

Computer Training for Newcomers

Lesson – 1

Introduction to Computers

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What is a computer?

A computer is an electronic device that executes the instructions in a program.

A computer has four functions:

1. Input

- Information which is entered into the computer
- For example, entering numbers.

2. Processing

- Performing operations on or manipulating data
- For example, adding numbers

3. Output

- Producing results of data processing
- For example, outputting the result of adding numbers

4. Storage

- Saving data for future use
- For example, storing the result on a disk

Storage Measurement

When you store data, most data is saved in kilobytes (KB), megabytes (MB) or gigabytes (GB).

1 MB = 1024 KB

1 GB = 1024 MB

1 GB = 1048576 KB

Data	Storage
Microsoft Word Document	Approx: 20 to 100 KB
Music	Approx: 2MB to 8 MB
Videos	Approx: 1MB to 650 MB
DVD	4GB to 8GB

Types of computers

There are two main types of computers:

1. IBM & IBM Compatible
2. Macintosh

Both computer brands are very similar, but IBM compatible computers are the most commonly found. For this training we are using IBM compatible computers.

Parts of the computer

There are 2 types of computer parts, **Hardware** and **Software**.

1. Hardware is something you can feel and touch.
 - Example: Keyboard
2. Software is something written in a computer language to make the computer do what you want it to do.
 - Example: Microsoft Word

Hardware

Ø CPU (Central Processing Unit)

The CPU is the brain of the computer; it is located in the case. The case can be stored under the monitor, or under the desk.



CPU



Computer Case

Ø Monitor



The Monitor is where computer information is displayed. It looks like a television.

Ø The Mouse



The Mouse is used to move around the computer monitor and make selections.

Ø Keyboard



The keyboard is used to type information into the computer.

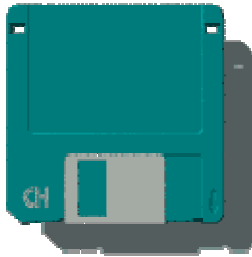
Ø Computer Drives

Information is saved on computer drives or disks.



The hard drive is located inside the computer case and the main place where information is saved, it is also called the C: drive.

Computers also have floppy drives or CD drives so you can use disks to save or access information. Typically the floppy drive is called the A: drive and the CD drive is called the D: drive.



Floppy Disk



CD Disk

Floppy disks are obsolete.
1MB storage capacity.

CD disks
650 MB storage capacity

For portable storage most people use USB Flash Drives or Memory Cards to store data. (These come in many shapes and sizes.) The typical storage capacity is 1GB to 64GB.



USB Flash Drive



Memory Cards

Software

Ø Windows

Windows is a type of operating system created by Microsoft. An operating system controls how the computer works.

The Windows operating system makes the computer easy for us to use. There are different versions of Windows (Windows 95, Windows 98, Windows NT, Windows 2000, Windows ME, Window XP, Window Vista, Windows 7) but they are all very similar.

Ø Programs

Programs are types of software written in computer language to help us do a specific task on the computer. Programs are also called applications.

Examples of programs and what they do are listed below:

