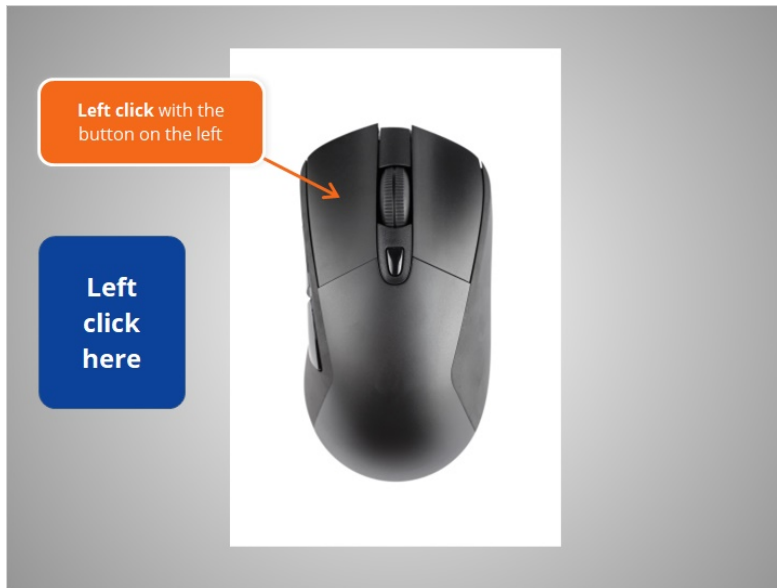
Using the mouse, move the pointer on the screen so its over the number 1. Then move it to the number 2. Then 3. And 4.



Can you help Kevin practice moving the mouse? Using your mouse, move the pointer on the screen so it's over the number 1. Then move it from the number 1 to the number 2. Then 3. And four. Try this for a few seconds, until you get comfortable moving the mouse and getting the pointer to a specific spot on the screen. Click the Next button when you are ready to move ahead.

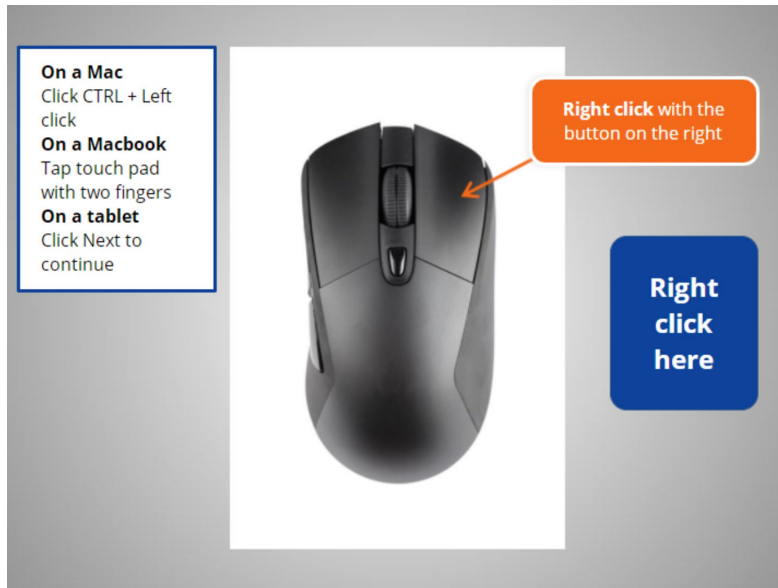


Don't worry, this takes some getting used to but with practice you will get it!



Most of the time, when you want to select something on a computer, you will move the mouse to get the pointer where you want it and then press down on the button on the left of the mouse. This is called left clicking.

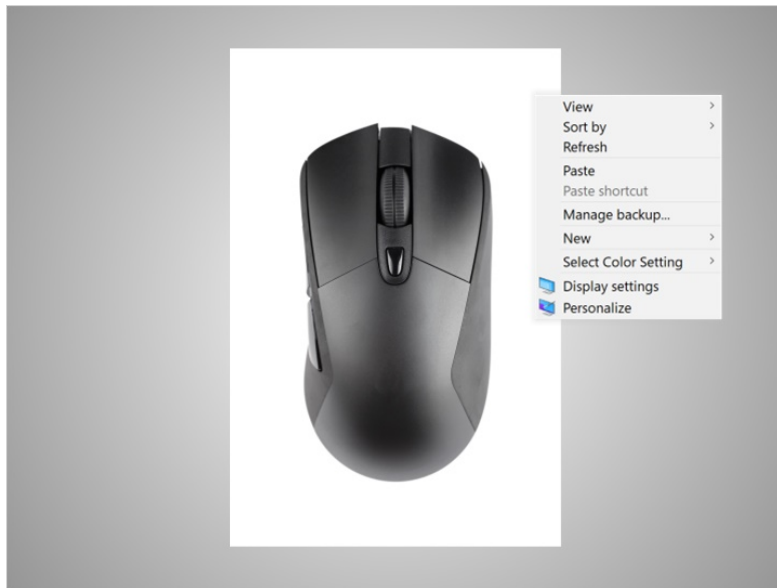
Using your mouse, move your cursor to the blue button, then left click on it.



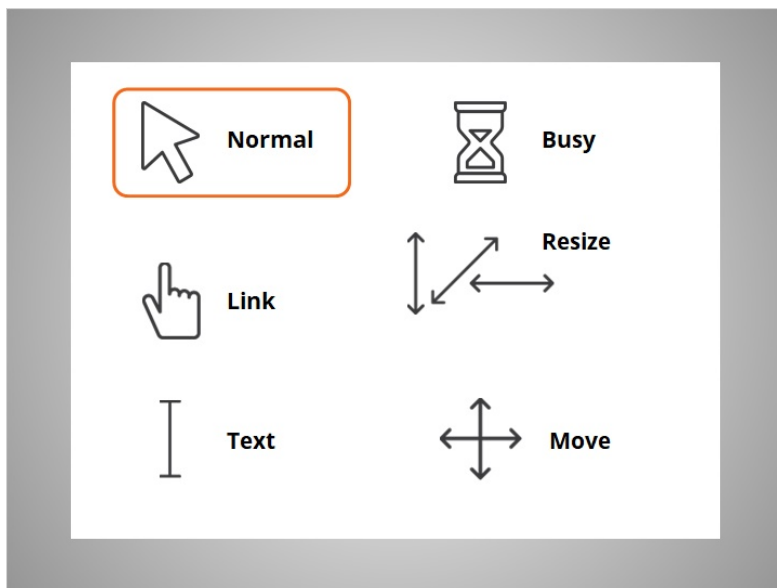
Great job.

The Button on the right is often used to show a menu of options for other actions possible such as printing, saving within a document, or browsing the internet. Pressing down on the right button is called right clicking.

Kevin wants to see a sample right click menu. Would you give him a hand? Move your cursor to the blue button, and right click on it.

