Computer Basics for ESL students

http://www.rtlibrary.org/computerbasicsesl.pdf

Developed 2010 by Barb Hauck-Mah, Librarian

for The American Dream Starts @your Library literacy grant from the American Library Association and Dollar General

For more information or comments, contact
Rockaway Township Library
61 Mount Hope Rd, Rockaway, NJ 07866
Phone: 973-627-2344 Fax: 973-627-7658
http://www.rtlibrary.org/esl.html

hauckmah@gmail.com

Table of Contents

What is a computer?

A computer is an electronic machine that takes instructions, processes information at very fast speeds and shows the results. Computers can be used to edit, save and display text, pictures, sounds and numbers.

What can I do with a computer?

Most machines, such as a microwave, do one thing. Computers can do all the things listed below, and much more.

- Share information with friends and family
- Stay informed and learn more about anything
- Learn new skills
- Make appointments and keep a calendar
- Help your children with school work
- Search for a job
- Track your expenses and finances
- Play games
- Create documents
- Buy and sell products
- Listen to music
- Watch videos, television shows and movies
- Find new friends who share your interests
- Edit and share photos and videos

What we will learn in Computer Basics

1) Identifying parts of the computer and what they do

2) Identifying computer hardware, the operating system and software programs

3) Turning the computer on/off and checking connections

4) Getting to the internet

5) Using the mouse

6) Using the keyboard

7) Opening a program and saving a document

8) Organizing information into files and folders

9) Printing a document

10) Using a removable storage device

11) Where to get help and more information

Note— *Computer Basics for ESL Students* uses examples and instructions for computers with the Windows operating system. Some steps will be different on Mac computers.

Computers are sturdy machines that do not break easily. Computers have many safety features to prevent damage. Most computer user mistakes can be undone or fixed easily.

Do not worry if you can not type. You can go slowly on the keyboard and use the mouse. You will do well!

Parts of a Computer

There are different types of computers, but all computers have these parts:

Monitor   Looks like a television screen and shows still or moving images in color. It is also called a display.

System Unit The computer case that holds all the electronic chips, memory storage areas and devices that make the computer work. It has openings or ports for other components to plug into. It is also called the computer console.

Keyboard Used for typing text into your computer, but also has special keys: number keys, arrow keys to move around the screen and function keys.

Mouse A small tool for pointing and selecting items on the computer screen. Some mice plug into the computer and some are wireless. Laptops have a touch pad instead of a mouse.

USB ports   Rectangular holes for plugging in devices to the computer, such as a mouse, printer or flash drive.

Modem   Device that allows the computer to receive information from the internet and other computers. It plugs into a cable or telephone jack.

Speakers Built-in source for sound   or audio on your computer. Look   for the volume icon to adjust   the sound settings. A sound bar or external speakers can be added for better sound quality.

Power supply Computers have a battery in their system unit plus an electrical cord to plug in a wall outlet**.**

Battery   This provides electricity when the computer cannot be plugged into an outlet. Batteries need to be changed every few years. The laptop has a battery pack and desktop has a battery cell.

Laptop Battery Pack

Surge Protector Computers should be plugged into a power strip with a surge protector to prevent damage during a storm or other burst of electricity.

Printer   Device that prints text and images on paper from documents created on the computer. Printers may print in color or in black & white. Plug in or wireless style.

CD/DVD drive Separate removable storage drive in My Computer (D drive) for playing and saving music, pictures and videos. To burn CD or DVD, need R or RW not ROM style

Basic Hardware for a Desktop Computer System

Monitor

System Unit

Speakers

Mouse & Pad

Keyboard

Laptop Components

LCD Display

Plastic Case

USB Ports
Wireless

Keyboard

Hard Drive
(Inside Case)

DVD/CD Reader

Pointing Device

Memory (Inside Case)

Battery (Inside Case)

What is Wi-Fi or wireless ? How do computers connect without wires?

Wi-Fi is a wireless technology that connects computers, mobile phones and other electronic devices over a wireless network.