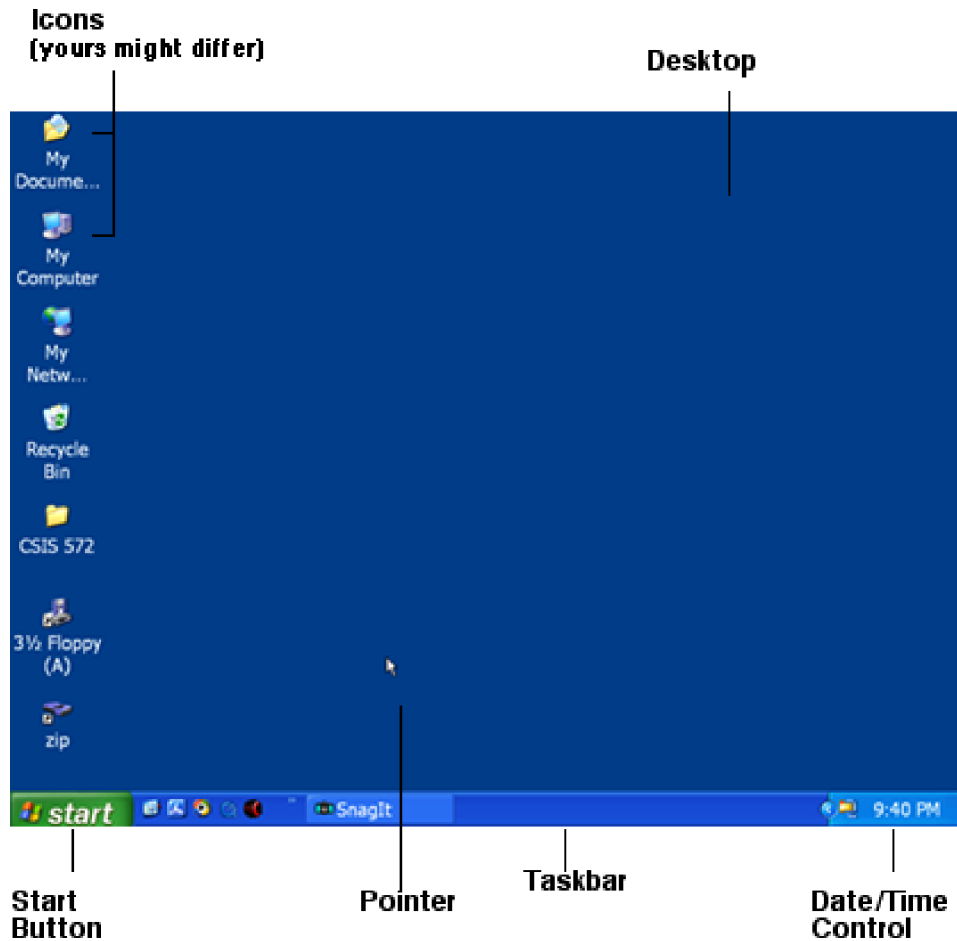
Microsoft Word	Used to do word processing, writing letters or resumes
Microsoft Excel	Used to make spreadsheets and do math calculations, used to do bookkeeping or accounting.
Microsoft Internet Explorer	Used to access the Internet
Computer Games	Used to play games on the computer.

Starting the Computer

1. The computer case has a power switch in the front. Press the button to turn-on the computer and a green light will go on when it is turned on.
2. The monitor also has a switch in front that must be turned on. Press the switch on the monitor.

Desktop

When the computer is turned on you will see the Desktop. The desktop is the name for what you see on the main computer screen.




Ø Cursor



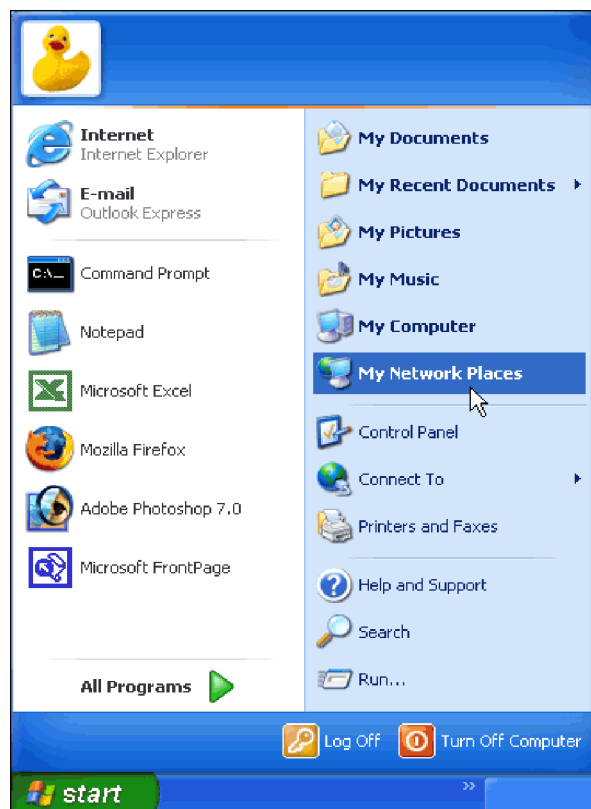
The mouse arrow indicates where you are positioned on the desktop

