People's Resource Center

Introduction to Computers

Module 1

People's Resource Center

Welcome!

- Instructors – share a little about yourselves

- Location of parking and washrooms

- Class is 90 minutes once a week for 7 weeks

- Be on time. We start and stop on time.

- If you cannot attend a class, let us know or call PRC 630-682-5402 x223

- Please ask questions!

Computers

- Do you want a computer?

    – We can give you a refurbished internet-capable desktop computer (internet service connection not included).

    – Only one per household

    – Pickup in Wheaton

    – Computer repair services are free.

One on One Help

- For more help in between classes, *Open Training* is available at both Wheaton and Westmont

    – Wheaton: Monday, Wednesday and Friday 11:30am-1:00pm

    – Westmont: Tuesday 1-3pm, Wednesday 8:30am-10:30am, Thursday 5:30pm-7:30pm

Student Introductions

• Introduce yourself to us and the other students.

> • Your name
>
> • Why are you taking the class?
>
> • Do you use a computer now?
>
> > • Are you familiar with using a mouse and keyboard?
> >
> > • Do you use email?
> >
> > • What else do you use a computer for?
>
> • What are 3 things you would like to learn in the class?

Questions

What questions do you have?

Introduction to Computers Course

Module 1 – Basic Computer Knowledge

Module 2 – Windows Basics

Module 3 – Introduction to Microsoft Office

Module 4 – Internet

Module 5 – Online and Computer Safety

Module 6 – Cloud Storage

Module 7 – Email

Module 1: Basic Computer Knowledge

Topics

- What is a computer?
- Computer Hardware and Software
- Login to the PRC Training Server
- Windows 10 Desktop
- Working with a Mouse
- Logoff PRC Training Server
- Proper Computer Shutdown

1. What is a computer?

An electronic device that manipulates data. It has the ability to **store**, **retrieve** and **process data**.

Types of computers

- Desktop
- All-in-one
- Laptop
- Tablet
- Other – smartphones, wearables (fitness trackers and smart watches), game consoles, TVs

Desktop

- Is larger than other computers and has separate components; **computer case, monitor, keyboard** and **mouse**.
- The computer case can lie flat with the monitor on top of it or sit tall next to the monitor or on the floor (**tower case**). Picture above is a tower case.
- The computers used in People's Resource Center computer classes are desktop computers.

All-in-one

- Also known as **all-in-one desktop**
- Combines the computer case and system components into the monitor so that the <u>entire computer is contained in one unit</u>.
- Saves space

Laptop

- Battery-powered computer that is more <u>portable</u>
- Needs to be charged
- The monitor, keyboard and mouse (**touch pad**) are all one unit.
- Generally speaking, laptops tend to be more expensive than desktop computers.

Tablet

- Handheld computer that is <u>even more portable</u>
- Thinner and lighter weight

Other – Smart phones, game consoles and fitness trackers are also computers.

What computers have you used? How have you used them?

2. Computer Hardware

Computer Hardware is any <u>physical</u> part of your computer.

Buttons and Ports on a Desktop Computer

The **buttons, ports,** and **sockets** will vary from computer to computer. However, most desktops have:

Front of a Computer Case

CD-ROM or DVD-ROM Drive
For reading CDs and DVDs.

Power Button ⏻
Turns on the computer

Audio In/Audio Out 🎧
Used to connect speakers, microphones and headsets.

USB Ports
Most computers have several to connect the keyboard, mouse, printer and digital camera.

Back of a Computer Case

Power Socket
Used to connect the power cord.

Ethernet Port
Used for networking and connecting to the Internet.

Audio In/Audio Out
Used to connect speakers, microphones and headsets.

USB Ports
Used to connect speakers, microphones and headsets.

Monitor Port
Used to connect to the monitor.

