

# INTRODUCTION TO COMPUTERS

**Pam Stephens, Instructor**

**email: [pamela.stephens890@gmail.com](mailto:pamela.stephens890@gmail.com)**

Sign in: Take one of each handout.

Please sit at a computer that is already turned on. Thank you!

© 1999 Randy Glasbergen. www.glasbergen.com



"It's the latest innovation in office safety.  
When your computer crashes, an air bag is activated  
so you won't bang your head in frustration."

## IN THIS CLASS WE WILL LEARN...

- ✓ **WHAT** things are called...
- ✓ **WHERE** things are located...
- ✓ **HOW** things are organized...

# WHAT IS A COMPUTER?

An electronic device, operating under the control of instructions stored in its own memory, that can:

- ▶ Accept data (input)
- ▶ Process the data according to specified rules (process)
- ▶ Produce results (output)
- ▶ Store the results (storage) for future use

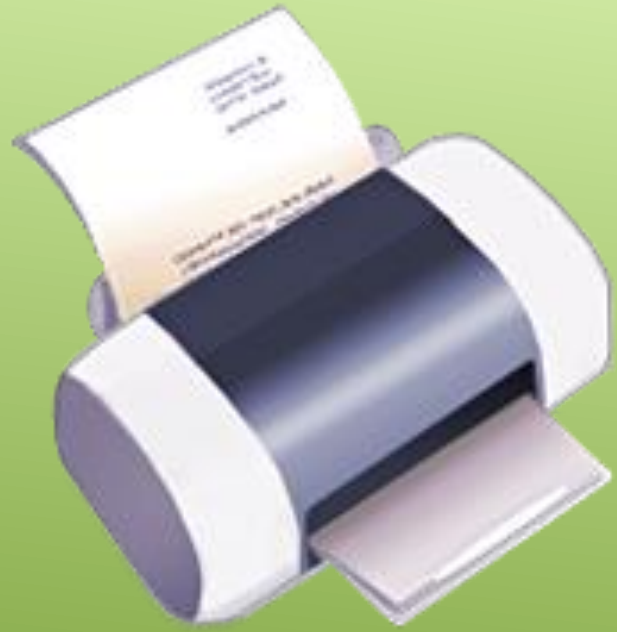
**HARDWARE:**  
ANYTHING  
YOU CAN TOUCH  
PHYSICALLY.



