



## Computer Basics Peninsula College Continuing Education with Renne Emiko Brock-Richmond

### Week 1

#### Getting started on the computer

Becoming familiar with the computer and  
Navigation of the Desktop:

- Turning the computer on and off
- Using the mouse and understanding the cursor
- Keyboard Basics
- Desktop, Start Menu, Taskbar, Sidebar  
Inside a Window, Thumbnails, Titlebar,  
Icons, Lists, Details, Folders, Files, Toolbar
- Minimizing, Maximizing and Moving a  
Window
- Resizing/Tab/Closing a Window
- Opening a program and Exiting a program
- Basic Controls of a program
- Menus
- Dialog Boxes
- Scrolling
- Standard Buttons Toolbar
- Overview of basic computer terms

#### ■ Turning the computer on and off

Most computers have a power button. Push it! Your Welcome Screen will appear, then click on the icon that is your user name. You may have to type in your password. You may just type in your name and password, it depends on your system.



To turn off or shut down the computer, shut down all your running programs. Click Start Menu and click Turn Off Computer. The Turn off computer window will appear, click turn off.

#### Visual interface

If the computer is on, what are the typical components of different Graphic User Interfaces?

**Pointer** - The spot where the mouse "cursor" is currently referencing. It changes depending on where you are and what you are doing.

**Desktop** – The main surface of your screen. You'll find icons, windows, menus, and images there.

**Window** - A page-like rectangle that represents a "window" into a document, folder, form, dialog box, or design surface.

**Icons** – a small image that represent files, folders, applications, devices, shortcuts, and controls.

**Text-box** - A box in which to enter text or numbers.

**Button** - An equivalent to a push-button as found on instruments.

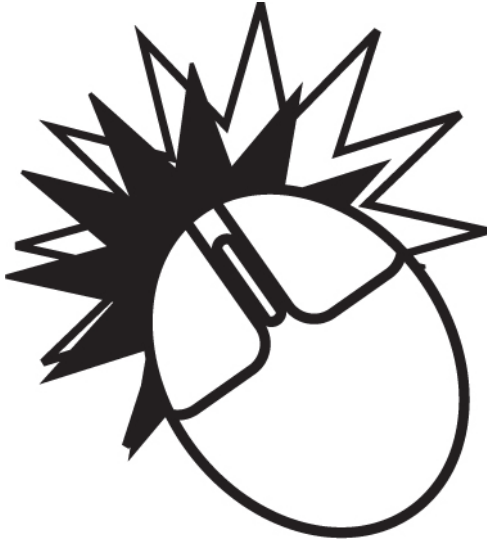
**Drop-down menu** - A list of items to select from that is displayed when a button or indicator is clicked.

**Hyper-link** - Text with some kind of indicator (usually color or underlining) that indicates that clicking it will take you to another screen or page.

**Check-box** - A box which indicates an "on" state or "off" state via a check-mark or an "X". A Radio button is similar, but you can only choose one item at a time.

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## Physical interface



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### ■ Using the mouse and understanding the cursor

Use the mouse to interact with items on your screen as you would use your hands to interact with objects in the physical world.

#### The mouse buttons

A mouse has a primary button, which is **normally the left button**, and secondary which is normally the right button. Some mice have wheels. The primary mouse button is used to select and click items, position the cursor in a document, and drag items. Use the secondary mouse button to display a menu of tasks or options that change depending on where you click. Use the wheel to scroll through documents more easily.

#### Make that mouse move!

**Pointing** – move the cursor on the screen.

**Clicking** - To click just point to an object on the screen and quickly press and release the primary button.

**Double-click** - Just point to an object on the screen and quickly press and release the primary button twice. This is a way to open something.

**Click and Drag** – to move an object on screen just place your pointer over an object

on the screen, click and hold the primary button, move the object, and then release the button.

**Click and Select** – to make a selection just place your cursor at the beginning of the text or image and drag the mouse over what you want to select diagonally from top to bottom.

**Right-Click** -To display shortcut menus, point to an object on the screen, and then click the secondary button.

**Scrolling** - To move up or down in a document or Webpage you can Scroll two ways:

**Scrollbar** – Use the up or down arrows by clicking on them or the scrollbar by clicking and dragging it up or down.

**Wheel Scrolling** - If your mouse has a wheel, roll the wheel with your forefinger to move up or down in a document or on a Web page.

