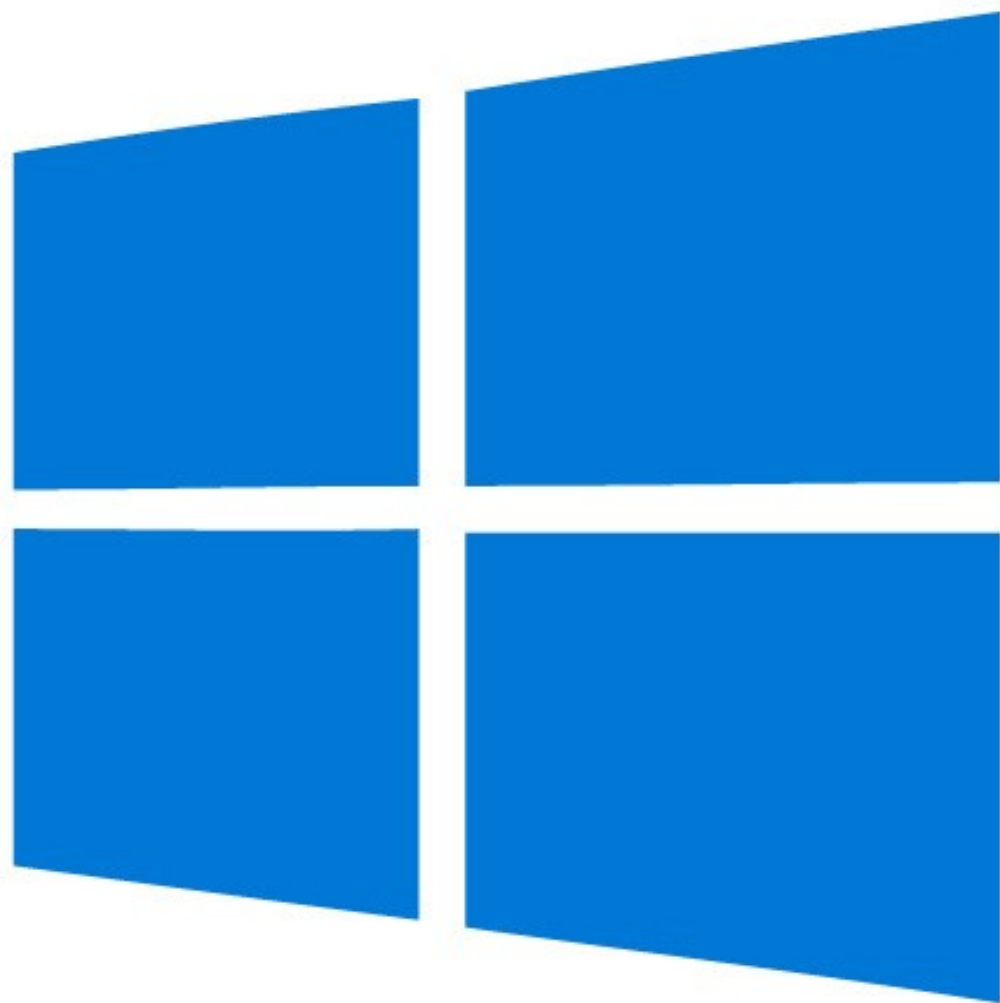


# COMPUTER FOR BEGINNERS



# INTRODUCTION

## Class Objective:

This class will familiarize you with using computers. By the end of the session you will be familiar with:

- ♦ Starting programs
- ♦ Quitting programs
- ♦ Saving files
- ♦ Opening files
- ♦ Renaming files
- ♦ Deleting files

## Introduction

Welcome to *Computers for Beginners*. You will learn the parts of a computer and how to start using one. We'll also learn how to start a computer program, create files of your own, save files, and perform other operations that will help you to be a better and more confident computer user. After completing this class, you should be prepared to learn about how specific computer applications, such as Microsoft Word or Excel, work. This class is model on **Windows 10** (the latest computers developed by Microsoft), but a lot of the information applies to Windows 8, Windows 7, and even Mac computers.

