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# COMPUTER BASICS

## Getting To Know Your Computer

This class will focus on learning how to use a computer running the Microsoft Windows XP operating system. Windows XP is a program that controls the overall activity of your computer and how you interact with it.

Windows uses a graphical interface to allow communication between the user and the computer. The graphical image that is seen on the monitor is referred to as the **Desktop**. You can place files, folders and your most frequently used programs on it.

The PC consists of a **Central Processing Unit (CPU)**, **Hard Drive**, disk drives (**Floppy Disk Drive, CD, DVD**), and other electronic components that are housed inside a computer case. Connected to this case are several devices, including a **Monitor, Keyboard, Mouse** and optional devices known as peripherals such as a **Printer, and a Scanner**.

The **CPU** is the device that processes all of the data and information.

The **Hard Drive** located inside the computer case is the main storage area for programs and files. The hard drive is often referred to as the "**C Drive**".

The disk drives located in the computer case are used to *read* files from portable media such as **Floppy Disks, CDs, and DVDs**. These drives are also used to *save* files onto portable media so that the files can be used on another machine or stored away as a backup of important information.

A **Memory Stick**, which is also used to store information, can be plugged into the **USB Port** located in the computer case.

The **Monitor** is the viewing device that allows the user to see text, images and video relating to the software being used.

The **Keyboard** is an input device that allows the user to enter information into the computer. Try these internet sites for free typing tutorials.

[www.GoodTyping.com](http://www.GoodTyping.com) , [www.learn2type.com](http://www.learn2type.com) and [www.sense-lang.org](http://www.sense-lang.org)

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The **Mouse** is also an input device that allows the user to communicate with the programs on the computer. The mouse controls the movement and position of the **Pointer** on the screen. A typical mouse consists of two buttons and a scroll wheel. The **Left Button** is used for **Single Clicking**, **Double-Clicking**, and **Click-and-Drag** operations. The **Right Button** is used for accessing special menus and only requires a **Single Click**. The scroll wheel is used to browse through pages in a document or web page. For a free tutorial on using a mouse, try this site [www.seniornet.org/howto/mouseexercises/mousepractice.html](http://www.seniornet.org/howto/mouseexercises/mousepractice.html)

As the mouse is moved across the screen it will change shape depending on what part of the screen it is positioned over. The **Mouse** can be an **Arrow**, a **Hand with a Pointing Finger**, and an **"I"** shape.

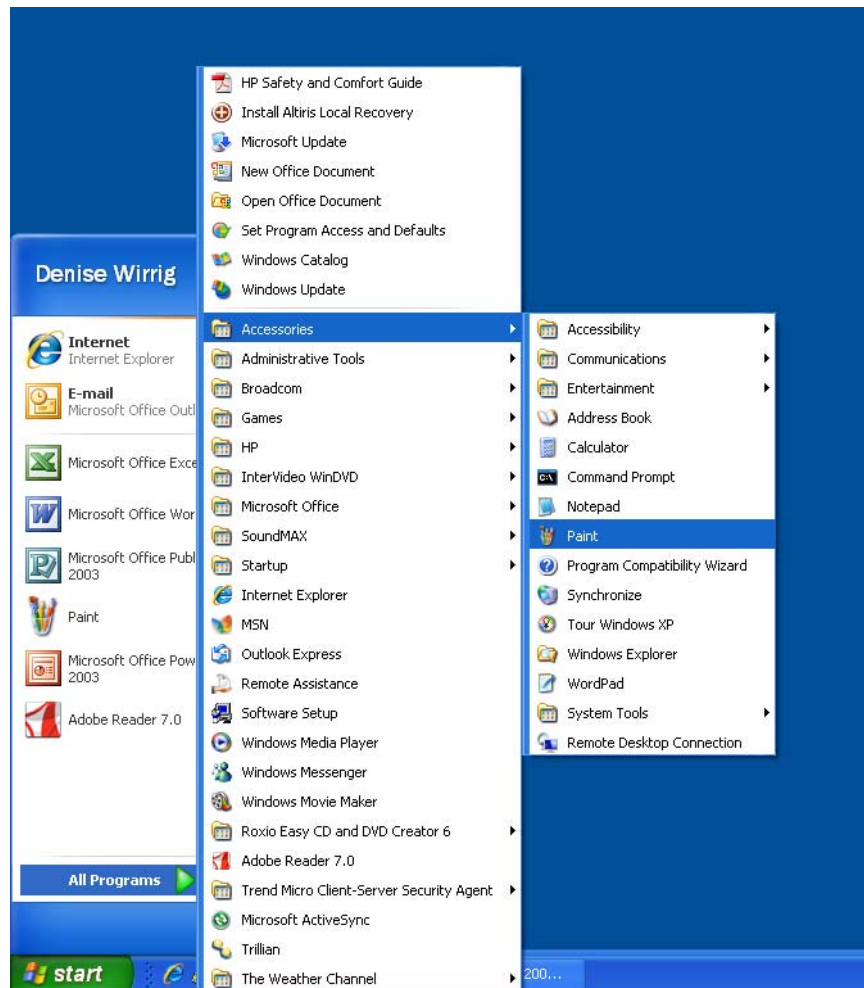
- The arrow will appear when the pointer is not resting over anything in particular.
- The hand will appear when the pointer is resting over a link (text or graphic that will move to another page when clicked one time).
- An "I" shape (sometimes referred to as an I-Beam) appears when the pointer is resting in an area where typed words appear.