PS/2 Port
Used to connect the mouse and keyboard on older computers.
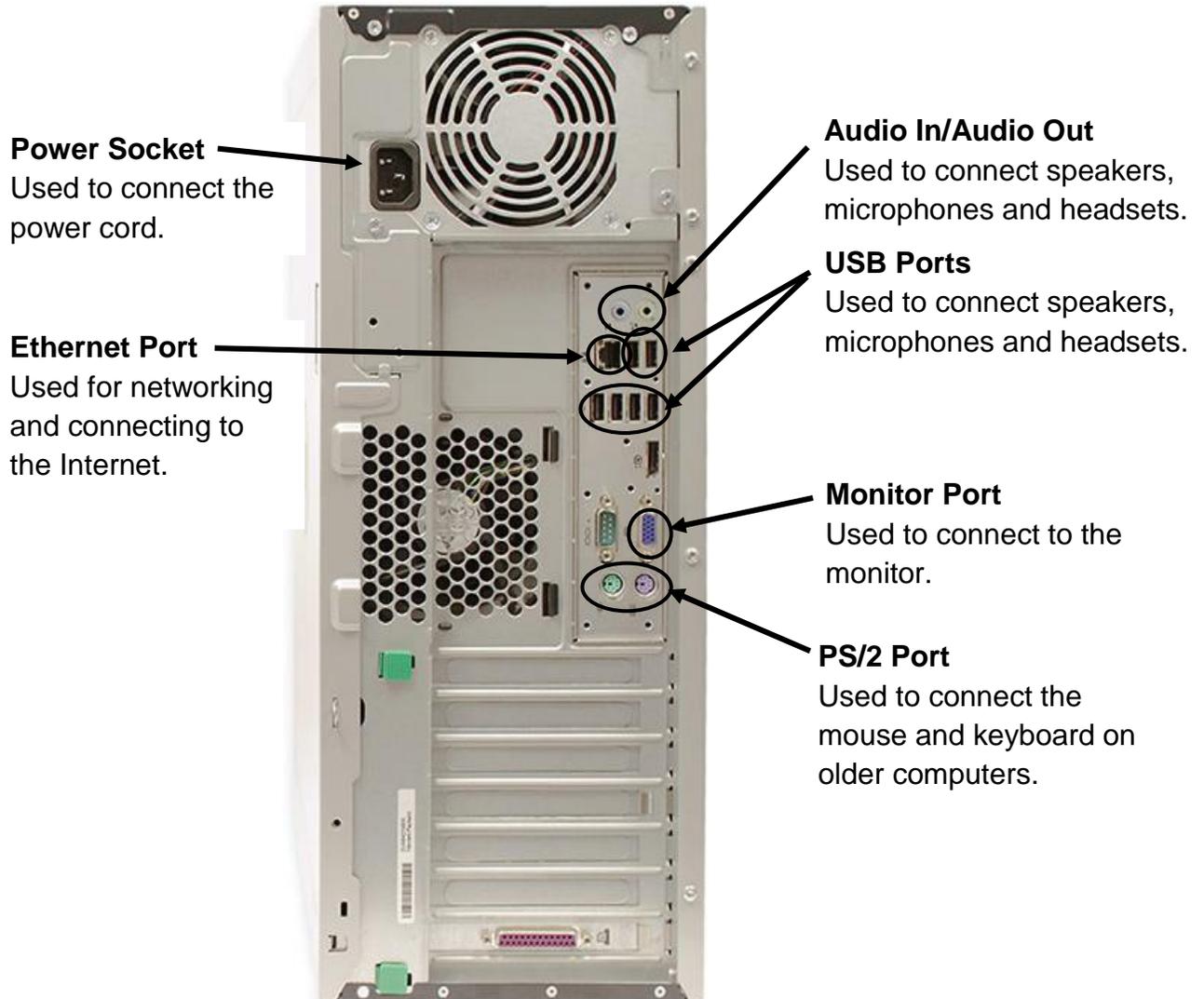
Can you locate the power button ⏻ and a USB port on your computer?

