

1. Basics

- Computer parts.
- Turning computer on and off
- Using the keyboard
- Using the mouse

What is a Computer?



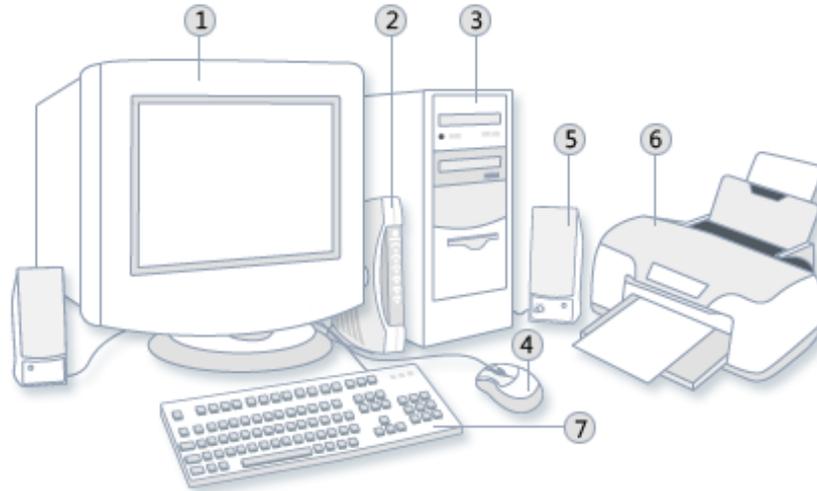
A computer is, at its most basic, a machine which can take instructions, and perform computations based on those instructions.

Software and Hardware

If you use a player piano as an example, the piano can be thought of as the hardware and the roll of music as the software.

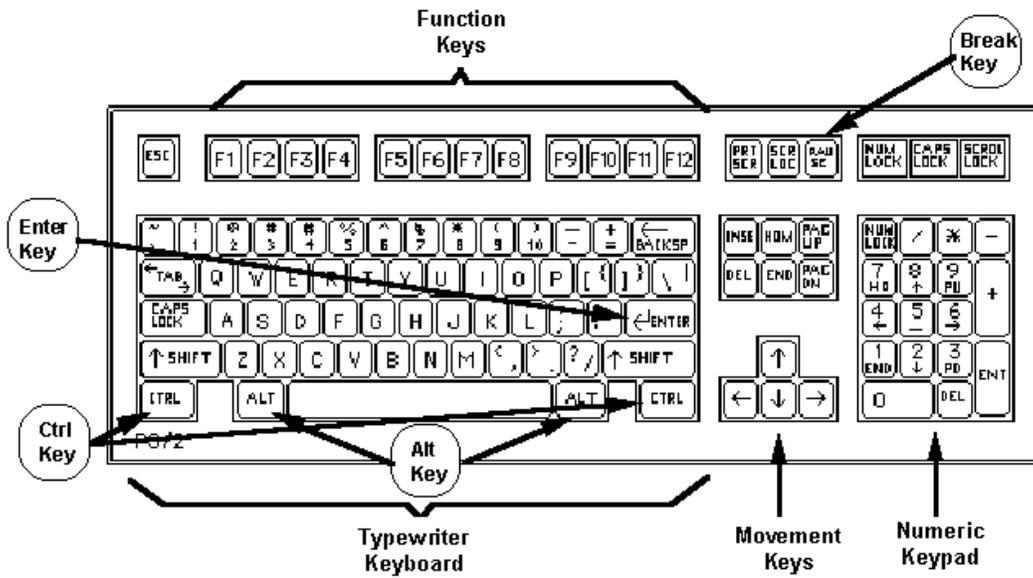
Software is a series of computer instructions carefully organized to complete complex tasks.

Parts of the Computer



- ① Monitor
- ② Modem
- ③ System unit
- ④ Mouse
- ⑤ Speaker
- ⑥ Printer
- ⑦ Keyboard

Keyboard





Left button on the mouse is used to double click

Right button on the mouse

Scroll Wheel

2. Type letters

- Open and closing Word
- Practice use of keyboard
- Spell check
- Saving a document

Typing and Using the Backspace Key

To enter text, simply type just as you would if you were using a typewriter. To capitalize, hold down the **Shift key** while typing the letter. Use the Backspace key to delete text. You do not need to press Enter to start a new line -- Microsoft Word automatically wraps at the end of the line. Press Enter to start a new paragraph.