## Computer Parts



**Monitor**—the screen that displays what's happening on the computer

**Tower**—houses the hard drive, motherboard, and other parts which make the computer function

**Mouse**—used to select and move around the display

**Keyboard**—used to type and enter commands

## Using a Mouse

The left-click button of the mouse is the selection button; 95 percent of clicking will be done on this side



The right button of a mouse brings up a list of options when clicked. These options can be used to copy and paste items, rename files, open new windows, and a lot more.

In the middle, most mice have a wheel; rolling the wheel backwards and forwards will cause websites to scroll up and down.

# GETTING STARTED

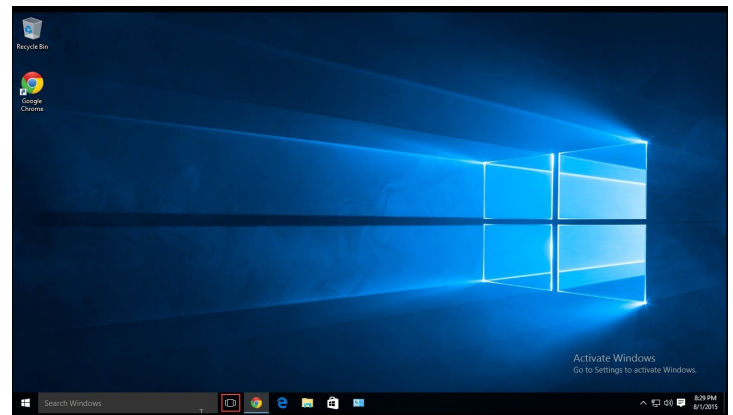
## What are Applications?

Most people who use computers do so with a specific task or set of tasks in mind that they wish to accomplish. Computer software that is used for accomplishing specific tasks is called application software (or just an application). Programs that you might use which are applications include word processing programs like Microsoft Word, spreadsheet programs like Microsoft Excel, photo editing programs like Photoshop, or presentation makers like Microsoft PowerPoint. All of the aforementioned applications and many others are available on the public computers at the library. For a complete listing of applications that are available on library computers, visit [elmlib.org/equipment](http://elmlib.org/equipment).

Different applications accomplish different tasks and obviously work differently, but most applications have a number of basic functions in common. It is these common functions that we are going to explore.


## The Desktop

The **Desktop** is like your computer's "home screen." Everything you do on your computer starts at this screen. The bar at the bottom is called the "**Taskbar**." The icon in the bottom left is for the **Start Menu**. The icons in the bottom right display time, date, speaker volume, etc. Shortcuts to applications can appear on the background image or in the center of the **Taskbar**.



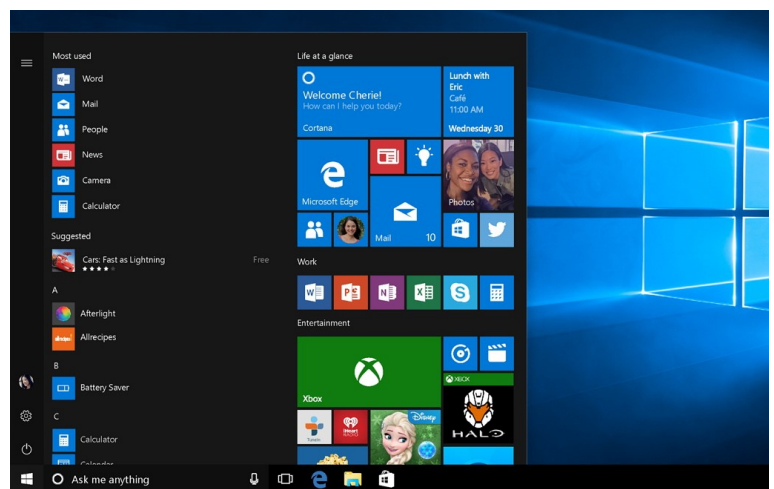
## Start Menu

Most common applications can be started from the **Start Menu**.

