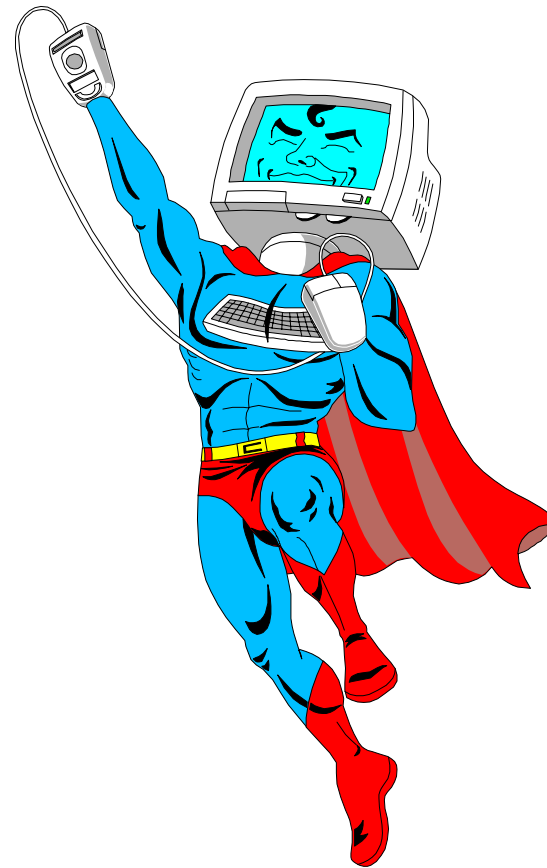


Basic Computer Skills



The Computer



Computer: A general-purpose machine that processes data according to a set of instructions that are stored internally either temporarily or permanently.

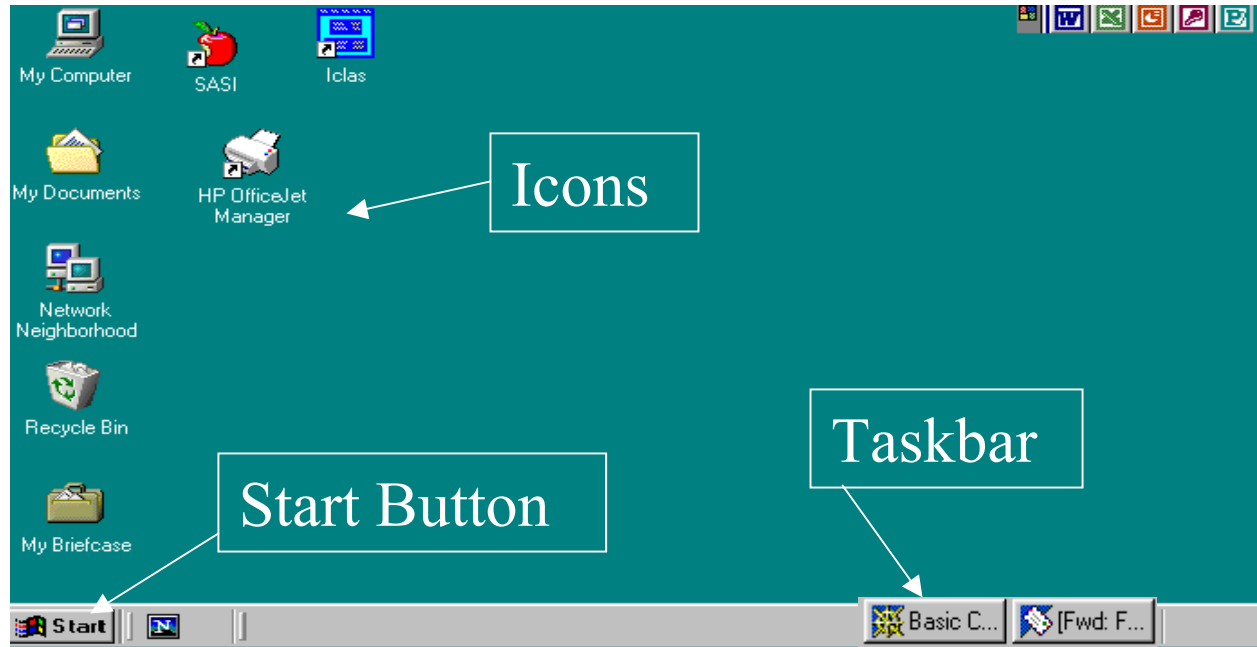
Hardware: The computer and all equipment attached to it are called hardware. EX: CPU, monitor, keyboard, mouse, printer, etc.

Software: The instructions that tell the computer what to do are called "software." A set of instructions that perform a particular task is called a "program" or "software program."



Monitor: The monitor looks like a TV screen. This is where you see the output of your computer. Some computers, like laptops, have monitors built in.

Desktop



Desktop – Main computer screen that contains icons, start button, and task bar.