The **Cursor** is a blinking vertical line. It will appear in a text area to indicate the position where new data will be entered (if no cursor is present, left click the mouse somewhere in the text area). There are cursor control keys on the keyboard.

## The Windows Desktop

- **Icon** – This is a picture representing a shortcut to a file, folder, or program. Double-Clicking the icon opens the file, folder or program associated with it.
- **Start button** – This brings up the menu to access the programs and files that are on your computer. **Left Click** the **Start Button** to see the **Start Menu**.
- **Task Bar** – This shows the programs that are open.
- **System Tray** - this shows the clock and any active programs such as antivirus software, printer monitoring software, chat programs, etc. that may be running in the background.

## Working with a Program



Open the Paint Program

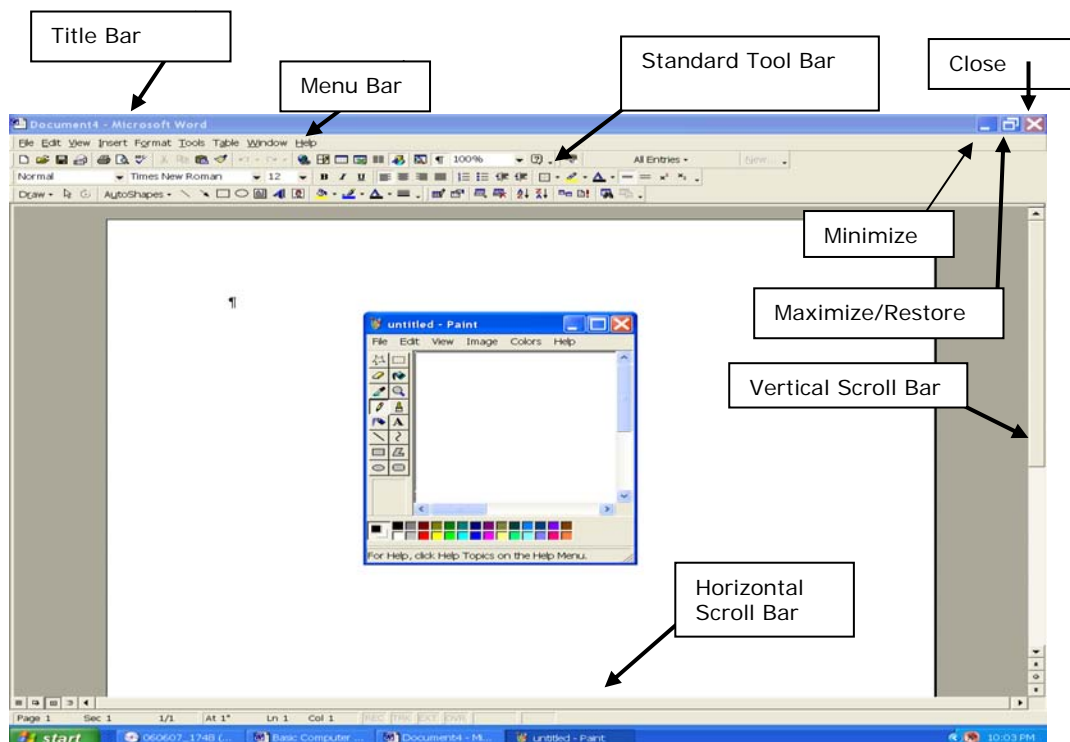
1. Left click on Start.
2. Follow the menus:
  - a. All Programs
  - b. Accessories
  - c. Left click on Paint