Ø Icons

 <p>The image shows the Microsoft Word icon, which consists of a blue square with a white 'W' inside, and the text 'Microsoft Word' below it.</p>	<p>Icons are images on the computer that represent programs.</p>
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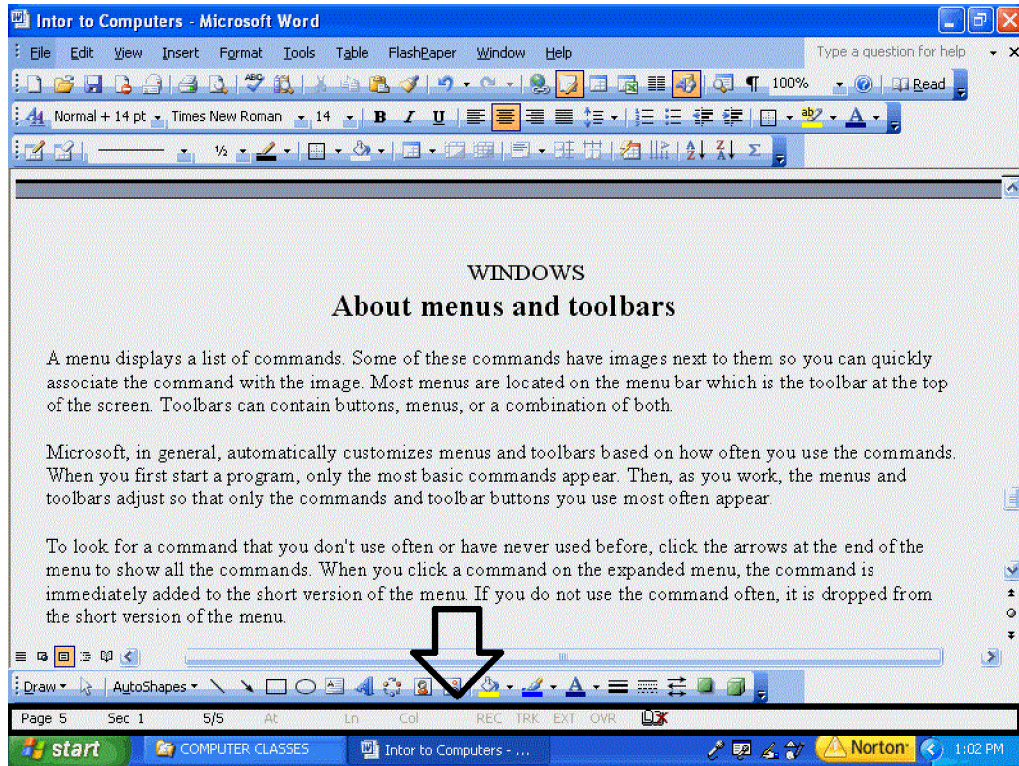
Ø Start Menu

The start menu is used to access all programs and start or shutdown the computer. When you click on the start button more options (start menu) are shown to help you find what you are looking for.



Ø Status Bar

The Status Bar is located above the Taskbar and gives you information about your document. (how many pages you have; where you are on the page; what page you are on.)



Ø Taskbar

The taskbar is located at the bottom of the computer desktop and shows the start menu button, shortcuts to some programs, open programs and the time.

Using the Mouse

The mouse is used to move the mouse arrow around the desktop and make selections.

A mouse has two buttons, a left side and a right side. Touching a button on the mouse is known as a mouse click.

A left mouse click is used to make a selection. A right mouse click is used to see more choices.