**Desktop computer**



**Laptop computer**



**Printer**



**mouse**



**Scanner**



**Printer/scanner**

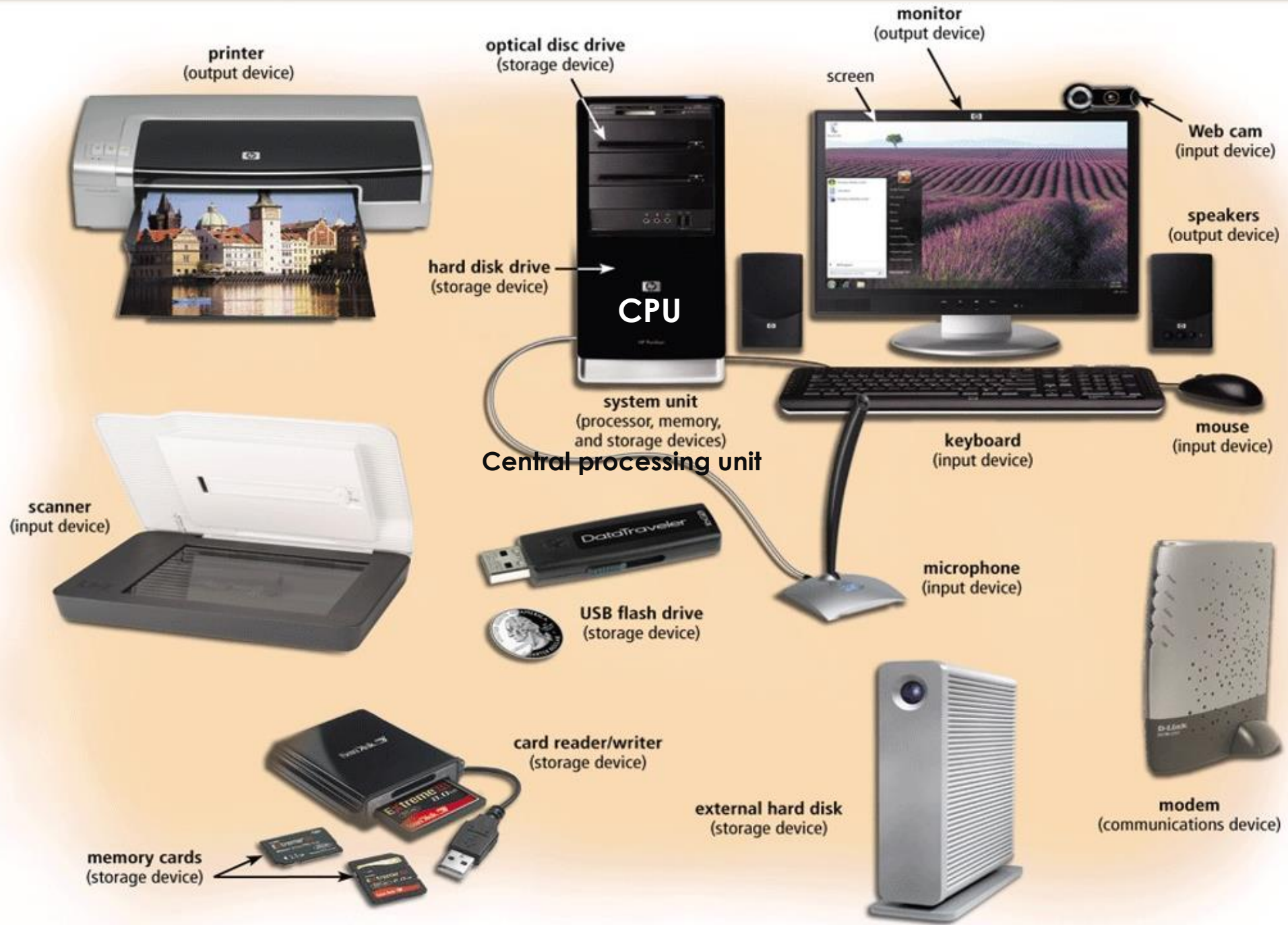
# HARDWARE - PERIPHERALS



# -The Perfect Computer-



Rimo







# Handheld (mobile) devices - hardware



A mobile device is  
a computing device small  
enough  
to hold in your hand

- Smart Phone
- Portable Media Player
- Digital Camera
- Tablet computer

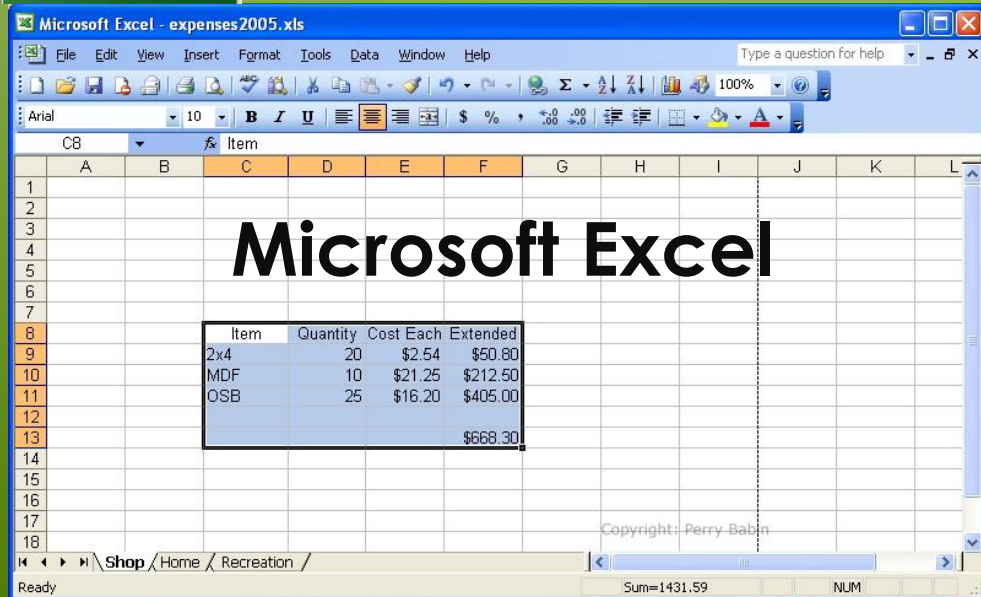




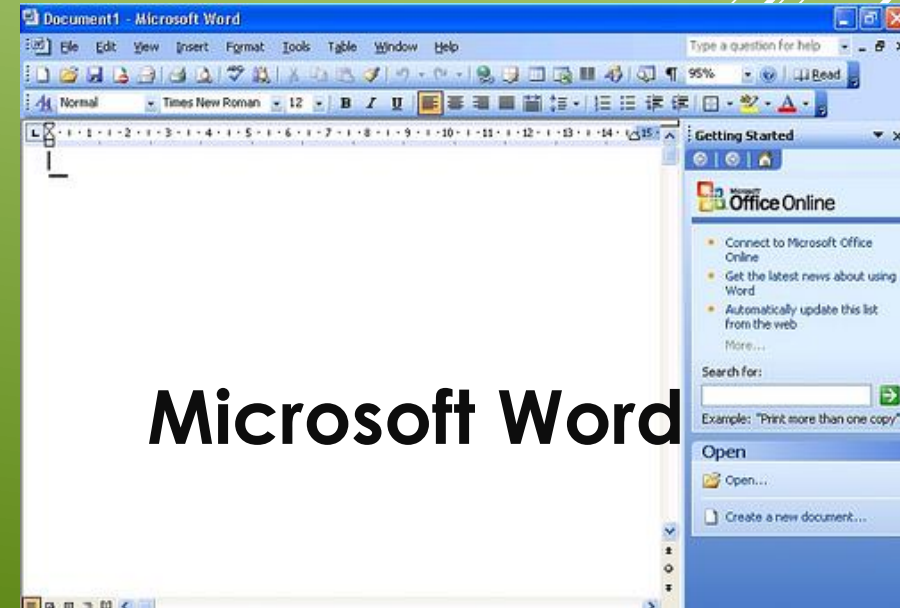
# SOFTWARE



## IncrediMail



## Microsoft Excel



## Microsoft Word



# Understanding Storage

Hard Drive