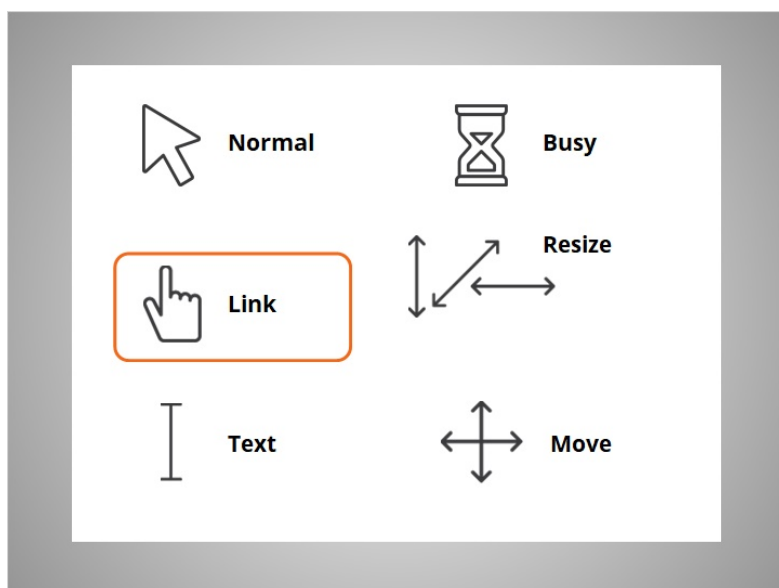


Great job! In this example, when you right click on a Windows 10 desktop, this menu displays.

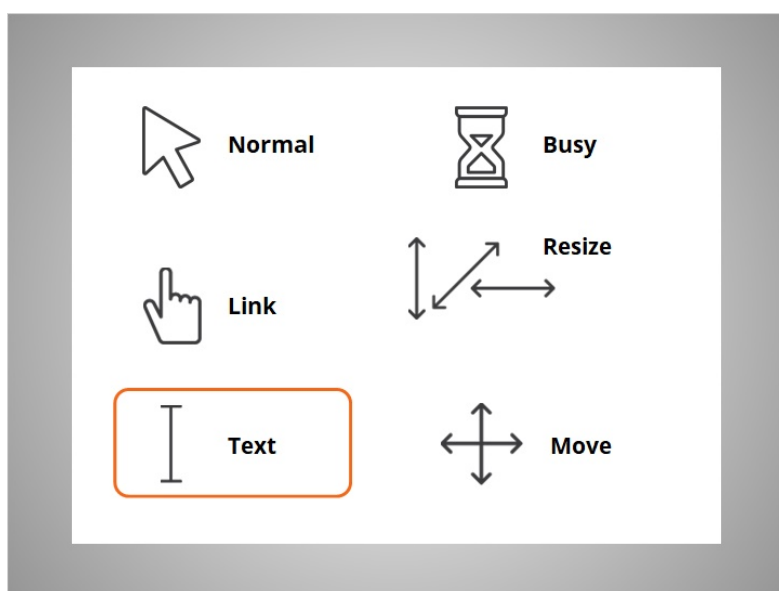


The pointer of the mouse that appears on the computer screen is different based on what the mouse does over certain parts of the screen.

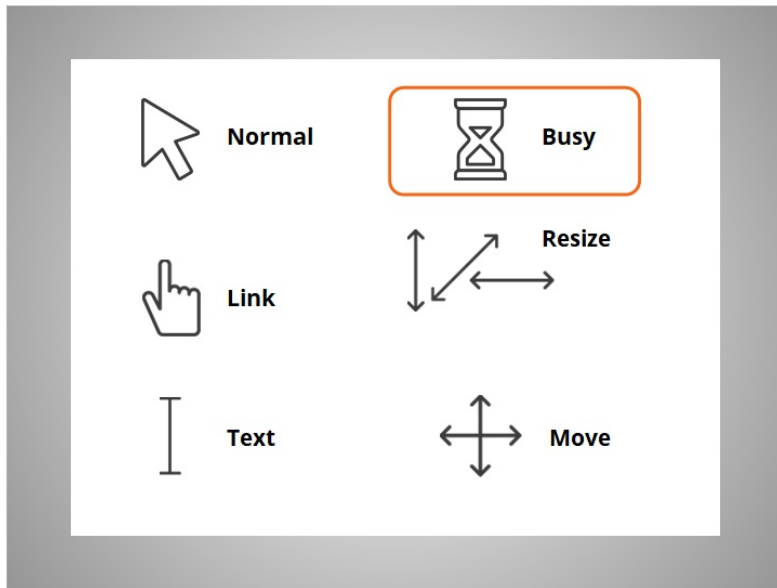
The pointer will look like the arrow labeled Normal when it is just moving around the screen. The normal pointer is also what you will see when you are on a desktop icon or other items you can click on to open.



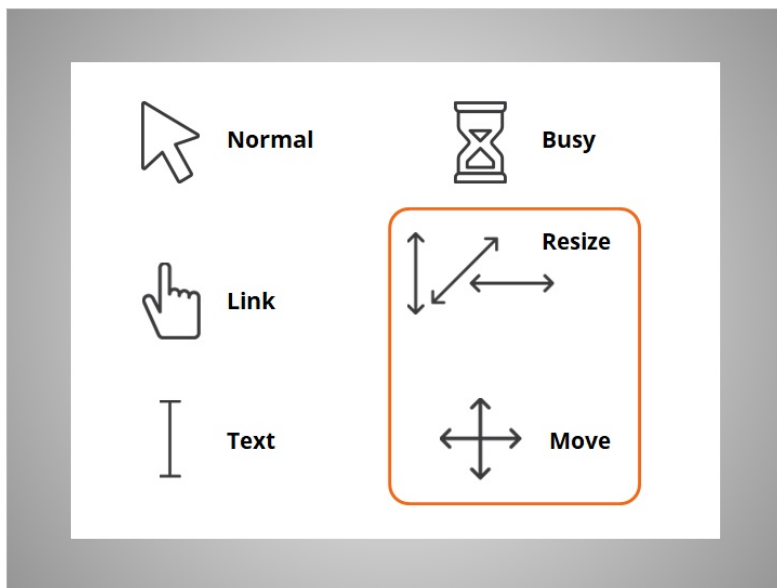
When the pointer is on a link to a website, a button, or other items you can click on, it will appear as a hand.



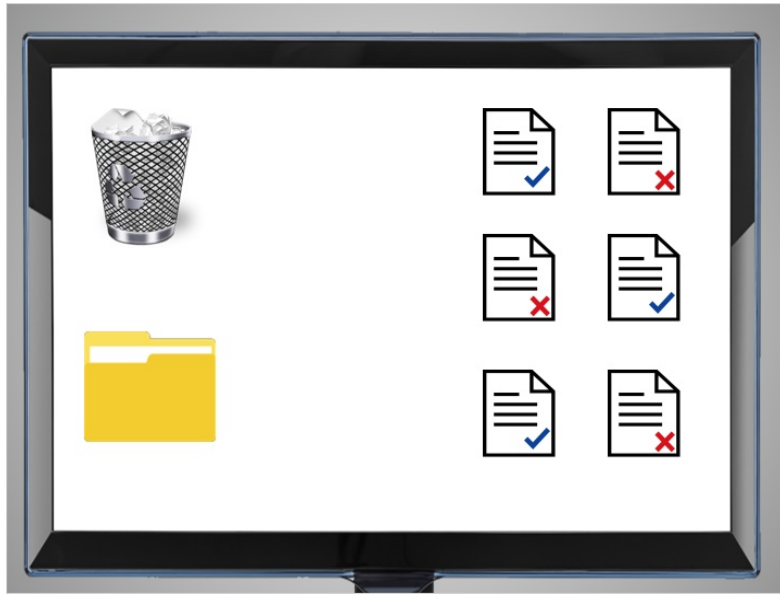
The pointer will look like a capital letter “I” when you can enter text, like in a document, an email or an online form. You can place and drag this pointer over existing text to edit.



