

# Computer Essentials 1



**HARDWARE:** Parts of the computer that you can touch



## Desktop Computer

- 1 System Unit-** The “brain”, contains the Hard Drive and Processor
- 2 Monitor-** Shows what you’re doing, also called the Screen
- 3 Keyboard-** Use this to type. Has letters, numbers, and special keys
- 4 Mouse-** Control the computer



## Laptop Computer

Everything built into 1 device

- 5 Screen-** Shows what you’re doing
- 6 Trackpad-** Control the laptop, like a mouse



## Smart Phone / Tablet

- Handheld
- Touch Screen



Power Button



Ethernet



USB

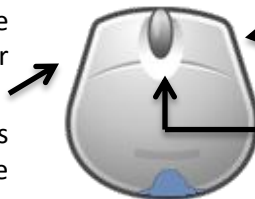


Headphones

## Mouse

**Click-** Tap the left button 1 time  
Use to click a link or move the cursor

**Double Click-** Tap the left button 2 times  
Use to Open a program or file



**Right-Click-** Tap the right button once  
Use to see a menu, use for shortcuts

**Scroll Wheel-** Move up or down in a Window

**Click and Drag-** Hold the left button down while you move the mouse

**Cursor-** Shows where the mouse is pointing on your screen. Looks different depending on what you can do with it:



Open Folders, Files, Programs



Click a link



Type something, change text

**SOFTWARE:** Programs and software that you use to do various things with the computer

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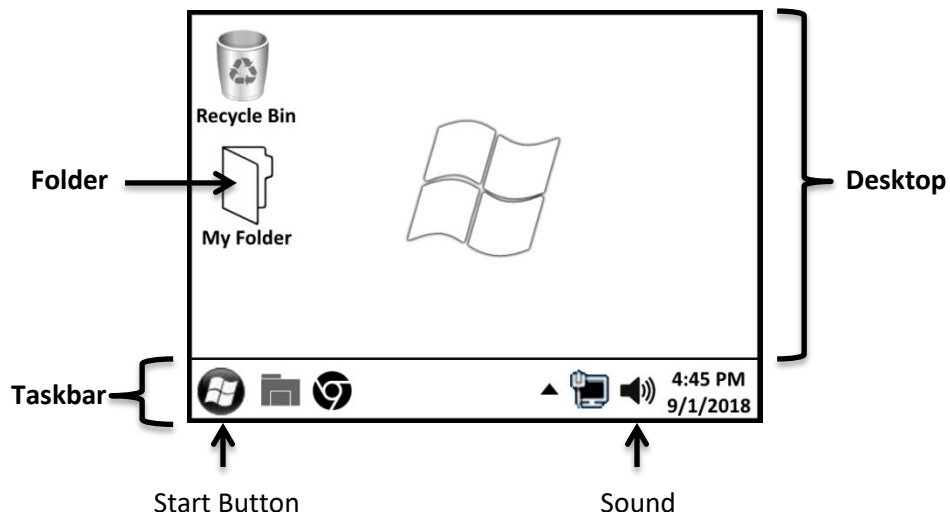
**Windows Operating System (OS)**- Manages all the hardware and software on the computer

- All Operating Systems have the same basic parts, but they might look a little different on the screen

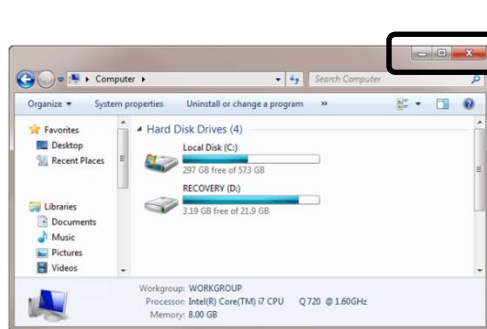
- An **Icon** is a picture that represents a file, folder or program

- To open something on the **Desktop**, double-click the icon

- To open something on the **Taskbar**, only click the icon once



**Windows Explorer**- Control your windows with 3 buttons



Minimize Shrinks window and hides it in the taskbar



Maximize Expands window to full screen



Restore Down Changes full screen window to a smaller window



Exit Closes window

## **Keyboard**

**Backspace**- Get rid of something

**Shift Key**- Write in Upper Case or use symbols

**Space Bar**- Add space between words

**Caps Lock**- EVERYTHING UPPER CASE

**Enter**- Go to a new line



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