



Basic Computer Skills

Windows & the Internet

Introduction to Windows

Objectives:

- Identify and use computer hardware
- Open and close a desired program
- Switch back and forth between open windows
- Create and save a Word document on a floppy disc.



Introduction to Windows

What is a computer?

- A tool for accessing information.
- A PC is a personal computer – a one person or single user computer.
- A computer does not think on its own. You have to tell it what to do.

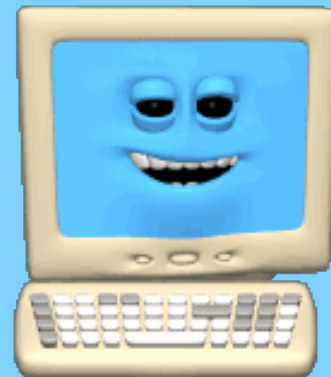
Basic computer parts:

- Computer case
- Monitor
- Keyboard
- Mouse

Introduction to Windows



Activity &
Review Questions



Introduction to Windows

The Desktop

- The desktop is the first thing you see when you log in- it is the “launch pad”
- Icons, or pictures, represent programs that are available on the computer.
- Notice the gray task bar at the bottom of the screen.

Introduction to Windows

Activity

- Locate the following items on your desktop:
 - ✓ Taskbar
 - ✓ Program icon
 - ✓ Mouse pointer
 - ✓ Start button

Introduction to Windows

Activity

Starting a Program:

- You start, or open, a program by double-clicking its icon on the desktop
- The program is visible as a window on the computer screen
- A button representing the program appears on the taskbar

Introduction to Windows



Activity &
Review Questions



Introduction to Windows

Working With Windows

- A windows represents an open program or folder.
- You can have more than one window open at a time.
- The window you are working in is called the active window.
- The active window will be on top of any other open windows.

Introduction to Windows

Common Elements

- Common elements help make computers easier to use.
- Picture icons are used to represent actions.
- Most programs have things in common:
 - Save
 - Copy
 - Paste
- Common elements look the same from program to program.

Introduction to Windows

Activity

Some Common Elements to Locate:

- Title bar
- Minimize and Close buttons
- Scroll bar
- Insertion point
- Menu bar
- Microsoft Word button on the task bar

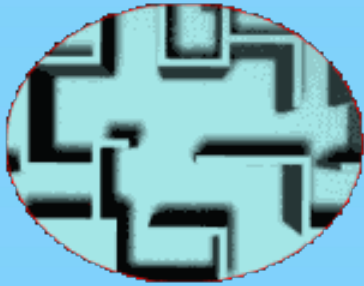
Introduction to Windows

The MS Office Menu Bar & Tool Bars

All menu bars have these options:

- File
- Edit
- View
- Insert
- Tools
- Window
- Help

Introduction to Windows



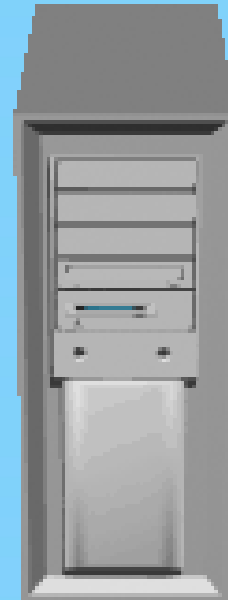
Activity &
Review Questions



Introduction to Windows

Working with Files

- Create and save a document
- Opening files
- Create a folder





If you remember nothing else...

You can't harm a computer by experimenting or trying something new, so if you think you remember how to do something, try it. The worst that can happen is that you learn something new.

Introduction to the Internet

Objectives:

- Describe the function and components of the Internet.
- Use the Internet Explorer browser.
- Access Web pages
- Use Internet Explorer Help.
- Print a Web page.



Introduction to the Internet

What is the Internet?

- A worldwide network of computers
- Current information on almost any topic
- Communicate worldwide

Introduction to the Internet



Activity &
Review Questions



Introduction to the Internet

Internet Explorer (IE)

- A Web browser used to navigate through pages on the Internet
- Web pages are accessed by hyperlinks or typed addresses
- A group of Web pages owned by one organization is a Web site
- The main page in a Web site is the home page

Introduction to the Internet

Navigating Internet Explorer

The six main areas of IE are:

- Title bar
- Menu bar
- Toolbar
- Address bar
- Information bar
- Status bar

Introduction to the Internet

Navigating Internet Explorer

The Toolbar buttons help you navigate:

- Back
- Forward
- Home
- Refresh
- Stop
- Search
- Favorites

Introduction to the Internet

Activity & Review Questions



Introduction to the Internet

Internet Explorer Favorites

- Favorites are shortcuts to pre-selected Web sites.
- Access Favorites through the toolbar button
- Place a Web site in the Favorites folder

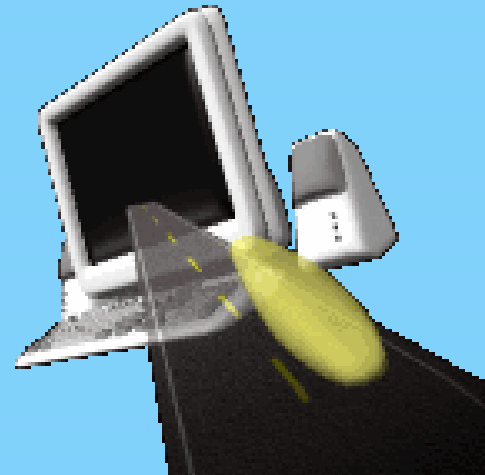
Introduction to the Internet

Internet Explorer Help

- Provides information, support, and tips for using IE
- Access Help through the menu bar
- Helpful topics include:
 - Getting Started
 - Taking the Tour
 - Printing Information
 - Saving Information

Introduction to the Internet

Activity & Review Questions





If you remember nothing else...

Internet Explorer is a Web browser that is used to access, view, and navigate text and images on the World Wide Web.

Additional Information

Harness E-Mail:

E-Mail Etiquette

Computer Workstations:

Good Working Positions