Click on the  button to open the **Start Menu** and access the applications. "Pins" (shortcuts to programs) are located on the right side and can be grouped together for better organization (by clicking and dragging).

The middle section of the menu is the full list of programs and apps, listed alphabetically.

The far left side of the menu has icons for the user account, **File Explorer**, **Settings** and **Power**.



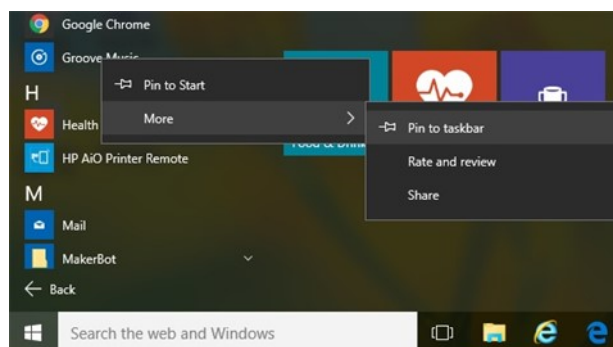
# PINS AND SHORTCUTS

To open an application, select the **Start Menu** and locate the application in the programs list. Once the application has been found in the list, select the application using the left-click of the mouse.

This can be a lot of work to open an application, so there are two ways to make this easier: pinning the application to the **Taskbar** or creating a shortcut to your **Desktop**.

## Pins

**Pins** are shortcuts that exist on the **Start Menu** or on the **Taskbar**. To create a **Pin**, locate the application in the full list of programs of the **Start Menu**. Instead of left-clicking to open the application, right-click the application. This will produce a option menu. Select **“Pin to Start”** to add a **Pin** to the right side of the **Start Menu**. To create a pin on the **Taskbar**, hover your mouse over **“More”** to get an expanded option menu, then select **“Pin to Taskbar.”**

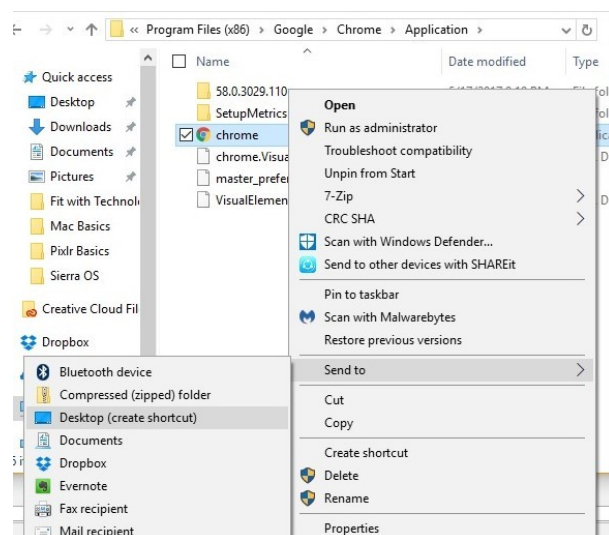


## Shortcuts

**Shortcuts** are icons that appear on the background image of your **Desktop**. **Shortcuts** will link you to the real application, located in the application directory. (You should never move an application out of its directory.) Double-clicking on the shortcut icon will open the application without having to go through the **Start Menu**.

Follow these steps to make a shortcut:

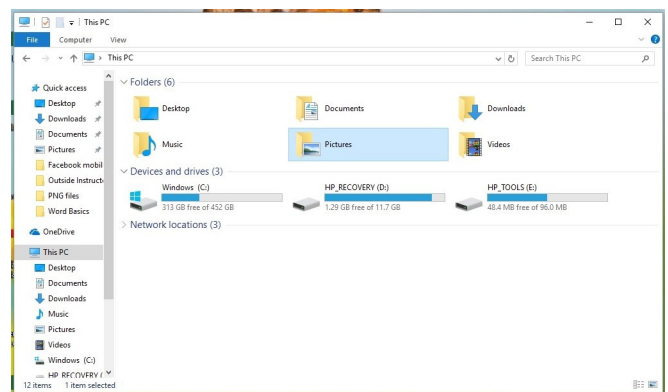
1. Open the directory that contains the file for which you wish to make a shortcut. To do this, open **File Explorer**, select **“This PC.”** Then select **“Windows (C:)”** from the **“Device and drives.”** Then select **“Program Files.”** Locate the folder for the application you are looking for (i.e. **“Microsoft Office”**).
2. Once the icon for the application is found in the directory, right-click the icon.
3. From the context menu, hover your mouse over **“Sent to.”** Then select **“Desktop (create shortcut)”** from the menu.



