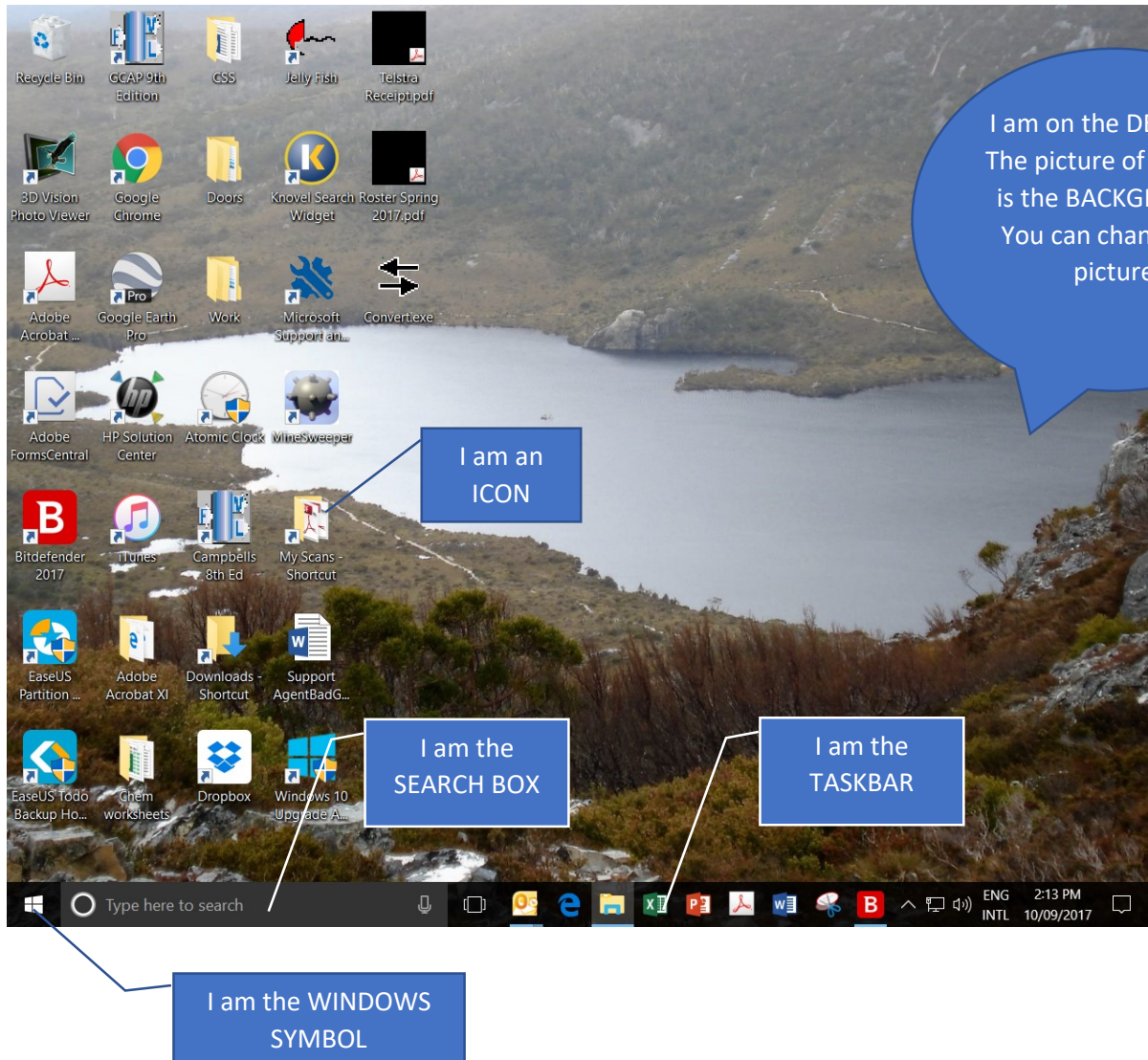


This is the first thing you will see when you start-up a Windows computer.

It may look a little different from other computers, but the fundamentals are the same.