### Parts of a Window

There are several parts to a window within Microsoft Windows XP. The basic window components will remain the same or at least similar regardless of the particular program or window being used. Navigation in Windows XP and Windows based software becomes much easier once these basic window parts have been learned.

These common window elements can be found in almost every program that runs in Windows:

- **Horizontal Scroll Bar** – The left and right arrow buttons and the bar at the bottom of document window that allows moving through a document from side to side.
- **Maximize/Restore Button** – This button acts like a toggle button. Clicking this button shrinks the window down just enough to see the desktop then clicking the button a second time will restore the window to the full size of the monitor screen.
- **Menu Bar** – This toolbar contains all the commands and functions available for the window. There are no icons in the Menu bar.
- **Minimize Button** – This button hides the window from view so that the desktop or another program can be viewed. To restore the window to view click on the Taskbar icon that represents the minimized program (if it is the only program in use it will be located just right of the Start Button).
- **Program Close Button** – This is the top right button on the title bar (In Windows XP the button has a red background with a white "X"). This will close the program.
- **Standard Toolbar** – This is the toolbar that has icons representing the most commonly used tools and properties of the program. The icons normally do not have words just pictures. To find out what the name of an icon is and what it does, hold the mouse pointer over the icon until a tool tip pops up.
- **Title Bar** – Every window in Windows has a title bar that lets you know the name of the program you are using as well as the file name.
- **Tool Tip** – a tool tip is a short description that pops up after the mouse has been held over an icon or item for a short period of time.
- **Vertical Scroll Bar** - The up and down arrow buttons and the bar at the side of a document window that allows moving through a document from top to bottom.



## Moving Windows

Sometimes it will be necessary to move a window to another part of the screen. To do this follow these steps:

1. Click and hold down the left mouse button on the Title Bar of the Window that needs to be moved.
2. With the mouse button still held down, **drag** the mouse to the where the window is to be placed and the release the mouse button.

## Resizing a Window

It may also become necessary to change the size of a window so that another program or document can be viewed at the same time. To do this follow these steps:

1. Move the mouse pointer to the lower right corner of the window that needs to be resized. When the pointer is positioned correctly the arrow will become a double headed arrow.
2. When this resizing arrow appears, click and hold down the left mouse button.
3. With the left mouse button still held down, drag the mouse pointer until the window is resized as desired.

## Entering Information

Create a box using the Paint tool bar

1. Click on the solid line rectangle located on the toolbar on the left hand side.
2. Move the mouse to the upper left corner of the blank page
3. Click and hold down the left mouse button, **drag** the mouse to form a box shape. Release the mouse button

**Note: If you would prefer to practice typing, Wordpad is a free word processing program located on the same Accessories Menu as the Paint program**

## Saving Your Work

Data that is entered into the computer is saved for future use in what is known as **Files** and **Folders**.

Files and Folders should be given meaningful names so that the type of data stored in them can easily be determined from the name.

There are two save commands: **Save** and **Save As**. The **Save** command can be accessed from the **File** menu on the **Menu Bar** or in larger programs from the **Save** button on the **Standard Toolbar**. The **Save As** command is only accessed from the **File** menu on the **Menu Bar**.

Why 2 save commands? The Save command simply saves any changes that have been made to a document. This command will overwrite the previously saved file with the new information, keeping the same file name. The Save As command allows the user to save any changes or new information in a separate file with a different file name, different storage location, and different file type. This Save As command allows the user to have both the original file and a new file.

1. Click **File** on the Menu Bar. Then click **Save As** from the menu that appears.
2. The Save As dialog box should appear. In the File Name edit box, type in the following name for this file: **box**.
3. After typing in the file name, click the Save button.
4. The artwork has been saved in the default location My Pictures with the file name *box*.

