COMPUTER BASICS

HARDWARE

**MONITOR**
- displays images.
- Power button
- Settings button (works similar to a T.V.)

**MOUSE**
- allows you to interact with objects on the screen.
- 2 buttons
- Sensor
- Power button (if wireless)
- Wheel (sometimes)

**HARD DRIVE**
- stores information you typed as well as the software that has been installed.
- Power button
- Ports (for plugging in the monitor, mouse, keyboard and speakers)

**KEYBOARD**
- allows you to enter information and commands into a computer.
- Typing keys
- Power button (if wireless)

SOFTWARE

**SOFTWARE ICONS**
- represent software for your computer.

SYMBOLS

**SYMBOLS** on computers are universal and you will encounter them often. Below are common symbols.
- Power
- Settings
- Wifi
- Up & Down
- Search
## Pointer Types

<table>
<thead>
<tr>
<th>Pointer</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ARROW</strong></td>
<td>The arrow is the default pointer. It will change depending on what you are doing with your mouse.</td>
</tr>
<tr>
<td><strong>TEXT I-BAR</strong></td>
<td>Text I-Bar indicates the pointer is touching an area that has text. If allowed, click once to reveal a &quot;blinking cursor&quot; to start typing.</td>
</tr>
<tr>
<td><strong>HAND POINTER</strong></td>
<td>Hand Pointer appears when the mouse pointer is touching a link. Click once to follow the link.</td>
</tr>
<tr>
<td><strong>TIMER</strong></td>
<td>Timer appears when the computer is busy with a task. The computer will not follow any new commands until the current task is done or fails.</td>
</tr>
<tr>
<td><strong>MOVE/DRAG</strong></td>
<td>Move or Drag appears when the mouse pointer is touching an object that can be moved. Press &amp; Hold to move the object and Release to drop.</td>
</tr>
</tbody>
</table>

## Button Activities

<table>
<thead>
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<tr>
<td><strong>CLICK</strong></td>
<td>Tap the left mouse button once and then release.</td>
</tr>
<tr>
<td><strong>DOUBLE CLICK</strong></td>
<td>Tap the left mouse button two times in quick succession. Do not move the mouse between clicks.</td>
</tr>
<tr>
<td><strong>PRESS &amp; HOLD</strong></td>
<td>Press the left button down and leave it pressed down. Also called DRAG AND DROP.</td>
</tr>
<tr>
<td><strong>HOVER</strong></td>
<td>Touch an object with the arrow. Also called rollover.</td>
</tr>
<tr>
<td><strong>SELECT</strong></td>
<td>Click on or highlight an object on the screen.</td>
</tr>
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</table>

### Tip #2

**Do I Left Click or Right Click?**

Left click or "click" is used most frequently. Double-click to open files and programs. Right click to open a context menu.

**Resize**

These symbols appear if something can be resized. Press and Hold, then Drag to Resize the object in the indicated direction:

- **Vertical Arrows**
- **Horizontal Arrows**
- **Diagonal Arrows**

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**TIP #2**

**DO I LEFT CLICK OR RIGHT CLICK?**

Left click or "click" is used most frequently. Double-click to open files and programs. Right click to open a context menu.
After turning on and logging in to the computer, the Desktop should appear on the screen. There are icons (or tiles, if using Windows 10) on the Desktop representing programs/apps, files or folders on the computer. Double click on an icon to open a program, file, or folder in a window.

**MAXIMIZE/RESTORE BUTTON**
resizes the window.

**MINIMIZE BUTTON**
hides the window on the task bar, but does not close the program. To unhide the window, click on it from the taskbar.

**CLOSE BUTTON**
click on the X to close the window. This will also close all tabs inside the window.

**SCROLL BAR**
appears when the page content does not fit the window. Use the scrollbars to change the portion of the content in view.

**TIP #3 ARE ALL WINDOWS ALIKE?**
Not all windows are alike. However, you will see the same three buttons in the upper-right (or left) corner of almost every window.
**PROPER TREATMENT OF A COMPUTER**

Keep open food and drink away from the computer

Do not touch the display screen.

Do not insert any foreign objects into any of the ports.

Keep the computer away from direct sunlight, extreme heat, extreme cold, or strong magnetic fields.

**TURNING YOUR COMPUTER ON AND OFF**

**TO TURN ON** the computer, look for the power button.

1.) Press the power button firmly and slowly.
2.) If you are working on a desktop, turn on the power for the monitor.
3.) Log in with your password, if needed.

**TO TURN OFF** the computer, avoid by pressing the power button. Follow these steps to turn off a computer correctly:

1.) Close all windows.
2.) Click on the start button.
3.) Click on Shut Down.
4.) Wait for computer to power down.
5.) Turn off monitor or close.