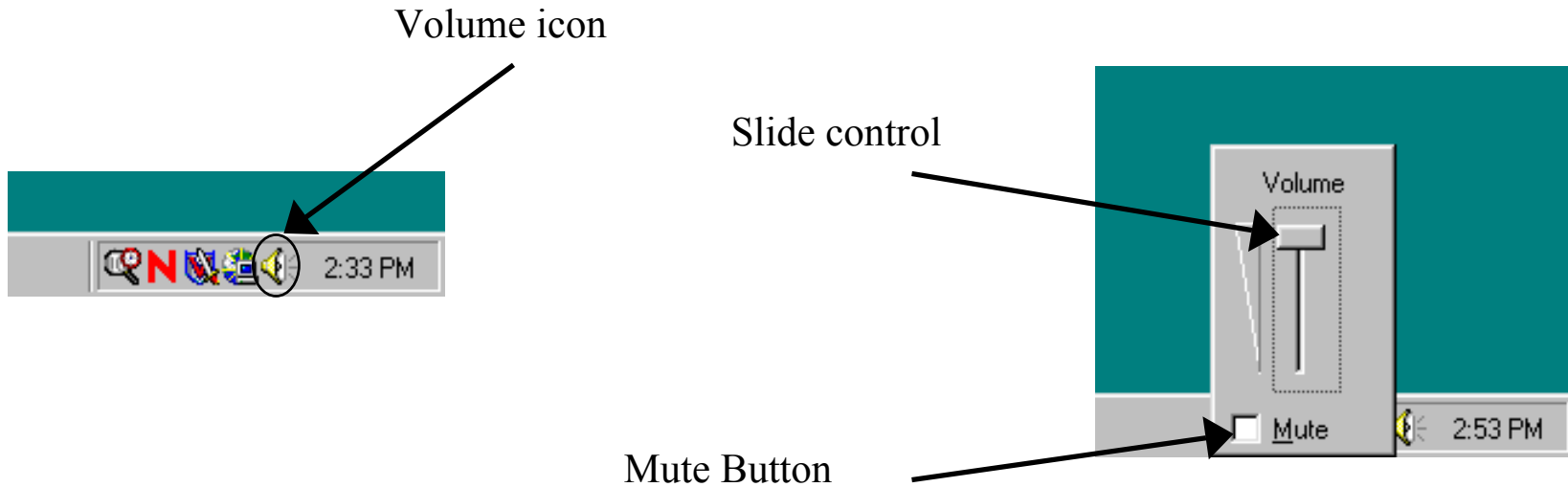
Start Button – Located at the bottom left hand corner of the screen and is labeled “Start”. Clicking on this button will open the start menu from which you can open other menus or start programs.

Icons – Graphical shortcuts on the desktop to quickly start programs.

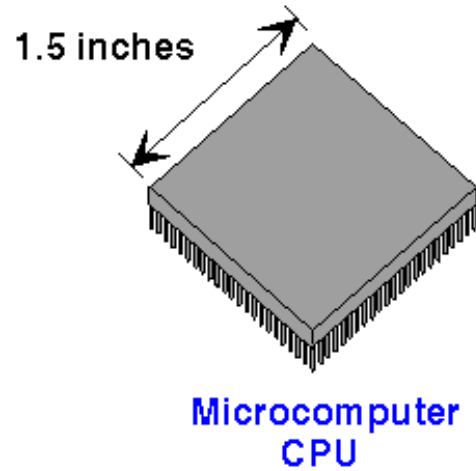
Taskbar – Windows 95 and above have an area at the bottom of the screen which allow you to quickly access programs, documents, help screens, settings, etc., with a click of a button. It also allows you to switch between opened applications. (This is called multi-tasking.)

Desktop

Sound Control – The volume control icon is on the far right hand side of the task bar. When you click the volume icon a pop up box will appear with a volume slide. Click and drag the slide control to adjust the volume; also, ensure that there is not a check in the box next to “Mute”.



CPU



CPU: The CPU, or Central Processing Unit is located in either a desktop (your monitor sits on top of it) or tower (your monitor sits to the side of it) case. The CPU contains the chips and processor that do the computing.

The CPU, clock and main memory make up a computer. A complete computer system requires the addition of control units, input, output and storage devices and an operating system.

Mouse



Mouse: The Mouse is a device to input clicked commands to your computer.

Common Mouse Commands: The most common directions for mice are to use them to "point and click." It is also useful to know how to "double-click," "right-click," "drag and drop," and "highlight" or "select" text.

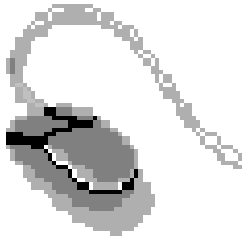
Point: This is to drag the mouse so that its pointer is on a particular spot on the screen. Remember, the mouse only registers movement when its underside touches the pad. So if you run out of room to slide, just pick the mouse up lightly, set it back down on the opposite side of the pad, and move in the direction you need to again. Sliding the mouse faster will move the pointer faster.

Click: A PC mouse has two or three buttons. To click, use the left-most button. Don't move the mouse as you click, that will select the text instead. Clicking can do numerous things. In many cases, it is used to place a cursor in an appropriate place in a box or text document so that typing will go in the right place. It can be used to activate a toolbar button or drop a menu. It can be used to follow an Internet link, resize a window, or many other things.

Double-Click: This command is executed using the same button as a click, but in this case, you click twice, closely together. The speed should be about the same as the "lub-dub" of a quick heartbeat. Usually, you double-click to open a program or a file and single-click the rest of the time, but there are exceptions. When in doubt, click first, if that doesn't work, double-click.

Computer Terms

Mouse



How Do You Know a Click Worked?