When the computer is processing information, the hourglass will appear to tell you to wait.

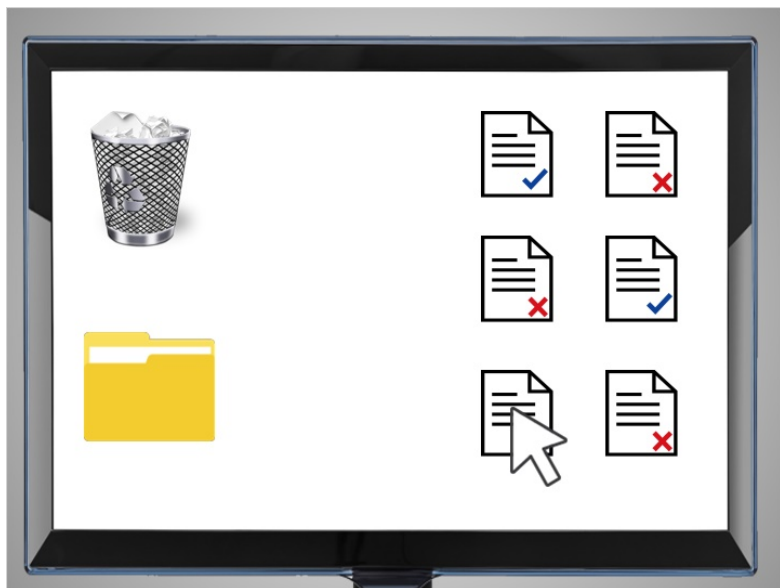


The pointer will appear as either a double or dual directional arrow or cross directional arrow when you are resizing or moving windows.

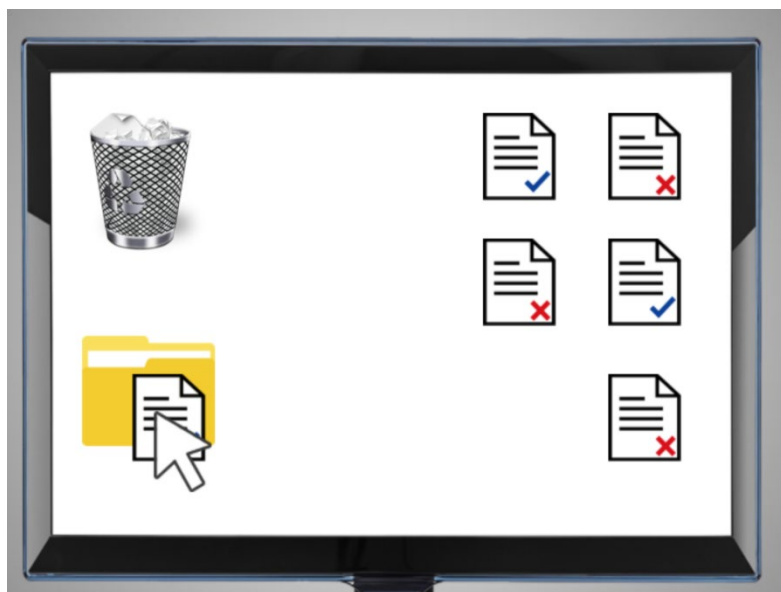


Drag and Drop is another thing you can do with a mouse.

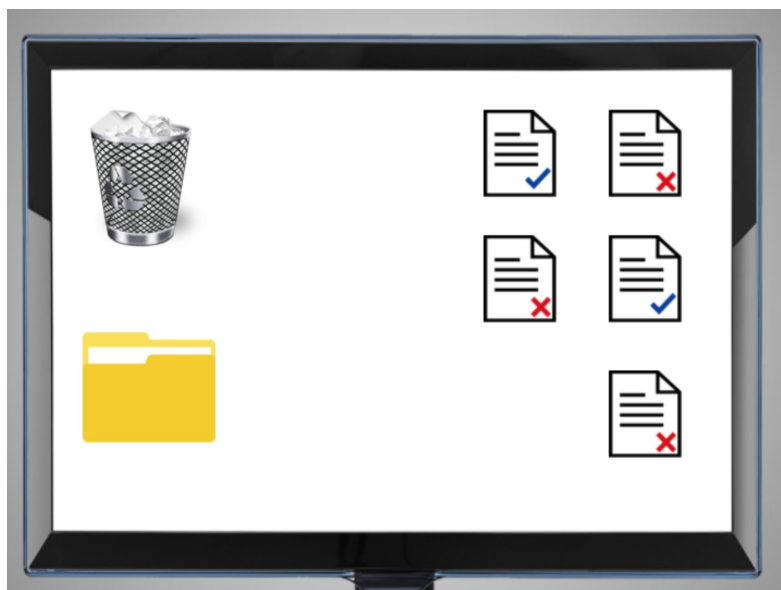
Here you see some documents on a desktop, with a recycle bin and a folder. Kevin wants to move one of the documents with the blue checkmark to the file folder.



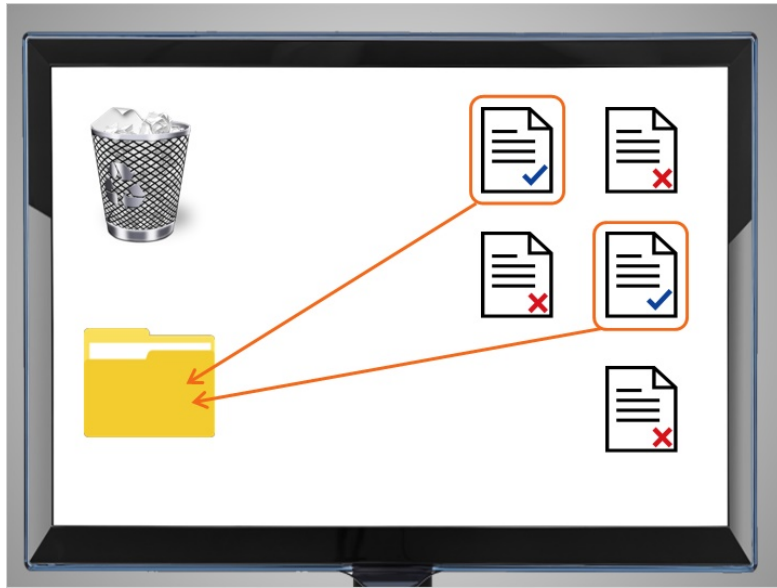
To do this he moves the cursor to the item he wants to move.



Then he left clicks the mouse and drags the file over to the file folder. When the document is hovering over the file folder, he lifts his finger from the mouse to stop holding down the left button.



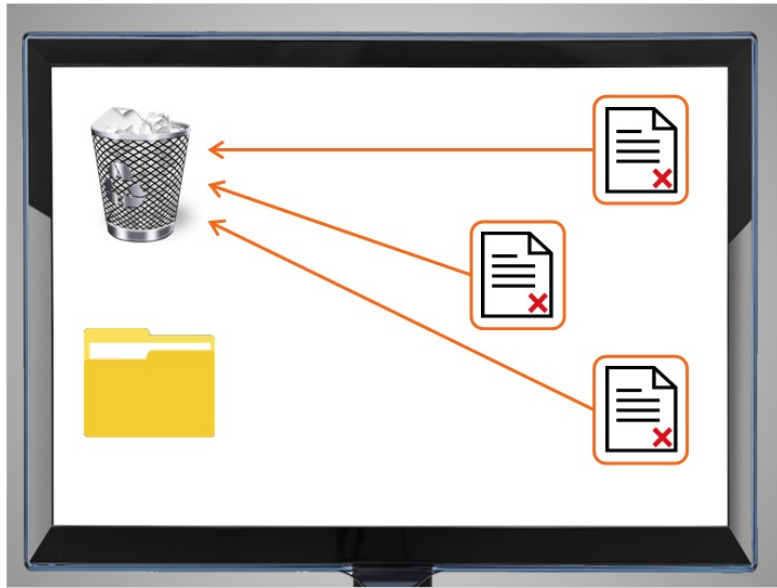
The file then drops into the file folder.



