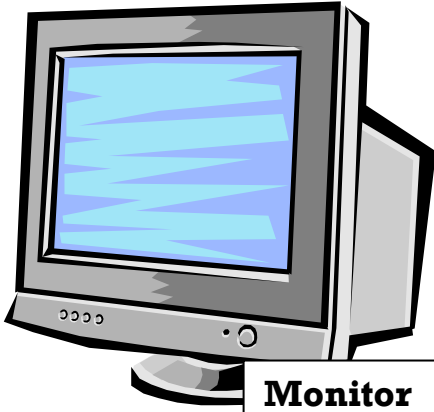
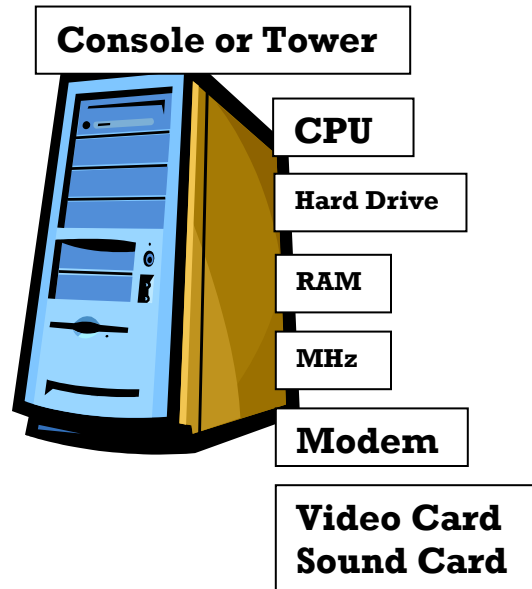


Beginning Computers



Monitor



Console or Tower

CPU

Hard Drive

RAM

MHz

Modem

**Video Card
Sound Card**



Keyboard

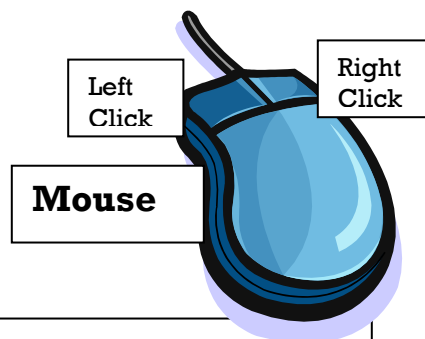
Pushing the keys:

“Control, Alt, Delete” at the same time will help stop a program or process.

Pushing the “ESC” key or “Escape Key” will help to get the user out of a program or process.

To Adjust Mouse Speed:

1. Start Menu
2. Left Click
3. Programs
4. Settings
4. Control Panel
5. Click “Mouse” icon



**Left
Click**

**Right
Click**

Mouse

Right Click
A. Click “properties”

Choose:

1. Background
2. Screen Saver
3. Settings

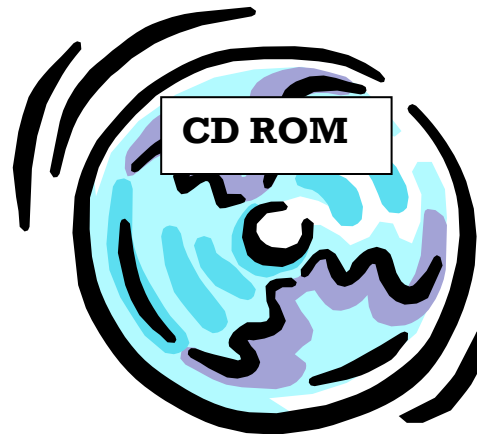
Additional Mouse Tutorials

http://www.surftable.net/mouse_training.html

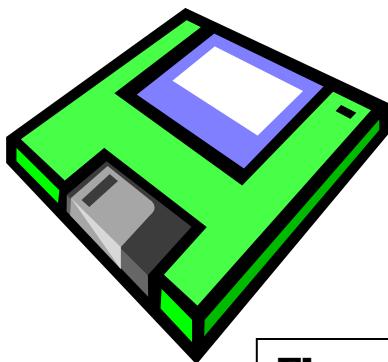
<http://www.ckls.org/~crippel/computerlab/tutorials/mouse/page1.html>

Software Programs:

1. Read requirements needed to run program.
2. Check:
 - a. MHz Speed of Computer & Software Program for compatibility
 - b. RAM of Computer & Software Program
 - c. Space needed by Software Program on Hard Drive
 - d. Display Settings



Computer Software Programs walk the user through "Saving".
If in doubt, click "Help" or the "F1" key.



