# Computer basics: Computer, keyboard & mouse
Don't know much about computers, this is the place to start!

## Definitions

<u>Hardware</u> – The physical parts of the computer. In other words, anything you can touch and see, even before you turn on the computer.

<u>Software</u> – Generally refers to any type of computer program. The software is what makes the hardware run. The CD is the hardware and the music on the CD is the software.

<u>Keyboard</u> - A typewriter-like device used to communicate with a computer. On a laptop, it is usually attached.

<u>Mouse</u> - Hand-operated pointing device. When you move the mouse on your desk, the mouse pointer on the screen mimics its movement. On a laptop, there are touch- pads or an external mouse can be attached.

<u>Scanner</u> - Converts a picture or paper document into digital format.



<u>Display(Monitor)</u> –This is where you see the text and graphics you are working with or the thing you stare at while you use the computer (it looks a little like a TV). On a laptop, this is attached and usually flips up.

<u>On/Off switch</u> - the computer switch is usually located on the front or the side of the computer. This would be pressed to start your computer.

<u>Hard Drive</u> – device that stores large amounts of information for a long time. It is located within the computer. If a computer has one hard drive, it is called drive C. It stores the operating system, programs, and documents.
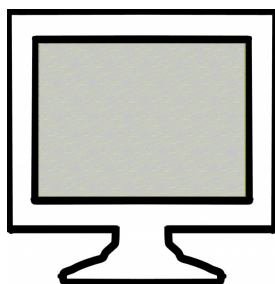
## Other storage options

<u>Flash Drives</u> – also known as JumpDrives, Pocket Drives, Pen Drives, and Thumb Drives. They are pluggable, portable and lightweight. They connect to a USB port on the CPU, and hold up to 2 gigabytes or more of data.

<u>CD-ROM drive</u> - reads information from a disk, like a DVD, a music CD or a software CD.

<u>Bytes and Gigabytes</u>: Byte is an abbreviation for binary term, a unit of storage capable of holding a single character. Large amounts of memory are indicated in terms of kilobytes (1,024 bytes), megabytes (1,048,576 bytes), and gigabytes (1,073,741,824 bytes).

## Parts of the Windows Desktop

Operating system – A system software that manages the computer's memory and processes, as well as all of its software and hardware. It also allows you to communicate with the computer without knowing how to speak the computer's language.

Windows – The most widely used operating system for PCs. It provides a common way of using programs. Most PCs come with it already installed. Currently, the most common version of Windows is called Windows 11.

Desktop – This eventually appears when you first turn on the computer. It is the space that contains the icons as well as the "empty space" left over.

Icons – Pictures that represent programs, files, or folders. You double-click these to open them.

Taskbar – Strip of buttons at the bottom of the Windows desktop. Each button relates to a window or task on the screen.

## Keyboards

A. Computer keyboards share many similarities to and some differences from a typewriter keyboard.

- Alphabet layout is basically the same.
- The location of some punctuation keys is different
- Additional keys include directional keys and the number pad on the right.
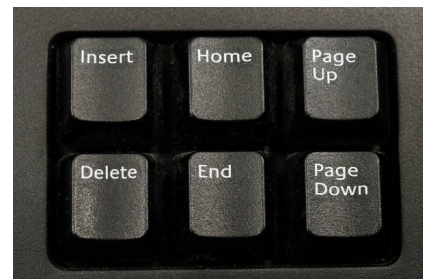
B. The basic hand placement on a keyboard takes some practice.

- Rest both thumbs on the space bar.
- Starting with the little finger of your left hand on the letter "A", the other three fingers will rest on the next three letters "S" "D" and "F".
- Skip "G" and "H" and put the index finger of your right hand on the "J" key. The other three fingers of your right hand will rest on "K" "L" and the semi-colon key.
- Notice how you can reach all the other keys quite easily.
- Hunting and pecking is good, too. Use whatever is most comfortable to you!

C. There are several specialty keys on the keyboard that will help with formatting your typing. Many can be used in combination with other keys to create shortcuts for special actions.

- ESC-ESCAPE KEY (In Windows environments, pressing the Escape key usually cancels or aborts the current operation.)
- Space bar
- **TAB** moves the document over a set number of spaces

- **BACKSPACE** backs over the document erasing as it goes.
- **ENTER** is a multipurpose key and will either allow you to enter information on the computer or act as a return carriage key on a typewriter.
- Forward slash and back slash
- **ARROW KEYS** will move you anywhere within a document without making any changes.
- **HOME/END**
- **PAGE UP/DOWN**
- **INSERT/DELETE**
- Number/directional pad with **NUMLOCK** on and off
- You use both the **SHIFT** key and the **CAPS LOCK** key to create upper case letters.
- **Number/symbol keys** are on the top row above the letters. Using the SHIFT key plus the number key prints the symbol above the number.
- **Ctrl-Alt-Delete**
- Function Keys are like one step buttons and their use may vary depending on what program you are using. *For instance if you are using Microsoft Word F7 will start spell check. The Function Keys are located at the top of the keyboard.*

## Mouse Basics

Practice keyboarding:
Free Typing Online: https://www.freetypinggame.net/free-typing-lesson.asp
http://alfatyping.com/

**\*\*This one Requires a LIBRARY CARD** https://www.universalclass.com/i/course/typing-and-keyboarding-101.htm

**Do the on-line tutorial at Mousercise**: http://www.pbclibrary.org/mousing/mousercise.htm

**Have some fun while getting additional mouse practice. Games that help you practice your mouse skills:**
→ Online jigsaw puzzles: http://www.jigzone.com
→ Crossword puzzles: http://www.boatloadpuzzles.com
→ Solitaire https://worldofsolitaire.com