Ø Left Mouse Click

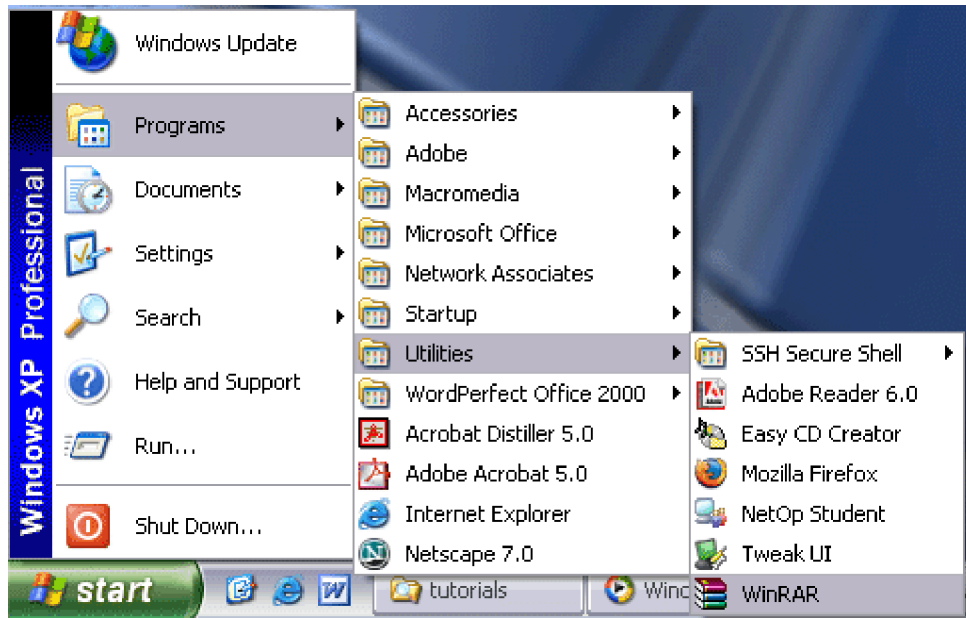
- ✓ Clicking once on the left button of the mouse will select the program.
- ✓ Clicking twice, called double clicking, on the left button of the mouse will open the program you have selected.

Ø Right Mouse Click

- ✓ Clicking once on the right button of the mouse will open menus used to make more choices.

Opening a Program

Ø Menus



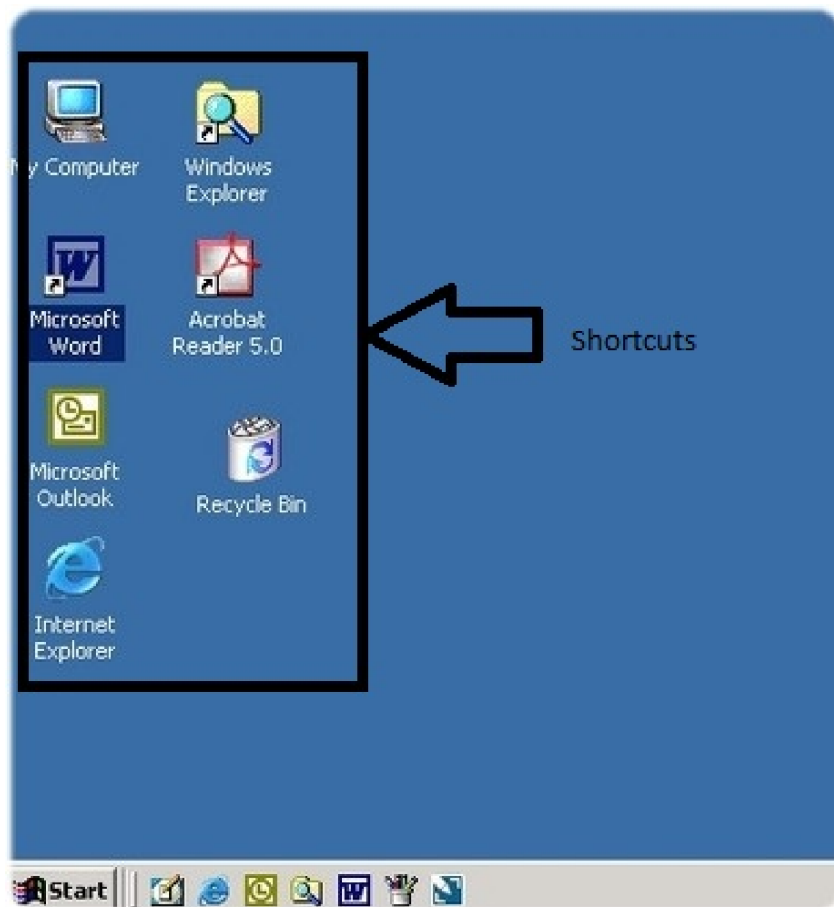
1. Left Click on the start button and a menu will appear. The start button is at the bottom left corner of the screen.
2. Click on the programs option and a list of programs will appear.
3. From the list of programs click on the program you want to open.