**Pointer / Cursors** - Your deluxe digital Swiss Army knife

The cursor changes based on what you can do with it. It gives you visual clues to guide you.

**Arrow** – for pointing

**I – Beam** – for typing

**Moving Hand** – to push or drag

**Pointing Hand** – to link

**Paintbrush** – to paint

**Hourglass / spinning ball** - to wait

**Underscore** – to enter text

### ■ Keyboard Basics

The keyboard is similar to a typewriter without the need to hit return to start your next line of text and that romantic ding! If you are frustrated, remember that most computer keyboards were not designed for bigger fingers as a throwback of typewriters

and private secretaries. You can set them to the QWERTY or Dvorak keyboard layout in the control panel.

**Alphanumeric Keys** - These keys include the same letter, number, punctuation, and symbol keys found on a traditional typewriter.

**Shift** - Press Shift in combination with a letter to type an uppercase letter or symbol this shown on the upper part of that key. In some image / graphics programs, holding down the Shift while resizing constrains the proportions or creates perfect squares or circles while making selections or shapes.

**Caps Lock** - Press Caps Lock once to type all letters as uppercase. Press Caps Lock again to turn this function off. Typing all in uppercase is regard as YELLING!

**Tab** - Press the Tab key to move the cursor several spaces forward or to move to the next text box on a form.

**Enter** - Press Enter to move the cursor to the beginning of the next line or in a dialog box, press Enter to select the highlighted button. Enter is your way of responding with “yes or agreed” to whatever choice is given to you.

**Spacebar** - Press the Spacebar to move the cursor one space forward. When you are typing, you only need to press the spacebar once instead of twice between sentences because word processors automatically created more space for you.

**Backspace or Delete** - Press Backspace to delete the character before the cursor or a selection – that can be text, an image, or file.

**Modifier keys** - These keys are used alone or in combination with other keys to perform certain actions or shortcuts.

**CTRL or Control** – Pressed with another key performs a special operation or shortcut

**ALT or alternate** – Just another modifier key that modifies the normal action of another key when the two are pressed in combination.

**Windows logo key** - Opens the Start Menu

**ESC or Escape** - Means Abort, Cancel, No, Stop, Quit, or Exit the current task.

**Function keys** - The function keys are used to perform specific tasks. You will find them at the top of the keyboard F1, F2, F3...F12. The purposes of these keys are different for different programs.

**Navigation keys** - The keys are used for moving around in documents or webpages and editing text. They include the arrow keys, Home, Insert, End, Page Up, Page Down, Delete, and maybe Help.

**Numeric keypad** - The numeric keypad is useful for entering numbers, the layout is similar to a calculator.



## ■ Desktop, Start Menu, Taskbar, Sidebar, Inside a Window, Thumbnails, Titlebar, Icons, Lists, Details, Folders, Files, Toolbar

Let's have some fun and explore the Desktop! Open things, move things, click and double click!

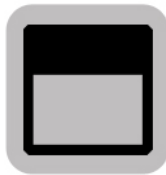
**Start Menu** – By clicking Start a menu displays items that you can easily access the most useful items on your computer. You can customize this menu and there you can find the Pinned Programs, Recently Used Programs, All Programs Menu, Standard Folders, Control Panel Elements, Help, Support and Utilities, Logoff, and Turn Off Computer.

**Taskbar** - Displays the Start menu button, buttons (or tabs) for open programs, and you can add a toolbar.

## ■ Minimizing, Maximizing and Moving a Window



minimize



maximize



close

## ■ Resizing/Tab/Closing a Window

Let's rearrange our desktop.

## ■ Opening a program and Exiting a program

To open: Click on Start > the Start Menu will open.

Click on All Programs > the All Programs menu will open.

Click on the submenu containing the program you want.

Click on the icon of the program > it will open.

To exit or quit:

Click on the window box with the X.

The program will ask you want to save your changes on the files you were working on > Say yes or no > it will exit or quit the program.

If you click on cancel, it guesses that you really didn't mean to exit the program.

## ■ Basic Controls of a program

- Menus
- Dialog Boxes
- Scrolling
- Standard Buttons Toolbar

## ■ More basic computer terms

This is a list of computer terms that we will utilize while working with computers. Please study these terms to be familiar with basic computer terminology. Your vocabulary will grow as we learn more.