If you are at a library, restaurant or other public place and see a wireless symbol , you can connect to the internet with your portable computer. You may need a password to use the facility's wireless.
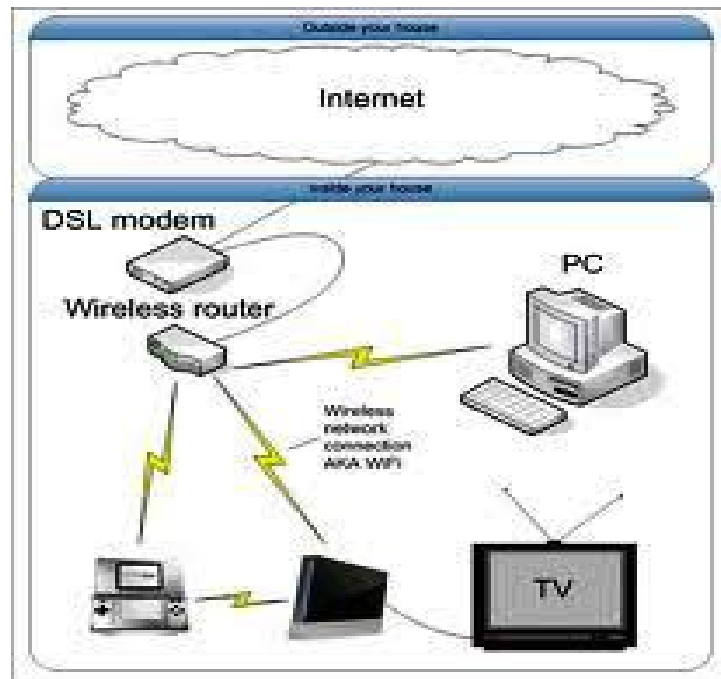
Router The wireless router has 2 antennas that receive signals from the computers. The router needs to connect to a modem, but many computers can be served by 1 router.

Is my wireless connection working? On the right side of the monitor (bottom for PCs and top for Macs) Click on this symbol A box will open and tell you if you are connected or not.

How WI Fi Works

Parts of a Computer and What They Do

Match the word to its picture below. What does this part do?

Keyboard

Printer

Monitor

Mouse

System unit or console

CD/DVD drive

What are Computer Hardware and Software?

Hardware Outside: includes the devices, buttons and parts on the outside of the computer that you can touch

   EXAMPLES: monitor, keyboard, mouse

Hardware Inside: includes the central processing unit, circuit boards, chips and objects inside the computer that store information and make it work

EXAMPLE: Disk drive for memory

Bottom of Laptop. Shows where memory and hard drive are inside
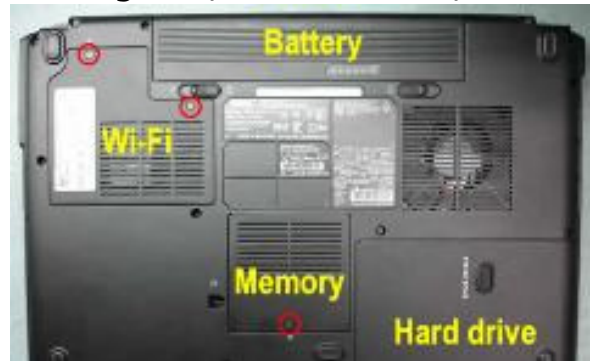
Software: includes all the instructions or programs that make the computer hardware do their tasks, such as showing pictures on the display.

System software: The Operating System software controls the computer's startup, shutdown, document storage, the hardware devices attached and the application software . Windows is the most popular operating system for PCs. OS X is the operating system for Mac computers.

Application/Programs software: These are programs you install or download on your computer to do a specific job. With Microsoft Office software , you create documents, design a brochure, do math and more. With iTunes. you can listen to music , and buy music and videos to save on the computer. With you   can chat online with friends and family .
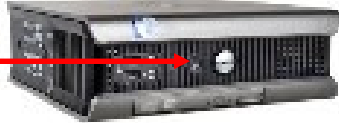
How to turn on the Computer

Power Button

1) Press the round power button on the

computer system unit

2) Look for a glowing light around the button.

-If no light, check that the power strip is turned on and plugged in.

- If still no light, check that the power supply cord is plugged into the

computer.

3) If you have a desktop computer, push the power button on the monitor.

Turn the power switch on your printer.

4) The computer will make sounds and pictures will flash on the display for a minute or two.

5 The computer is ready to use when the hourglass icon

disappears from the display screen and an arrow appears.

Where is the software on my computer?

The System software and the programs software are stored safely in the memory or hard drive of your computer. You cannot remove a program by one mistake. To remove or uninstall it, you have to give the computer several instructions and it will ask : Are you sure you want to delete? When you turn on a PC computer, the logo for the Windows operating system will appear briefly on the monitor.