When you click or double-click correctly, one of two things happens. Either the command you issued immediately executes, or an icon appears on the screen that tells you to wait. In Windows 95, the icon is usually an hourglass. While these wait icons are on, it is important not to issue more commands through clicking or other methods. The computer will not do anything else until it completes whatever process put the hourglass up in the first place.

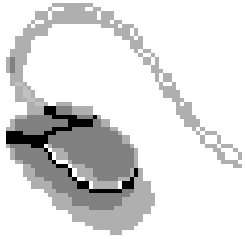
Right-Click: With a PC mouse, there are usually at least two buttons. Clicking the right button will often bring up a short menu on your screen from which you can select (by moving your pointer over a choice and left-clicking). If you don't want to select from the resulting menu, click somewhere on the screen away from it. The right and middle mouse buttons can also be set to perform specific instructions.

Drag and Drop: This was originally a Macintosh feature, but has also been incorporated into Windows 95. If you click and hold down instead of letting up, your pointer turns into something like a magnet, grabbing the objects your arrow is over and dragging them to wherever the mouse moves.

Highlighting Text: This function works much the same as drag and drop. Hold your mouse button down and move the arrow over text and that text will be selected. You can tell this has happened when the text becomes "highlighted" with an outline color around it, usually black or dark purple. Turn the highlight off by clicking somewhere else on the screen.

Mouse

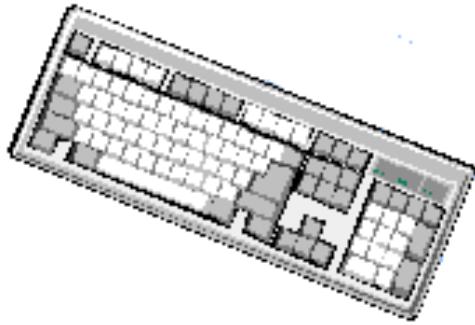
Trouble Shooting



If the arrow does not move, check to ensure the mouse has a ball.

If the arrow still does not move check to see if the cable is plugged in securely to the mouse port on the CPU. If it was not securely fastened, press the ALT key and the F4 function key to restart the computer.

Keyboard

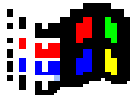


Keyboard: The Keyboard is connected to the computer with a cord in most cases. This is where you input most of your commands to the computer.

Although the typing portion of the computer keyboard is identical to a standard typewriter, computers have several additional keys that require explanation.

Function Keys (F1-F12) – These keys are located at the top of the keyboard. They are used to perform specific commands in certain programs. These are not commonly used in today’s Window environment.

CTRL, SHIFT, ALT Keys – These keys are used in conjunction with one or more characters keys to perform operations or access commands within the program. To access a function, hold down one of these keys and press another key at the same time.

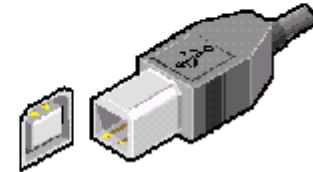
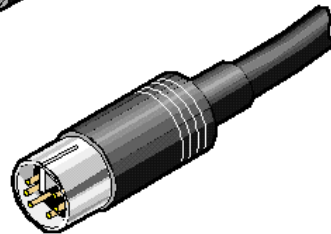
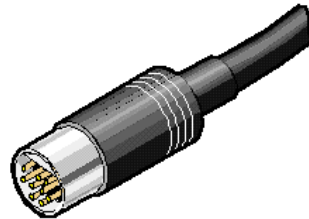
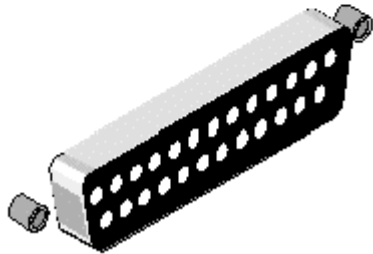
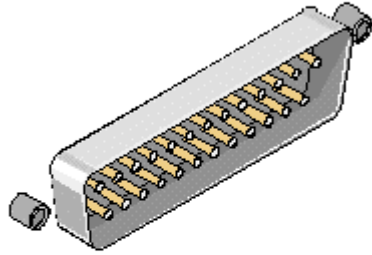
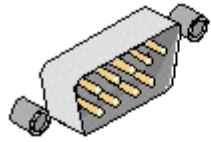


Windows Key – This key is found on newer keyboards and is used to access the Start menu located on the Windows Taskbar. This provides a way of quickly accessing various applications.

Troubleshooting: If your keyboard will not type, check to ensure that the cable is securely fastened to the keyboard port.

If both the mouse and keyboard do not seem to work, your computer is probably frozen. To solve this problem turn off your computer at the power button and turn it back on again.

Computer Parts



Ports: The Ports are located on the back and sides of your computer. These are slots to plug devices into, like mice, keyboards, speakers, external drives, modems, printers, and cameras. It's OK if your computer doesn't have every port plugged up. Common port names include USB, parallel, serial, Ethernet, and SCSI (pronounced scuzzy).

