

# Computer Basics

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St. Albert Public Library  
Cultivating Community

# Learning Objective

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- At the end of this class the student will be introduced to various basic computer parts and terminology and will have gained experience with mousing techniques by practicing on a desktop computer.

# Overview of session:

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- Computer terminology
- Parts of the computer
- The Desktop and Toolbars
- Mousing

**Practice ... and more practice**

# Computer Hardware

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Any part of the computer system that you can see or touch.

- Peripherals: any piece of hardware attached to a computer.
  - Mouse
  - Keyboard
  - Printer
  - Web-Cam

# Computer Software

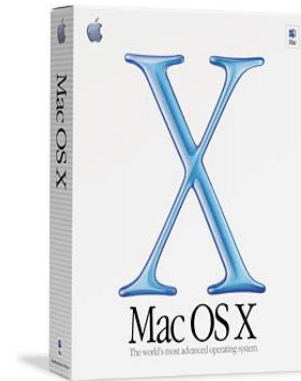
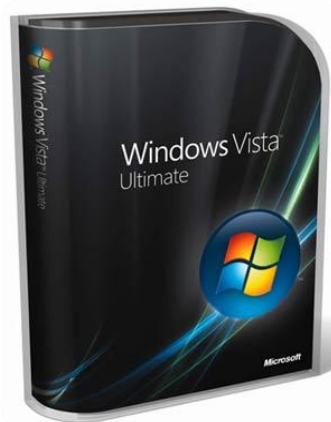
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- or just software, is a collection of computer programs and related data that provide the instructions telling a computer what to do and how to do it.

# Operating System Software or (OS)

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- Controls the overall activity of the computer:
  - Windows XP, Windows 98, Vista, Windows 7, Mac OS etc.
  - The computer you are using right now is running the Windows 7 operating system.



# Application Software

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- Allows you to accomplish specific tasks.
  - Microsoft Word, Excel etc.



Office



Excel



Family Tree  
Maker

# Storage devices:

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- Hard drive (GB – TB)
- CD/ DVD drive (700 MB/4.7-15 GB)
- USB flash drive (128 MB – 64 GB)



# Windows PC

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- ❑ More common
- ❑ Lower price
- ❑ Hardware customization.



# Macintosh ... *Mac*

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Designed by Apple computers:

- Simple and easy to use interface
- Less susceptible to viruses and threats
- Popular in graphics, music editing
- Apple Store



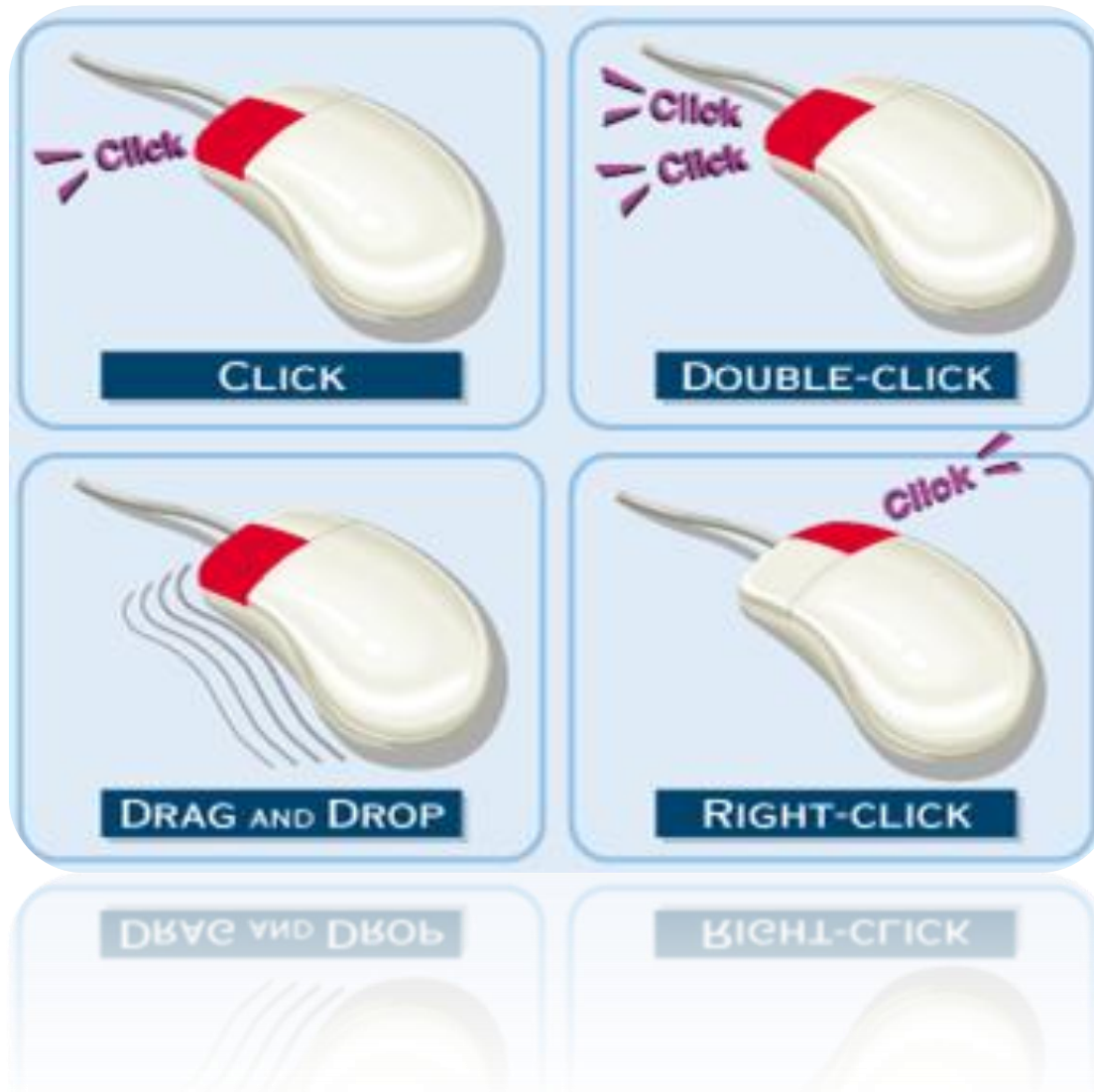
# The Mouse

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# Mousing: Let's see what you can do

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# On/Off

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- Turning the computer on
- Closing down – turning the computer off

# Troubleshooting: Computer Froze?

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- Press the “Ctrl” + “Alt” + “Delete” buttons simultaneously.

# The Desktop

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- Let's take a look at the desktop
  - Icons
  - Taskbar
  - Recycle Bin
  - Programs
  - Start Button

# What's under the Start Button?

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- Programs
- Computer
- Control Panel
- My Documents



## Let's practice with the mouse:

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- Paint
- Solitaire
- Puzzle

<http://www.jigsawplanet.com/?rc=play&pid=207576b659f6>

# NICE WORK!

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