Kevin wants to Drag and Drop the remaining files on his desktop. Will you help him? For each document that has a blue check mark, you'll drag it to put it into the folder.



Let's give it a try. Move your mouse pointer over one of the documents, press down with the left mouse button and hold, then drag the file over the Folder icon, and let go of the left button.



Nice work!

Can you help Kevin move the remaining documents to the recycle bin? For each document with a red X, you'll drag it over to the recycle bin. Move your mouse pointer over one of the documents with a red X, press down with the left mouse button and hold, then drag it over to the Recycle bin icon, and let go of the left button.



Great job! Practice is the best way to learn to use the mouse. You can practice by moving the mouse on your desktop, on the internet, or even playing a game like Solitaire which is installed on many computers.



In this lesson Kevin learned how to use a mouse. In the next lesson he will learn how to use the keyboard.

The Keyboard



In this course, we're helping Kevin learn about computers.



In this lesson, Kevin will learn how to use the keyboard. The keyboard is one of the main ways to communicate with the computer.



In today's lesson Kevin is using a common style of keyboard. Depending on your style of keyboard the keys may be placed in different locations.

There are sections of keys on the keyboard.



This area is the main portion of the keyboard and includes the keys you use most often, such as the letter keys, the space bar, and more. We will go over some of the specific keys later in this activity.



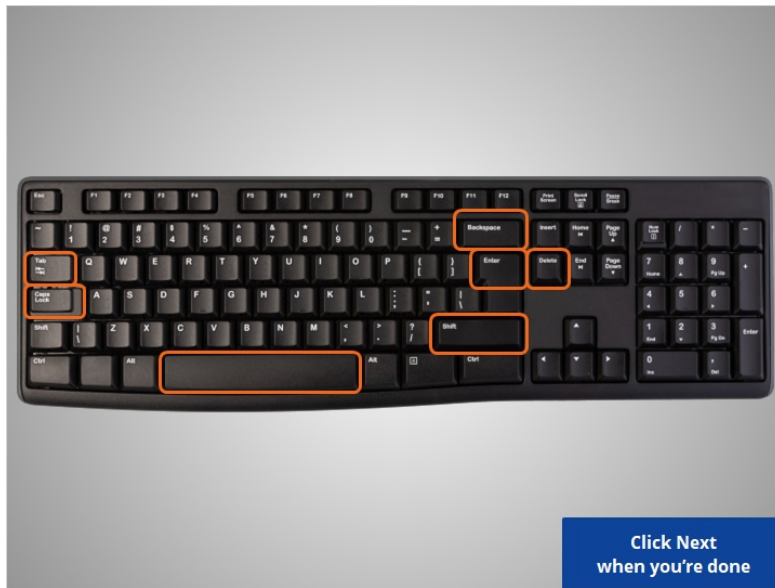
This section has the directional keys, which help you move through a document and website with the arrows.



The number keys are located in two places on the keyboard. They are in the main section above the letters, and on larger keyboards in a number pad on the right side. This area of keys can either be arrow keys or number keys depending on whether the number lock key is on or off.



At the top of the keyboard are the function keys and special keys, which have specific uses.



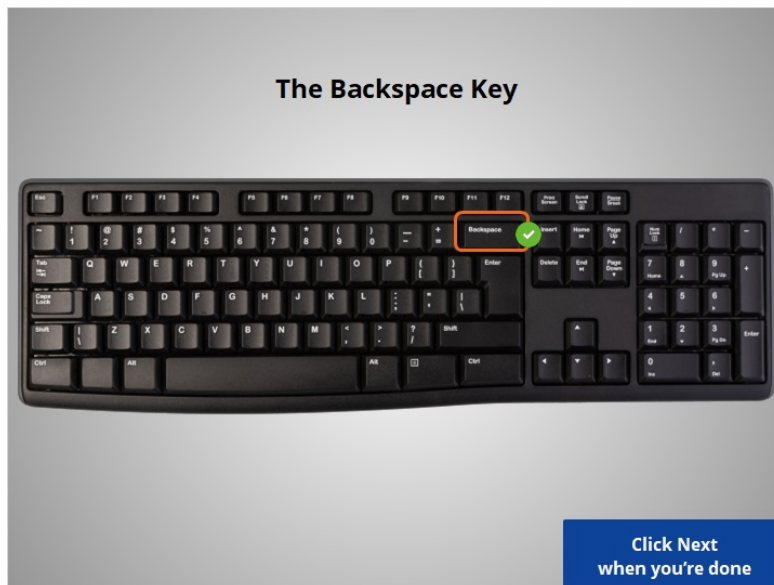
Kevin wants to learn more about specific keys on the keyboard. Click on the keys outlined in orange with your mouse pointer to hear more about what each key does. Click on next when you're done.



The Space Bar – This bar adds a blank space as you are typing.



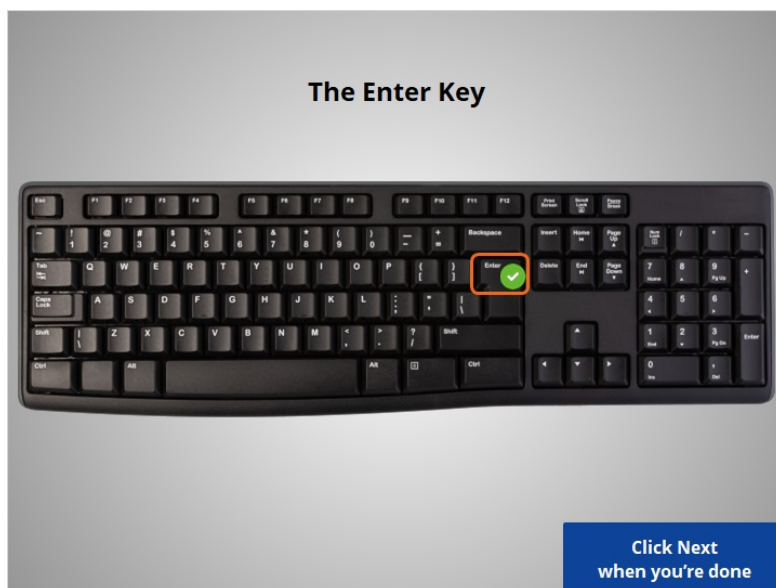
The Shift Key – This key is used for either capitalizing a letter or to access the symbols above the number keys and punctuation keys. When you hold down the shift key, either the capital letter is typed, or you are typing the character that appears on the top left of the key.