 To find the programs, click Start button in lower left corner of display on Windows computer.

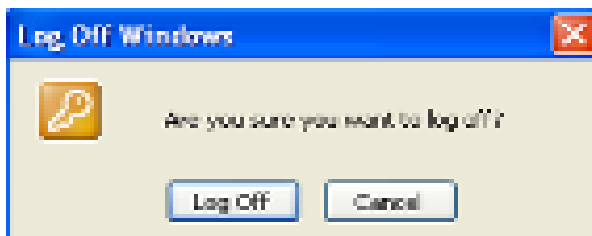Click **All Programs** to see the list of programs in the computer.
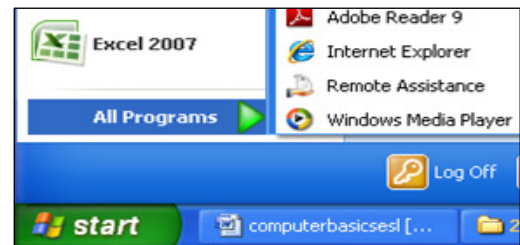
How to turn off the Computer

You have to Click Start to turn off the computer

 Click Log Off, if you want to close your work, but

Leave the computer on. This screen will appear

 Click Shut Down, to turn the power off on the computer.

Click OK to shut the power off.

TIP—*Click* is how you use the mouse to point and select things on the computer. We will practice using the mouse next!

How to get on the Internet

The internet is a huge worldwide network of computers sharing information. Millions of computers are connected by satellites, cables and by wireless connections.

The internet makes it easy to share information, do research, connect with family and friends and to enjoy music and videos.

For Internet Access, you need a computer plus

1) Free web browser software : Internet Explorer

Mozilla Firefox OR Chrome

2) A device to access the internet: a modem, router or cable

3) $ for an Internet Service provider (cable or phone company)

How do I get to the internet from the computer?

Look for the Browser icon on your screen or in All Programs

Point with your mouse to the icon   and left click

Next you will see your home web page on the screen – you're on the internet. For more internet practice, read the *Internet Basics for ESL students* book in

NOTE--These steps are for a computer with the Windows Operating System

1) Check that all computer connections are plugged in.

2)Push the power button to turn the computer on.
Note images you see on the screen as computer gets ready.
Estimate how long it takes for computer startup to finish.

3) Look along bottom of screen to find the Volume Icon

4) Open "All Programs" and look at the list of programs on the computer. Is Microsoft Office on the list?
Do you recognize the names of any other programs?

5) Let's go to the internet: Look for and click it OR Look for the word Internet and click it

6) To leave the internet, click in the top right corner.

7) To end a computer session Click "Log off" button and then

click "Cancel"

How to Use the Mouse

A MOUSE is a device that moves a pointer on the computer screen.

It acts like a finger, allowing you to press buttons and select objects.
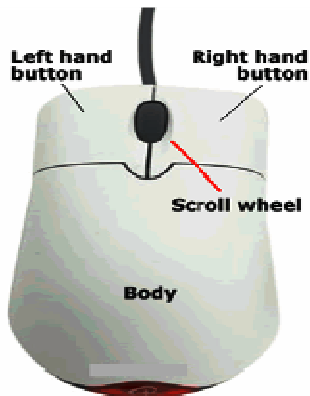
Left Hand Button - Use to point and select

Right Hand Button - To open menus, commands

Scroll wheel - Move page up and down on screen

Cord - plugs mouse into the computer

How to Hold the Mouse

Palm rests on mouse body

Index finger rests on left button, and middle

finger on right button

Wrist rests on table top

Other fingers grasp sides of mouse

Mouse rests on mouse pad or smooth surface

Moving the Mouse

✓ Keep the mouse flat on the surface -- it won't work in the air

✓ Keep the mouse pointing forward in same direction

✓ Hold he mouse and move it around slowly. Watch the
   computer screen and see how the pointer line moves as you move.

✓ If you run out of room on the surface, pick the mouse up and put it
   back on the mouse pad

✓ Keep your wrist straight and your eyes on the screen

How to Click: lightly press and release the left mouse button with your index finger. Try to keep the mouse still while you are clicking.