**Application** – a computer program or software this is designed to perform a specific task.

**Address** - The designation of a location on the Internet; most commonly, e-mail addresses and URLs.

**Avatar** - a creative representation of yourself in the form of a three-dimensional model or visual icon used for online communities, social networks, blogs, and virtual worlds.

**Backup** – archiving a copy of a file or disk

**Bit** - A binary unit of data storage that can only be a value of 0 or 1. It is also yes or no – on or off. The use of binary code is why the precursor to the computer is the jacquard loom. They were programmed with cards to lift the sheds up or down to weave complex patterns.

**Boot** – this is what happens when the computer is turned on.

**Burn or burn a disc** - writing data on a disk.

**Byte** - 8 bits of data. In binary code, this can be the information for one keystroke.

**Click On** - To select something represented on a computer screen by positioning a cursor on top of it, then clicking with a mouse.

**Clipboard** - a section of RAM where your computer stores copied data. That is where it sits for you to paste it from and will be replaced the next time you copy or cut data.

**CMYK model (subtractive colors)** - The CMYK model is based on the light-absorbing quality of ink printed on paper. As white light strikes translucent inks, part of the spectrum is absorbed and part is reflected back to your eyes.

**CPU (Central Processing Unit)** - The processing chip that is the real brains of a computer. Some have their own memorable theme song.

**Crash** – When the computer become unresponsive as software errors force it to quit operating.

**Cursor** - a movable symbol used to mark a position in a document or on a computer screen. When viewing a Web document, the cursor is often an arrow or hand, moved by operation of a mouse or other device.

**Cyberspace** - A term coined by William Gibson in his novel *Neuromancer* (1984) to describe the network of interconnected computers and the people who interact with the network.

**Data** - information that is stored or processed by a computer.

**Deep Thought** – a powerful computer in the book *Hitchhiker's Guide to the Galaxy* created to answer the ultimate question to

Life, the Universe, and Everything. The answer indeed is **42**. Deep Thought then designed Earth to calculate the ultimate question.

**Digital** - Pertaining to the use, transmission, and storage of information, including words, data, and images, in the form of numerical digits.

**Download** - To directly transfer data to a computer user's hard drive or alternative storage device from another location on the Internet. Uploading is sending data instead of receiving it.

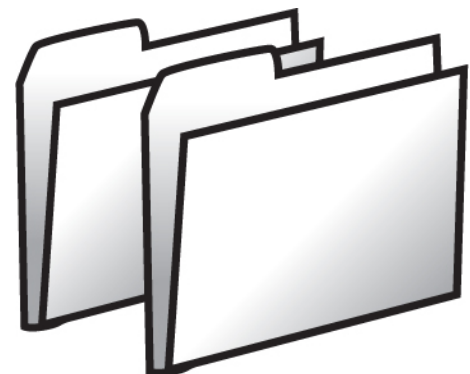
**DPI (Dots Per Inch)** - a gauge of visual clarity on the computer screen or printed compared to PPI (Pixels Per Inch). The higher the number, the better the resolution. Images for the Web, only need to be 72 dpi compared to 600 dpi for a laser print.

**Emoticon** - little text-based faces and objects to express feelings in emails or chats. :-D is a big smile! ;^) is smirking!

**File** - A collection of data stored on a permanent storage structure.

**Flash memory** - Non-volatile memory (retains data without power) that are electrically erased and reprogrammed like memory cards and flash drives.

**Folder** - An electronic subdirectory, or a means to organize your files like paper folder in a file cabinet.



**Font** - a specific typeface of a certain style.

**Gigabyte (gig)** - one billion (1,000,000,000) bytes.

**Graphics Interchange Format (GIF)** - a file format that uses 8-bit color and efficiently compresses solid areas of color while preserving sharp detail, such as that in line art, logos, or illustrations with type.

**HSB model** - describes three fundamental characteristics of color: hue, saturation and brightness.

**Hard Drive** - large capacity storage device made of multiple disks housed in a rigid case. Your computer contains a hard drive and I have three external hard drives to backup projects.

**Hardware** - The physical parts of your computer. Sometimes the term peripheral device is used.



**HAL 9000 (Heuristically programmed ALgorithmic computer)** - a fictional villain in Arthur C. Clarke's *Space Odyssey* saga.

**Home page** - An introductory web page that is typically the entry point to a particular website, and typically the main source of information about the website. It usually includes links to connected pages of the website.

**Hypertext** - Text that includes links or shortcuts to other documents, allowing the reader to easily jump from one text to related texts.