Exercise

1. Type the following sentence:

Joe has a very large house.

2. Now delete the word "house." Using either the arrow keys or the mouse, place the cursor between the period and the "e" in "house."
3. Press the Backspace key until the word "house" is deleted.
4. Type **boat**. The sentence should now read:

Joe has a very large boat.

The Delete Key

You can also delete text by using the Delete key. First, highlight the text you wish to delete; then press the Delete key.

Exercise

Delete the word "very" from the sentence you just typed.

1. Highlight the word "very." Place the cursor before the "v" in the word "very" and press the F8 key. Then press the right arrow key until the word "very" is highlighted. If you press the left arrow, the word will be un-highlighted

*alternate method is to place your cursor at the beginning of the word and click and hold the left button on your mouse and drag it across the word you wish to highlight.

2. Press the Delete key. The sentence should now read:

Joe has a large boat.

Bold, Underline, and Italicize

You can **bold**, underline, and *italicize* a single piece of text when using Word or you also can combine these features. In the exercise, you will learn three different methods for bolding, italicizing, or underlining using an icon button.

Exercise

Type the following exactly as shown.

Joe has a large boat

Bold by Using an Icon

1. Highlight the word "boat".
2. Click the Bold icon  on the toolbar.

Note: To turn off bold, highlight the text and press the bold icon again.

3. Click anywhere in the Text area to remove the highlighting.

Italicize by Using an Icon

1. Highlight the word “boat”.
2. Click the italic icon  on the toolbar.

Note: To turn off italic, highlight the text and press the italic icon again.

3. Click anywhere in the Text area to remove the highlighting.

Underline by Using the Icon

1. Highlight the word “boat”.
2. Click the underline icon  on the toolbar.

Note: To turn off underline, highlight the text and press the underline icon again.

3. Click anywhere in the Text area to remove the highlighting.

Font Size

In Microsoft Word, you can change the size of your font (text). The following exercise illustrates changing the font size.

Change Font Size - Using the Menu

1. Type the following:

I am the smallest.

Highlight "I am the smallest."

2. Use the Font tab,  12
3. In the Font Size box  on the toolbar, type **8**.

I am the smallest

Now select 14

I am the smallest

Spell Check

Word checks your spelling and grammar as you type. Spelling errors display with a red wavy line under the word. Grammar errors display with a green wavy line under the error. If you want to spell check your entire document, Choose “*Review*” and click the spelling icon , area you want to spell

Exercise 4

1. Type the following exactly as shown. Include all errors.

Open thr dor

Highlight:

Open thr dor

Click the Spelling icon  on the Standard toolbar.

2. "The" is misspelled, so it is highlighted on the screen.
3. Word suggests correct spellings. These suggestions are found in the Suggestions box.

4. To change the word to the correct spelling, make sure "the" is highlighted in the Suggestions box. Click Change.

Save File

You must save your files if you wish to recall them later. Before you can save, you must give your file a name. To save your file and close Word, follow the instructions given here:

1. Choose *File > Save As* from the menu.
2. Specify the correct folder in the Look In box.
3. Name your file by typing **lesson3.doc** in the File Name box.
4. Click Save.
5. Choose *File > Exit* from the menu



A USB device,  allows you to save work and take the data with you.



3. Web Navigation

- Open Internet Explorer
- Scrolling web pages, use of back, forward, and refresh
- Type web site addresses
- Click links and examine web pages

What is the Internet?

A worldwide system of interconnected networks allowing for data transmission between millions of computers

How can I connect to the Internet?