Note: If there is a triangle pointing to the right, that means there are more options. If there is none, that means you can left click to open the program.

Ø Shortcuts

If there is an icon on the desktop for the program you want to open it is called a shortcut icon.

To open the program from the shortcut, double-click on the icon.



Closing a Program

Ø Close Button

The easiest way to close a program is to use the standard close button found in the top-right corner of the program.



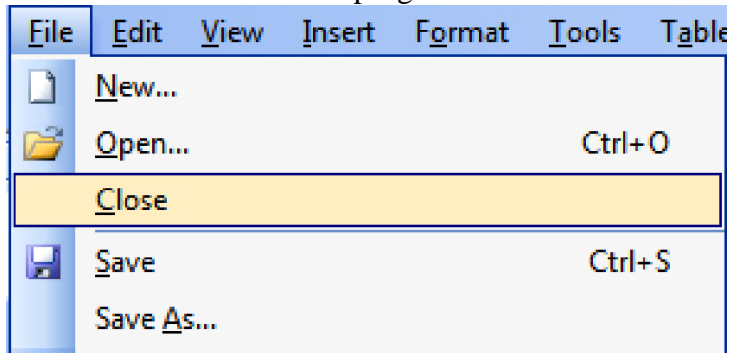
Click on the close button to close a program.

Ø Menus

Using the close option in the menu can also close a program. The menus within programs can be different, but all Microsoft program have a standard way to close a program.

To close a Microsoft Program, complete the following steps.

1. On the top left side of the program click on File to open the file menu options.
2. Click on Close and the program will close.

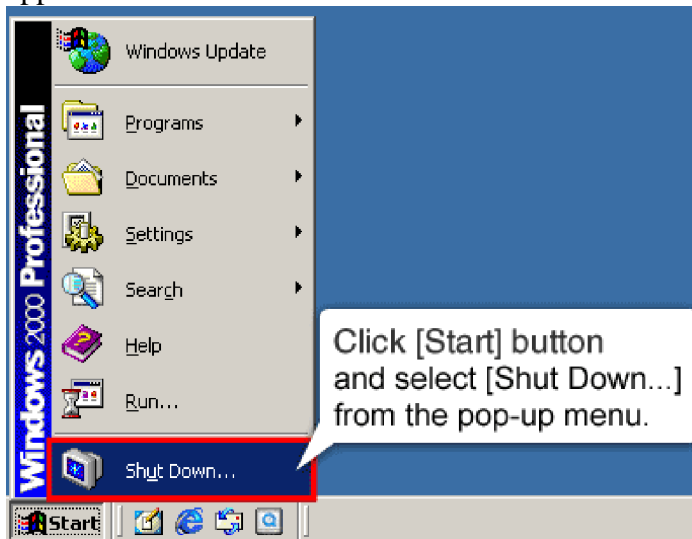


Shutting down the Computer

Ø Menus

To shut down the computer complete the following steps:

1. Click on the start button and a menu will appear.
2. Click shutdown and a window confirming you want to close the computer will appear.



Exercise

1. Log Off the computer.
2. Login as Student.
3. Open the program called OpenOffice.calc
4. Show an instructor.
5. Close OpenOffice.calc

6. Log out of the computer.

Take Home Assignment

1. The physical parts of the computer that you can touch are called _____.
2. The brain of the computer is called the _____.
3. The main place where information is saved is called the _____.
4. The _____ is used to move the arrow around the desktop and make selections.
5. Clicking twice on the left button of the mouse is called _____.
6. The easiest way to close a program is to use the _____ found on the top right corner of the screen.
7. _____ are types of software written in computer language to help us do a specific task on the computer.