

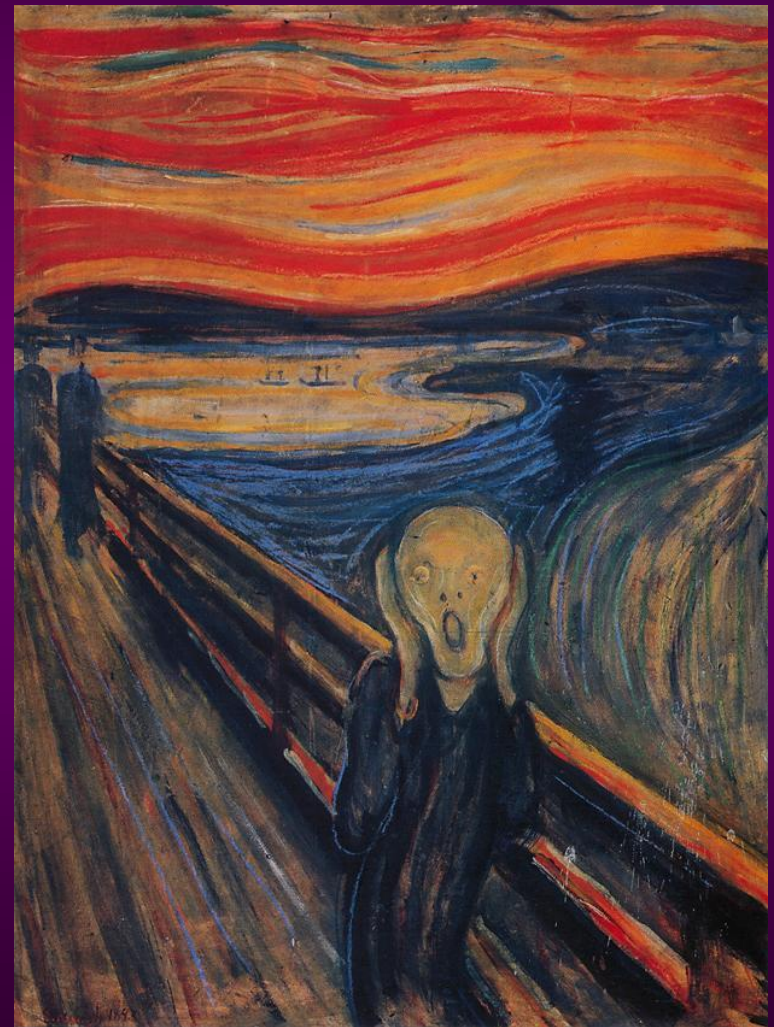
Welcome to...



Getting to know your PC!

Rules to remember

- Practice makes perfect.
- Using a computer is like driving a car...
- **Don't panic!**



Basic parts of the Desktop Computer

CPU (Central Processing Unit)



Monitor



Speakers



Printer



Keyboard



Mouse



Scanner



Basic Parts of a Laptop Computer

Monitor



Keyboard

**CPU (Central
Processing
Unit)**

Mouse

What is hardware?

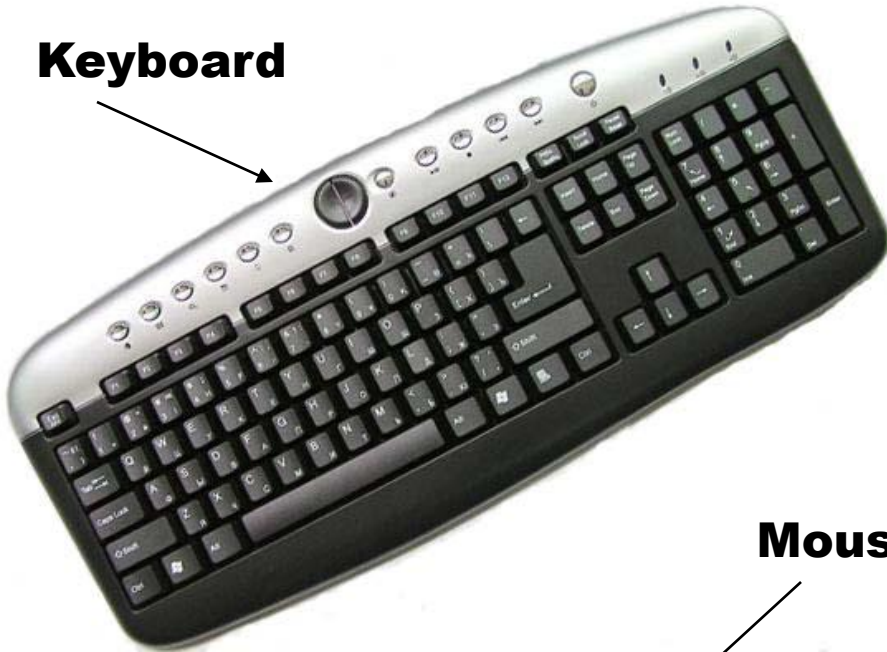
Hardware refers to the mechanical (touchable) parts of your computer.