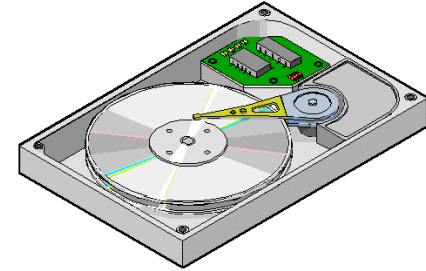
Computer Parts

Storage Devices

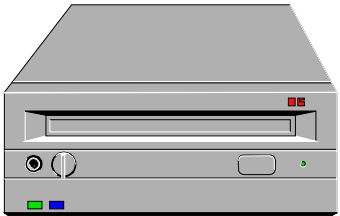


Floppy Disk / Diskette

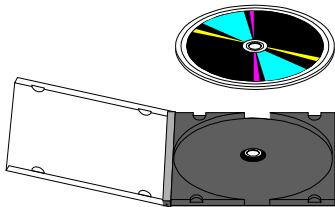
Drive: The Diskette Drive can come in two sizes, but 3.5" diskettes are far more common.



Hard Drive: The Hard Drive is usually inside the case with the CPU. This is a drive that stores most of your programs and files. They come in various sizes. Some computers have more than one hard drive.



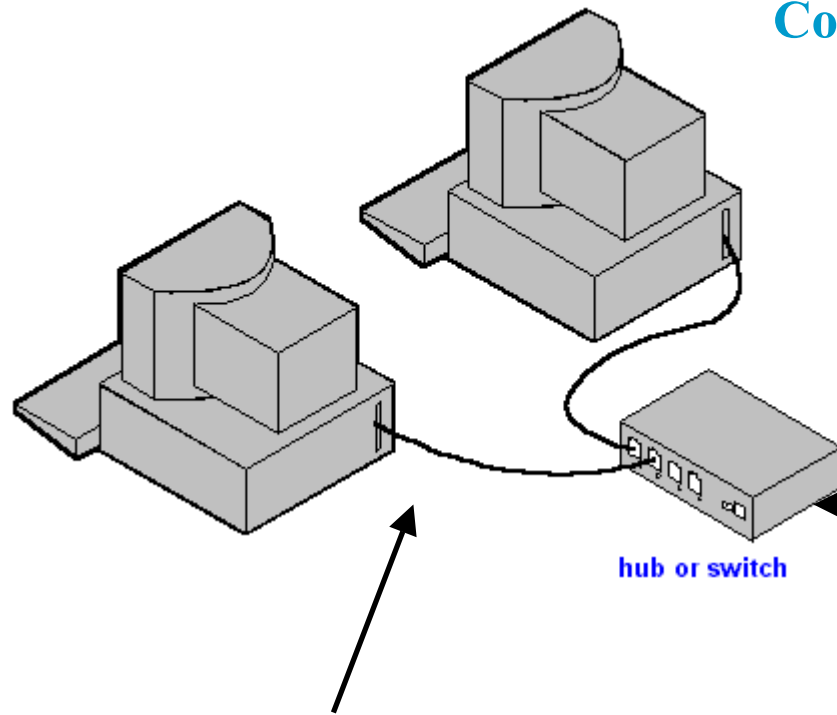
CD-ROM: The CD-ROM Drive is a drive to run CD-ROMs. It looks much like an audio CD player. This drive can again be in the CPU case or attached as a peripheral device. It has a button that you push to open and close the drawer, which has a circular slot that you put the CD into. Some computers don't have CD drives.



Computer Parts

Network

A network connects computers together so that programs and data can be shared.