1. The whole screen is called a "DESKTOP"
2. The pretty picture at the back is called the "BACKGROUND" You can change these pictures
3. These funny little pictures are called "ICONS"
4. The ICONS on the bottom of the picture are part of the "TASKBAR"
5. At the right-hand end of the of "TASKBAR" you can see the language, date and time as well as a few more ICONS. The computer will always show the correct date and time - it even adjusts for daylight saving without you needing to do anything!
6. The "WINDOWS SYMBOL" is really the main menu
7. The light grey area is called a "SEARCH BOX"

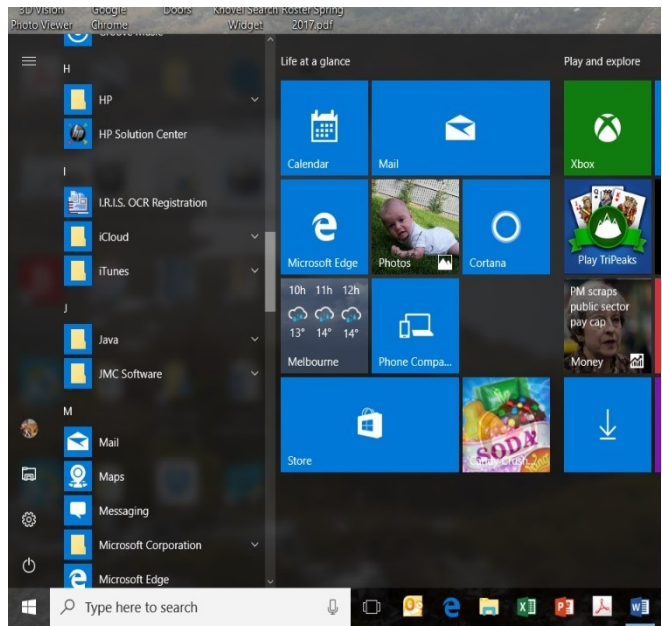
Let's talk about each one:

1. **THE DESKTOP:** It does nothing. It's just a screen which shows various programs and shortcuts that are on the computer.
2. **THE BACKGROUND:** it does nothing. It's just a picture which stays there. You can change the **BACKGROUND:** picture using **SETTINGS**, however we will not be learning about **SETTINGS** at this stage.
3. **ICONS:** are computer programs, usually "SHORTCUTS". Again, we'll talk about how you create and place a shortcut on the **DESKTOP** at a later stage.
4. **The TASKBAR:** is a place to move your **ICONS** to if you use a program regularly. It just like filing something in an easy place to find again. How you place **ICONS** on the **TASKBAR** is again a subject for another day.

5. The WINDOWS SYMBOL:



Clicking on the WINDOWS symbol shows all the programs on the computer in alphabetical order.



All the information in the menu cannot be seen in one go. On the picture to the left, on the programs starting with A can be seen by using the SCROLL BAR you can scroll down to see all the information. Here we are down to the M programs.

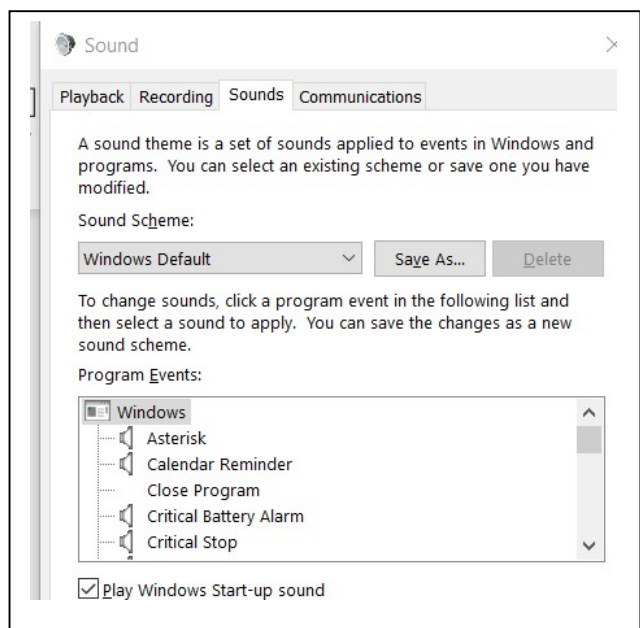
The SEARCH BOX allows you to enter “SEARCH TERMS”. These are phrases that you type in to generate “RESULTS”. which will guide you to the topic you are interested in.

EG you may want to check or change the computer’s sounds so you could type ‘system sounds’ in the search box and it will list a number of items that might be useful.

But the top two are likely to be helpful:

- Adjust system sounds
- Change system sounds

Click on either to take you to the area on your computer where changes may be made.