A piece of hardware can either be an **INPUT** device or an **OUTPUT** device.



Examples of INPUT devices

Keyboard



Mouse



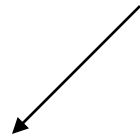
Scanner



Examples of **OUTPUT** devices



Monitor



Speakers



Printer

What is **Software**?

Software is just another word for **computer programs**. There are several different types of software:

1. **Operating Software**
2. **Application Software**
3. **Device Drivers**



The CPU

(or, “What’s in the box, anyway?”)

- **CPU** stands for *Central Processing Unit*.
- The CPU is also called a *tower*, a *case*, a *box*, the *hard drive*.
- The CPU contains all the bits and pieces that make your computer “think.”



What's in the box?

- **ROM**

Read Only Memory. This helps your computer “live” and does not change.

- **RAM**

Random Access Memory. This is your computer's short-term memory. More RAM=faster multitasking.

- **Processor**

Your computer's “engine.” This makes the computer GO!



Memory and Storage

Memory is measured in a **BYTES**.

1 Byte = 1 character
(This letter **A**, for example.)

1 Kilobyte (KB) = 1000 Bytes
(A one-page letter.)

1 Megabyte (MB) = 1000 KB
(A paperback book.)

1 Gigabyte (GB) = 1000 MB
(**SIX** sets of encyclopedias!)

1 Terabyte (TB) = 1000 GB
(1,000 copies of the Encyclopedia)



The Hard Drive

- The **hard drive** is sometimes called the *hard disk*. It is usually labeled the C drive (or C:) on your computer.
- Think of the hard drive as a big file cabinet wired to the inside of your CPU.
- Many hard drives come equipped with more storage than the average person could ever fill!



What are Drives?



Drive – a part of the CPU that can store and retrieve data from different storage devices.

Rule to Remember:
Match the correct media with the correct drive.

Floppy Disk Drive

- Reads and writes information on 3.5" disks.
- One disk can hold around 1.5 MB of information.
- On the way out as a storage tool-- comparatively, they do not hold a lot of information.

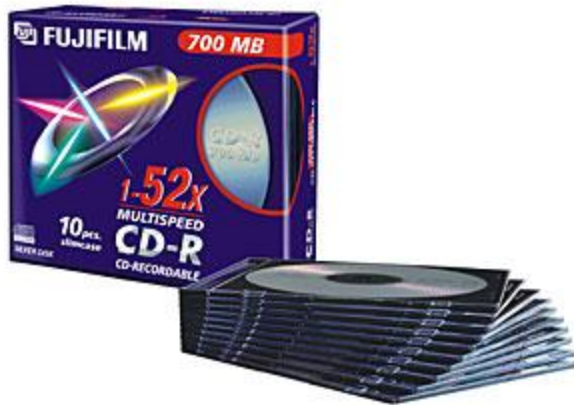
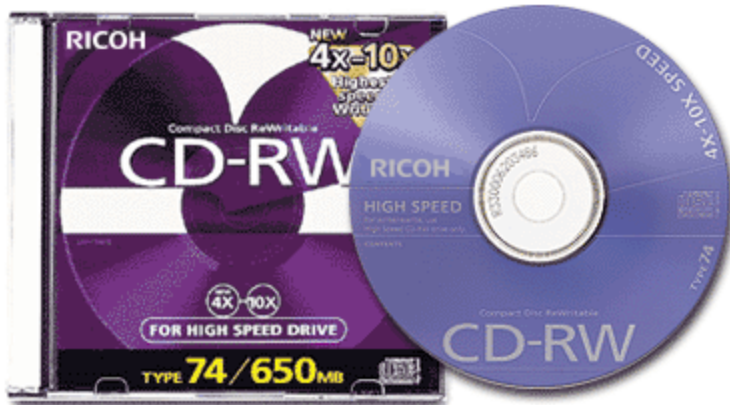


CD-ROM and CD-R Drives and Discs

- **CD-ROM drive = READ ONLY.**
- **CD-R = RECORD ONLY.**
This allows you to save information **ONE TIME.**
- **CD-RW = RE-WRITABLE.**
This allows you to save, erase, and re-write information.
- One CD can hold **700 MB** of information... it would take about ***500 floppy disks*** to do the same!



CD, CD-R, CD-RW



DVD-ROM and DVD-R Drives and Discs

- The same rules apply. You can't save information using a DVD-ROM. You must have a DVD-R or RW to save.
- A DVD holds as much information as 8 CDs... that's 4,000 floppy disks!



