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Computer Tutor
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One-on-one computer assistance is provided on a first-come, first-served basis.

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Warren Newport Public Library District
224 North O'Plaine Road, Gurnee, Illinois 60031
847-244-5150
www.wnpl.info

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Take-Along Tutor:
Basic Computers with Windows 2007

Use this handy guide to familiarize yourself with a personal computer. And remember, you can always contact the Reference Desk if you have a question about using the library's computers.

Some Computer Terminology

Monitor

Another term for display screen. The term monitor, however, usually refers to the entire box, whereas display screen can mean just the screen.

Keyboard

The set of typewriter-like keys that enables you to enter data into a computer. Computer keyboards are similar to electric-typewriter keyboards but contain additional keys.

Special Keys on PC Keyboards

- Arrow Keys -- Most keyboards have four arrow keys that enable you to move the cursor (or insertion point) up, down, right, or left.
- Backspace Key -- Deletes the character just to the left of the cursor (or insertion point) and moves the cursor to that position.
- Caps Lock Key -- A toggle key that, when activated, causes all alphabetic characters to be uppercase.
- Delete Key -- Sometimes labeled Del, deletes the character at the current cursor position, or the selected object, but does not move the cursor.
- Enter Key -- Used to enter commands or to move the cursor to the beginning of the next line. Sometimes labeled Return instead of Enter.
- Esc Key -- Short for Escape, this key is used to send special codes to devices and to exit (or escape) from programs and tasks.
- Function Keys -- Special keys labeled F1 to Fx, x being the number of function keys on the keyboard. These keys have different meanings depending on which program is running.
- Return Key -- Another name for the Enter key.

Mouse

A device that controls the movement of the cursor or pointer on a display screen. A mouse is a small object you can roll along a hard, flat surface. Its name is derived from its shape, which looks a bit like a mouse, its connecting wire that one can imagine to be the mouse's tail, and the fact that one must make it scurry along a surface. As you move the mouse, the pointer on the display screen moves in the same direction. Mice contain at least one button and sometimes as many as three, which have different functions depending on what program is running. Some newer mice also include a scroll wheel for scrolling through long documents.

Computer Skills Checklist

- I know how to use a mouse and keyboard
- I know the difference between hardware & software
- I can launch or start a program
- I can close a program
- I know what a "drive" is
- I know what a window is
- I can use a scroll bar
- I can use a pull-down / drop-down menu
- I can open a file
- I can enter information into a document
- I can save a file or document
- I can underline, bold, and italicize text
- I can spell check a document
- I can use delete & backspace to make corrections
- I know when to use tab and the space bar
- I can insert text into an existing document
- I can change the font size and style of text
- I know what a browser is
- I can use the browser tool bar (back, home, etc.)
- I can type a web address in the address bar properly
- I can click on a web link
- I can identify at least 1 search tool
- I can enter information into a field or box
- I know the parts of an email address
- I know how to properly type an email address
- I know how to log in to and access an email account
- I know how to check for new messages
- I know how to compose a message
- I know how to reply to and forward an email message
- I know my email address
- I know the login name & password for my email account
- I know how to login to and access my email account
- I know how to check for new messages.

Hardware and Software

Hardware refers to objects that you can actually touch, like disks, disk drives, display screens, keyboards, printers, boards, and chips. In contrast, software is untouchable. Software exists as ideas, concepts, and symbols, but it has no substance.

Books provide a useful analogy. The pages and the ink are the hardware, while the words, sentences, paragraphs, and the overall meaning are the software. A computer without software is like a book full of blank pages -- you need software to make the computer useful just as you need words to make a book meaningful.

Software is often divided into two categories:

systems software : Includes the operating system and all the utilities that enable the computer to function.
applications software : Includes programs that do real work for users. For example, word processors, spreadsheets, and database management systems fall under the category of applications software.

CPU

Abbreviation of central processing unit, and pronounced as separate letters. The CPU is the brains of the computer. Sometimes referred to simply as the processor or central processor, the CPU is where most calculations take place. In terms of computing power, the CPU is the most important element of a computer system.

Memory

Internal storage areas in the computer. The term memory identifies data storage that comes in the form of chips, and the word storage is used for memory that exists on tapes or disks. Every computer comes with a certain amount of physical memory, usually referred to as main memory or RAM. You can think of main memory as an array of boxes, each of which can hold a single byte of information. A computer that has 1 megabyte of memory, therefore, can hold about 1 million bytes (or characters) of information.