**HTML (Hypertext Markup Language)** - The computer-based language used to create and read pages using hypertext to organize and link words, images, ideas, and locations, for general use on the World Wide

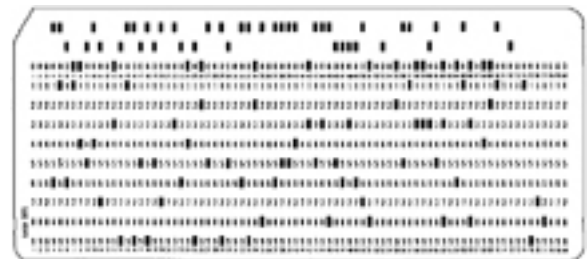
Web.

**HTTP (Hypertext Transfer Protocol)** - The system used by the World Wide Web to transfer HTML files. "http" constitutes the initial characters of a URL on the World Wide Web.

**Icon** - A small graphic image that represents an address, file, or application and, when clicked on, produces a programmed result, such as opening a file or going to another Web page.

**Internet** - The global network of networks. It started as a military network linking military computers, then developed into a network of academic computers. It was quickly transformed to serve individual and commercial purposes. Although commonly viewed as being the same as the World Wide Web, the Internet is much broader in scope; it includes all of the computers that are linked to it on its various networks and all of the systems used to exchange information between those computers.

**ISP** - Internet Service Provider is a business that provides your ability to connect to the Internet.



**Jacquard Loom** - a mechanical weaving loom that uses perforated paper rolls to lift single threads to create complex patterns. It is precursor to the development of the analytical engine and computer programming with the use of punch cards.

**Joint Photographic Experts Group (JPEG)** - a file format that supports 24-bit color and preserves the broad range and subtle variations in brightness and hue found in photographs and other continuous-

toned images.

**Link** - A highlighted word, icon, or URL within a Web document that, when clicked on, takes you to another place within the document or to another document altogether.

**Keyboard shortcut** - a combination of keystrokes that performs some function.

**Kilobyte** - 1024 bytes.



**Master Control Program (MCP)** – the artificial intelligence (AI) villain of *Tron* that desired world domination.

**Megabyte** - 1024 kilobytes.

**Memory** - where data is stored temporary while it is being used or changed. RAM (Random Access Memory) = how much memory is installed on your computer.

**Menu** - a list of commands listed by topic for a program.

**Mouse** - a small, hand-held device that controls movement of the cursor on a computer screen.

**Netiquette** - etiquette on the Internet. Good netiquette is respecting others' privacy, not annoy or frustrating folks, Spamming is very bad netiquette.

**Online** - Referring to anything currently connected to a computer network.

**Operating system (OS)** - The principal software component that provides the ability to interface with program functions to support applications along with peripheral and external devices.

**Palette** - a small floating window that contains a program tools.

**Pixel (Picture Element)** – the small little dots that make up the images on computer displays. The increased amount of pixels makes the image smooth and easy on the eyes, if an image is described as "pixelated" that means there are less pixels and it appears jagged and rough.

**Portable Document Format (PDF)** - a flexible, cross-platform, cross-application file format. Based on the PostScript imaging model, PDF files accurately display and preserve fonts, page layouts, and both vector and bitmap graphics.

**RAM (Random-access memory)** – storage in your computer where the OS, applications, and your data is currently being used so that can be quickly accessed by the computer's processor. (CPU)

**Raster images (bitmap)** - use a grid of colors known as pixels to represent images. Each pixel is assigned a specific location and color value.

**RGB model (additive colors)** - A large percentage of the visible spectrum can be represented by mixing red, green, and blue (RGB) colored light in various proportions and intensities. Where the colors overlap, they create cyan, magenta, yellow, and white.

**ROM (Read Only Memory)** - memory that can only be read from and not written to.

**Save** - to write a file onto a disk to store it. You need to pay attention to what you call a file and where you saved it that is called file management.

**Scroll(ing)** - Using a cursor to move up and down in a computer file or on a Web page.

**Software** - programs that run on your computer. If the hardware is your brains, the software is your thoughts.

**Spam** – an unsolicited junk e-mail or irrelevant postings to a bulletin board or

newsgroup. Phishing is a form of spam and an attempt to steal your personal information.

**Tagged-Image File Format (TIFF)** - a flexible bitmap image format supported by virtually all paint, image editing, and page-layout applications. It is used to exchange files between applications and computer platforms.