## Working with Files and Folders

Creating categorized folders can make it easier to find a specific file when needed.

From the My Pictures window make a new folder called Colors:

1. On the left hand side under the heading **File and Folder Tasks**. Click **Make a New Folder**.
2. A new folder will appear on the right side of the My Documents window with the words **New Folder** highlighted indicating it is ready to be given a specific name.
3. Name the new folder **Colors**. Press the Enter key.
4. As practice, create a **blue box** using Paint.  
Use **Save As** to save it to the Colors folder.  
To select the Colors folder, double click the Colors folder icon.  
Change the file name to Blue Box.  
Click save.
5. Open the **My Pictures** folder to see if the file was correctly saved.

## Printing a Document

1. Click **File** on the **Menu Bar** followed by **Print** in the menu that appears.
2. The **Print** dialog box will appear.
3. In the **Number of copies** section enter the correct number of copies to be printed.
4. The default print orientation is portrait. To change the print image orientation to Landscape, click on **Preferences**. Click the **Paper Tab** in the Image Orientation dialog box. Click the appropriate radio button for **Landscape**. Click the **Close** button.
5. Click the **Print** button at the bottom of the dialog box.

## Creating a Shortcut

Programs, Folders and Files that are used often can have a **Shortcut** to the item placed on the **Desktop** for easy access. This saves time and steps when trying to locate the program, folder or file.

To create a **Shortcut** follow these steps:

1. **Right-Click** the file, folder or program.
2. Select **Send to**.
3. Select **Desktop (create shortcut)**.

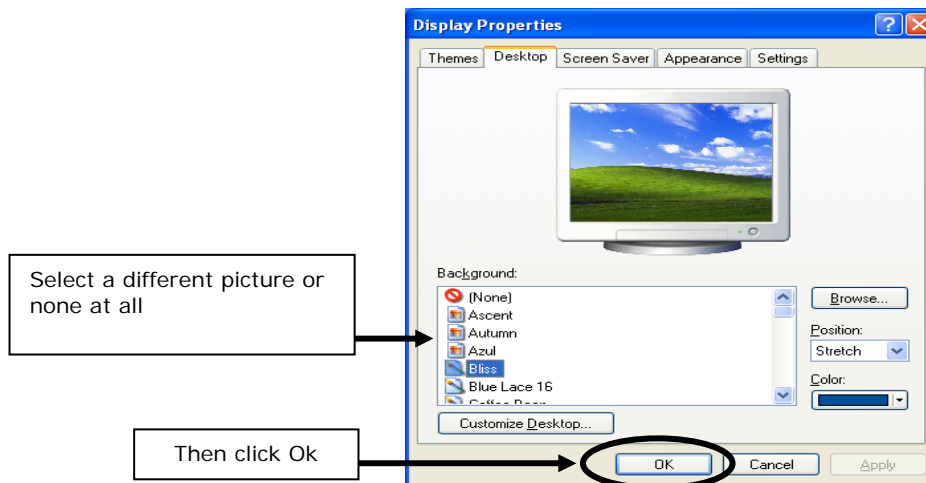
Note: Deleting the shortcut does not delete the program, file or folder.

## Changing the Desktop Background

There are many aspects of Windows XP that you can customize.

To change the Desktop background image:

1. **Click** the **Start button**.
2. Select **Control Panel** from the menu that appears.
3. Select **Appearance and Themes**
4. Select **Change the Desktop Background**
5. The **Display Properties** dialog box will appear.



6. When finished modifying the Desktop properties click the **OK** button.

## Wrapping Things Up

Start/ All Programs/ Accessories/ Tour Windows XP.

Start/ All Programs/ Games.

Network connection – [www.barth.lib.in.us](http://www.barth.lib.in.us) (schedule for classes and programs).

Google search “Windows XP free tutorials”.

## Shutdown Procedures

Properly shutting down the computer is very important for the long term function and stability of the system. Follow these steps to properly shutdown a Windows based computer system:

1. Make sure that all programs are closed.
2. **Click** the **Start Button**.
3. **Click** the **Turn Off** option from the menu that appears.
4. **Click** the **Turn Off** option from the list that appears.