Connecting You and Your Computer

Two things connect you to the computer to enable you to use it. These are:

1. The “KEYBOARD” and
2. The “MOUSE”

The Keyboard



Space bar –Long bar below letters

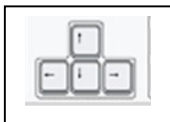
- Use to leave a space between letters, numbers or words.

Backspace

Backspace key. This will delete letter by letter from right to left

Del Deletes letter by letter – from left to right. If text is highlighted it will delete all text.

Enter Moves down to next line. Allows you to leave a space between lines or paragraphs



Arrow keys

Moves up one line at a time

Moves left or right – one letter at a time

Page Up Moves text up ½ a page at a time

Page Down Moves down the text ½ a page at a time

Home Moves the cursor to the beginning of a line

End Moves the cursor to the end of a line

Moves the cursor to the top of the page

Ctrl + home

Ctrl + end

Moves the cursor to the bottom of the page

Shift To type a capital letter - Hold down Shift key and type the letter you want

Caps Lock


Tap to turn on . All letters will be in capitals. Look for light at top RHS of keyboard indicating that it is on.

Using A Mouse - The Basics <http://www.pcug.org.au/~cmalot/seniors/mouse.htm> - links

How To Hold The Mouse

1. First off, don't *hold* the mouse, in the sense of picking it up and cradling it. It needs to be in contact with a flat smooth surface, preferably a mouse 'pad', a rubberised mat (They are cheap, and you can find them everywhere from supermarkets to office supply stores).
2. Reach for mouse with your **right** hand. Rest your palm on the mouse's top. Drape your thumb and little finger on either side of the mouse.
3. Now you're in a position to push the mouse around.

Moving the Mouse

Look for the "CURSOR", , (arrow) on the screen. If you have trouble locating the cursor, jiggle the mouse to and fro for a moment. (You can change the size and colour of the cursor (arrow) if you continue to find it difficult to see).

Hold the mouse as described above, and while looking at the screen and at the cursor, move your hand from right to left. Notice how the cursor moves from right to left (if it changes shape as it moves)

Keep your eyes on the screen, and while resting your hand on the mouse, move your hand closer to your body and then further away. Notice how the cursor moves up and down the screen.

Clicking With The Mouse

1. The two buttons on the mouse are for "clicking."
2. The left mouse button will be doing most of the work. You'll want to keep your index finger "on the trigger," by resting it on the left mouse button. Don't suspend your finger above the button; it may come down on the wrong mouse button with unexpected results. Just rest your forefinger gently on the left button.
3. To click, hold the mouse steady and bear down momentarily with your index finger on the left mouse button. You should hear a "click" as you depress the mouse. The button should be depressed for only an instant.

What do the Buttons do

Left clicking moves the cursor into the place in some text just where you want it.

It also can help highlight a letter, number or word. Once that area is highlighted, it is waiting for your next instruction. i.e. what do you want to do now?

Here's where the right click comes in. If you now right click, a number of options drop down in a menu., you can then choose one of those options by 'sliding' (moving) the cursor down the menu, and left clicking to say OK "I want that option".

You can also use the mouse to highlight a piece of text in preparation for changing that text in some way.

First you must left click at the beginning of the text you want to highlight

Then holding your left click down, you 'rub' across the text you want to highlight, then lift your finger off where you want to end the highlighting. If you make a mistake, simply left click anywhere on the page and the highlighting will disappear, and you can try again.

After you have highlighted the text, right click within the highlight, and choose an option from that drop-down menu by left clicking to say OK.

Scrolling with the mouse

Most mice these days have a scroll wheel (in the middle between the two buttons)



The scroll wheel is useful to quickly move (scroll) up and down through information of all sorts on your computer.

It will work when browsing the Internet. When you visit a site, not all of the page you are visiting is shown on your screen, so you will need to scroll down to see more of that page.

It also works in Office programs such as Microsoft Word or Excel.

A different kind of mouse

:

Some people might find it easier to use one of the less common varieties of mouse. There are a range of non-standard mice designed for hands that shake, are stiff, or anyone who might benefit from a style that is easier to control. Examples are the track ball, or the joystick.