# FILES

## File Explorer

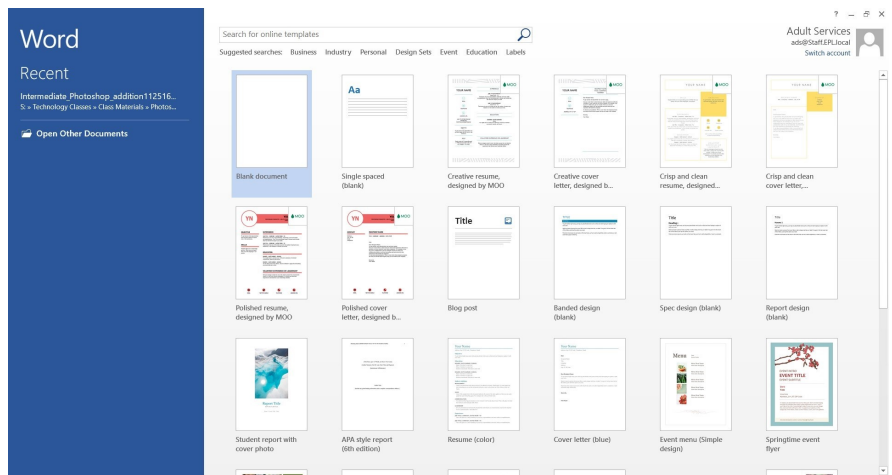
Since we just practiced creating a shortcut, it is a good time to talk about your files and **File Explorer**. Files are all the information stored on your computer. This can include application files, as we saw previously, but can also include personal files (sometimes called “data”) like documents, photos, videos, and more. To access these files, left-click the **File Explorer** icon on the **Taskbar**. (Looks like a folder.) Since you chose your file’s name and the directory in which it was saved, you ought to know where to find it. Common locations include the **Desktop**, **Documents**, **Downloads**, **Music**, **Pictures**, and **Videos** folders. Double-clicking on the desired folder will show the contents of that folder. For example, double-clicking the **Pictures** folder will show you the picture files stored in that folder. We will practice opening, copying, and pasting files in a little while, after we create a file.



## Creating a File

Now, we are going to create a file. It is important to note that each file is unique and can require certain software. For instance, to type a document, you will need a word processing software installed on your computer. The most common word processing software is **Microsoft Word**, which we will be using today. Microsoft Word is part of the larger **Microsoft Office Suite** that includes Word, Excel, and PowerPoint. (Microsoft Office does not come pre-installed on computers, so it needs to be purchased and installed.) Another common file type is a **JPEG** (or **JPG**), which is the standard file type for photos.

To create a Word document, we first need to open the **Word** application. Double-click the **Shortcut** or **Pin** on the **Desktop**. (If there is no **Shortcut** or **Pin**, find **Word** in the **Start Menu** and double-click.) From the **Word** start page, we are going to select “**Blank Document**.” This will produce a blank sheet of paper that we can start typing in using keyboard. The blinking cursor indicates where you will be typing on the page.

