

I. Introductions

II. Class Learning Objectives

By the end of this class, you will be able to:

1. Identify the basic parts of a computer.
2. Define hardware & software.
3. Minimize, maximize, restore and close windows.
4. Use a mouse confidently.

III. Types of Computers

			
<p>Netbook</p>	<p>Laptop</p>	<p>Tablets</p>	<p>Desktop Computer</p>

IV. Parts of the Computer



V. Using a Mouse

Left Click:
The left mouse button is the **action button**, the one you will use the most. You will use it for selecting, opening programs, pushing buttons, and many other tasks.

Right Click:
The right mouse button is the **option button**. When you click something with it, it will give you a menu of things you can do with what you just clicked on.

- Put your pointer finger on the **left button**.
- Put your ring finger on the **right button**.
- Rest your wrist on the table.
- Keep your hand relaxed.
- Press the buttons gently without lifting your fingers.

The Pointer

The pointer is the arrow on the screen that moves when you move the mouse. It can take different shapes:

	The arrow: the regular shape of the pointer.		The I-bar: indicates that pointer is on top of text or a box where you can enter text.
	The hand: indicates that the pointer is on top of a link.		The hour glass: this means that the computer is processing instructions.

VI. Using Microsoft Windows

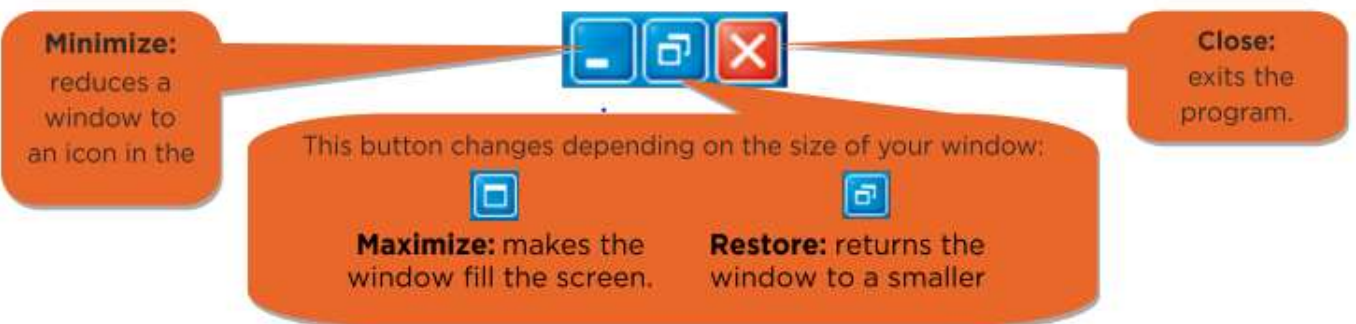
The Desktop

The Desktop is the work area you see when you turn on your computer. It has the following parts:



Window Control

Programs are shown in different **windows**, which are the visual representations of programs. Every window will have the same three buttons in the top right hand corner:



VII. Wrap Up

a. Practice, Practice, Practice!

To succeed in our other computer classes, it's important to feel comfortable and confident using a computer, mouse, and keyboard. Below are recommended resources for practicing your skills before signing up for another computer class.

Using a Mouse: Gain confidence in your mousing skills by practicing on your own using any of the following websites. If you are using a Library computer to practice, please ask staff if you need assistance getting started.

- <http://pbclibrary.com/mousing>
- http://seniornet.org/index.php?option=com_content&view=article&id=1048:mouse-exercises-seniornetorg&catid=49:helpcategory
- <http://mouseprogram.com/words.html>

Opening and Closing Programs

1. Log in to a Library computer
2. Double-click on any of the icons on the desktop. A new program will open.
3. Close it by clicking the X in the top right-hand corner.
4. Open and close four different programs to practice this skills.

Minimizing and Maximizing Windows

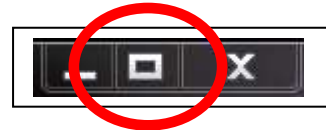
1. Log in to a Library computer
2. Double-click on any of the icons on the desktop. A new program will open.

3. Minimize the window by clicking on the first of three buttons in the top right-hand corner that looks like a minus symbol.



4. Look at your taskbar (along the bottom of the screen). There will be an icon for the program you just opened. Click on it to bring the program back to the screen.

5. Click on the middle button in the top-right hand corner, which looks like a box. What does it do? Click on it one more time. What does it do



do?
now?

Learn more about computer hardware and software

1. Log in to a Library computer
2. Double-click the Google Chrome icon on the desktop and, after it opens, left-click in the address bar at the top of the screen (it will say vbpl/electres.html)
3. Type in **gcflearnfree.org** and push Enter on the keyboard. This will take you to the Goodwill Community Foundation Learn Free website.
4. Click on the button that says **Technology**, then click on the link that says Computer Basics. Click on the name of any of the lessons to read more and watch videos!

b. Other resources

- VBPL Technology Education webpage
<http://www.vbgov.com/tech-ed>
 - Information about the VBPL Tech Help service
 - Upcoming classes
 - Resources for practicing and learning more on your own
 - Materials for all our computer classes
- Mouse Exercises
<http://www.seniornet.org/howto/mouseexercises/mousepractice.html>
- Palm Beach County Library – Mousing Tutorial
<http://pbclibrary.com/mousing>
- Selecting Text <http://mouseprogram.com/words.html>
- Power Typing: QWERTY Practice
<http://www.powertyping.com/qwerty/lessonsq.html>
- Goodwill Community Foundation – Mouse Tutorial
<http://www.gcflearnfree.org/mousetutorial>
- Goodwill Community Foundation – Typing Tutorial
<http://www.gcflearnfree.org/typing>
- Technology Buying Guide - <http://www.gcflearnfree.org/technology-buying-guide/>