Joy stick mouse



Track ball mouse

Final Fitting:

Since every hand is different, you'll have to find the right position for your hand. People with smaller hands might rest their hand on the mouse, lying their finger on the primary mouse button; others with larger hands might arch their hand slightly over mouse, gently "standing" their index finger on the mouse button and resting the heel of their hand on the mouse pad or work surface. The important thing is to find what's comfortable so you can relax and stop worrying about the mouse and just let it assist you with your computing.

Using the Internet

First of all, “what is the Internet”. It's the connection of computers around the world into networked into one entity. It's not one big computer, but numerous networked computers connected together.

When you connect using an Internet service provider (eg Telstra) from home, you are essentially connecting your computer to this computer network.

What's on these computers spread around the world? Just about everything you can think of – newspapers, many on-line shops, jokes, games, scholarly articles, general interest articles and the list goes on and on...

Basic Terms

Before you start there are some basic terms it is helpful to understand:

WORLD WIDE WEB (www) – another name for the INTERNET

WEBSITE - a connected group of pages on the World Wide Web regarded as a single entity, usually maintained by one person or organization and devoted to a single topic or several closely related topics.

BROWSER - A browser is software that is used to access the internet. A browser lets you visit websites and do activities within them like login, view multimedia, link from one site to another, visit one page from another, print, send and receive email, among many other activities. The most common browser software titles on the market are: Microsoft Internet Explorer, Google Chrome, Mozilla Firefox, Apple Safari, and Opera.

SEARCH ENGINE - The web search engine is a software system that is designed to search for information on the Internet. The search results are generally presented in a line of results often referred to as search engine results pages. The information may be a mix of web pages, images, and other types of files.

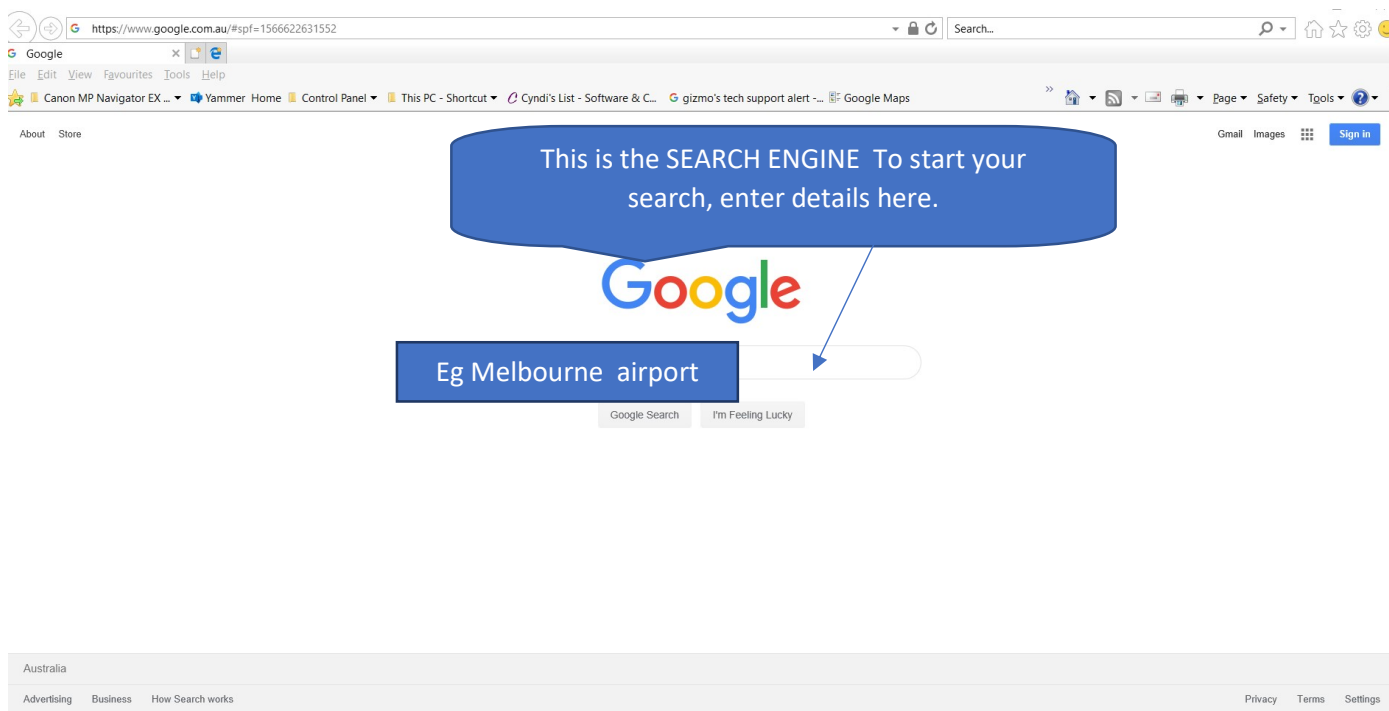
Whenever you open your browser the **SEARCH ENGINE** will appear automatically.