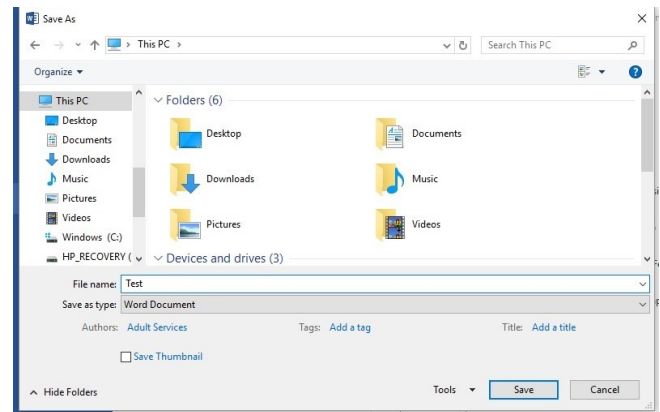


# SAVING FILES

## Saving the File

Each application has a slightly different process to save your file, but these are the steps for Microsoft Office files. To **Save** your Word document, select **File** in the upper left. Select **Save As** from the **File Menu**. To ensure the file is saved to your computer, select **Computer** and the **Browse**. A browsing window (pictured) will appear. This browsing window gives you the option to save the file to your preferred folder (Desktop, Documents, etc.) and give the file a name.

We will name our file as “Test,” in the **File Name** section. To save it to **Documents**, double-click the **Documents** folder. Then select **Save**.



## The Difference Between “Save” and “Save As”

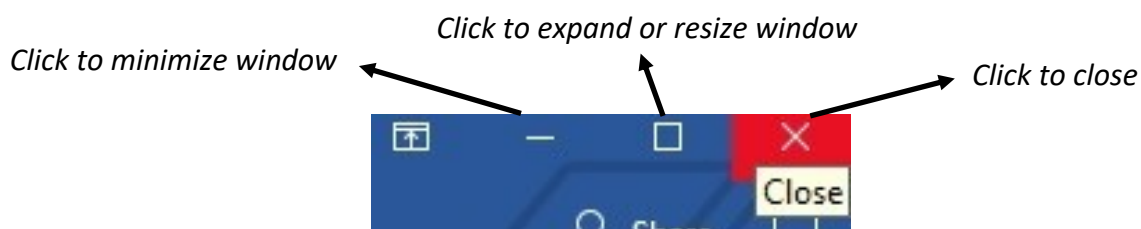
**Save As** will allow you to verify the location of your file and the file name. This feature is useful for saving multiple versions of your file, like when you make updates or revisions. It also lets you save the file in multiple locations, like on a flash drive.

**Save** overwrite the current file with the same name and keeps the file in the same place. This is useful if you don’t want to keep one master file, instead of cluttering your computer with multiple versions.

## Closing an Application

Since we have saved our file, we can now close the Word application. Every program window will have a close button (X) in the upper right corner. Left-clicking the X will close the application. This will delete any un-saved progress you have made in the application.

To the left of the X are icons to resize the program window and minimize the program window. These features are useful for switching back and forth between multiple programs at once.





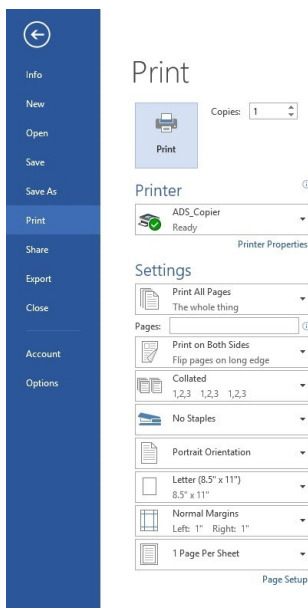
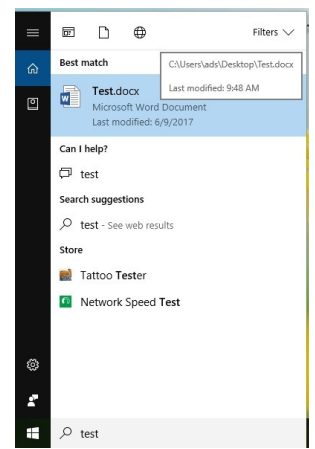
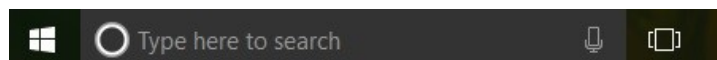
# USING FILES

## Opening a File

Now that we've created our first file (the Word document named "Test"), we will practice opening that file. To open that file, we first want to open the **File Explorer**. If you recall, we saved our "Test" document in the **Documents** folder, so let's double-click the **Documents** folder. We should then see "Test" listed within the **Documents** folder. Double-clicking the icon for the "Test" file will open that file in it's designated application, in this case **Word**. If we wanted, we could edit or add to this Word document.