When to Click: You can click if you see a line **I** or blinking line on the screen. Wait if you see the hourglass , the computer is thinking.

Where to Click

The white arrow is the pointer you'll see most often when you move and click the mouse. It points to objects on the screen.

Sometimes words can be clicked to move to another page. These words (called links) are underlined and appear in a different color than other text. [Click here](#)

The pointer changes to a pointing hand when it is on an Internet Link

Point to text in a document on the screen and the
I-beam appears. It shows where text will go if you start typing.

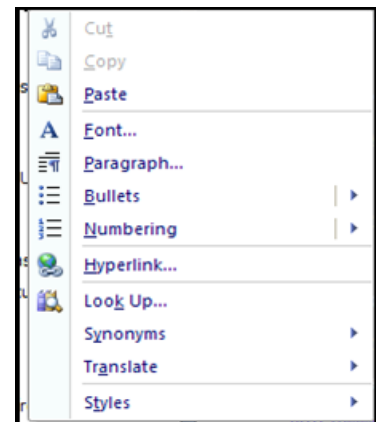Click on Buttons to give an instruction to the computer

Some pictures are links. If you point to a picture and the hand appears, you can click to move to another page .

How to Single Click Move the pointer on top of the object and hold the mouse steady. Left click mouse once, gently.

Double Click to open programs and files on the computer. Move pointer on top of object, hold mouse steady, and left click twice quickly.
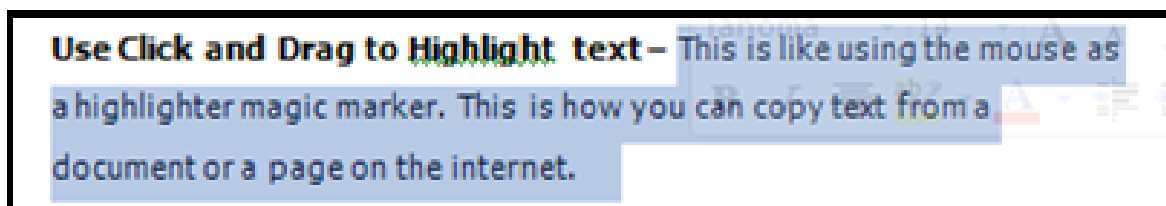
Right Click to open a menu like this and to give the computer more advanced instructions

✂	Cut
🗐	Copy
📋	Paste
A	Font...
	Paragraph...
	Bullets ▸
	Numbering ▸
	Hyperlink...
	Look Up...
	Synonyms ▸
	Translate ▸
	Styles ▸

How to Click and Drag   Use this to move objects around on the screen,

This time, you can move the mouse!

1) Move the pointer on top of the object to drag.

2) LEFT CLICK AND HOLD DOWN LEFT BUTTON AS YOU MOVE MOUSE.

3) Release the button when you're finished moving the object

Use Click and Drag to Highlight text – This is like using the mouse as a highlighter magic marker. This is how you can copy text from a document or a page on the internet.

Using the Scroll Wheel Rest your finger gently on the wheel

Move the wheel with your index finger, either toward you or away from you . The page will move up or down on the screen

Mouse Practice

Try clicking on these websites for mouse practice

Palm Beach County Library has 2 great workouts

with the mouse

 http://www.pbclibrary.org/mousing/

http://www.pbclibrary.org/mousing/mousercise.htm

Mouse Skills Program

http://www.mouseprogram.com/

Mouserobics

http://www.ckls.org/~crippel/computerlab/tutorials/mouse/page1.html

Mouse Exercises

http://www.seniornet.org/howto/mouseexercises/mousepractice.html

How to Use the Keyboard

The keyboard is how you will communicate with the computer most often. This is a typical keyboard: yours may look different