**URL (Uniform Resource Locator)** - An address used to identify a site on the World Wide Web, in the form: <http://www.art.org>.

**Virtual Interactive Kinetic Intelligence (VIKI)** – the computer in the movie *I, Robot* that believed humans must be taken care of due to their destructive nature by breaking the Three Laws of Robotics and using robots in a benevolent dictatorship.

**Vector graphics** - Vectors describe an image according to its geometric characteristics. They are made up of lines and curves defined by mathematical objects called vectors.

**Website** - A collection of World Wide Web pages, usually consisting of a home page and several other linked pages.

**World Wide Web (WWW)** - An interconnected system of HTML files located on the Internet, including a method of accessing these files using hypertext. The Web allows users to navigate the Internet by following links from documents in one location to documents in others.

**Wabi-sabi** - a beauty of things imperfect, impermanent, and incomplete. It is a beauty of things modest and humble. It is a beauty of things unconventional.

**War Operation Plan Response (WOPR)** – a military computer in the movie *WarGames* that concludes that nuclear war is an unwinnable scenario.

## Computer Memory Units

**Bit / Binary Digit** – a unit of information like 0 or 1

**Byte** – 8 bits of information like a keystroke

**Kilobyte (KB)** – 1024 bytes

**Megabyte (MB)** – 1,048,576 bytes

**Gigabyte (GB)** – 1,000,000,000 bytes

**Terabyte (TB)** – 1,000,000,000,000 bytes



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## Computer Basics - Peninsula College Continuing Education with Renne Emiko Brock-Richmond

### Week 2 - File Management and Saving and Working with Programs and Creating Files

- Basic File Management
- Files vs. Folders
- Creating new folders
- Navigation of folders
- Search box, Address Bar, Navigational Pane
- Exploring My Computer and its folders
- Fun with Folders
- Copying Folders
- Moving Folders
- Renaming Folders
- Deleting Folders
- Recycle Bin
- Saving Options
- Opening and exiting a program
- Making a Selection
- Copying, Cutting, and Pasting
- Working with text
- Working with images
- Saving Files
- Naming a File or changing the name of a File
- Saving Files to external media
- Finding and Opening Files

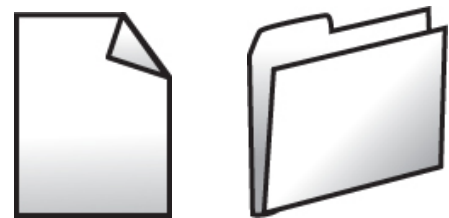
**Renne's rule for Saving:**  
**Locate where you are saving first, then name the file. You need to know where you are going before you leave on your trip and save your memories.**

### ■ Basic File Management

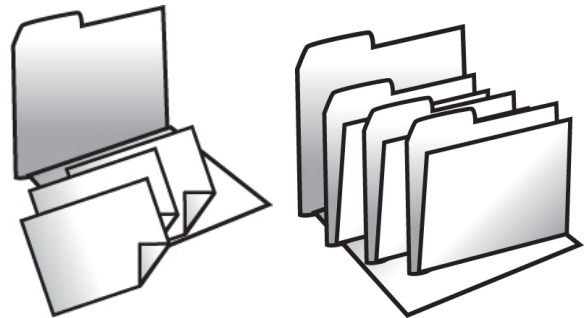
Besides clicking save all the time while you are working on a document, file management is one of the most important ideas you need to master to work with the computer affectively. File Management the organization and manipulation of your digital desk / workspace. There are many ways to view it in dialog boxes, in Windows Explorer, or on your desktop. Regardless of how you view it, you need to put some time and thought into how you organize your documents so that you can find them again.

In the most basic of terms, file management is used when you create new documents (files), save files, copy files, open files, close files, delete files, and where you place these files in a folder. Often, computer file management is compared to a real office file cabinet because of the use of folders with files inside of them.

### ■ Files vs. Folders



The hierarchy (system of organizing things) of files utilizes folders. A file is a collection of data and a folder is a subdirectory to organize your files in. Files are managed based on their location. My Documents, My Pictures, My Music are folders.



A folder can contain files or sets of folders that in turn contain files.

## ■ Creating new folders

You can create a new folder by right-clicking your mouse and in the dropdown menu selecting New > Folder.

You can create a new folder in a window by selecting in the menu bar File > New > Folder

You can create a new folder inside a dialog box when you **Save as** a file.