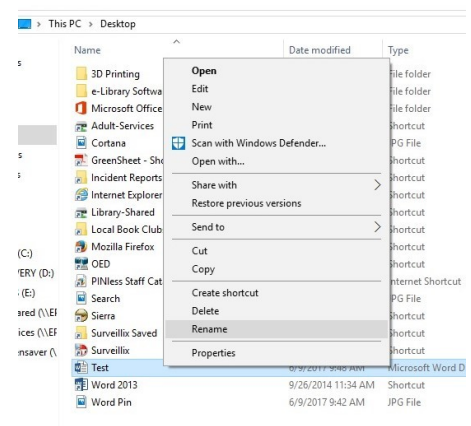
## Finding a File

If you can't recall the location the file was saved but remember the file name, you can use **Cortana** to search and find the file. To do so, left-click the "**Type here to search**" box in the bottom left. Begin typing the name of the file and Cortana will yield results.



## Printing

Just like **Saving**, each application has a similar but slightly different process to **Print**. For **Word**, you would select the **File** button, and then select **Print**. A printing menu will open, providing options to select your printer, number of copies, and more. Selecting "**Print**" from this menu will send the Word document to the printer.



## Renaming a File

Changing the name of your file is very easy and can help with file organization. First, open the folder that contains your file. Then, right-click on the desired file—a menu will appear. Select "**Rename**" from the menu and then type a new name for the file. Press the **Enter** key once you are done.

# ORGANIZING FILES

## Copy a File

It is recommended to back up your files in case something happens to your computer. This can be done by copying your files to another device, like a USB flash drive.

Once you have located the file in its saved location, right-click on it and select **“Copy”** from the pop-up context menu. Locate the folder you want it to be copied to, right-click and select **“Paste”** from the pop-up context menu.

## Move a File

There are also times when you want to move your file from one location to another. This can be accomplished in the same fashion as copying a file, except that you choose **“Cut”** from the pop-up context menu instead of **“Copy.”**

Another way to move a file is to drag the file to another location by clicking on the file and holding down either mouse button. Then you can drag the file to another location. Let go of the button once you’ve put the file where you want it.

**NOTE:** *This will move the entire file, not make a second copy of it.*

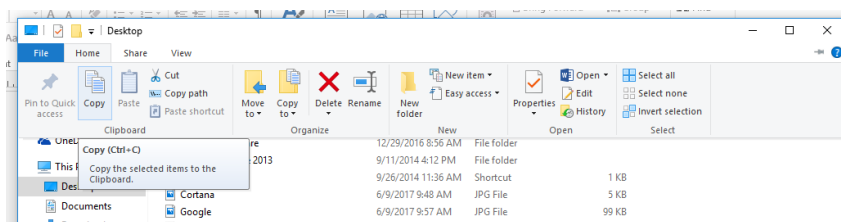
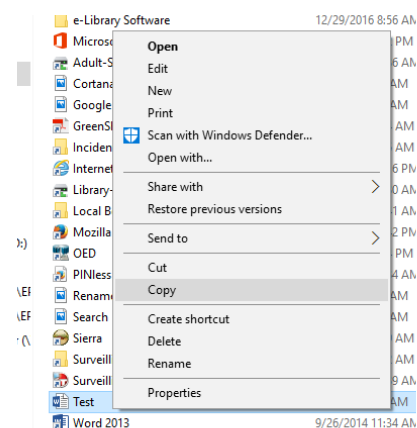
## Delete a File

When you no longer need a file, you can delete it to save space on your storage device. To delete a file, right-click on the file and choose **“Delete”** from the context menu that appears.