Floppy

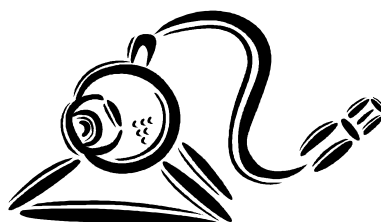
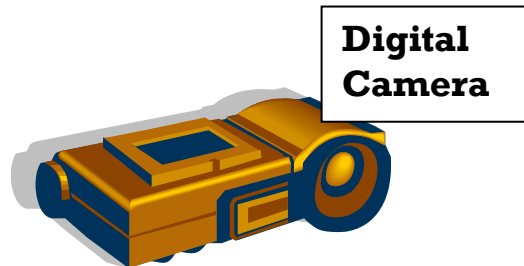
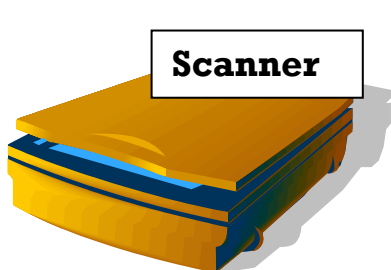
**Memory
stick**



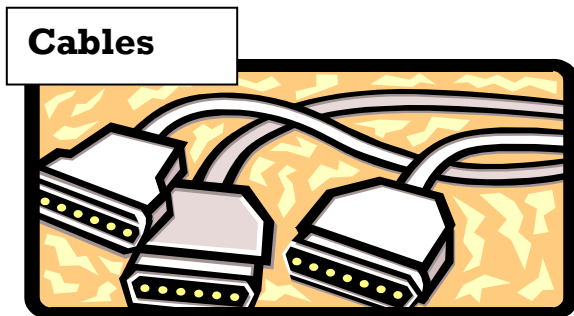
To Save in Windows:

Click:

1. File
2. Save/Save As
3. Pull Down Menu - you have the option to save to several places:
 - Hard Drive (C:\ drive)
 - Floppy (A:\ drive)
 - Desktop
 - My Documents
4. File Name – you have the option to use the name given by the computer or you may type-in your own
5. Click Save



Webcam - A digital camera that uploads images to a web site for broadcast.



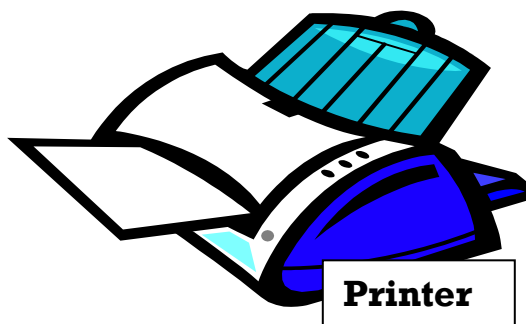
Trouble Shooting

- Check Cables**
- Check Power**
- Check Software**

To avoid trouble:

- NO MAGNETS
- NO FOOD
- NO LIQUIDS

near the computer



Computer Terms

CD-ROM – stands for **C**ompact **D**isk **R**ead-**O**nly **M**emory; it is a plastic disc containing digital data that is scanned by a laser beam for the reproduction of recorded sound or other information

CPU – stands for **C**entral **P**rocessing **U**nit which is the major component of a computer system with the circuitry to control the interpretation and execution of instructions.

A **drive** is the device that reads the disk (ex: Floppy, Zip, CD-ROM, DVD-ROM)

Floppy disk – a portable device that stores documents. It only holds 1-2K of information.

Hard Drive – the computer's main long-term storage device that stores large amounts of information (more than enough to run your operating system (Windows 98, 2000, XP), your software (Microsoft Office, Lotus 1-2-3, etc.), and all of the data you create.

Microprocessor – the computer's main chip; also known as the **CPU**.

MHz – stands for **m**egahertz which is the speed at which the microprocessor thinks. The higher the megahertz speed, the faster it thinks.

Modem – stands for **m**odulator/**d**emodulator. It provides communication capabilities between pieces of computer equipment over common telephone facilities.

PC – stands for **p**ersonal **c**omputer

RAM – stands for **R**andom **A**ccess **M**emory which is the working memory of the computer into which application programs can be loaded and then executed.

Units of information in computer storage and processing

In order of smallest to largest:

Bit

Byte

Kilobyte (K) – It equals approximately 1 page of double-spaced text.

Megabyte (MB) – 1 megabyte = 1,000 kilobytes

Gigabyte (GB) – 1 gigabyte = 1,000 megabytes