## ■ Navigation of folders

To view what is inside a folder, you can double click it to open while viewing it in a window. While inside a dialog box, you can navigate through folders.

## ■ Search box, Address Bar, Navigational Symbols

**Search Box** - You will find the Search Box in the Start Menu. There are different ways of viewing it, but the principle is the same. You will be asked what are you searching for. Most likely, you will be searching for a file. You can search by file name, date, location, file type, and last time opened. It will also ask what location you want the search to happen. The (C:) drive is your main computer drive. You can open a file directly from the search, or find out where it is so that you can open it while working within a program.

Often the hierarchy of file management is revealed when you do a search for a file. A forward slash / indicates something is inside of what comes before it on the line. So, if you see My Computer/Renne's Yard/house, that means the "house" file is inside the "Renne's Yard" folder that is inside the "My Computer" folder.

**Address Bar** – this is a text box that displays addresses of websites and locations of files you are looking for. You can add the Address bar to the taskbar on the bottom of your desktop. Then you can

launch programs simply by entering their names in the Address bar. In Vista, the Explorer Breadcrumbs feature lets you navigate to folders below the current folder by using the drop-down arrows.

When you are visiting a website you might encounter A Website navigation technique called breadcrumbs. Breadcrumbs typically appear horizontally near the top of a Web page, providing links back to each previous page that you navigated through in order. They provide a trail for you to follow back to where you started to explore the Website.

**Navigational Symbols** - a + means there is more inside of this folder. – means that the folder is open. Little arrows also show if a folder is open all the way or closed.

## ■ Exploring My Computer and its folders – go for it!

### Saving a File

When you are saving a file, you need to locate where you are saving it first. You have navigated through windows to open folders on the desktop. But, when you are saving a file, you must navigate through a dialog box to open folders. Open any program and make a new document. When you are ready to save it for the first time go to the Menu Bar

**File > Save as** (> means make a dropdown menu choice)

A dialog box will appear and you need to find the location where you will be saving your file first.

**Open your folder.** You may have made your folder in the window or you can make a new one here. The little folder with the \* makes a new folder. Regardless, you need to find and open the folder. Remember to Double Click to open a folder on icon or select it and click the open button.

There is a shortcut icon to the My Documents folder on the left side of the dialog box, click it to open.

**Name your file.** Once you have opened the location you are saving, then you can name it. You may have to select and delete what

text may appear in the **File Name:** box, then type in your title.

Choose your Document type. The default document type will most likely be chosen for you. But, you can change this file type to suit your needs.

**Save.** Now hit the Save button.

### Keep Saving.

**Save often.** After saving your file for the first time, you can just go to File > Save to continue updates any changes you have made and save them. There is a little disk icon that you could click on too.

### Now, Opening a file.

**Opening a file.** To open a file, it is best to open it in the program you made it in. Go to File > Open.

A dialog box will appear and you need to find the location where you saved your file.

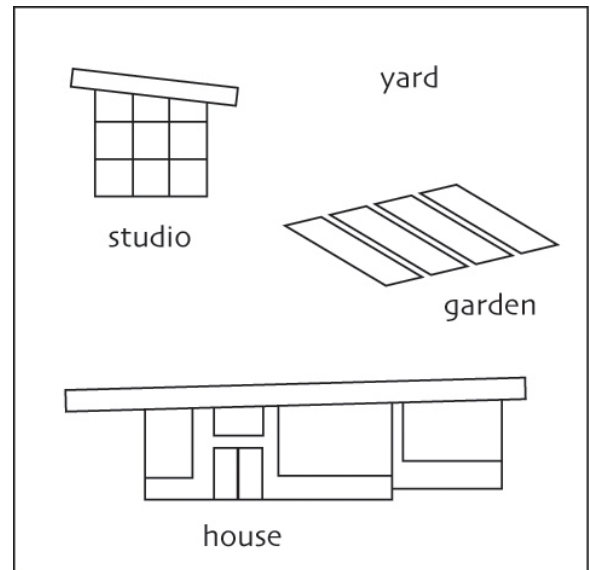
**Open your folder.** This is similar to what you go through to save, but this time you will find and open the folder. Remember to Double Click to open a folder on icon or select it and click the open button. There is a shortcut icon to the My Documents folder on the left side of the dialog box, click it to open.

**Open the file.** Navigate through the folders until you find your file and open it. Double click on the icon or click on the open button.