Scroll bar

A bar that appears on the side or bottom of a window to control which part of a list or document is currently in the window 's frame. The scroll bar makes it easy to move to any part of a file. Typically, a scroll bar has arrows at either end, a gray or colored area in the middle, and a scroll box (or elevator) that moves from one end to the other to reflect your position in the document. Clicking on the arrows causes the document to scroll in the indicated direction. You can also quickly move to any part of a document by dragging the scroll box to the corresponding part of the scroll bar. Many windowing systems support both horizontal and vertical scroll bars.

Pull-down menu

A menu of commands or options that appears when you select an item with a mouse. The item you select is generally at the top of the display screen, and the menu appears just below it, as if you had pulled it down.

Internet

A global network connecting millions of computers. As of 2009, the Internet has more than 1 billion users worldwide, and that number is growing rapidly. Hundreds of countries are linked into exchanges of data, news and opinions.

Word processing

Using a computer to create, edit, and print documents. Of all computer applications, word processing is the most common. The great advantage of word processing over using a typewriter is that you can make changes without retyping the entire document. If you make a typing mistake, you simply back up the cursor and correct your mistake. If you want to delete a paragraph, you simply remove it, without leaving a trace. It is equally easy to insert a word, sentence, or paragraph in the middle of a document. Word processors also make it easy to move sections of text from one place to another within a document, or between documents. When you have made all the changes you want, you can send the file to a printer to get a hardcopy.

To check the spelling of your document:

1. Go to Review Tab
2. Go to Proofing Group
3. Choose Spelling and Grammar command. To choose this, take the pointer and put it on the ABC button. (It should be gold). Left click one time to choose spelling and grammar. If you have a misspelling, it will show you the misspelled word and give you suggestions to either change it or ignore it. It will automatically change the misspelled word for you.

To save your document:
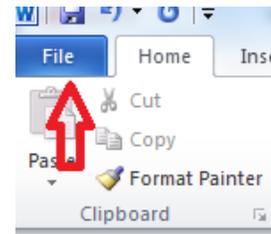
1. Go to the File tab (shown in picture). Left click on the button. This will bring a list of commands that you can use. If this is a new document, you will want to select "Save As". Then you want to choose how you want to save it. If you have Microsoft Office 2010 at home, you want to choose Word document, which is the default setting. If you are saving your document, but you have an older version of Microsoft Word at home, you will want to select the version of Word that you have on your home computer. This will make your document compatible with older versions of Word. This will bring up a screen that will say Save As. Then you will need to tell the computer where you would like to save your document. You do this at the Save in box at the top. We are going to save it in the USB drive or J drive. This tells the computer that you want to save it on your flash drive.

Please note: Some terminology and definitions are from Internet.com's Webopedia, an excellent source for computer questions: (http://www.webopedia.com/)

Click

To tap on a mouse button, pressing it down and then immediately releasing it. Note that clicking a mouse button is different from pressing (or dragging) a mouse button, which implies that you hold the button down without releasing it. The phrase to click on means to select (a screen object) by moving the mouse pointer to the object's position and clicking a mouse button. Some operations require a double click, meaning that you must click a mouse button twice in rapid succession.

CD-ROM / DVD / BluRay

Pronounced see-dee-rom, abbreviation of Compact Disc-Read-Only Memory – a CD is type of optical disk capable of storing large amounts of data. A DVD is a digital Video Disc, and is for video and sound files. A bluray is a high-definition (sharper, clearer display) disc for video and sound.

Desktop

In graphical user interfaces, a desktop is the metaphor used to portray file systems. Such a desktop consists of pictures, called icons that show cabinets, files, folders, and various types of documents (that is, letters, reports, pictures). You can arrange the icons on the electronic desktop just as you can arrange real objects on a real desktop -- moving them around, putting one on top of another, reshuffling them, and throwing them away.

Program

An organized list of instructions that, when executed, causes the computer to behave in a predetermined manner. Without programs, computers are useless. A program is like a recipe. It contains a list of ingredients (called variables) and a list of directions (called statements) that tell the computer what to do with the variables. The variables can represent numeric data, text, or graphical images.

Basic Computer Applications: Getting to Know Word 2010

Microsoft Word is a word processing software program. If you have used Word before, you may notice that it has a different look earlier versions; however, the commands and functions are the same.