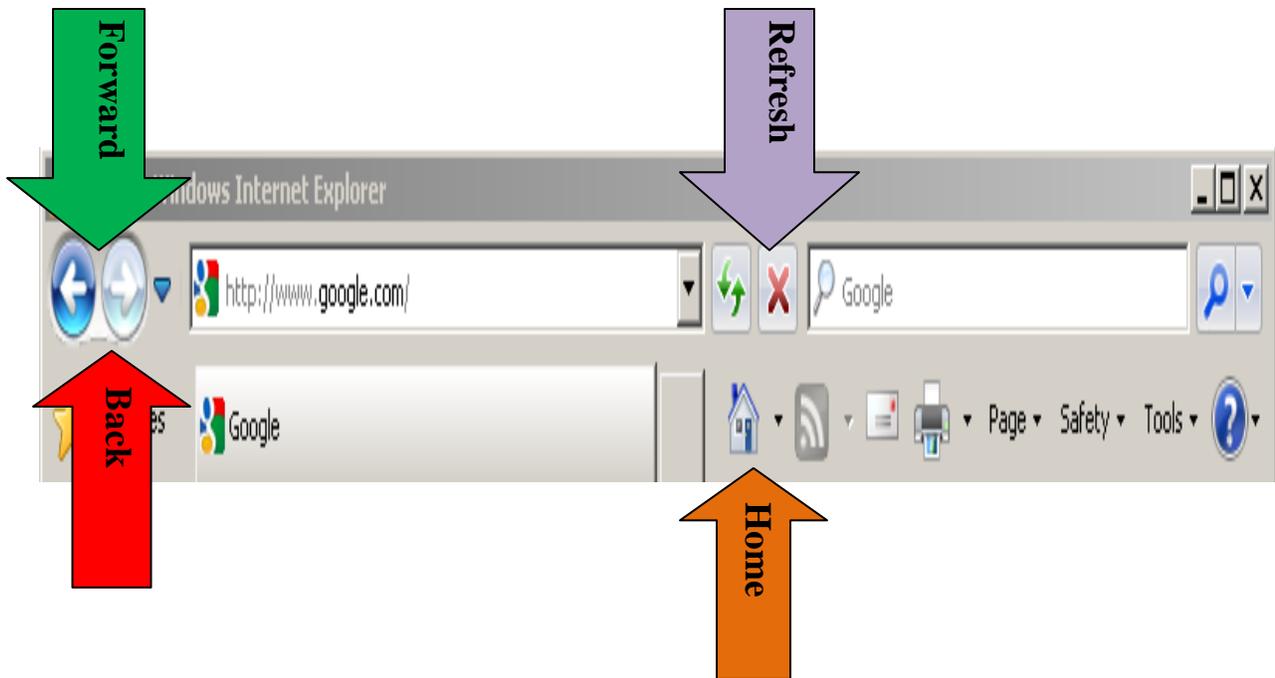
An Internet service provider (ISP), also sometimes referred to as an Internet access provider (IAP), is a company that offers its customers access to the Internet. Examples of ISPs include Comcast, Charter, AT&T and Net Zero. Some ISPs also offer cable television and phone service.

Back - The left-facing arrow at the top, left-hand corner of the web browser. Takes you back one page every time you click it, until you get to the first web page accessed in that session.

Forward - Takes you forward one page every time you click it, until you get to the last web page accessed in that session.

Refresh - Clicking this button will “refresh” or reload the page.

Home - The button usually has a picture of a house. You can set your web browser’s home page to any web page you want. It is your starting point – the page that comes up when you first open your web browser.