CD/DVD Drive



External Drive

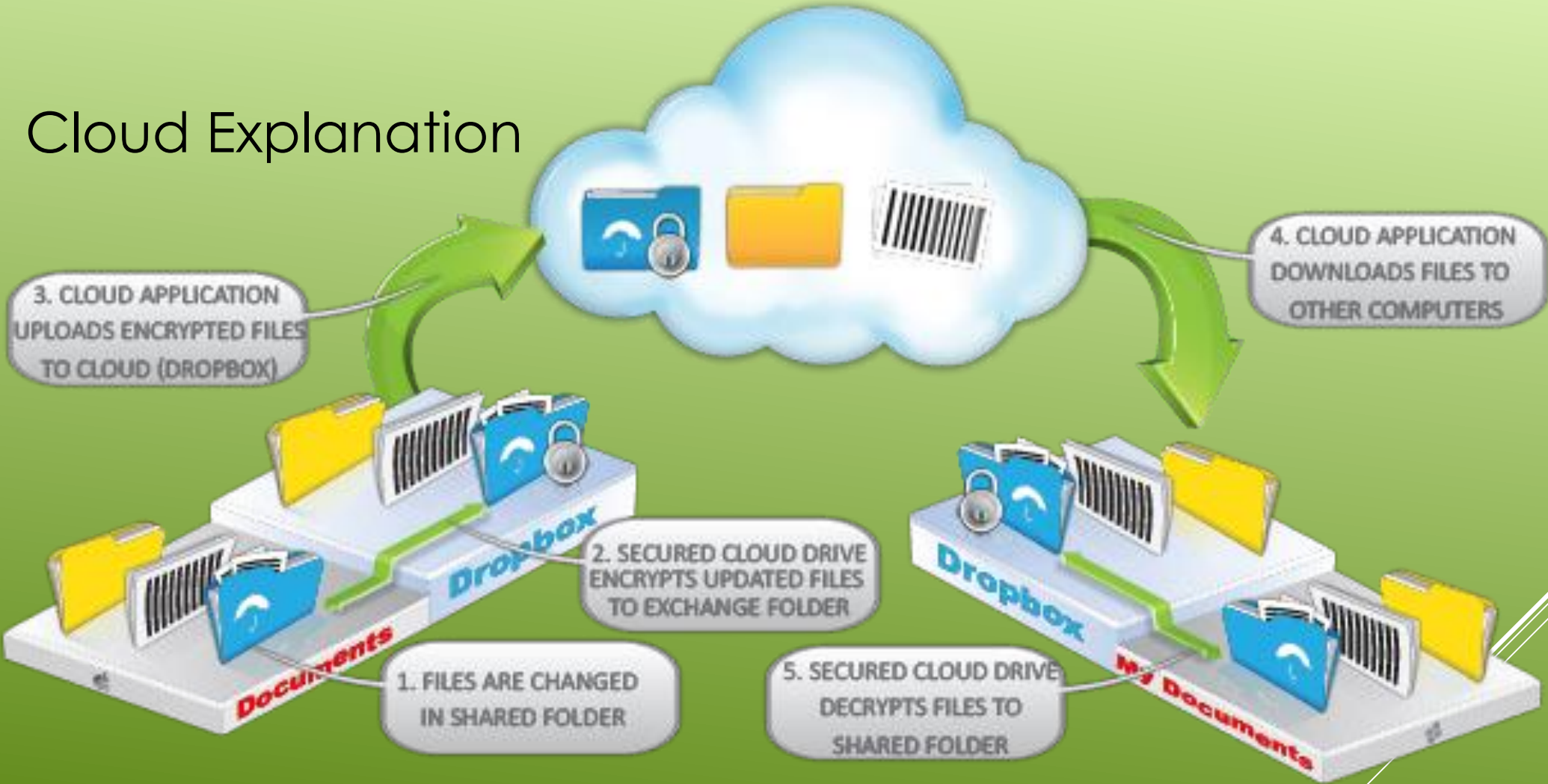
USB Flash Thumb  
Solid State or Magnetic  
Multi-card reader  
Blue-ray



Network Drive



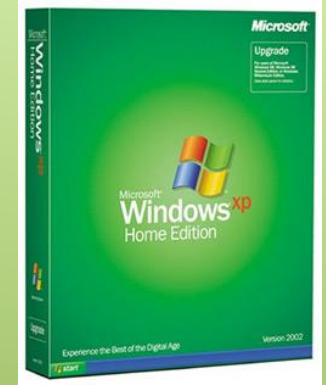
# Cloud Explanation





# Understanding Operating Systems (OS)

**Windows OS** – Windows 98, Windows XP, Windows 7, Windows 8, Windows 10 (current version), etc.



**Mac OS** – Apple and Mac are the same. Current is called High Sierra. Snow Leopard, Leopard, Tiger, and Yosemite were previous versions.