The Bar at the top is called the Ribbon. This has replaced the menus and toolbars that you may have previously seen before.
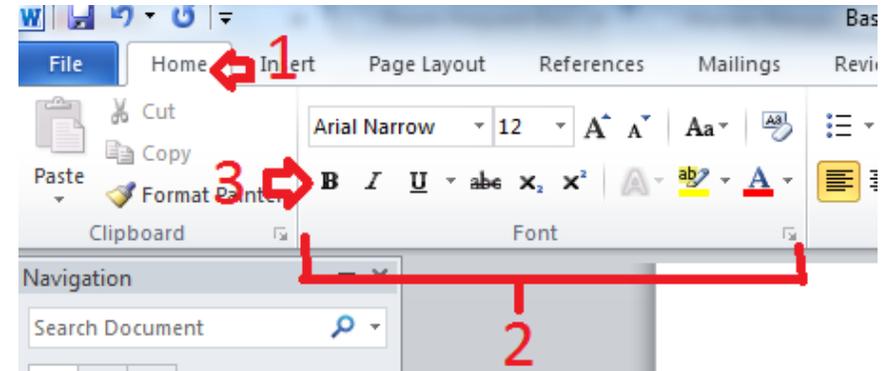
1 Tabs are designed to be task-oriented.

2 Groups within each tab break a task into subtasks.

3 Command buttons in each group carry out a command or display a menu of commands

To Change the Font Size:

1. Go to Home Tab
2. Go to Font Group
3. Go to the command that has the number in it
4. Change the number with the command: the higher the number the bigger the font. Do this by putting the pointer on the drop-down arrow to the right of the number. Move the pointer downwards to choose a different font size. Left click one time to change.

To Change the Font Style:

1. Go to Home Tab
2. Go to Font Group
3. Go to command that says Calibri (Body)
4. Change the font style by putting the pointer on the drop-down arrow to the right of the the command. Choose a different style font. You can do this by putting the pointer on the drop-down arrow to the right of the command. Move the pointer downwards to choose a different font style. Left click one time to change.

To make the Text Bold:

1. Highlight a word or phrase in the practice invitation you typed. There should be a blue box over the text that you highlighted.
2. Next, go to the Home Tab
3. Go to the Font Group
4. There is a capital letter "B" underneath the box that allows you to change the font style.
5. Take the pointer and choose "B" (the "B" will have a gold color in it to indicate that that is the command you are choosing). Left click on "B" one time. It will stay this gold color until you are done bolding your text. To turn off the bold, put the pointer on the "B" and left click one time. (The "B" should change back to blue). The "I" and "U" next to the "B" mean italic and underline. Follow the same steps for "B" only choose either "I" or "U" when appropriate.

To Center Text:

1. Highlight a line in the text that you typed. There should be a blue box over the text that you highlighted.
2. Next, go to the Home Tab
3. Go to the Paragraph Group
4. Choose center. To choose center, take the pointer and choose the lines that look centered. The line box will look gold. Left click one time. You should see that you text that you highlighted has moved to the center of your paper.

Hard disk (hard drive)

A storage place inside the computer, usually designated by the letter C. The term "hard" means that it is hard-wired into the machine and is not typically removable. Hard disks hold various amounts of information, depending on the age (and price!) of the computer. Most home computers hold between 500MB and 5TB of information.

Removable Storage Devices

Portable storage devices used to transport files from one computer to another, and to keep backup copies of files.

3.5-inch Floppy Disk: Also called floppies or diskettes. Most can store up to 1.44 MB of information. Floppies usually go into the A drive (or floppy drive), but most new computers no longer include a floppy drive.
Compact Disc (CD) / Blu Ray / DVD: CD's look like the CD's that you use to play music. To store files on a CD-R (a CD that allows you to store files once, but then cannot be erased or overwritten) or a CD-RW (a CD that is rewritable, or can be used multiple times), you need a CD burner and appropriate software. A CD can hold far more data than a floppy disk. Many computers now have a combined CD/DVD/Blu Ray drive, which allows users to save (or "Burn") data to a disk.
Flash Drive or Jump Drive: Also called pen drives, key drives, thumb drives, or USB drives. These small devices can be attached to a keychain and used in any computer with a USB port. A typical flash drive can hold 1G to 50GB of data, though some new flash drives can hold over 1TB (terabyte) of information.

Icon

A small picture that represents an object or program. Icons are very useful in applications that use windows, because with the click of a mouse button you can shrink an entire window into a small icon. (This is sometimes called minimizing.) To redisplay the window, you merely move the pointer to the icon and click (or double click) a mouse button. (This is sometimes called restoring or maximizing).