

# Computer Basics 1

## 1. Basic parts and computer terminology

- a. Hardware and Peripherals
- b. Operating Systems and Software
- c. Drives and Discs/USB Drives
- d. the Desktop & Shortcuts

## 2. Taskbar

- a. Start button
- b. Shortcuts (Quick Launch)
- c. Active-Application Buttons
- d. System Tray (bottom-right of your screen, usually by the clock)

## 3. Start a Program.... click on the Start button to see the list of **Programs** (and more) on your computer



## 4. Keyboard functions (practiced in Microsoft Word)

- a. Enter.... moves the cursor down another line on the page; adds white space between lines
- b. Backspace.... erases everything to the **left** of the blinking cursor
- c. Delete.... erases everything to the **right** of the blinking cursor
- d. Shift.... hold down the shift key and press another letter key to capitalize the letter
- e. Caps Lock.... toggle key with a light on the keyboard to indicate it's on; makes all your letters capitalized if it's on
- f. Insert.... toggle key; determines what will happen when you type new characters into an existing line of text or numbers: either inserts text or writes over text that is already there
- g. Num Lock.... toggle key with a light on the keyboard to indicate it's on; works w/ Numeric Keypad
- h. Numeric Keypad.... number keys along the right side of the keyboard (not on a laptop); Num Lock must be ON in order to type numbers, otherwise the Numeric Keypad will just move your cursor around
- i. Tab.... indent your cursor in to the right (or, if also holding the Shift Key, to the left), OR, when filling out forms online the tab key moves you from one empty box to the next

## 5. Save a Document

## 6. Minimize, Restore Down/Maximize, and Close buttons



## 7. My Documents.... where saved documents, images, and other files go on your computer