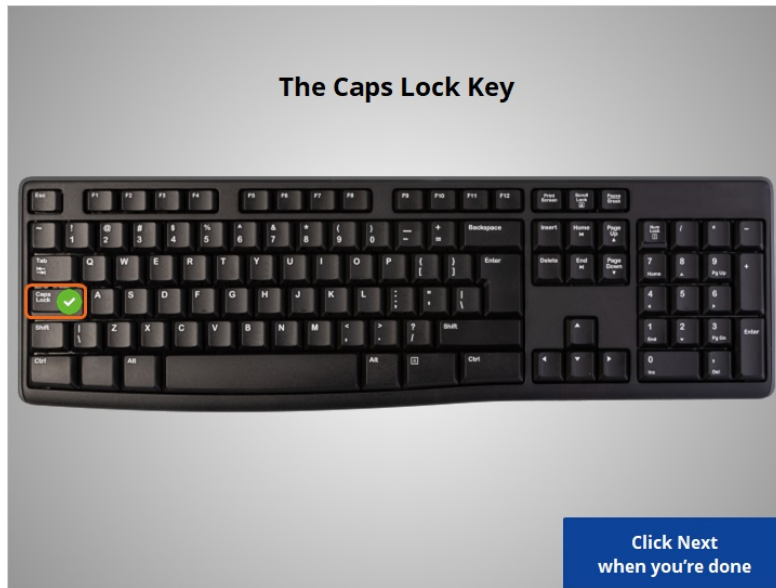
The Backspace Key – Use this button if you are typing something and you want to delete what you typed.



Delete key – Use this key to delete the character ahead of the cursor. Not all keyboards have this key.



The Enter Key – Enter is the key you press to submit something or go to the next step. For example, press the enter key to go to the next line in a document or to go to a website after typing in the address.



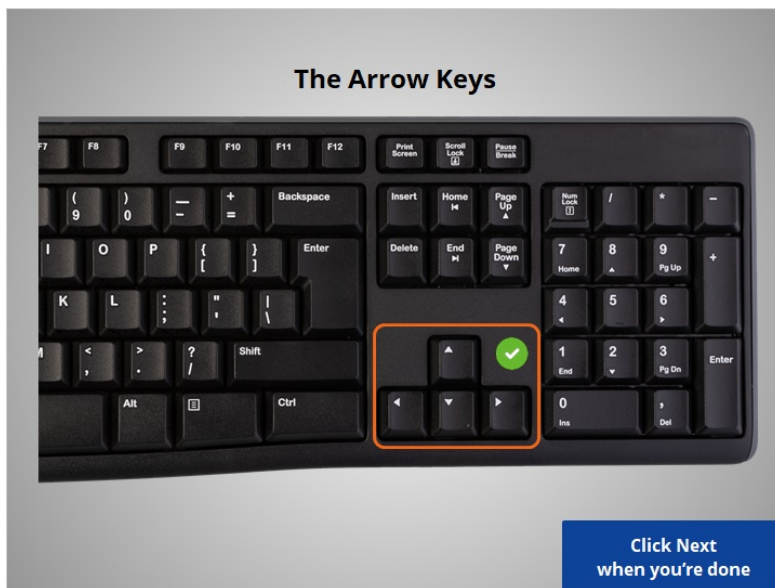
Caps Lock – When you press this button, everything you type will be CAPITALIZED. To turn it off and go back to typing lower case, just press it again.



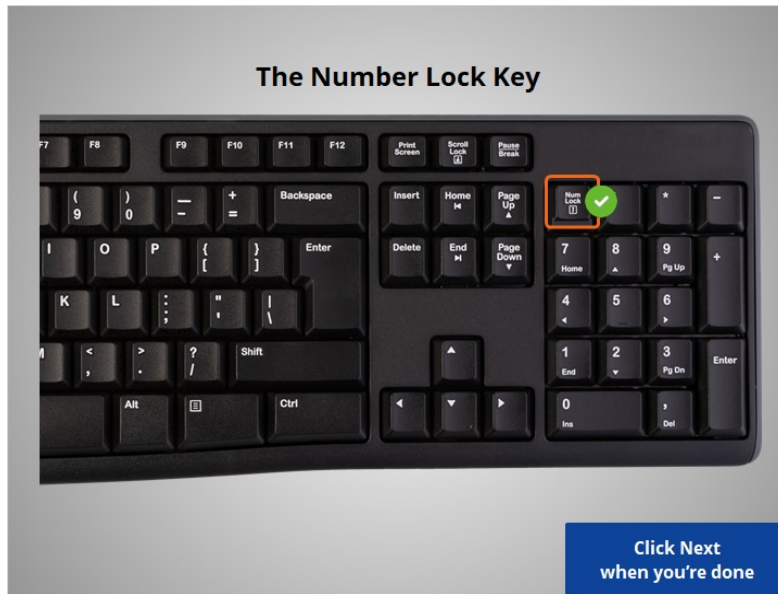
The Tab Key – This button is used if you want to indent in a document or in an email. You can also use it to jump to the next field if you are filling out an online form.



Here's a few more. Go ahead and click on them to see what each one does. Click on Next when you are ready to move ahead.



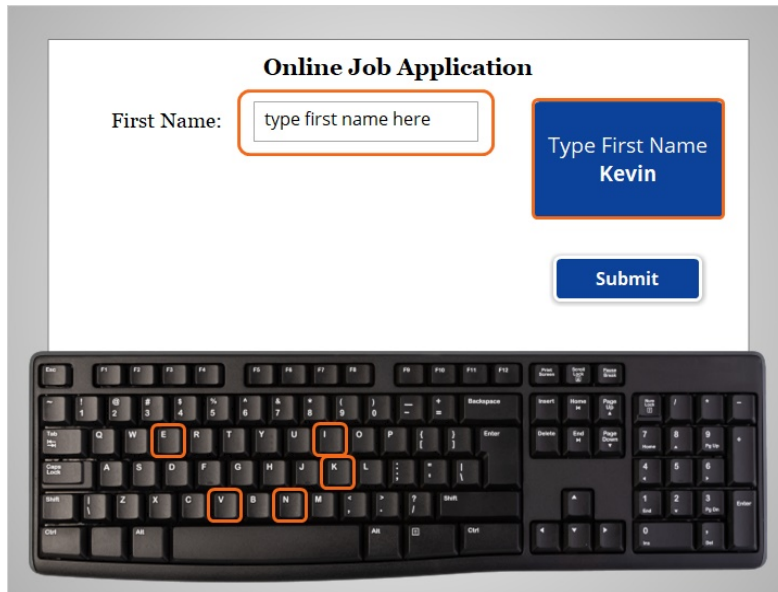
Arrow Keys – These are navigational keys that can help you go up, down, left and right when you are working on a document or when you want to scroll up and down a webpage.



The Number Lock Key – Some keyboards have a number pad on the side, and if you turn on the Num Lock, the number pad will display numbers. If the Number Lock is not on, the number pad becomes a navigation pad like the arrow keys.

