DigIT

Computer Basics: Getting Started

NOTES

WORDS TO KNOW

Applications (Apps) - type of software that allows you to perform specific tasks

- Desktop apps - for your laptop or home computer
- Mobile apps - for tablets or phones

Battery life - amount of time your device runs before it needs to be recharged

Chrome - free web browser designed by Google

Cursor - a mouse cursor, or pointer, is used to show where you are on your screen and a text cursor, usually a blinking line, indicates where you can input information

Desktop - working area of your computer screen and contains icons that represent different files or applications that you might find on a physical desk

Desktop shortcuts - link to a program or application on your computer, often set up for quicker access

Hardware - physical parts of a computer, such as the keyboard, monitor, mouse, case

Home Screen - starting point to access all the features of your mobile device, similar to your computer desktop, with access to apps and settings

Icon - small graphic or picture on the screen that represents an app, feature or file

Internet - vast network that connects computers/tablets/cell phones all over the world, where people can share information and communicate

Maximize - allows you to make a window you are in the full size of your screen

Minimize - it hides the window or screen but keeps it running in the background

Mouse - acts like your finger on the screen, allowing you to interact with your computer

Notification Area - symbols in the bottom right corner of your desktop screen that give information on battery life, wifi and other system features

Operating system or **OS** - a system software that manages all the jobs of a computer and makes it run

- Windows - what is on our laptops, designed by Microsoft
- Android - used on most cell phones that aren't iPhones, developed by Google
- iOS - used on Apple products such as iPads and iPhones, as well as Mac computers

Peripheral - device connected to your computer that is used to transfer information into and out of your computer

Port - connection point between your computer and an external device. These openings are often found along the side edge of your laptop

Power button - turns your device on and off

Restart - closes all apps, turns off the computer, then turns it back on again

Search bar - any space you would type in something to search for, identified by a magnifying glass. This might be located on your desktop taskbar, internet browser or website

Shut down - closes all apps and turns off the computer

Sleep - computer stays on but uses low power. Apps stay open so you can pick up where you left off

Software - set of instructions or programs that are used to operate computers and execute specific tasks

Start menu - contains all the apps, settings and files on your computer (Windows OS), found on the left side of the taskbar

System updates - new, improved or fixed software that replaces older versions, often protecting your device from the latest security threats

Taskbar - access point for programs displayed on the desktop, most often along the bottom of the screen but may be on the side

Touchpad or **trackpad** - touch sensitive pad that lets you control the pointer with your finger, most commonly on laptops

Web browser - a program used to access and view websites on the internet

- Chrome
- Safari
- Edge
- Firefox

Wi-Fi - wireless internet connection

MORE LEARNING

Mouse tutorial for practice **edu.gcfglobal.org/en/mousetutorial/**

Mouse practice **www.koalastothemax.com**

Typing practice **www.typing.com**

Solitaire **www.solitairebliss.com**

BASIC KEYBOARD KEYS
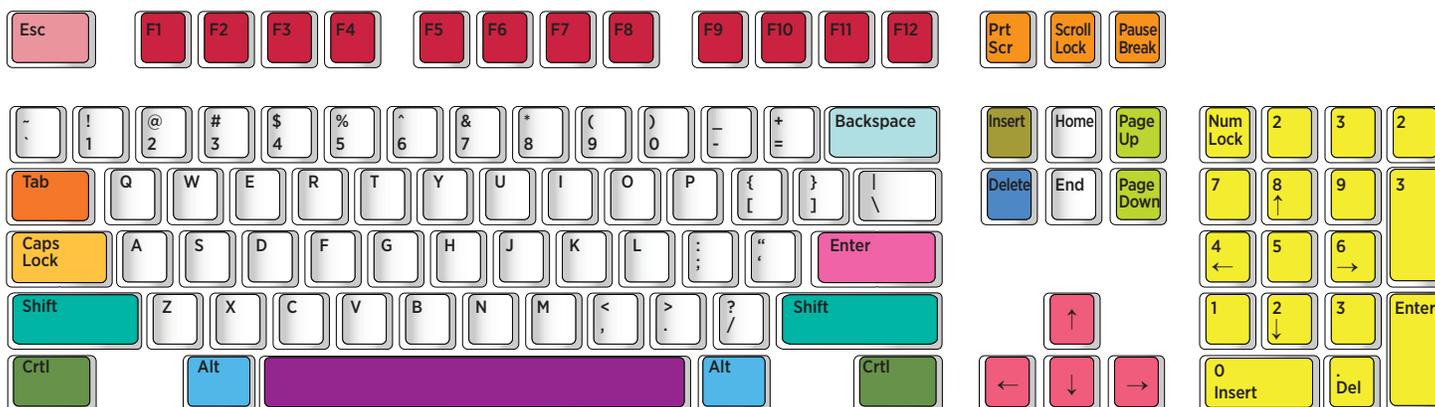
SHIFT KEY Press shift at the same time you are pressing any other key and you will get a new character. For instance, press shift at the same time you press a letter and it will capitalize the letter. Press shift at the same time you press a number and you will get a "%" or "$."

TAB KEY Just like a typewriter, the tab key helps you indent your text.

FUNCTION KEYS Sometimes referred to as "F keys," they are not as popular as they once were (with older DOS programs). But there's one F key you can pretty much always count on: the F1 key. It will most often bring up a help menu, no matter what program you're in.

ENTER KEY On your keyboard, the Enter key might be marked as a "Return" key or with only a large arrow. It's used to go down to a new line when typing text. It also can be pressed any time a button or choice is highlighted (within a software program or on the Internet) to tell the computer you select that particular item.

CTRL KEY The Control key is used in conjunction with another key to initiate a certain action. In most programs, holding down the CTRL key while pressing the S key will save a file, CTRL+P will print a file, etc.

ALT KEY Also used in combination with other keys to do something. For instance, ALT+F usually opens the File menu.

CAPS LOCK Press it once and when you type the letters they will all be capitalized. Press it again and the letters will go back to lower case.

NUM LOCK and **NUMERIC KEYPAD** The Num Lock key toggles the numeric keypad on and off. When off, the keys perform other functions (i.e., directional arrows) instead of typing numbers.

SPACE BAR Used to enter a blank space between words or sentences when typing.

BACKSPACE This key will remove the character to the left of the cursor (the small blinking vertical line that shows you where you are on a page of text).

INSERT KEY No longer found on some keyboards. It's a toggle key for either inserting text as you type (the default), or overwriting existing text.

DELETE Pressing this key will remove the character to the right of the cursor when pressed.

PRINT SCREEN The Print Screen button will send a copy of your monitor's screen to the "clipboard" ready to be pasted into another program.

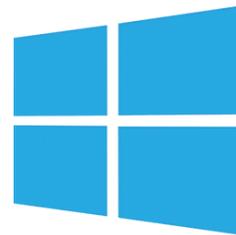**ARROW KEYS** Moves the pointer or cursor up, down, right and left.

PAGE UP/DOWN Scrolls the view of your page up or down.

ESCAPE This key acts like a 'cancel' button.

WINDOWS START MENU

Windows 11

Older

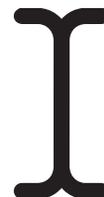# MOUSE POINTER (CURSOR)

Arrow (I can move around)

I-beam (I can type here)

Hand (I can click here)