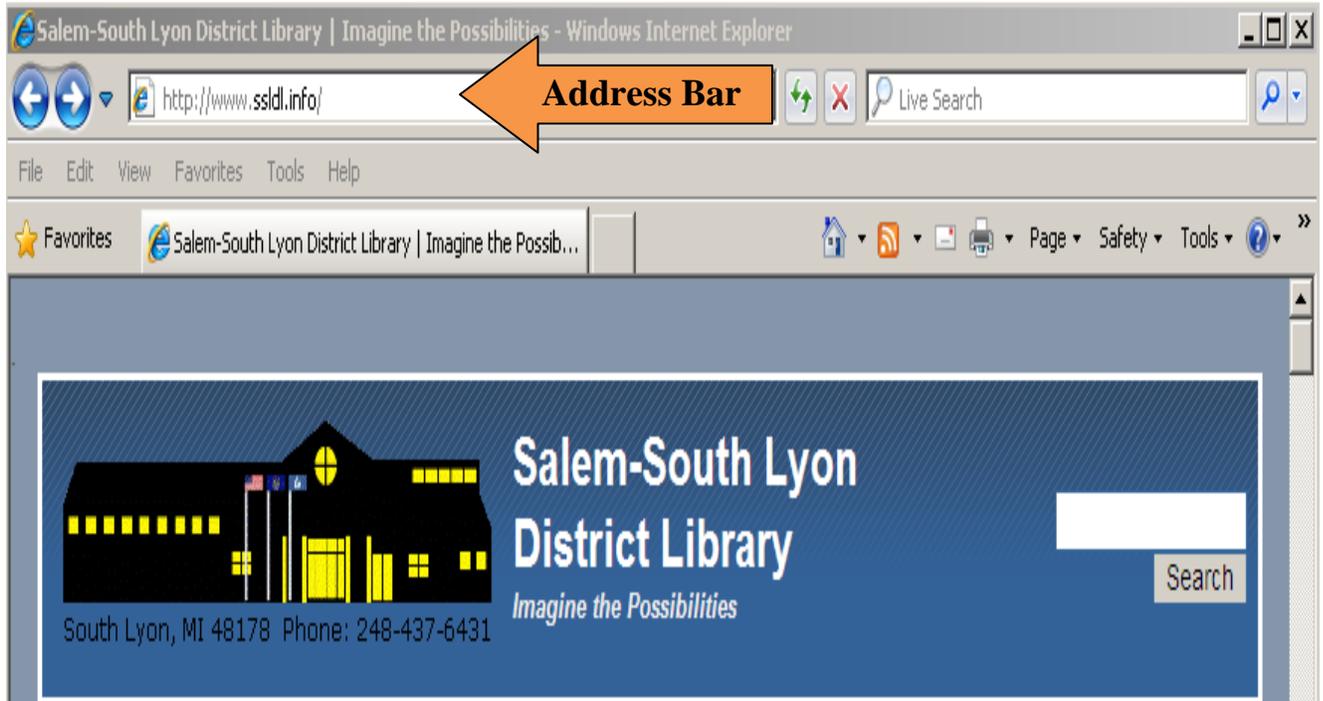
Searching the Internet

WebAddresses

Web addresses take you to a specific web page
Web pages can end in .com, .edu, .gov, .info, etc.
Example: *www.ssldl.info* will take you to the library's home page

Remember, anyone can create a website, so it is very important to think about where the information you find is coming from.

Type the web address of the page you want in the address bar of the browser and hit the enter key. Be sure you know the EXACT web address if you type it in!



If you don't know the exact web address, you can use a *search engine* to find the web page or information you are looking for. Example of search engine is Google

Type what you are looking for in the text box and hit the enter key

- Try to be as specific as possible. You may get fewer results, but the ones you do get are more likely to have the information you are looking for.
- Use just the main words, not full sentences – leave out articles like “a”, “an”, and “the”.
- Putting phrases in “quotation marks” can be helpful.



Links

Once you type in your *search terms* or *keywords* and hit enter, a list of web pages will appear. This list is often referred to as *results* or *hits*. The phrases that are in blue font and underlined are *links*. When you click on them, they will take you to, *or link you*, to another web page.

Anything that turns your mouse pointer into a hand when passed over is a link.



Web [Show options...](#) Results 1 - 10 of about 172,000 for planting tulip bulbs. (0.27 seconds)

[How to Plant Tulip Bulbs - wikiHow](#)
Jan 29, 2010 ... Plant the tulip bulbs. Use a trowel to dig a hole more large enough to fit all of the bulbs that you are planting. The depth of the hole should be ...
[www.wikihow.com/Plant-Tulip-Bulbs - Cached - Similar](#)



[Tulip Bulbs](#)
Where you plant your tulips, and with what, is as important as which you plant and the quality of the bulbs. When you are advised to buy "top size" bulbs ...
[www.backyardgardener.com/plants/tulip.html - Cached - Similar](#)

[Planting Tulips](#)
In zones 8 through 10, refrigerate tulip bulbs for six to eight weeks before planting. Place them in a paper bag away from ripening fruits (the fruits ...
[www.gardeningwithkids.org/plantingtulips.html - Cached - Similar](#)