## Other OS Systems

**Linux OS**

**IBM OS**





Recycle Bin



Adobe  
Reader XI



Library  
Website



WorkFlows  
3.4.1.3J



NEISD  
Mainframe



Outlook 2013

**icons**



**desktop**

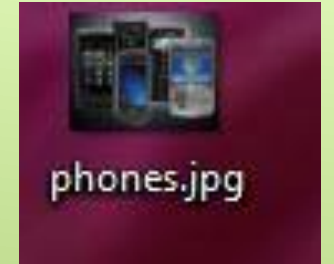
# Other icons you might see:



Saved documents



Saved documents that have been put into a folder



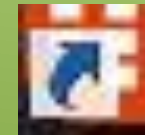
Saved pictures



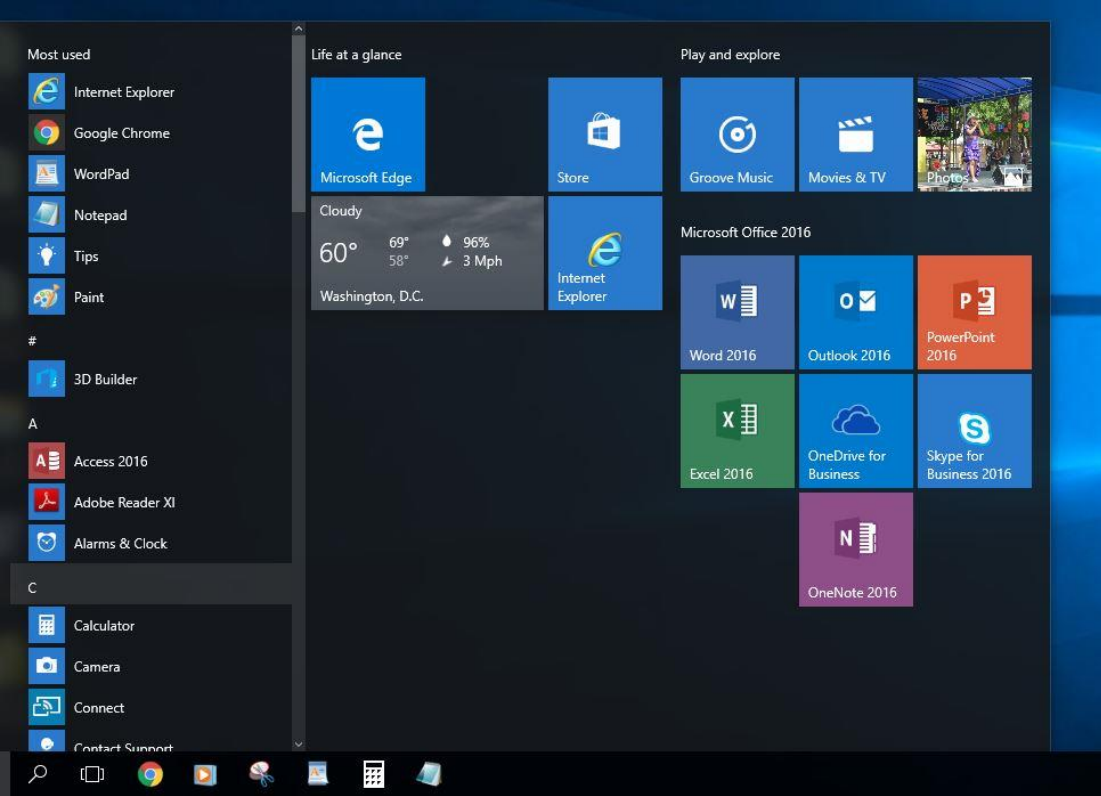
Trash can



Shortcut to a web page or a document



Will show everything that is within the Computer.