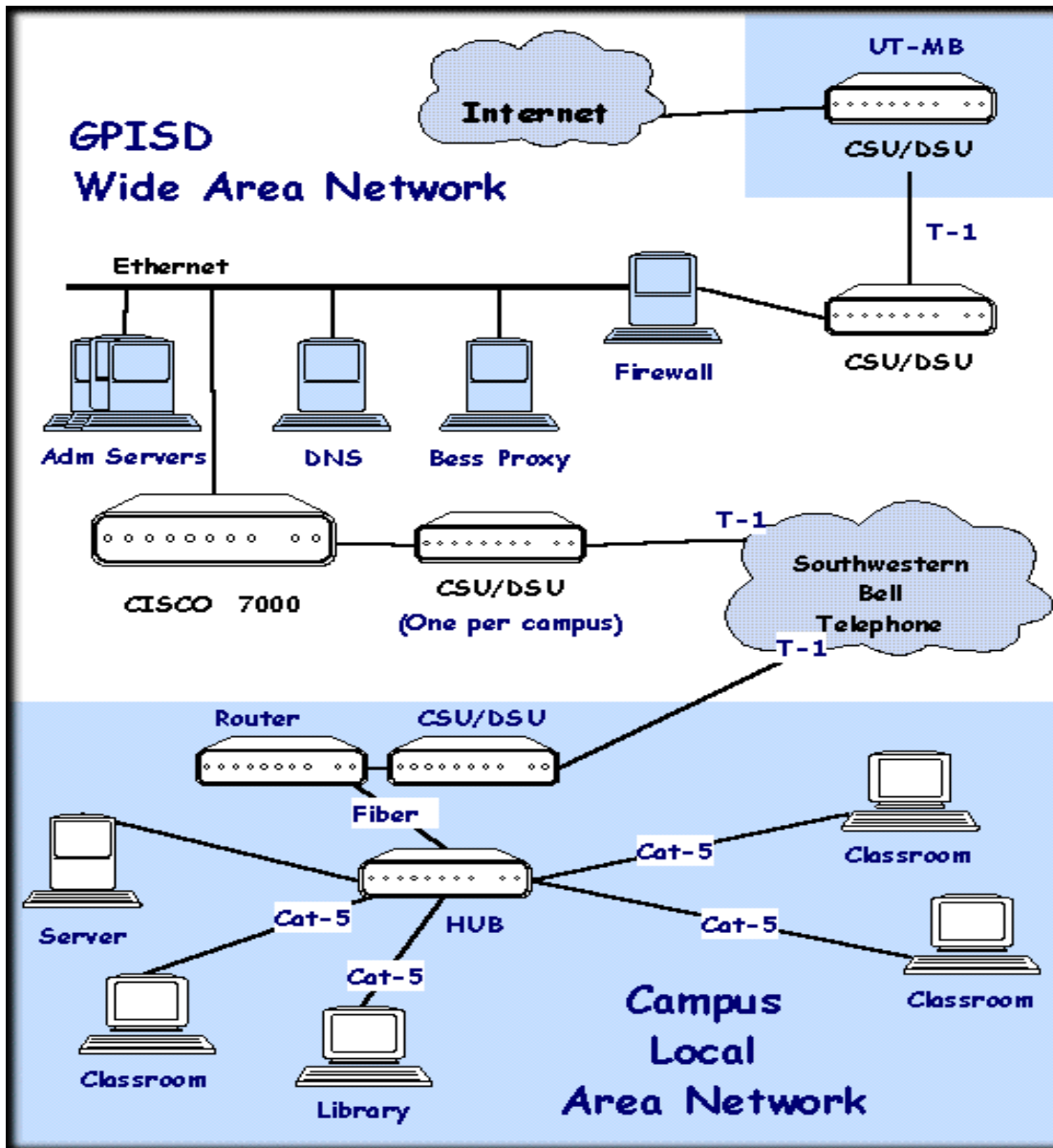


HUB – a hub is used to connect multiple computers in one area to a single network drop.

The Network, or Ethernet Card, is usually built into the CPU case. On some computers, it is a thin card plugged into a slot in the side of machine. Some computers don't have a network card. This card is necessary for your computer to communicate with others over a network.

Network Drop – the outlet at the wall that connects computers to the file servers.

Wide & Local Area Networks (WAN & LAN)



WAN - Wide Area Network:

A communications network that covers a wide geographic area. GPISD's WAN connects all of the computers in our school district.

LAN - Local Area Network:

A network that is contained within a building or complex. GPISD's LAN connects all of the computers in one school.

Internet :

The "Internet" is made up of more than 65 million computers in more than 100 countries covering commercial, academic and government endeavors.

Intranet: An in-house Web site that serves the computer users in that location. Although intranet pages may link to the Internet, an intranet is not a site accessed by the general public. .

Turning On Your Computer

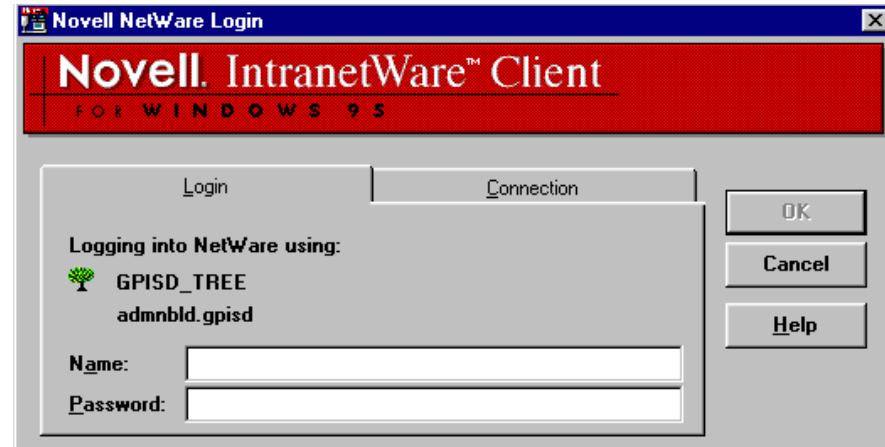
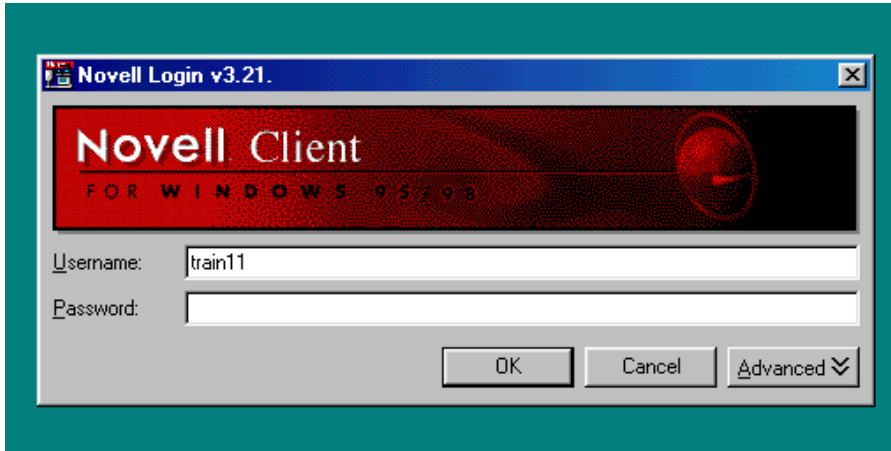
If your computer will not come on, check the following:

1. Check if power to the computer and Monitor is on.
2. Check if the cables are plugged in securely.
3. Check the power strip to ensure it is plugged in and turned on.
4. If this doesn't solve the problem, call the Technology Department / TIS.