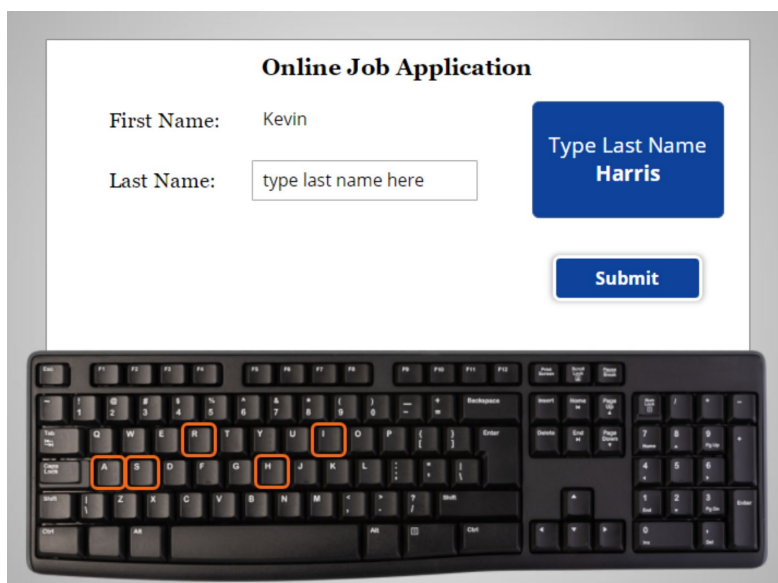


Now that you've learned about the sections of the keyboard, let's practice using it. We'll help Kevin fill out the parts of an online job application.

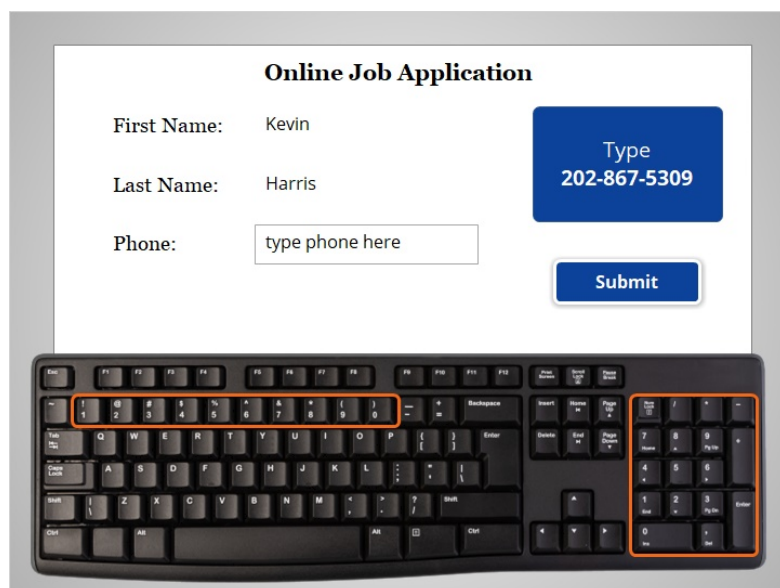


First, we will use our keyboard to type in Kevin’s first name: K-E-V-I-N.

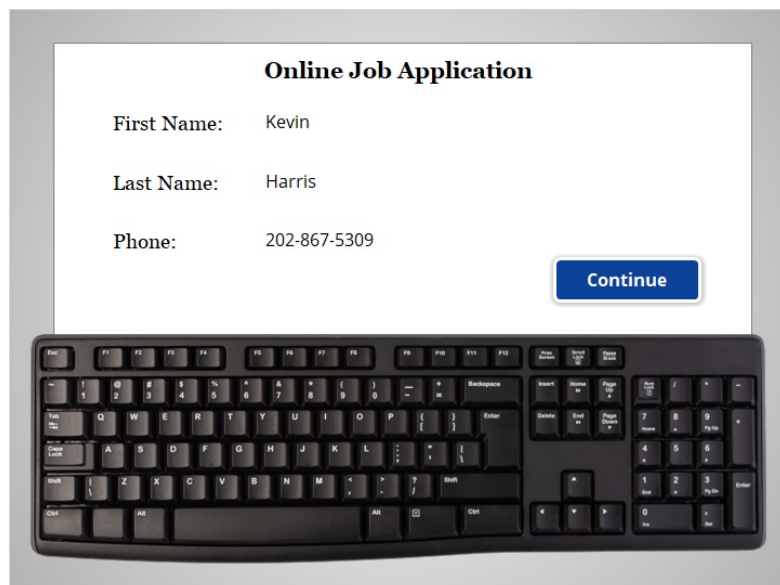
Use your computer keyboard to type in “Kevin” in the box that says “type first name here”. Then click on Submit.



Great! Now, we will use our keyboard to type in Kevin’s last name, which is Harris. Use your keyboard to type in Harris in the box that says: “type last name here”. The, click on Submit.



Great! Next, we will use our keyboard to type in Kevin’s phone number. Use the number keys on your keyboard to type in 202-867-5309 in the box that says “type phone here”.



Great work! You’ve just helped Kevin get started on his job application, using the keyboard to type information into the form. Click on the blue Continue button.



In this lesson Kevin learned how to use a keyboard. In the next lesson Kevin will learn about computer ports so he can connect his devices like a flash drive or smartphone to a computer.

Ports



In this lesson, we're going to help Kevin learn about the ports on a computer.

When Kevin uses a computer, he'll want to connect it to other devices, such as a mouse, a keyboard, headphones and other devices.

Kevin can connect these devices to the computer by plugging them into openings called ports.



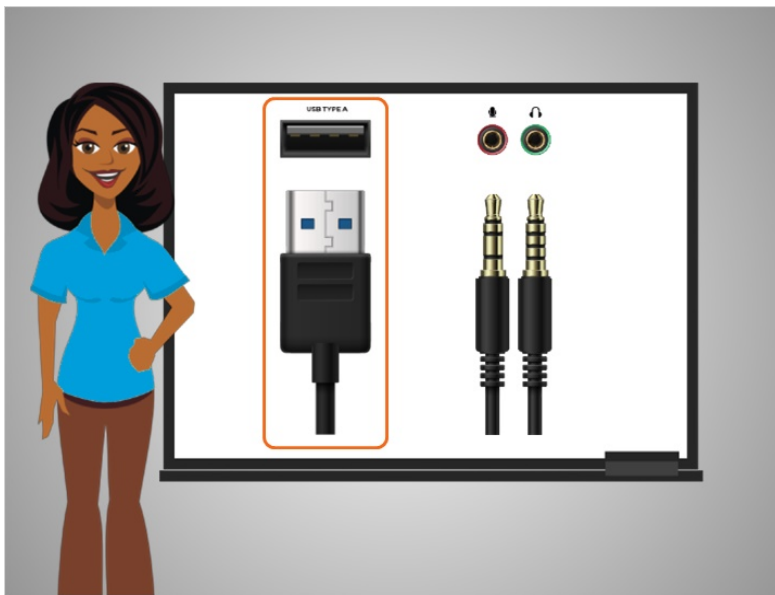
These ports are often found on the back of the computer case for desktop computer



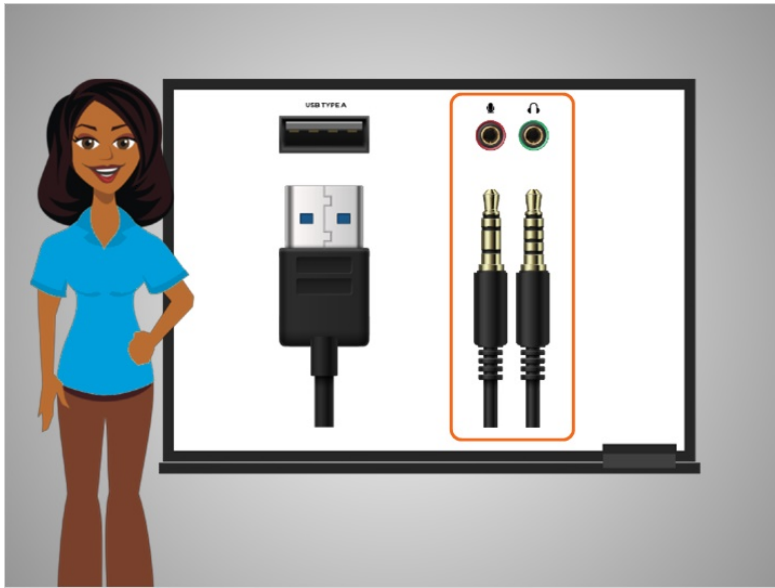
and around the sides of laptops.