[Video results for planting tulip bulbs](#)

| | |
|--|--|
|  <p>How to Plant Tulips 4 min 59 sec - Sep 6, 2008 www.ehow.com</p> |  <p>How to Plant Tulip Bulbs 1 min 48 sec - Dec 11, 2008 www.5min.com</p> |
|--|--|

[How To Plant Tulip Bulbs \(Lifestyle & Home: Planting\)](#)
Video : Find out more about planting Tulip Bulbs. Tulips are spring flowers, which means their bulbs should be planted in Autumn.
[www.videojug.com > ... > Gardening > Planting - Cached - Similar](#)

[Questions On Tulips](#)
bulbs. Are they worth planting? I've never grown tulips before. Q. When is the best time to plant tulip bulbs, and how deep should they be planted? ...
[www.ext.nodak.edu/extnews/hortiscope/flowers/tulip.htm - Cached - Similar](#)

[How to Plant 100 Tulip Bulbs in 30 Minutes - Flower Gardens100](#)
Sep 29, 2003 ... The lush beds of flowers that spring up wherever you've planted this way will change the way you feel about tulips and other spring bulbs ...
[www.pioneerthinking.com > ... > Gardening > The Floral Garden - Cached - Similar](#)

[Planting Tulip Bulbs](#)
Aug 30, 2006 ... What are the best types of tulips to plant many of the hybrid tulip bulbs that came from Holland or from one of the tulip festivals are some ...
[www.disabled-world.com/artman/.../planting-tulips.shtml - Cached - Similar](#)

4. Sending/Receiving Emails

- Opening an email account
- Viewing emails in the inbox
- Sending emails
- Replying and forwarding



What is Email?

Email is an electronic version of mail which allows you to communicate with others. You can access your email anywhere in the world. **It does not live on your computer at home, or at the library.**

Email address versus a web address

josmith@hotmail.com

www.sslld.info

To ACCESS your email:

1. Type the address for your email account.
2. Enter your user ID and password information on the Sign In screen. Click the "Sign In" button.
3. Click on the "Check Mail" button on the left side of the screen to display your Inbox.
4. To read your new message, click on the subject of the message you want to read.

| | | | | | | | |
|--|-------------|---------------------------|----------------------|---|---------------|-------------------------|-----------------|
| Archive | Report spam | Delete | Move to▼ | Labels▼ | More actions▼ | Refresh | 1 - 2 of 2 |
| Select: All , None , Read , Unread , Starred , Unstarred | | | | | | | |
| <input type="checkbox"/> | ☆ | Garrett Hungerford | New Message | - This is an example of a new message. Enjoy! Garrett Hun | | | 11:33 am |
| <input type="checkbox"/> | ☆ | me, Garrett (2) | My new email address | - Hey, Here is an example of an email reply. Hope y | | | 11:32 am |

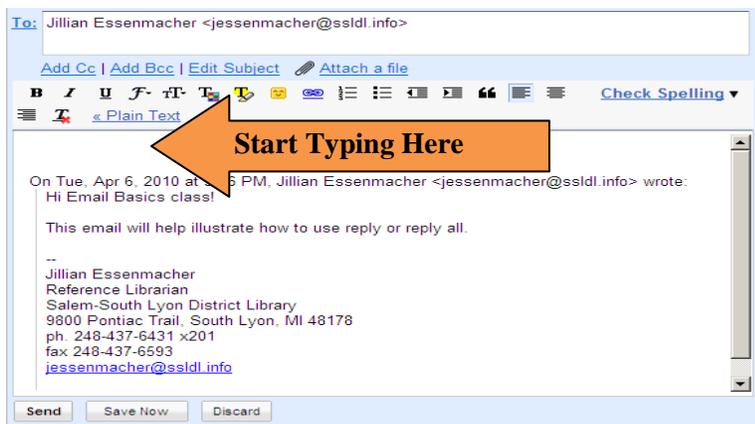
New messages are in bold type. Once you have read a message, the type will no longer be bold.

To open an email message, you can click on the sender or subject.