Start button



- Calculator
- Games
- sticky notes
- turn off computer or restart



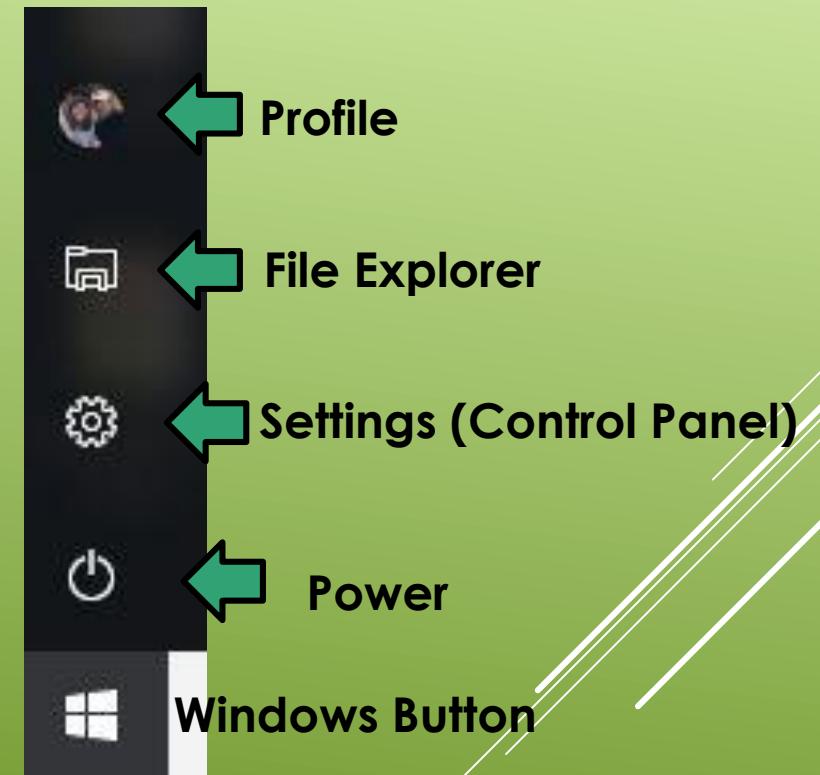
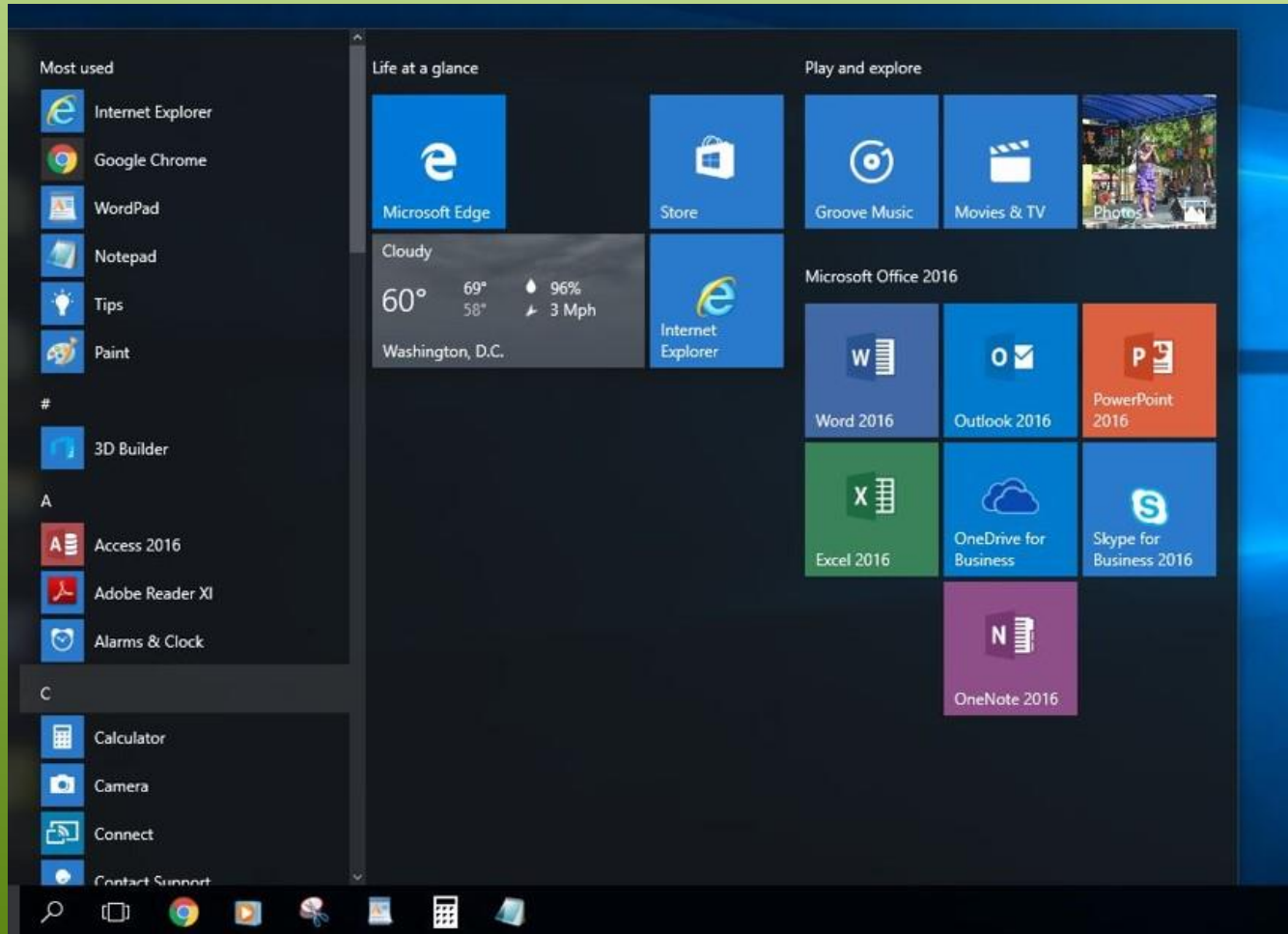
Right and left click of the Mouse scroll bar