Extras you can use with your computer

Printers –prints documents, photos, or anything else that appears on the screen

Scanners – copies a physical image or document and saves it to the computer

Speakers/headphones –broadcasts sound or music stored on the computer or the internet

Microphones –records sound to save on the computer

Web cameras –records images to save on the computer

Mobile Phones –transfers images or music to the computer

Digital cameras –transfers images from the camera to the computer

Game controllers and joysticks –controls computer games

Caring for your Computer

- Keep liquids and food away from the computer and keyboard.
- Keep animal fur away from the computer.
- Keep the computer in a clean and dust free room.
- Always have clean hands when using the computer.

Surge Protectors

A surge protector prevents damage to the computer in the event of a power surge. _Always connect the computer first to a surge protector and then the outlet._

3. Computer Software

Computer Software is a set of instructions that tells the hardware what to do and how to do it. There are two types of computer software:

- **Application software** such as Microsoft Word and Microsoft Excel

- **Operating system software** such as Microsoft Windows and Mac OS

Operating System Software is special software that manages the computer's memory and processes. <u>Without an operating system, the computer is useless</u>. Operating systems come pre-loaded on any computer you buy.

- The two most common operating systems for computers are **Microsoft Windows** and **Mac OS**.

- Mobile devices such as phones, tablet computers and MP3 players have operating systems such as **Apple iOS** and **Google Android**.

Each operating system has a way to organize files and applications on the computer. All People's Resource Center computer classes use the **Microsoft Windows** operating system.

All PRC classes log into the **PRC Training Server** to access software and exercises used in class. The PRC Training Server uses Windows 10 as its operating system. Your instructor will now direct you to log in to the PRC Training Server.

4. Windows 10 Desktop

The first screen that appears when you login to a Windows computer is the **Desktop**.