The ports on a computer have different functions. Let's explore with Kevin types of ports you will find and interact with while working on a computer or laptop.



Some of the most common types of ports you will use on a computer are the USB port, seen on the left,



and the microphone jack and headphones jack, seen on the right.



The USB port is common for things like a mouse,



a web cam,

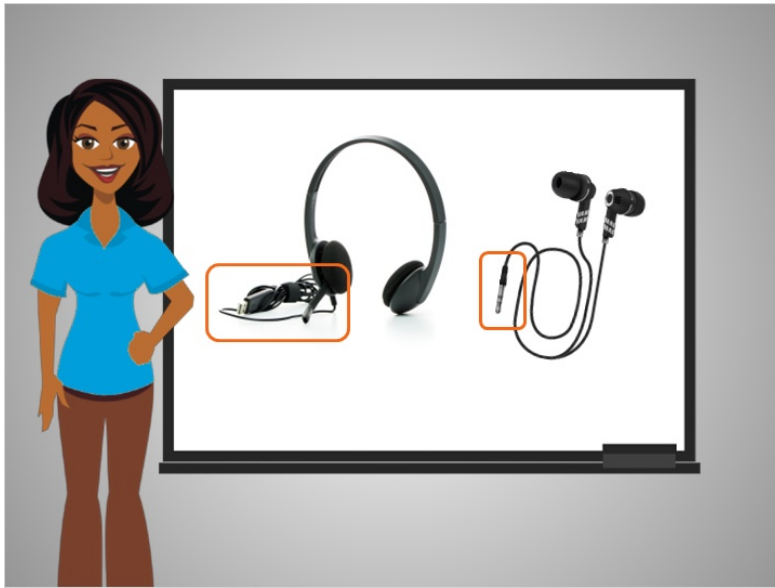


and a smartphone.



It is also used for a storage device called a USB drive. These drives are a great way to save your work if you are using a public or shared computer. They can be plugged into the USB port of a computer, and you can save documents, images, and other things to them.

Because they are portable, once you are done, you can just take the drive with you and have all of your saved files on the device. USB drives are also called flash drives and thumb drives.



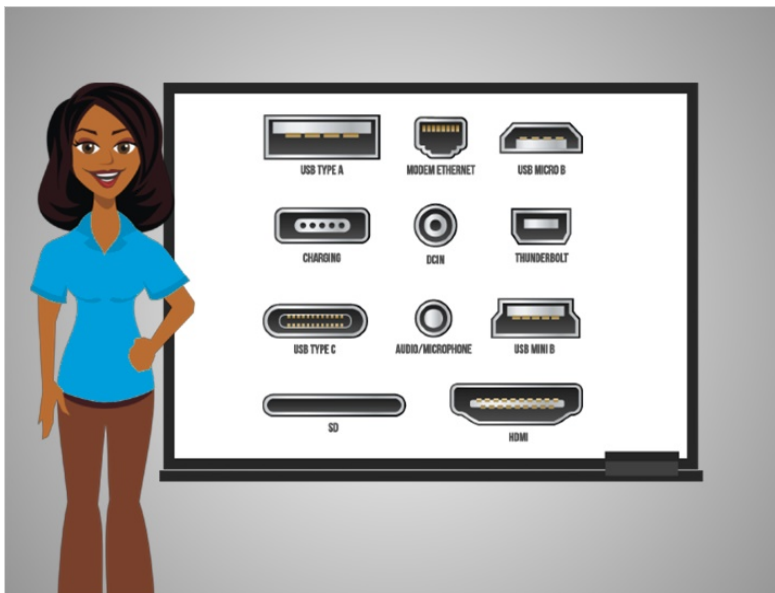
Headphones often use a USB port or sometimes they use the audio jack.



The HDMI port sends and receives high-definition audio and video from one device like a computer to other devices like a TV, projector, gaming console, or mobile device.



The USB-C port is like the USB port. It connects peripherals like mice and external storage to a computer, but it can also charge mobile and other tech devices.



You may find that there are ports on your computer you do not recognize. In that case, consult the computer's online help, or ask for help at your public computer center or library.




In this lesson Kevin learned about the different types of ports that a computer has and what devices he can connect to them. In the next lesson Kevin is going to practice what he learned.

Practice



In this course Kevin learned about the different parts of a computer and how to use them. Let's see what you remember.


What does a **mouse** do? Click the correct answer.



- It controls the cursor on the screen
- It plays music
- It's a portable computer

What does a mouse do? Click the correct answer.

What does a **mouse** do? Click the correct answer.

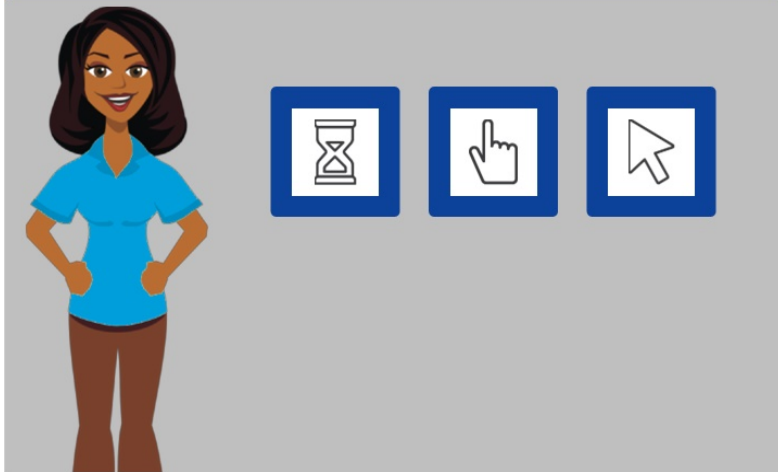


- It controls the cursor on the screen
- It plays music
- It's a portable computer

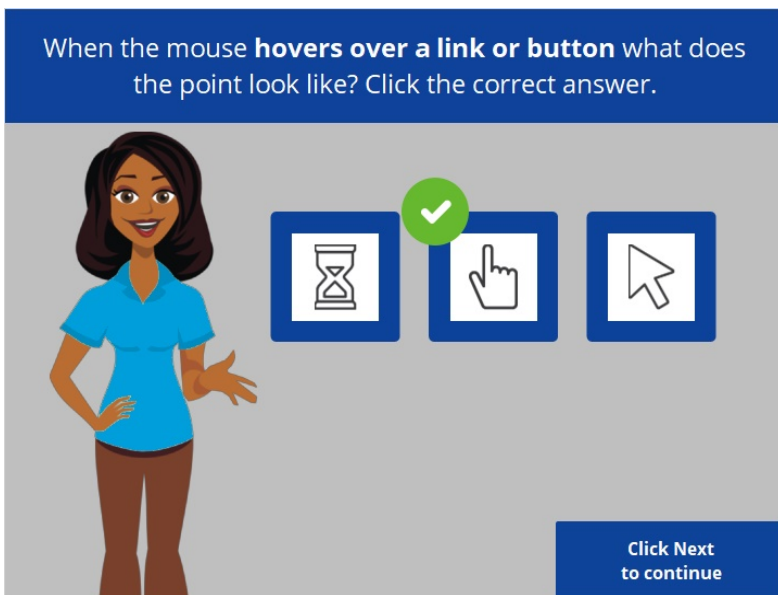
Click Next to continue

That's correct! The mouse controls the cursor on the screen. Click Next to continue.