Using desktop items

# Desktop for Windows® 10

# Windows button and above



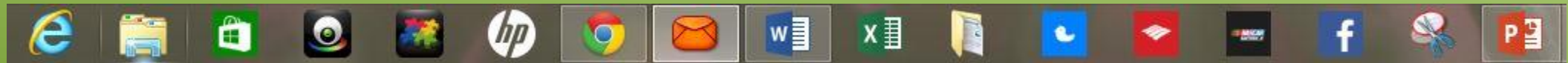


# Task Bar

uses

quick start

show windows side by side etc.



**Task bar, this can be customized to fit what you want to have for a quick start**

# Types of Clicks on the Mouse

**Single**

Select

**Double**

Open

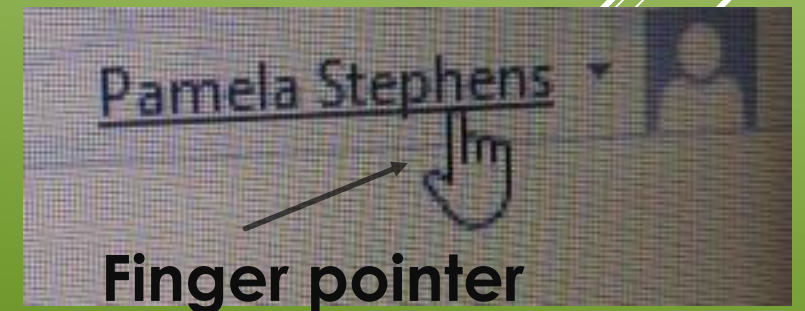
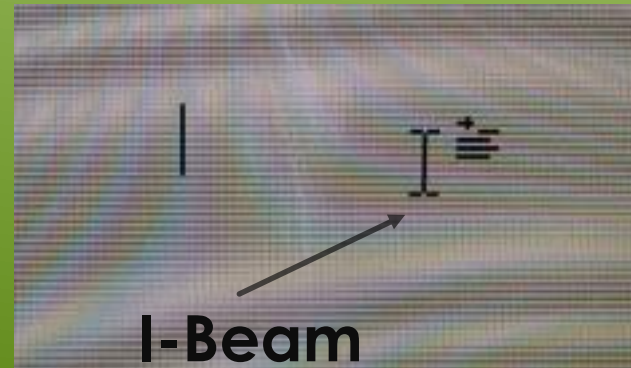
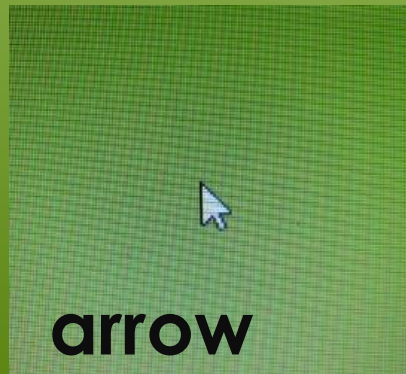
**Right-click**

Additional menu

**Drag and Drop**

Move

## Pointer shapes



# Let's look at some of the icons on the desktop



Internet  
explorer  
(IE)



Google  
Chrome



Firefox



Safari



Microsoft  
Edge



Opera

## BROWSERS

A web browser (commonly referred to as a browser) is a software application for retrieving, presenting and traversing information resources on the World Wide Web. These are the most common.