Applications or apps show as icons

Mouse Trainer

Typing Tutor
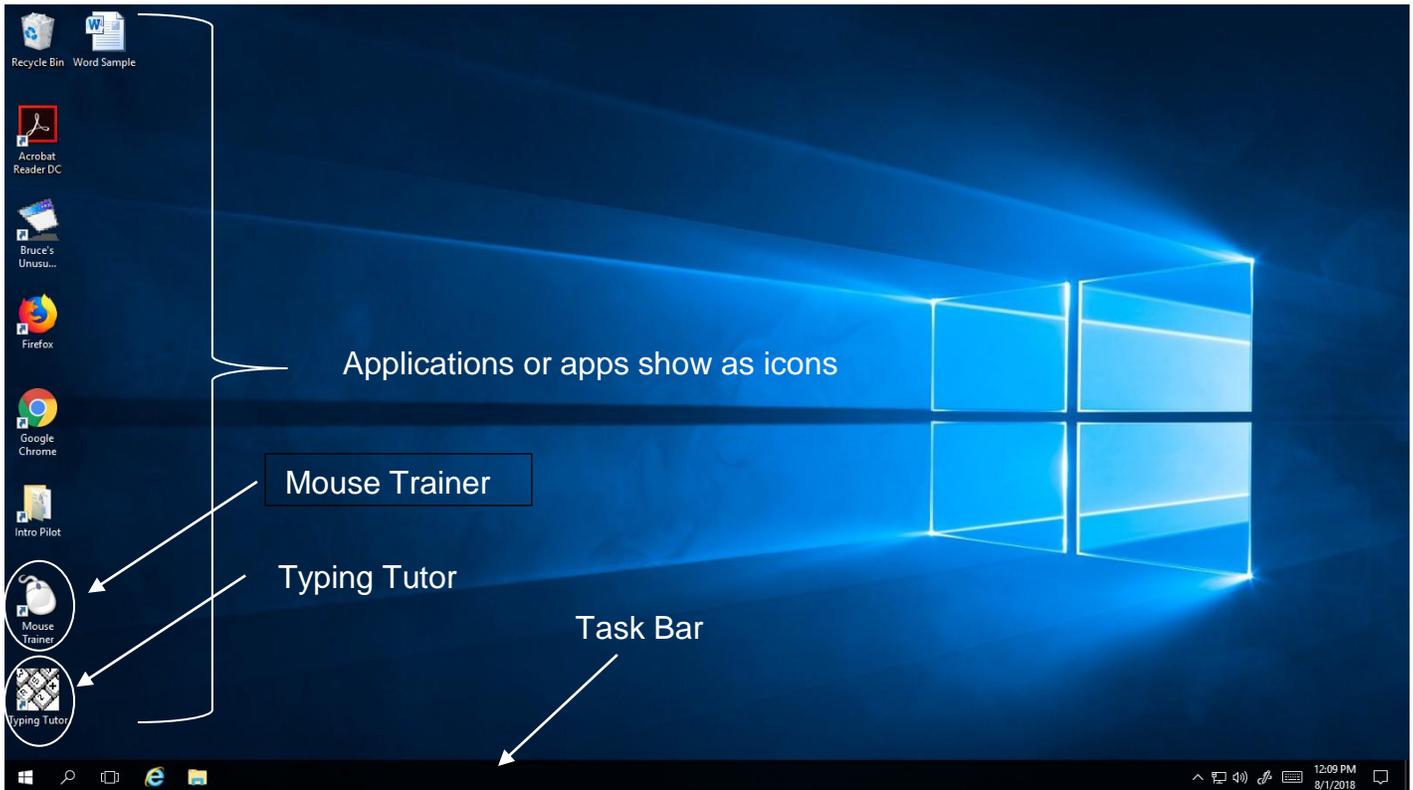
Task Bar

- Applications are shown as **icons** or pictures on the Desktop. Find these on your Desktop.
- Applications used in this class are **Mouse Trainer** and **Typing Tutor**. Find these on your Desktop.
- The **Task Bar** is located on the bottom of the screen. Find this on your Desktop.

Note: Always bring your Training Server login sheet to class with you. Your Training Server login is only good for the 7 weeks of the class session.

5. Working with a Mouse

A **mouse** is a handheld device you can use to control or move text, icons, files and folders on your computer.

Exercise 1 – Mouse Practice

In this exercise, you will practice holding and using a mouse.

1. Practice holding the mouse as in the picture above.

2. Move the mouse and observe how the ***arrow*** moves on the screen. The mouse works best when you use it on a **mouse pad**.

3. Pick up the mouse and move it around in the air. See that the arrow on the screen doesn't move. The mouse only moves the arrow on the screen when it is on a flat surface. If you find that you run out of desk space when moving the mouse, you can pick up the mouse to reposition it without moving the arrow on the screen.

4. Find the application or app *Mouse Trainer* on the Desktop.

5. Move the mouse so that the arrow on the screen hovers over the *Mouse Trainer*. **Click** (press and release) the left mouse button and watch what happens. The Mouse Trainer icon is **highlighted**.

6. The **Right Mouse Button** <u>always</u> displays a pop-up a ***menu***.

    -   **Click** the *Right Mouse Button (***Right Click***)* while hovering over *Mouse Trainer* and watch what happens. The contents of the menu will change depending on the type of object the arrow is hovering over when you click.

7. Since the majority of time in this class you will only be left clicking, from here on out, **Click** in our instructions means to **Left Click*.*

People's Resource Center

Exercise 2– Mouse Trainer

1. Click **Open** on the Right Click menu. This will start the *Mouse Trainer* application.
2. Your instructor will guide you on when to click each tab.

Open
Open file location
Run as administrator
Troubleshoot compatibility
Pin to Start
Scan with Windows Defender...
Scan for Viruses...
Pin to taskbar
Restore previous versions
Send to
Cut
Copy
Create shortcut
Delete
Rename
Properties

Training Tabs

Exit

Mouse Trainer

Intro | Overview | Holding | Usage | Selecting | Training1 | Activating | Training2 | Moving | Training3 | Outro | About

Welcome to Mouse Trainer
This program will help you to master the use of the mouse very quickly.
In this program, press the Enter key on the keyboard to go to the next page.
You can also click the Next button below with the mouse.

Back Next Exit

3. Click the **Training 1** tab to practice **Left Clicking**. Follow the instructions.

4. Click the **Training 2** tab to practice **Double Clicking**. Double Click is used to open applications or folders. Follow the instructions.

