

Computers for Seniors



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Instructor: Wyatt Fertig

We'll cover:

- Parts of a computer
- Getting Started
- The Mouse
- Desktop
- Applications/ Software
- Files

If you are new to computers it can be difficult to start because many people have grown up with them and there isn't always an easy to find comprehensive manual.

But computers are a skill and can be learned surprisingly quick. After a few short sessions many new users can browse the internet, type, and connect with others on email.



Here at EPL

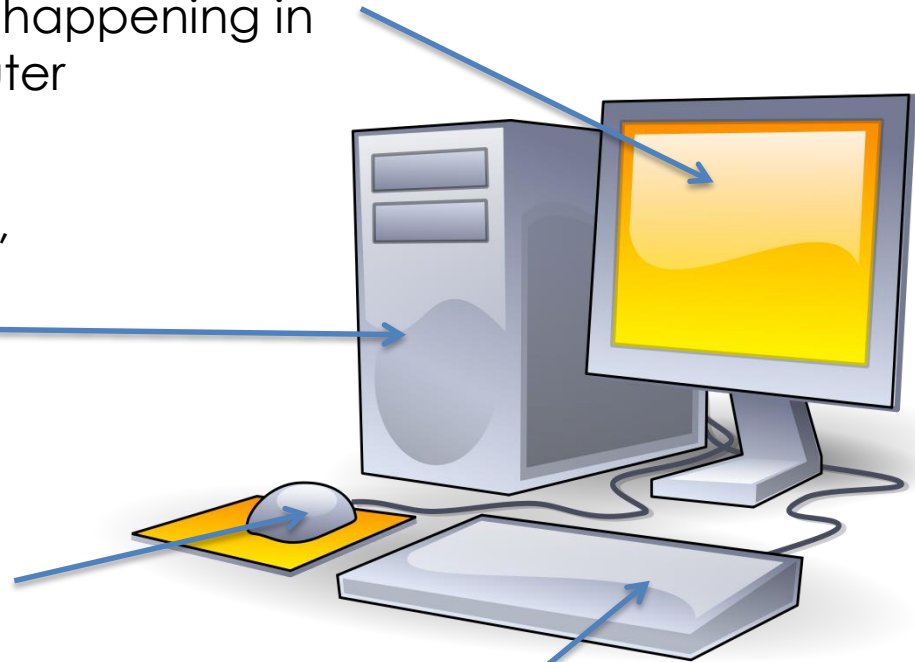
Every computer is a little different that being said most have similarities.

Monitor- Displays what's happening in computer

Tower- houses the harddrive, 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



In general though computers can be separated into the three major types:



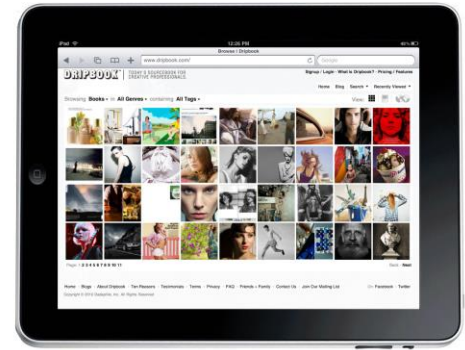
Desktop Computer

Requires mouse, keyboard, and monitor
Immobile
Usually more storage space and processing power



Laptop

Has a built in keyboard and screen
Has the same operating system as a desktop computer
Mobile but sometimes heavy
Uses trackpad



Tablet

Uses a touch screen
Often has the operating system of a phone using Apps
Extremely light and mobile

Computers have three modes, On, off, and asleep.

To fully start a computer hit the power button.

When you close a laptop, or leave a computer alone for awhile it will go to sleep, where it keeps it's place and applications running but turns of the screen and some of the computers functions to save power.

Holding the power button for approximately 10 seconds will fully power the device down (more on turning computers off later though)

Most computers have mice and if they don't, such as laptops, they function very similarly.

Moving the mouse controls the tiny white pointer on the screen and is the way to select, open, and move everything.



Mouses may look simple but they actually have a few buttons.

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



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

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

After you start up a computer you should get to the desktop, like a real desktop this is an easy to access workspace.

If you click on the my computer button you'll see that desktop is one of many locations files can be saved but it is the easiest place to view and organize files.

You will notice that there are icons on the desktop. Some of them are generic looking folders and others are unique pictures/logos. Each one of these logos is a different application. An application is a program made by a company which let's you connect to the internet, write a document, or listen to music (among a lot of other things).

Application types – some applications and there functions

Web browsers – use these to access the internet (Chrome, Internet Explorer, Firefox)



Music- Use these to listen to or download music Windows Media Player, iTunes)



Microsoft Office Applications- Use these to to write a document, spreadsheet, or presentation (Word, Excel, Powerpoint)



(note some applications are preloaded onto computers when you purchase them but others must be bought)

For now though let's open up the application Microsoft word located on the desktop.

When using an application you will often want to save your work, applications save work by creating files. These files can be saved almost anywhere on the computer but typically people will save them on the desktop or in the my documents folder.

To save a file in Word click on the file button in the top right and click save us. The window will now ask where you would like to save it. For the location we'll select desktop. After you click save the document will show up on the desktop (or the location you selected)

Elmhurst Public Library has a lot of the technology classes suitable for all skill levels and interests all located on our website and in the our newsletter the Fine Print.

We also most likely will be having a seniors technology series at the library with a monthly lesson on various topics.



Find out more

http://s0.static.mymemory.co.uk/images/product_shots/42997_1377245427.jpg

http://upload.wikimedia.org/wikipedia/commons/thumb/c/c1/Computer-aj_aj_ashton_01.svg/1024px-Computer-aj_aj_ashton_01.svg.png

<http://wbab.suffolk.lib.ny.us/wp-content/uploads/2013/12/desktop-computer.jpg>