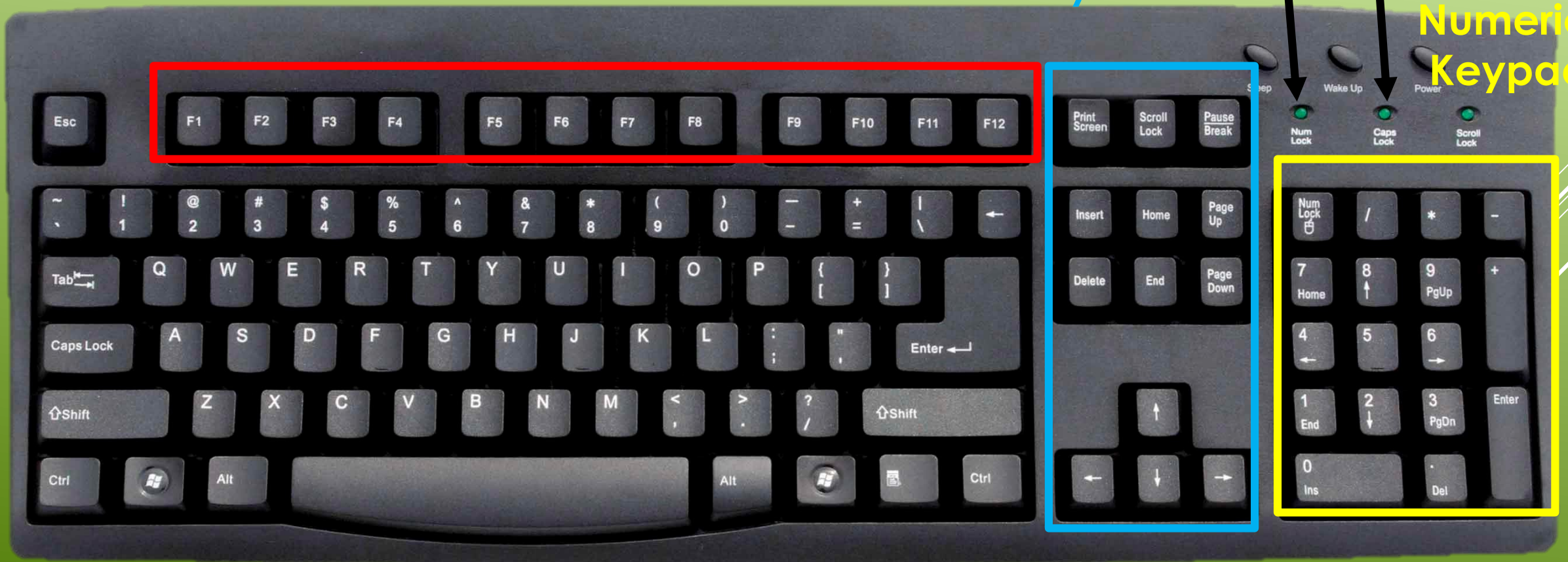
# KEYBOARD

Function Keys

Navigation Keys

Number Lock and Caps Lock

Numeric Keypad





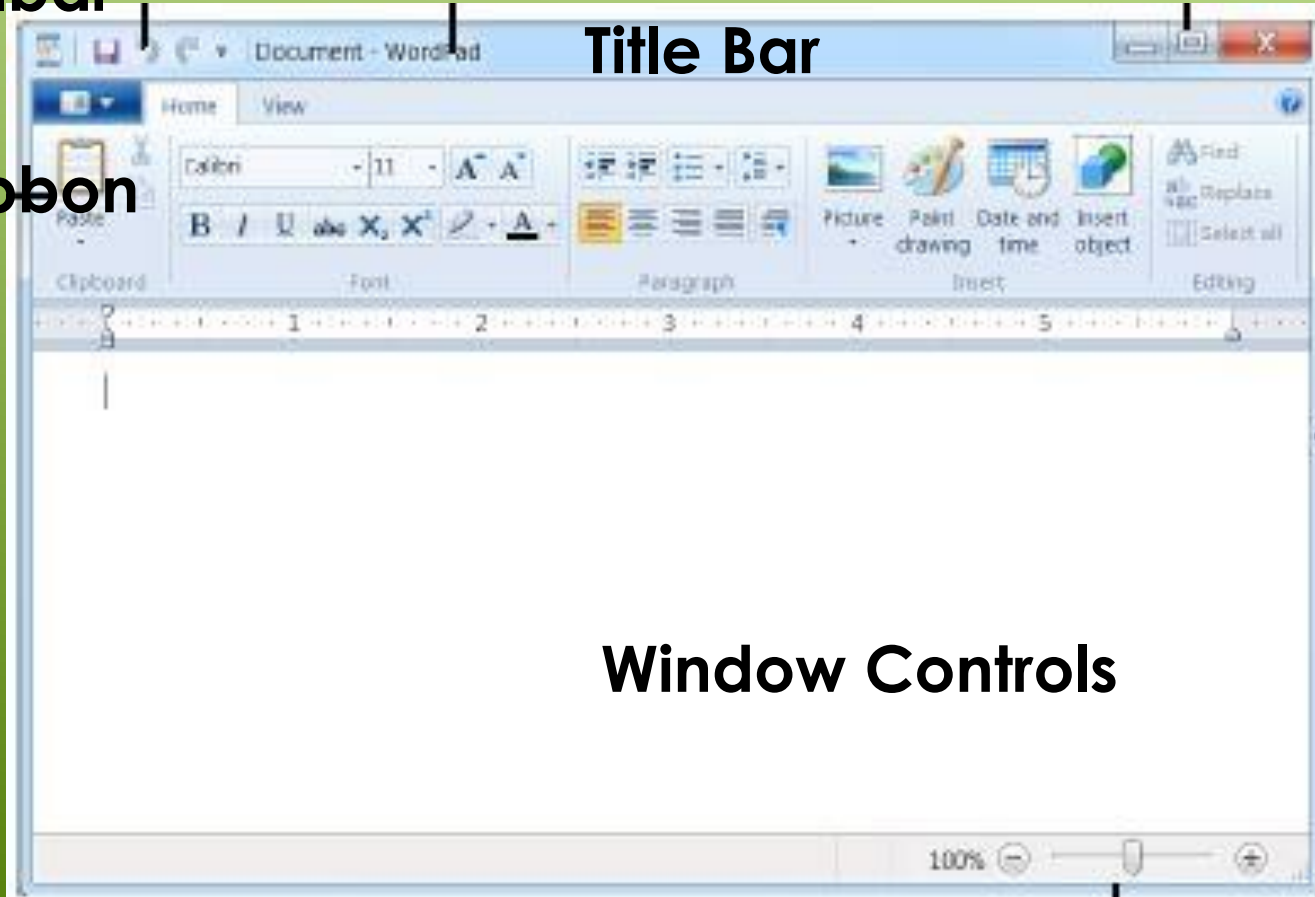
# Parts of a Typical Window

Quick Access  
Toolbar

Ribbon

Title Bar

Minimize button  
Maximize button (restore down)  
Close button



Window Controls

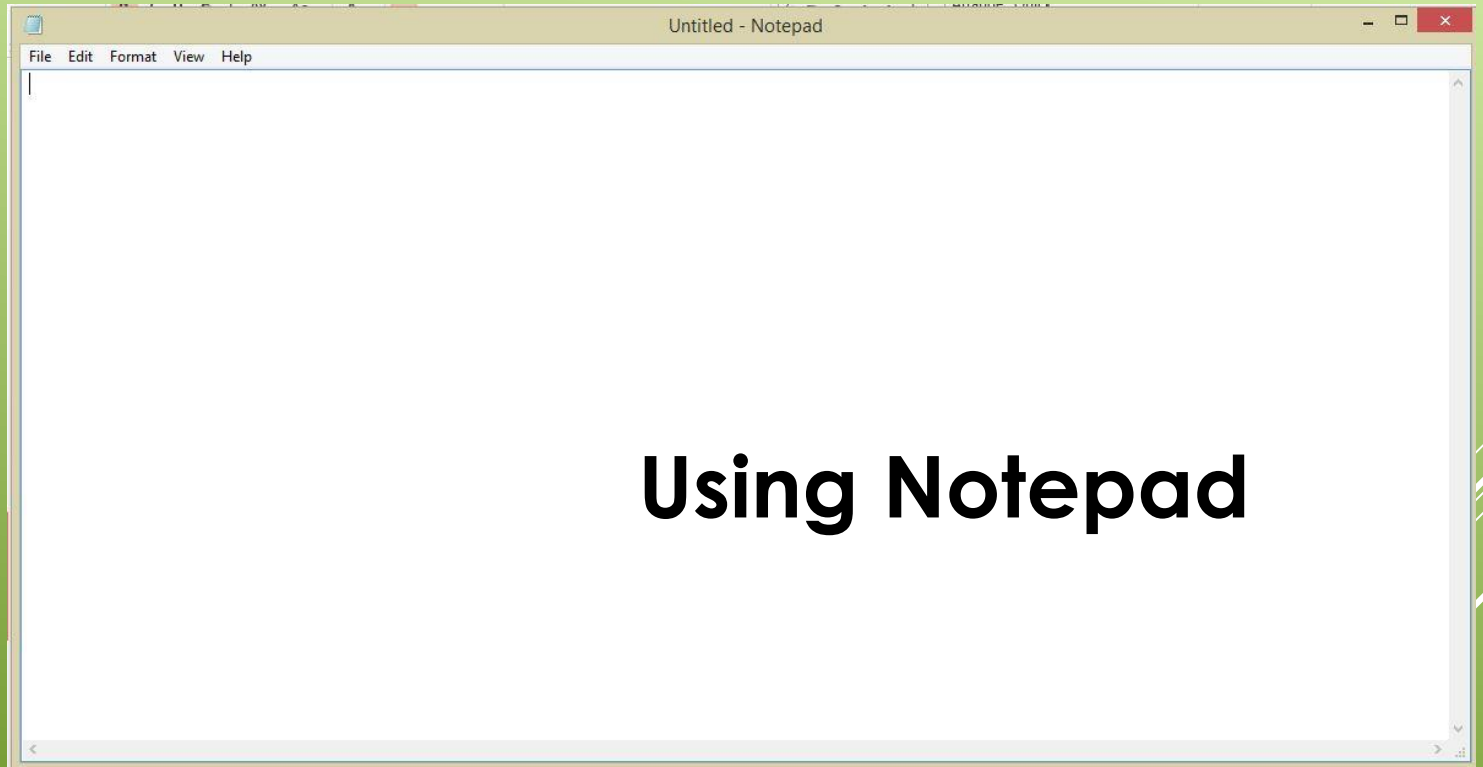


Scroll Bar - either vertical  
Or horizontal

# Practicing Window Commands and Ribbon Commands

Three basic types  
of commands:

1. Carries out command
2. Opens dialogue box  
Using ...(ellipsis)
3. Check box toggle  
Word wrap in notepad



**Using Notepad**

**Using Paint**

**Saving your work**



# Using the help tools

Control Panel

Windows Search

Help and Support – F1 key





# Logging off the computer vs shutting down

Contact me:

[pamela.stephens890@gmail.com](mailto:pamela.stephens890@gmail.com)

or

Find my web page

at: <http://pamstephens890.weebly.com/>