DVD, DVD-R, DVD-RW Disks

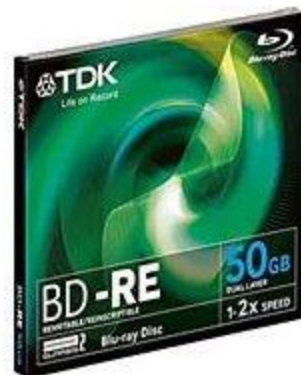
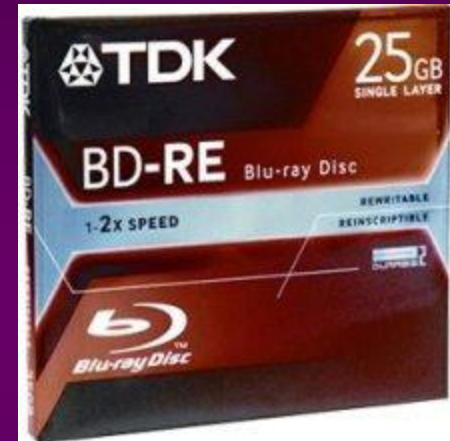
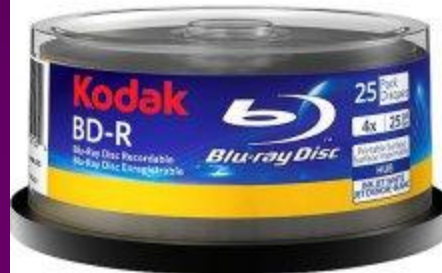


Blu-Ray Discs and Drives



- Disc drive works like a DVD or CD Drive, but is more expensive.
- Utilizes a blue-violet laser to read and write data, differing from DVDs, which use a red laser.
- Has 5 times the storage capacity of a DVD.

Blu-Ray Discs



Flash Drives

**The latest craze in storage:
flash drives!**

- **Plugs into the USB port of the computer and acts like another hard drive.**
- **Small and portable.**
- **Available in various sizes.**
- **No need to worry about format.**



HELP!

What should you do when your computer misbehaves? First, remember the rule:

DON'T PANIC!



Common problem: Computer Freezes



A **freeze** occurs when the computer does not respond to mouse clicks or key strokes.

Try the following steps, one at a time:

- Wait a few minutes.
- Check for loose cords.
- Press the **Escape (Esc)** key, **ONE TIME**.
- If all else fails: **CTRL + ALT + DELETE**

And if none of the above works...

... you might need to restart the computer by pushing and holding in the **POWER BUTTON**.

When your computer comes back on, it will run a program called **ScanDisk**. It might take a few minutes before you see your usual computer screen appear.



HELP!



Problems using a program?

- Check out a book!
- Try looking for an online “how to.”
- Press the F1 button on your keyboard. In most programs, this will bring up the “help” menu.

Buying a PC

- **Two questions:**
 - What do you want the computer to do?
 - How much money do you want to spend?
- **Do your homework.**
 - Consumer Reports
 - CNET.com
- **Bring a cheat sheet.**



It's time to MOUSERCIZE!

Using the mouse properly takes some practice, but the more you practice the easier it will be!

The first step is to learn how to hold the mouse properly.



Parts of the Mouse

- **LEFT BUTTON**

You will use this to do most of your clicking.

- **RIGHT BUTTON**

Usually used for shortcuts.

- **SCROLL BUTTON**

Used to scroll up and down a document page or a webpage. (Not all mice have this button.)



How to Hold the Mouse

- 1. Don't lift the mouse. It needs to stay on a smooth surface in order to work properly.**
- 2. Rest your index finger on the left mouse button.**
- 3. Rest your middle finger on the right button.**
- 4. Make sure your hand is comfortable.**



Types of Mouse Pointers



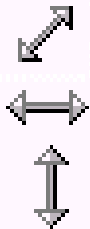
The main mouse pointer or cursor



For inserting text



For clicking links in web pages



For resizing windows

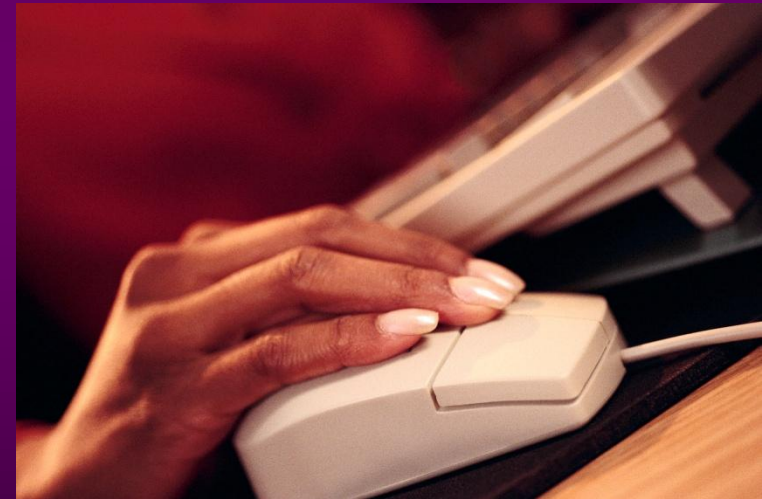
“I’m working on it!”