Logging into the network

You may see one of the following login screens



You should type your network username and password in the spaces provided. If you do not know your username and password contact the technology department or TIS.

Logging into the network (Cont.)

Network Drop – the outlet at the wall that connects computers to the file servers.

HUB – a hub is used to connect multiple computers in one area to a single network drop.

If you do not see the login screen, check the hub to see if the lights are on; if not check to see if it is plugged in. Also, check the network drop to make sure the cable is plugged in securely.

- Black BOCCA hub -- make sure both switches are pushed to the left.
- Blue or Grey hub -- unplug it and plug it back in to reset it.

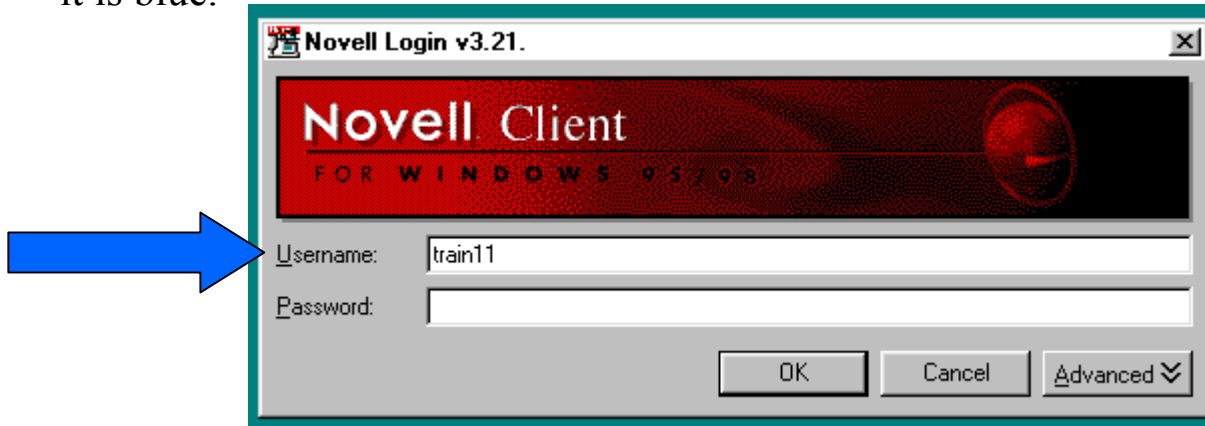
If this doesn't solve the problem, call the Technology Department / TIS.



Login Screen

You MUST login to the network by typing your USER NAME and PASSWORD.

If you are unable to type your user name or password, check the title bar for Novell Login to see if it is blue.



If not then press the ALT key and ESC key on the keyboard at the same time.

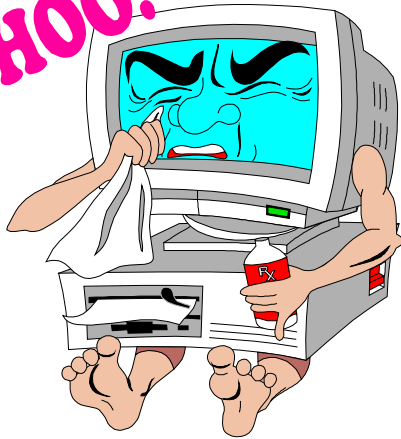
Passwords



You must have a password when logging into the Network

Many users misunderstand the need for passwords. They think that if they don't have files that nobody else should see, they don't need a secure password. But the security of personal files is only part of the reason for passwords. As a user on a network, you also guard passwords because access to your account gives a hacker access to your entire network. For instance, a troublesome student could use your account to log in on your computer, or even another computer, and damage the entire network. When they're done, it will look as if you did it! For this reason, password security is important for everybody. Don't tell your password to anyone, and if you must, change it immediately afterwards.

AH -
CHOO!



Troubleshooting

Step One: Check and make sure the cords are plugged tightly into the machine.

Step Two: Write down any error messages.

Step Three: Unless you are worrying about losing a file that you were working on and hadn't saved, reboot the machine.

These simple steps will solve most of your problems.

Some other principles to keep in mind:

Don't panic.

Try small steps first.

Determine the scope of the problem. What works and what doesn't work?

Write down problems.

Try just clicking OK when you get an error message. Most "errors" don't hurt your computer.

Ask yourself "What changed between the time it was working and the time it wasn't?"

Back up any files that you couldn't bear to lose.