When the mouse **hovers over a link or button** what does the pointer look like? Click the correct answer.




When the mouse hovers over a link or button what does the pointer look like? Click the correct answer.



That's right! When the pointer is on a link to a website, a button, or other items you can click on, it will appear as a hand. Click Next to continue.

What does the **shift key** do on the keyboard?
Click the correct answer.



- Adds a blank space as you type
- It indents text in a document
- It is used to capitalize a letter

What does the shift key do on the keyboard? Click the correct answer.

What does the **shift key** do on the keyboard?
Click the correct answer.



- Adds a blank space as you type
- It indents text in a document
- It is used to capitalize a letter

Click Next to continue

That's correct! The shift key is used to capitalize a letter. Click Next to continue.

If Kevin presses this key, it will **capitalize** everything.
Which key is it?



Hint

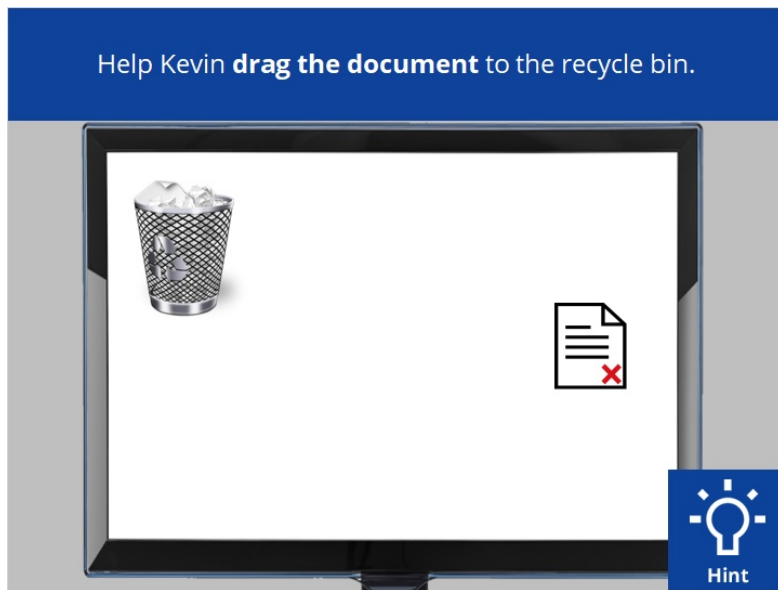
If Kevin presses this key, it will capitalize everything. Which key is it? If you need help, click on the Hint button.

If Kevin presses this key, it will **capitalize** everything.
Which key is it?

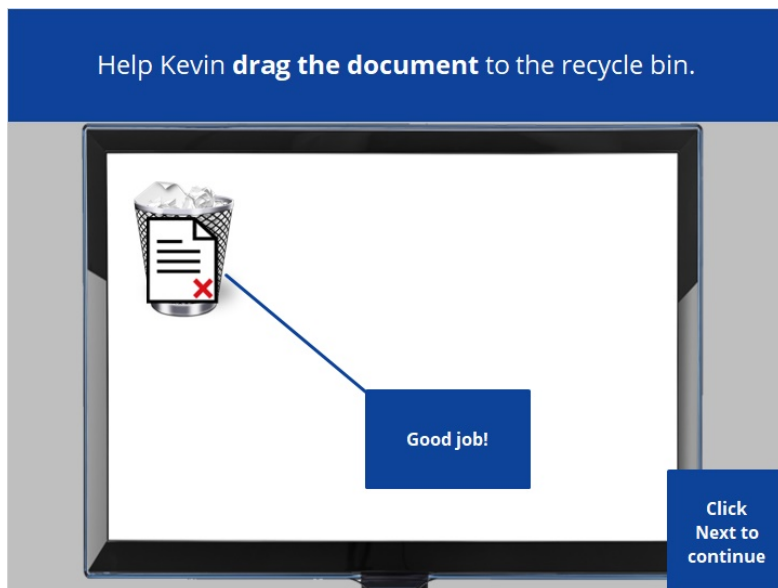


Click
Next to
continue

That's right! Click Next to continue.




Kevin wants to drag the document to the recycle bin. Would you drag it for him? If you need help, click on the Hint button.



Good job! Click Next to continue.

Kevin wants to **connect his flash drive** to his computer. He would.... Click the correct answer.




Hit the enter key

Plug it into a USB port

Drag and drop

Kevin wants to connect his flash drive to his computer. To do that, what he would do? He would... Click the correct answer.

Kevin wants to **connect his flash drive** to his computer. He would.... Click the correct answer.



Hit the enter key


Plug it into a USB port

Drag and drop

Click Next to continue

That's right! He would plug it into a USB port. Click Next to continue.

Kevin is **connecting his computer to a TV screen.**
Where would he plug in this cord?




A charging port

A headphone jack

An HDMI port

Kevin is connecting his computer to a TV screen to show his family a video. Where would he plug in this cord?

Kevin is **connecting his computer to a TV screen.**
Where would he plug in this cord?



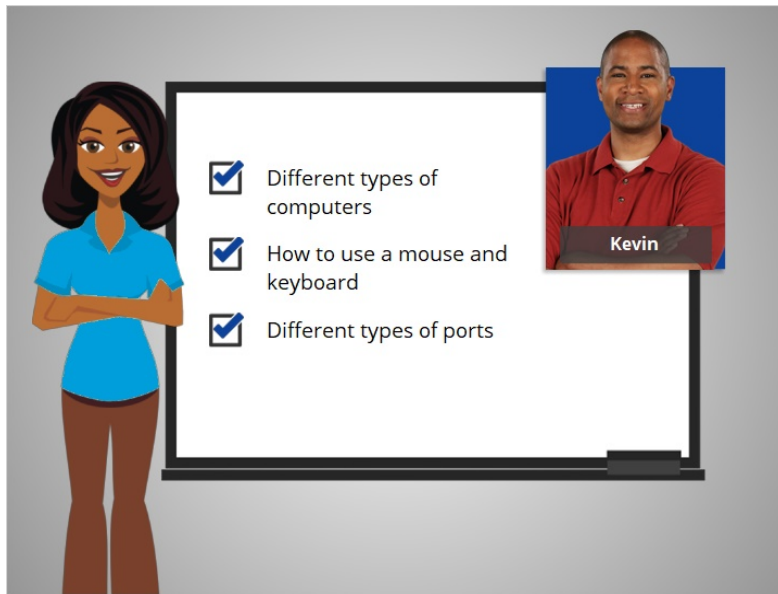
A charging port

A headphone jack

An HDMI port

Click Next
to continue

That's correct! He would plug it into an HDMI port. Click Next to continue.



In this course Kevin learned about the different types of computers, learned how to use a mouse and a keyboard, and learned about the different types of ports available to attach devices to a computer. Now you can explore and practice using a computer on your own!