On the next page is a picture of what I see when I open my web browser for the first time. It is called your “**HOME PAGE**” and the **SEARCH ENGINE** is highlighted. Don't work about the other symbols – we'll talk about these later.

Notice the “**ADDRESS**” at the top pf the page. This tells me which website I am visiting.

Now you're ready to start surfing the Web!!!!

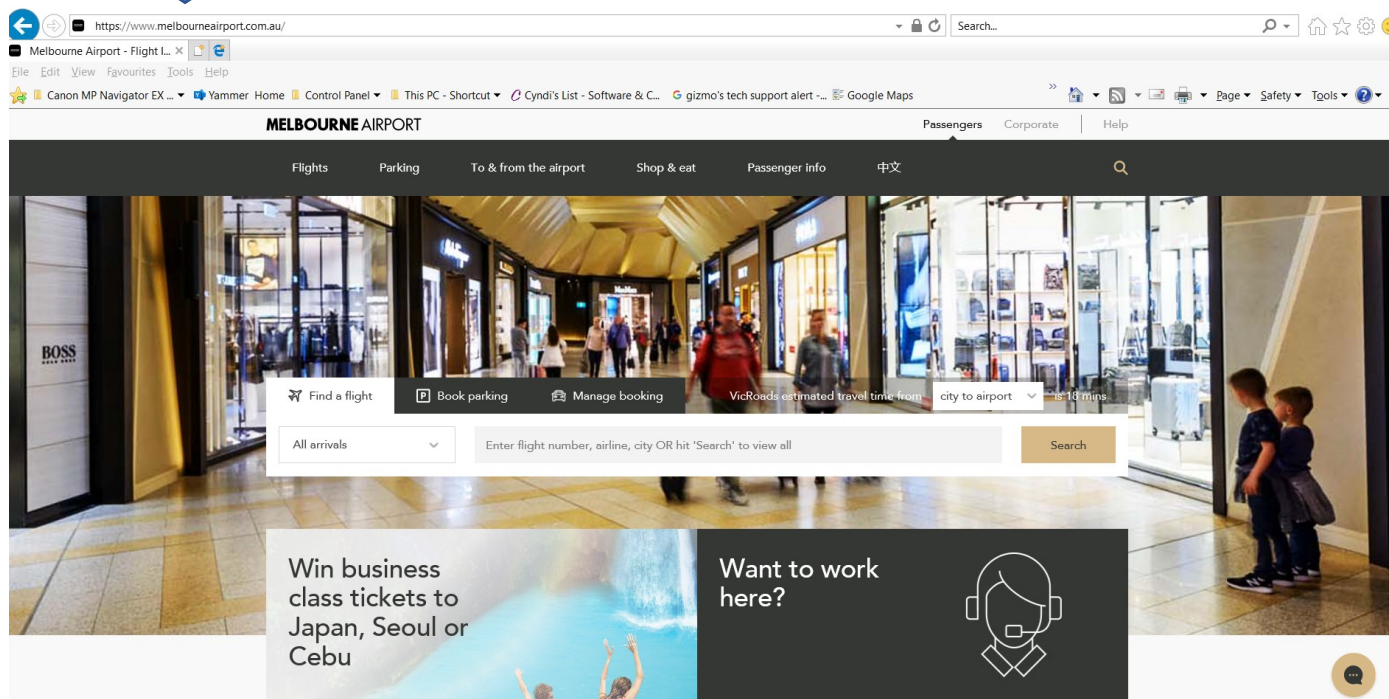
This is my home page



Example of a Website - Melbourne Airport (Tullamarine)

A very useful website to check incoming or outgoing flight times, parking and pickup and drop off zones.

Website Address



This is only part of the website. To see more of this front page of the website you would use the scroll arrow. After that you can explore other pages by clicking on the tabs at the top of the page eg Flights, Parking etc