Backspace – To remove a character

FUNCTION KEYS (F1) give shortcut instructions to computer
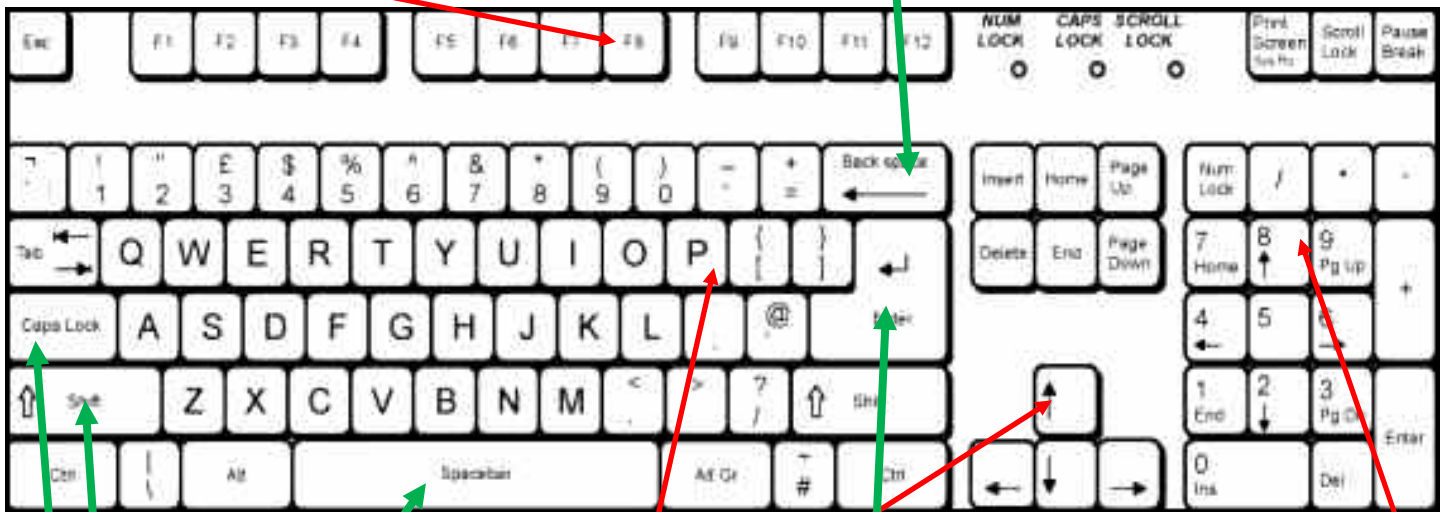
Letters and symbols Keypad   Arrow Keys   Number pad

Shift –   Hold this key down to make a capital letter A not a

Caps Lock-   Press this key to make   all letters UPPERCASE

Space Bar – Press this to make a space between words

Enter – Press to start a new line when typing a document. Or, press it in a program to start or complete an action

How to Use a Software Program

Software is a computer program or instruction that tells your

computer what to do to make it work for you.

Below are some programs you may have on your computer

Internet Explorer for internet access

Word for word processing

Powerpoint for presentations

Excel for numbers and spreadsheets

Photosmart for photo editing

Quicken for money management

To Open a Program, Point and left click on the picture

If the program is not on your Start Menu, Open ALL PROGRAMS

Left Click on the program name from the menu

To Close a Program, click [X] in top right corner of screen

How to save changes made using the program

Click Windows button in Top Left Corner

Select Save As and the 1997-2003 compatability version

Using the keyboard and a program

We will type a few words and practice using the keyboard

1) Open the computer programs and pick a word processing program. Look for **WordPad (in Accessories)** or **Microsoft Office Word.**
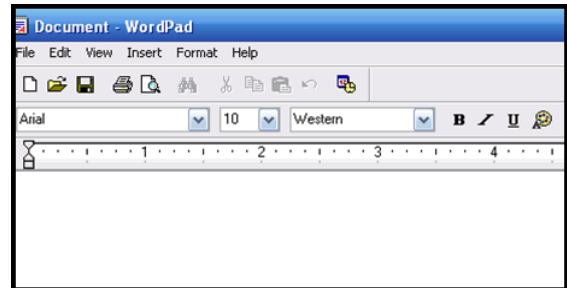
2) Click to open the program.
You will see a blank white paper

3) Use the Keyboard to type your first name, press the Space Bar once, and last name

4) Hit the Enter key two times

5) Press the Shift key to type today's date
(ex. Monday August 23) in Upper and Lower Case. Hit Enter

6) Press numbers on the Number Pad to type your phone number

7) If you make a mistake, use the Backspace key to erase and re-type a letter or number

8) Press the Up Arrow ⇧ key to move pointer to top. Press Caps Lock and type MY NAME IS to the left of your name on top

9) Click File and Save As to save your document. Click   ✕
or   ✕ in top right corner to close the program

How to Organize Information into Files

Stored computer data is organized like a file cabinet with folders and files of information.