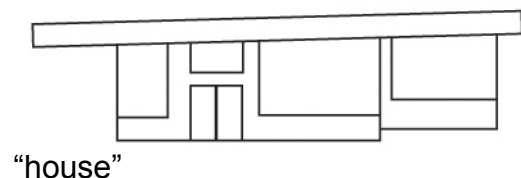
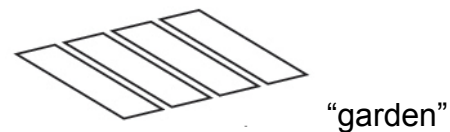
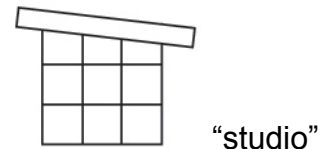
# Don't forget to save!

## ■ Fun with Folders – Building Your Dreamhouse

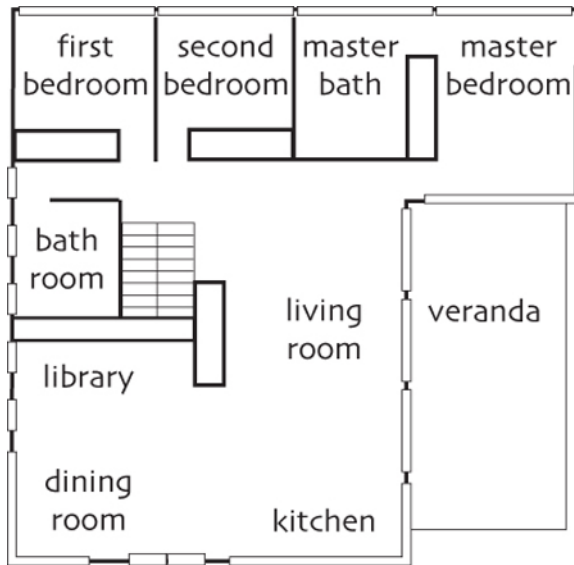
This exercise is a way to understand file management by creating folders and files that make up your Dreamhouse.



Create a new folder and call it "yard". Inside your "yard" folder, make three folders containing the three elements of your yard. Please name them:



Inside the "house" folder, you will make folders as the rooms and veranda of the house.



Now make files that go into each folder. Each file will contain a list of items that you type in Office Word or draw in Paint.

- “kitchen” folder contains the files named “refrigerator” and “pantry”.
- “dining room” folder contains the “table” file.
- “library” folder contains the “books” file
- “living room” contains the “furniture” and “entertainment” files.
- “veranda” contains the “guests” file.
- “master bedroom” contains the “closet” and “nightstand” file.
- “master bath” is an empty folder.
- “second bedroom” contains a “toys” folder.
- “first bedroom” contains a “projects” file.
- “bathroom” contains a “medicine cabinet” file

After you have been working in the house, move back into the “yard”.

The “studio” folder contains the files named “transportation” and “form of expression”.

The “garden” folder contains the files “flowers”, “food”, and “zen”.

You may add one more folder to your “yard” of your liking.

### ■ Copying Folders and Files

Select the file or folder you want to copy. Go to Edit in the menu bar > Copy to Folder. A dialog box will appear for you to navigate through and locate where you want to copy the folder to. Click Copy.

You can also make a new folder for the file to be copied into.

### ■ Moving Folders and Files

Select the file or folder you want to move. Go to Edit in the menu bar > Move to Folder. A dialog box will appear for you to navigate through and locate where you want to move the file to. Click Move.

You can also make a new folder for the file to be moved into.

### ■ Renaming Folders and Files

Select the file or folder you want to rename. Go to File in the menu bar > Rename. A textbox will appear at the file or folder for you to type the new name.

### ■ Deleting Folders and Files

Select the file or folder you want to delete. Go to File in the menu bar > Delete. A dialog box will appear to confirm you want to delete the file, say yes.

Or, drag the file or folder into the Recycle Bin.

### ■ Recycle Bin

Sometimes you can restore a file you may have put in the Recycle Bin in haste. Double-click to open the Recycle Bin to reveal the window. Select the file or folder you want to restore and then go to the menu bar File > Restore. The file or folder will return to its original location.

### ■ Saving Options

When you are saving a file, sometimes there are different saving options in a dropdown menu with in the saving dialog box near where you name the file. Pay attention to the file options.

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