Once you delete a file, it is erased and cannot be recovered unless the file was deleted from the hard drive. Files deleted from your hard drive are first moved to the Recycle Bin. To finish deleting the file, right-click on the recycle bin and choose **“Empty Recycle Bin.”**

## Create a New Folder

You may find it useful to create a new folder on your computer to help with organizing your files. Go to **“This PC”** and click on the C drive. Click on **“New Folder”** then **“Make a new folder.”** Name your new folder and remember where you put it. You can now save files from different applications in this folder. For example, a folder named **Travel** can contain files for both a Word document listing your itinerary as well as photos transferred from your digital camera.



All of these functions—**Copy, Paste, Cut, Move To, Delete, New Folder**—can also be located in the **Home Tab**.

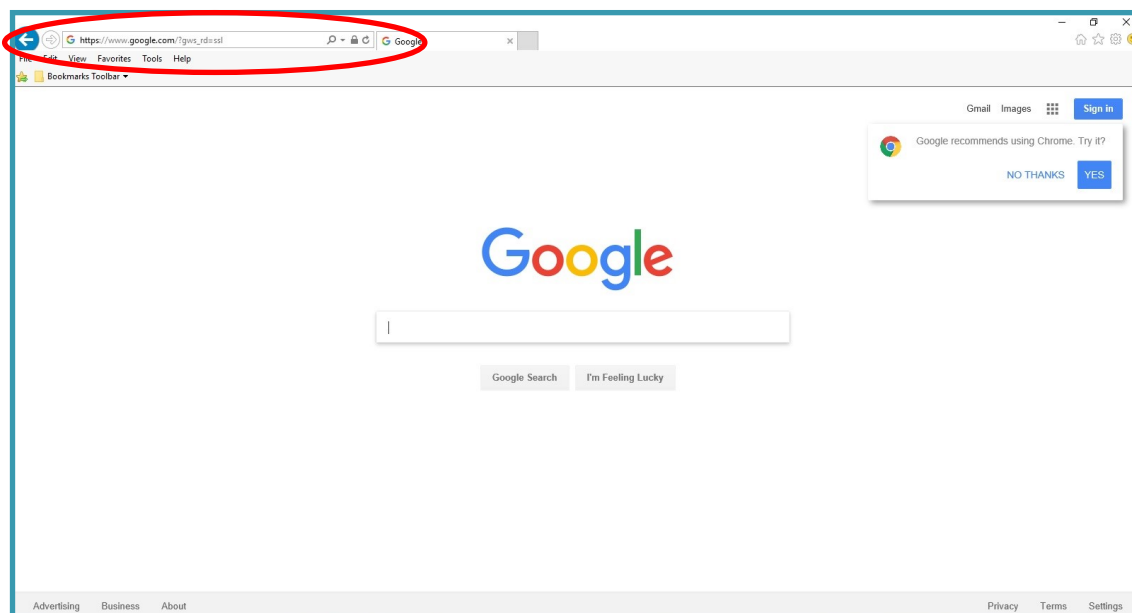


# THE INTERNET

## Using the Internet

Accessing the **Internet** is one of the greatest tools of computers. The **Internet** is a global network that connects you to **Websites**. **Internet Browsers** are the types of applications that connect you to the **Internet**. The most common **Internet Browsers** include **Microsoft Edge** (Windows 10 only), **Internet Explorer** (Windows only), **Mozilla Firefox**, **Google Chrome**, and **Safari** (Mac only). Once you open your preferred **Internet Browser**, there is a **URL Address Bar** at the top of the window. If you know the website you want to visit, you can type it in the **URL Address Bar** (example: [www.yahoo.com](http://www.yahoo.com)) then press the **Enter** key. **Website URL Addresses** need to be exact without spelling errors.

A **Search Engine** is a website that helps you find other websites. **Google** ([www.google.com](http://www.google.com)) is the most common **Search Engine**. Once at [www.google.com](http://www.google.com), you can enter keywords in the **Google Search Bar** to help find the desired website. For example, if you wanted to visit Elmhurst Public Library's website but didn't know the **URL Address**, you can search "Elmhurst Public Library" on [www.google.com](http://www.google.com) and Google will recommend [www.elmhurstpubliclibrary.org](http://www.elmhurstpubliclibrary.org).



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