A FILE is any single item created with a program and saved to your computer. Here are 4 files created by 4 different programs

english club article
Adobe Acrobat Document
253 KB   A pdf document (Adobe Reader)

omputercalendar
Microsoft Office Publisher Doc.
151 KB   Advertising brochure (Publisher)

1 month project
Microsoft Office Word 97 - 20.
22 KB   Text document (Word)

aug2010tutorstats
Microsoft Office Excel 97-200.
21 KB   Monthly statistics table (Excel)

A FOLDER is a collection of files, organized by the user.

My Music and My Pictures are folders

My Music   My Pictures
My Scans   My Books
Quicken   literacy grant
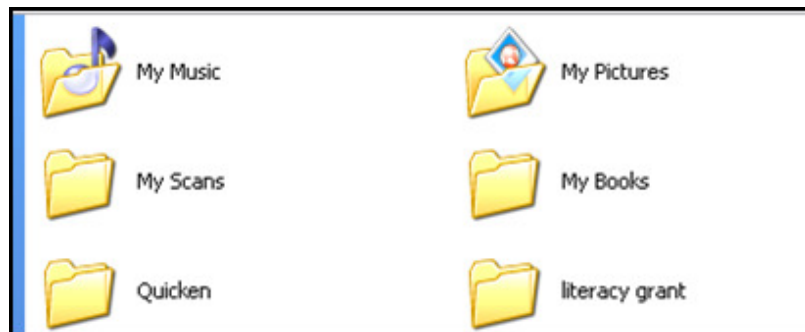
My Documents is the Biggest Folder. It holds all the other folders with their files
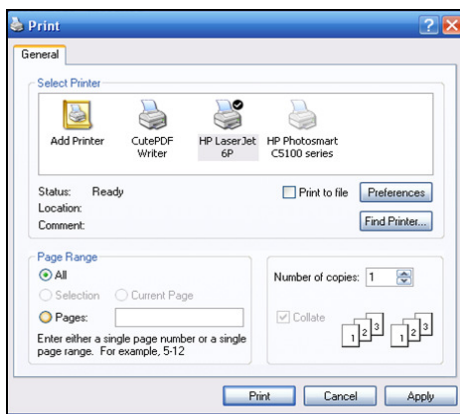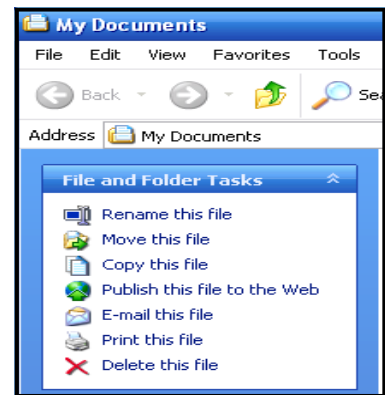
My Documents

How to Print a Document

To get a paper copy of your file or document, you can print it, if your computer is attached to a printer.

1) Open **My Documents** and click on the file you want to print
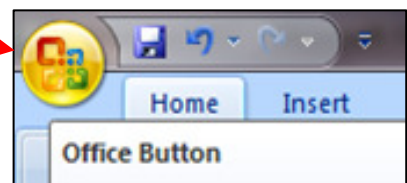
2) Click **Print this file**

3) When **the Print Box** opens, Select the pages to print (or All), Number of copies and the printer
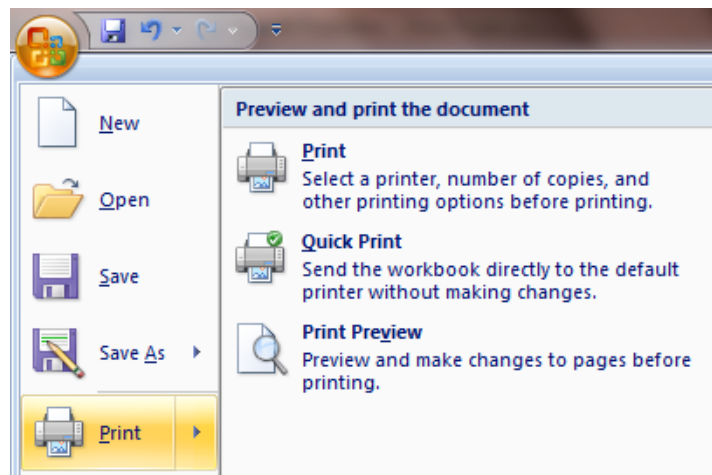
How to Print a Microsoft Office 2007 document

1) Click Office button in top left corner

2) Click **Print** from Left Menu and **Print** from Right Menu

3) **Print Box** opens, to select pages, copies and printer

Practice 5

Open and Print a Document

We will practice printing a one-page document from a link to it on the internet.