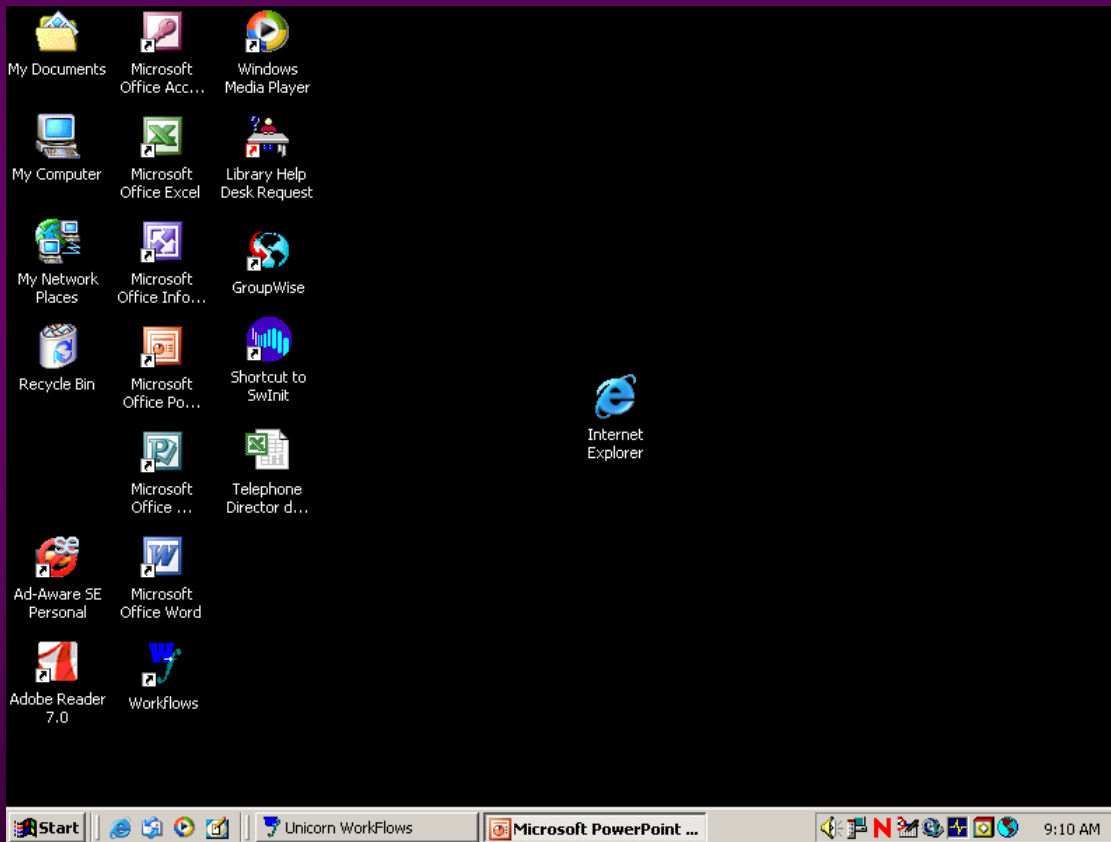
When your mouse pointer looks like an hourglass, your computer is performing a command. Give the computer time to “think” and do what you’ve asked it to do before clicking on something else!

Clicking vs. Double Clicking

- To **CLICK**, you press and release the **LEFT** mouse button **ONE TIME**.
- To **DOUBLE CLICK**, press and release the **LEFT** button **TWICE**, in **QUICK** succession.
- **Always “single click” first!** You usually only need to double-click when you are opening a program.
- **Be Gentle!** You do not need to press very hard. Doing this will move the mouse pointer and may cause you to miss your target.



Drag and Drop



To DRAG AND DROP:

- Put the pointer over whatever it is you want to move.
- **Press and hold down the left mouse button.**
- **Keep pressing that button, and move the mouse.**
- When the object is where you want it, **release the mouse button.**

Let's start mousercizing!

- **Visit websites like this one:**
<http://www.pbclibrary.org/mousing/>
- **Play Solitaire:** The card game comes installed on most Windows computers. Click **START** -> mouse over **Programs** -> mouse over **Accessories** -> Click **Games**.
- **Do a digital jigsaw puzzle:**
<http://www.jigzone.com/>

Upcoming Classes!

Check with library staff