5. Click the **Training 3** tab to practice **Drag and Drop**. Follow the instructions.

6. Click the **X** on the upper right corner to **Exit** *Mouse Trainer*. This is generally how you close all applications or apps on the computer.

6. Logoff Training Server

At the end of every class, you need to **log off** your account on the PRC Training Server.

1. Click the **Start Button** and then the **Account Button**.

Account
Button
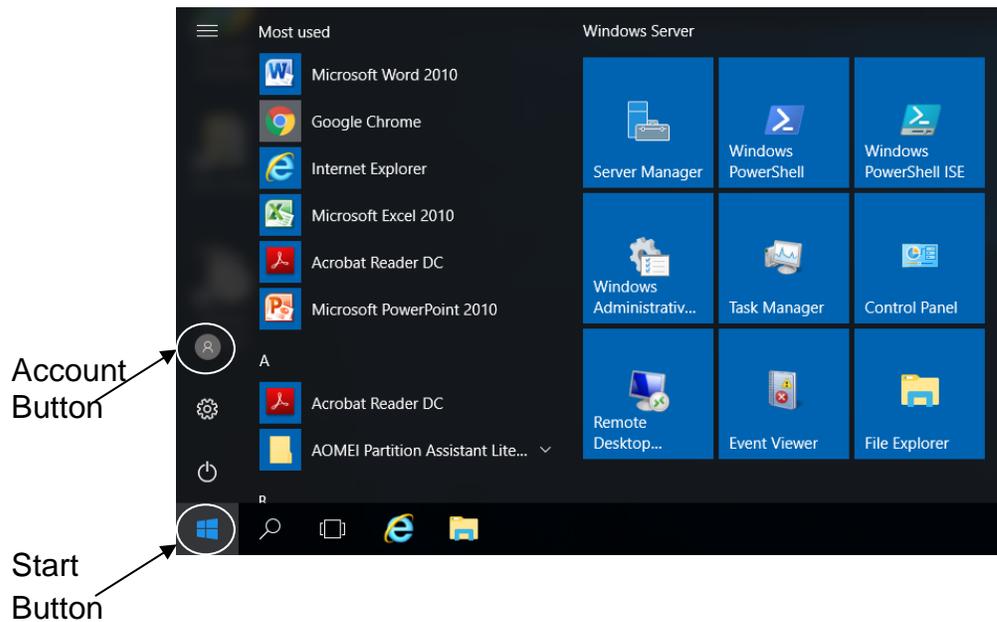
Start
Button

2. Click **Sign Out**.
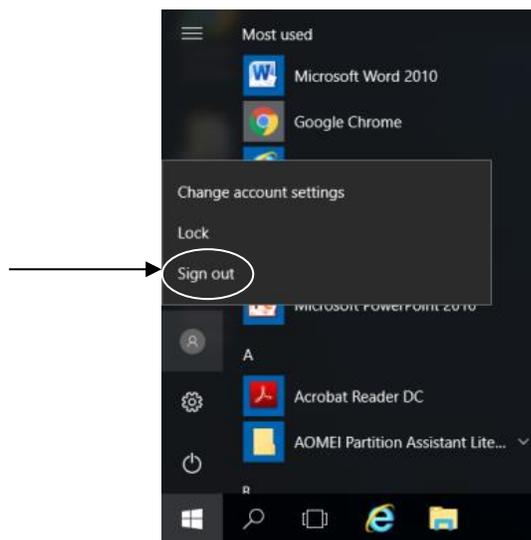
7. Proper Computer Shutdown

Shut down
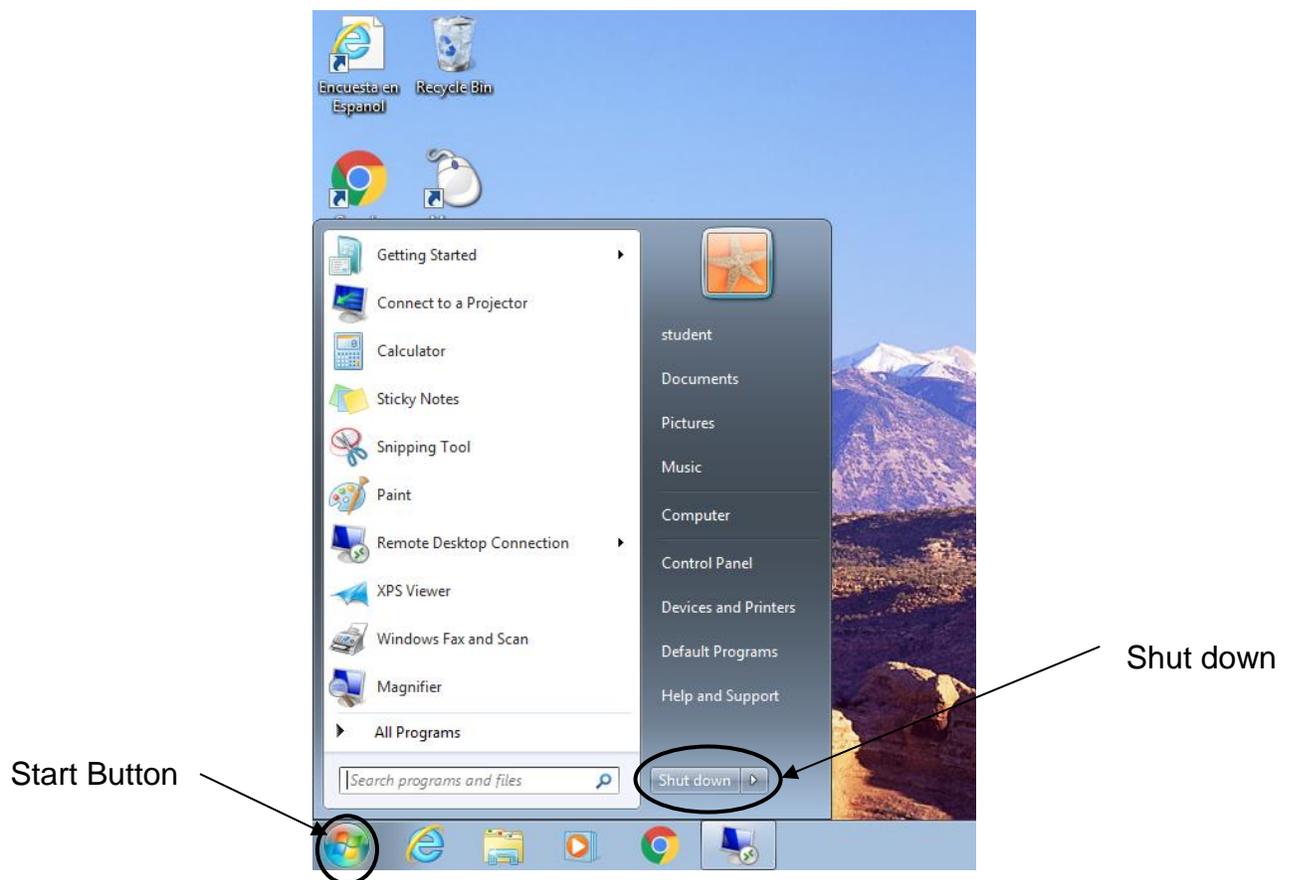
Start Button

1. Click the **Start Button** on the Desktop.
2. Click **Shut down**.

NEVER shut down the computer by pushing the Power Button on the computer!

Review Topics covered in today's class

- What is a computer?
- Computer Hardware
- Computer Software
- Windows Operating System
- Windows Desktop
- Mouse Practice
- Log off the People's Resource Center Training Server
- Proper Computer Shutdown

1. What are some types of computers?

2. Give an example of extras that can be connected to a desktop computer.

3. What is one thing you can do to care for your computer?

4. What operating system is used in all the People's Resource Center computer classes?

5. Give an example of an application or "app".

6. What is the name of the first screen that appears when you turn on your computer?

7. Which mouse button is used most often?

8. What happens when you press the Right Mouse Button?