Go for help. – Technology Department or TIS

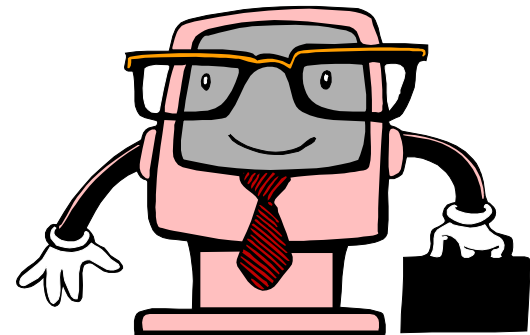
Basic Computer Errors

When the computer is not properly shut down, it will automatically run scan disk upon restarting. If a problem is found a box will pop up titled “PROBLEM FOUND”; it will then ask how you want to fix the problem

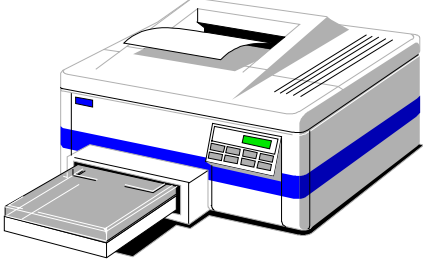
(ex: <SAVE> <DELETE> <DON'T FIX IT> <MORE INFO>); press enter to save or fix the problem. Next another box will pop up titled “CREATE UNDO DISK” which will ask you where you want to save the information it will be changing

(ex: <DRIVE A> <SKIP UNDO> <MORE INFO>); press “S” to skip saving this information.

If you receive an “Illegal Operation” error, write the error down exactly, then you will need to hold down the Ctrl, Alt and Delete keys to end the task that froze your computer. You may have to do this several times for the task to actually end. You might actually have to shut down your computer and log back in before you can return to normal operation.



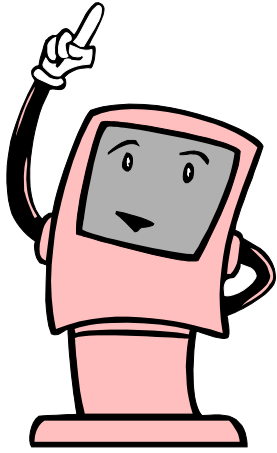
Printing Troubleshooting



If you send a document to be printed and it does not print check the following:

1. Check to ensure the power cord is plugged in and the power is on.
2. Make sure there is paper in the printer and no lights on the printer are blinking.
3. Check to ensure the ink cartridge is securely in place and has ink.
4. Save all work and close all programs and restart the computer you are working on and log back on to the computer.
5. If the printer is not connected to the computer you are working on, restart the computer that the printer is connected to.
6. If your document still does not print, save your work to a floppy disk and try to print from another computer.