**1)** Click the link below to see an English Club document

http://www.rtlibrary.org/eslenglishclub.pdf

2) Click File to open Menu

Then click Print

File	Edit	Go To	Favorites	H

New Tab	Ctrl+T
Duplicate Tab	Ctrl+K
New Window	Ctrl+N
New Session	
Open...	Ctrl+O
Edit	
Save As...	
Close Tab	Ctrl+W
Page Setup...	
Print...	Ctrl+P

3) When Print Box opens,

Preview the document and select 1 copy

4) Click OK to send to the printer
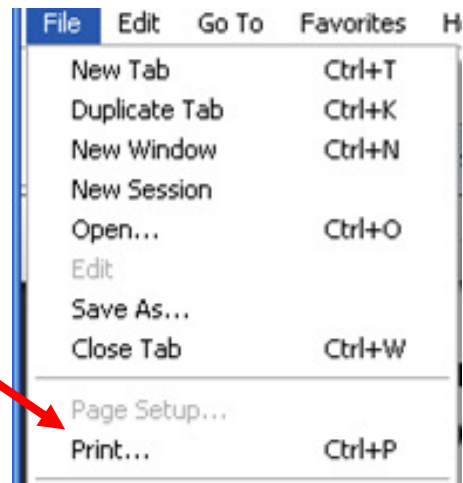
How to Use a Removable Storage Device

It is a good idea to save a copy of your files
on a removable storage device such as a
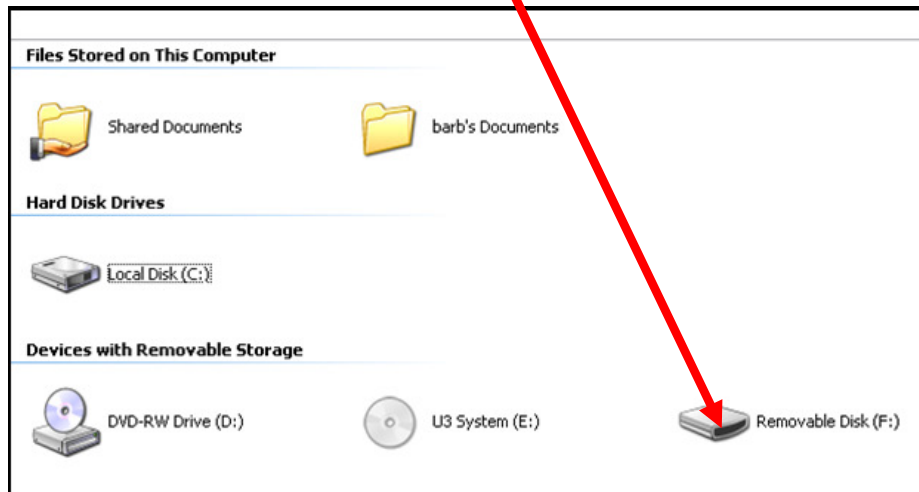Flash Drive or thumb drive.

If you use a public computer at a library, you
may have to bring a flash drive to save your documents

Flash Drive plugs into a USB port on computer

The Flash Drive is attached below to
Removable Disk Drive F for saving information

IMPORTANT: Click **FILE** then **SAVE AS** then Click Removable
Disk to save information on the flash drive

For More Information

Microsoft has online help and tutorials for new computer users

http://windows.microsoft.com/en-US/windows-vista/Introduction-to-computers

New to Computers (TLN Technology Committee)

Interactive online tutorial with many pictures.

Available in English and Spanish http://tech.tln.lib.mi.us/tutor/

Interactive Keyboard tutorial
http://www.ckls.org/~crippel/computerlab/tutorials/keyboard/page1.html

The public library has great computer books to borrow, such as

Teach Yourself Visually Computers   by Paul McFedries

Absolute Beginner's Guide to Computer Basics by Michael Miller

Easy Computer Basics   by Michael Miller

The Complete Idiot's Guide to Computer Basics by Joe Kraynak

Good luck and keep practicing!