

SmartRiverside Session One Handout



- I. Computer Terms
 - A. Workstations
 - B. Mobile-Laptop/Tablet
 - C. Monitor
 - D. Input Devices-Mouse/Keyboard
 - a. Mouse-used to point to and open files and applications and to open menus
 - i. Left Click-with index finger-double click to open
 - ii. Right Click-with middle finger-opens contextual menus depending on application
 - b. Keyboard-used to input letters, numbers, and special characters
 - E. Memory/Storage
 - F. Peripherals-Sound/Modem
- II. Computer Memory and Storage
 - A. Storage sizes
 - a. Bits
 - b. Bytes
 - c. Kilobyte
 - d. Megabyte
 - e. Gigabyte
 - f. Terabyte
 - B. Storage Media
 - a. Floppy Disk
 - b. CD-ROM
 - c. Flash Memory/USB Drive
 - d. Hard Disk/Hard Drive
 - C. Storage vs. Memory
 - a. Storage-Long term such as Operating System, applications, and documents
 - b. Memory-Short term-Random Access Memory (RAM) chips that temporarily store information while computer is accessing it.
- III. Operating System-Controls how computer operates based on user input
 - A. Current Operating Systems
 - a. Microsoft Windows 7

- b. Mac OS Lion
- B. Other Examples of Operating Systems
 - a. Recent Microsoft 2000/NT/XP/Vista
 - b. Recent Apple-Mac OS X-Leopard, Snow Leopard
 - c. Older DOS, Windows 3.0, Windows 95, Windows 98, Windows ME
 - d. Open Source-UNIX, Linux

IV. Exploring the Desktop-First screen after computer start up.

- A. Icons-pictures that represent files, folders, applications, tools, and more
- B. Taskbar-Bar at the bottom of the Desktop-shows what files and applications are in use
- C. Start Button-Left side of taskbar-used to open programs and files
- D. Notification Area-Right side of task bar-used to change settings and has date and time

V. Working in Windows

- A. What is a Window?-rectangle on the screen that organizes how you view and work with programs and files on your computer
- B. Parts of the Window
 - a. Title Bar-the name of the program or window
 - b. Menu Bar-contains menus appropriate for the type of window
 - c. Minimize Button-shrinks window to a button on the task bar
 - d. Maximize Button-enlarges window to fill the screen
 - e. Close Button-closes window
 - f. Scroll Bar-appears when window has more files than will fit in one window
- C. Manipulating a Window
 - a. Minimize-Click the button
 - b. Maximize-Click the button
 - c. Close-Click the button
 - d. Resize-double-sided arrows can be used to drag sides and corners in or out

VI. Exploring the Start Menu

A. Start Button

- a. All Programs
- b. Programs
- c. My Documents-Folder for storing files
- d. My Recent Documents-Files that have been used recently
- e. My Pictures
- f. My Music
- g. My Computer
- h. My Network Places
- i. Control Panel
 - i. Appearance and themes
 - ii. Network and Internet Settings
 - iii. Sound, Speech, Audio Devices
 - iv. Performance and Maintenance
 - v. Add/Remove Programs
 - vi. User Accounts
 - vii. Printer and Hardware Settings
 - viii. Date and Time
 - ix. Accessibility
- j. Connect To
- k. Search
- l. Help and Support
- m. Run
- n. Log off
- o. Turn off Computer

B. Create Shortcut

- a. Click Start
- b. Click All Programs
- c. Right Click on desired application
- d. Click Send To
- e. Click Desktop

C. Accessories

- a. Click Start
- b. Hover over All Programs
- c. Click on Accessories
 - i. Accessibility-hearing, vision, and mobility aids
 - ii. Communications-connection tools

- iii. Entertainment-media players, volume, sound recorder
- iv. System Tools-Backup, Disk Cleanup, Disk Defragmenter, System Restore
- v. Calculator
- vi. Notepad-limited word processing program
- vii. Paint-drawing program
- viii. WordPad-slightly larger word processing program

VII. Using the Keyboard

- A. Letter keys
- B. Number keys
 - a. Above Letter keys
 - b. Keypad on the right
- C. Function keys
- D. Special keys
- E. Arrow keys

VIII. Computer Shutdown

- A. Click Start Button
- B. Click Turn Off