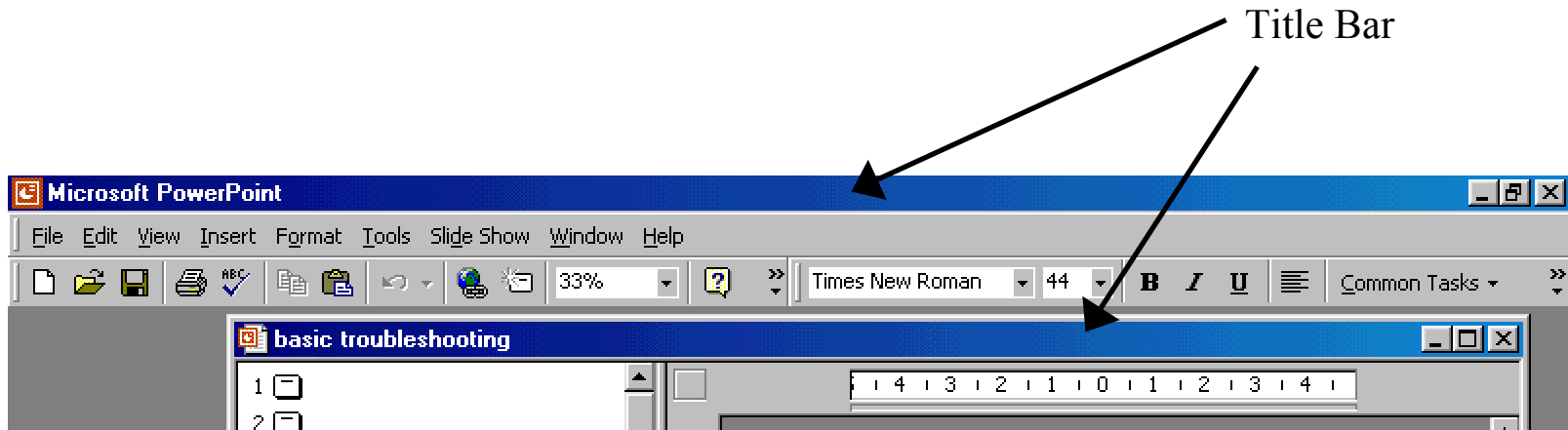
Rebooting



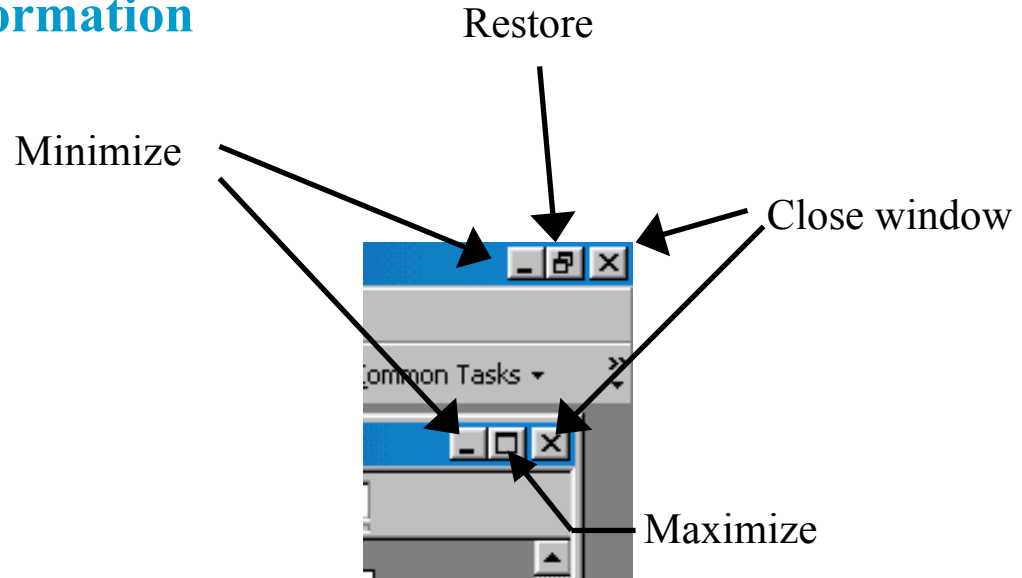
Sometimes your computer freezes. This means that the power is still on, you can probably still see the screen you were working on, but your keyboard and mouse input don't do anything. To get working again, you must reboot. In Windows 95, hold down "Ctrl" and "Alt" at the same time, then press "Delete." This brings up a window asking if you want to "End Task" or "Shut Down." Try to "End Task" first. If your computer doesn't respond, then do "Ctrl-Alt-Delete" again, twice more if necessary. Your computer turns off and then restarts.

Windows General Information

Title bar – Blue (usually) bar located at the top of the window of an open application.



Windows General Information



Maximize button – The button in the middle of the three buttons located at the right end of the title bar; it enlarges a window to its greatest possible size. When you maximize a window, a restore button replaces it.

Restore button – The button in the middle of the three buttons located at the right end of the title bar on a maximized window; it returns a maximized window to its previous size. When you restore a window, the maximize button replaces the restore button.

Minimize button – The minimize button is the first of the three buttons located at the right end of the title bar. It shrinks a window to a task button on the task bar.

Close Window button – The close window button is the third of the three buttons (X) located at the right end of the title bar. It is a shortcut for closing a document or application window.

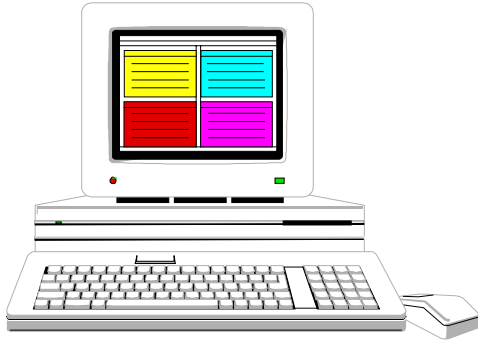
Windows General Information

Slide 34 of 37



Shut Down the Computer – The correct way to turn off a Windows 95/98/etc. click on the “Start” button on the taskbar. A pop up menu will appear, click on the bottom option, “Shut Down”. A box will appear; make sure the filled circle is next to “Shut Down” and click on “OK”. The computer will either automatically turn off or a screen will appear that says “It is now safe to shut off your computer.”

Restart the Computer - Click on the “Start” button on the taskbar. A pop up menu will appear, click on the bottom option, “Shut Down”. A box will appear; make sure the filled circle is next to “Restart” and click on “OK”. The computer will automatically restart. This may take a few moments.



Windows General Information

Log On as a Different User – Click on the “Start” button on the taskbar. A pop up menu will appear, click on the bottom option, “Shut Down”. A box will appear; make sure the filled circle is next to “Close all programs and log on as a different user. ” and click on “OK”.

***If you have a Windows 98 or better, click on the “Start” button on the taskbar. A pop up menu will appear, click on the option, “Log Off ___”. A box will appear that asks if you are sure you want to log off; click on “Yes”.

Opening a Program

There are several ways to open programs in either operating system. Use whichever method is quickest for the given program.

Method 1: Through Start bar: The Start bar is usually at the bottom of the screen. Sometimes it won't appear until you move the mouse pointer over it. Somebody could also have moved it to another side of the screen. If this is the case, click and hold down on the bar, then drag it to the bottom of the screen. To start a program, click the "Start" button. On the resulting menu, move the pointer over the desired selection. A new menu appears to the right. You may have to continue choosing submenus to the right. When your program is listed, move over it and double-click to start it.

Method 2: Through My Computer: Double-click the "My Computer" icon (usually in the upper left corner of your screen). This opens a window with the computer's drives listed. Double-click the drive where the program resides. Each double-click on a drive or folder moves you another level deeper in the substructure. Keep opening new folders until you find the name or icon of the program you want. The file to run usually is program name followed by ".exe." When you find the program you want, double-click and it starts.

Method 3: Through Shortcut icons: If somebody has made a Shortcut (we'll show you how later), it appears on your desktop. Double-click this Shortcut icon to launch the program.

Method 4: Through the Run line: Click on "Start." Choose the "Run" option. Type the pathname to the program (we'll explain pathnames in more depth later) and hit "Enter."

How to Shut Down



How to Shut Down:

1. Close the programs
(by clicking on the X's in the upper right hand corner)
(If you wish, you can do it by holding down the ALT key, and pressing F4 - all at the same time)
2. You will be asked if you want to save any changes that have been made. (Yes or NO)
3. Press the START button - and follow instructions.
-It will ask you if you want to SHUT DOWN. Say YES