To SEND an email message:

The essentials:

1. Click the **Compose Mail** link on any email screen
2. Enter your recipient's email address in the 'To:' field
3. Enter a subject for your message in the 'Subject:' field.
4. Write your message! Just click in the large field and type away.
5. When you're done composing, click the **Send** button



To REPLY to a message:

Click the “Reply” button. Clicking on **Reply** inserts the e-mail address of the person who sent you the message.

1.



To FORWARD a message to someone else:

1. Open the appropriate conversation and select the message to forward.
2. Click **FORWARD** from the bottom of the message card.

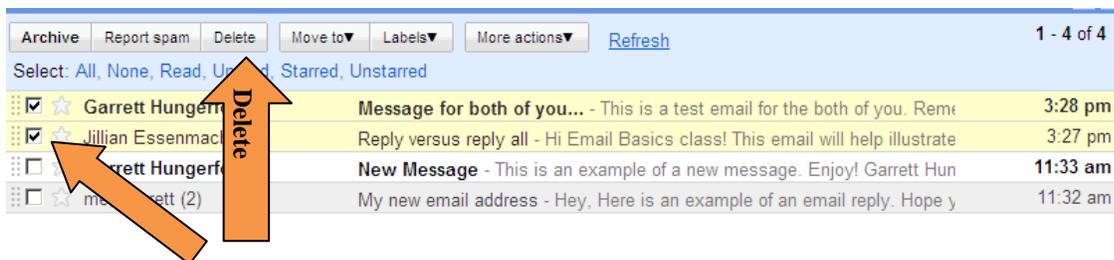


3. Enter the email address(s) to which the email should be forwarded, and add any notes in the message field.
4. Click **Send**.

To DELETE a message:

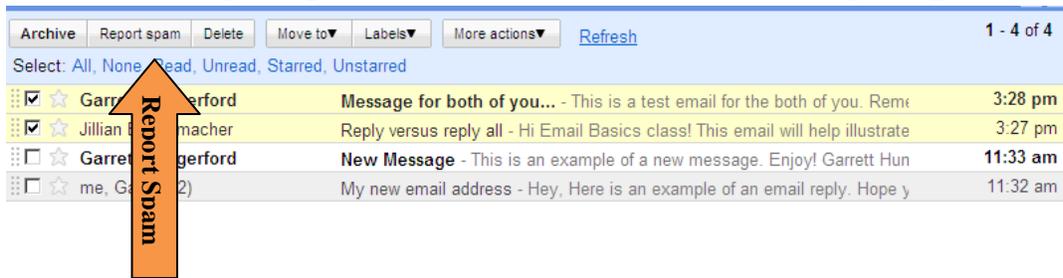
Gmail lets you delete messages. Deleted messages are a lot like the stuff in the trash can in your kitchen: eventually, it's all going in the big dumpster outside. Gmail will empty messages from your **Trash** automatically after 30 days, or you can permanently delete messages yourself.

1. **Click on the square** next to the email you want to delete (a check mark will appear)
2. Click the **Delete** button to move the message to **Trash**.



Deleted messages will go into your **Trash**. Generally, the emails in your Trash folder will automatically be deleted after 30 days. If you want to empty your Trash, click on the **Empty** button. Remember once you do this, *you will not be able to retrieve any of those emails again.*

To mark a message as spam, select the email then **click on the Report Spam button**.



E-mail etiquette:

E-mail allows the user to have a quick, cheap and easy way to contact anyone, anywhere with an e-mail address. There are a few guidelines to follow when sending e-mail to people.

1. While electronic mail messages are usually informal communications, it is always best to consider the audience when composing a message.
2. Spelling and grammar rules are the same for e-mail as for other written communications.
3. Writing in capital letters is read as shouting.
4. Be careful with humor and sarcasm. Gestures and facial expressions cannot be seen in a text message and the reader may take humor and sarcasm the wrong way.
5. Never type in all upper case - IT MEANS YOU ARE SHOUTING AT THE READER! – and is considered very rude!

To SIGN OUT:

1. To end your Gmail session, just click **Sign Out** at the top right hand corner.
2. We encourage you to log out of Gmail after each session to protect the security of your email information. Logging out of Gmail is especially important if you check your email on a public computer.