

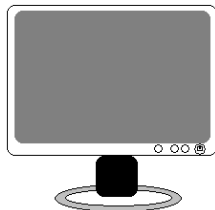
Windows 7 Basics for Beginners

So you want to learn how to use a computer ...
...but where do you begin?

Getting to Know the Computer: Hardware vs. Software

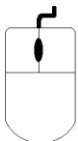
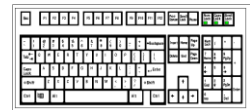
When you first sit down to look at a computer, you'll probably notice four main parts: a big rectangular box (the **CPU**); a screen that looks like a TV set (the **monitor**); a **keyboard**; and a small, hand-sized device on a pad (the **mouse**). All of these are computer parts that you can physically touch, and so they are known as **hardware**.

The **CPU** (or Central Processing Unit) is the actual computer. This is where the information that makes the computer work is stored. At the front of the CPU is a large button that turns the computer off and on.



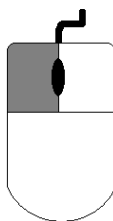
The **monitor** displays the information so that you can see it, just like a television screen. The monitor doesn't contain any information itself.

The **keyboard** is just like a keyboard on a typewriter ... but with extra buttons that let you give the computer special commands.



The **mouse** is a device that you rest your hand on. It has buttons that you click (press) to make the computer do things. When you move it around on the mouse pad beneath it, it moves a cursor (pointer) around on the screen.

The greyed out button, is the left mouse button. This is the button you need to click most of the time.



Software is the stuff you can't touch, and includes computer **programs** installed and stored on the CPU. With these programs you can do any number of things: play a game, write a letter, draw a picture, or even surf the Internet. In order for these programs to work, the computer needs a special kind of software: the **operating system**. Here at WVML, our computers run on **Microsoft Windows**, known as "Windows" for short.

Windows controls the hardware and the software so that they work together to do what we want them to do. It is called **Windows** because it displays information in a “window” (a rectangular area on the screen in which the program runs).

The Pointers: There are three important types of mouse pointer:



This pointer is the default pointer for clicking in Windows



This pointer is the one you use on the Internet



This pointer signals to let you know you can type in this area

The Desktop: The basic display screen in Windows is known as the **desktop**. Just like the top of a real desk, the desktop holds all the tools you use on a regular basis, to make them easy to access. You can organize your desktop to have as many or as few items on it as you like, and you can rearrange their order.



Icons are the labeled thumbnail-sized pictures on the desktop that represent programs. You can access these programs by clicking on them.



The **Recycle Bin** is the digital trash can. If you delete a file, the file is stored in the Recycle Bin until you decide to empty it, which deletes the file permanently.

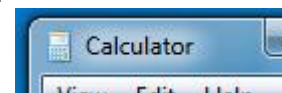
The **Task Bar** is the blue bar across the bottom of the screen. For every program window that is open, a rectangular blue button appears on the task bar to represent that program. Clicking on the different buttons lets you switch between programs.





The **Windows Pearl** is located in the bottom left hand of the desktop. It's like the “Start” menu: It lets you access other programs that may not be listed on your desktop, and it helps perform other tasks to do with computer function and maintenance.


When you open a program, it will always display in a window, because we are using the Windows operating system. Every window has the same parts:

- The **title bar** is the blue part across the top of the window. This displays the title of the program, as well as extra information such as the name of a file.
- The **Window Controls** are the three squares at the top right.

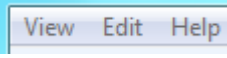


The  line is **Minimize**, which sends the button to the task bar.

The  or set of squares is known as **Maximize** or **Restore Down** because it toggles the window between full-size and smaller.

The  is **Close**, which closes the program completely and removes it from the task bar.

- The **menu bar** may be different for each program, but it is quite similar across Windows software programs. This is the bar below the title bar that lists certain functions, such as File and Help. The menu bar lets you perform more advanced tasks with whatever program you are using.

For example: 

The task bar looks different!



Just to the right of the pearl, instead of the wide descriptions of programs you have open you have icons.

- You can “pin” new programs to the bottom (for example word).
- There’s a small button on the far right of the task bar, this will close all the windows and show you the desktop.
- You may be familiar with alt-tab to cycle through windows, try windows-tab for a different effect.

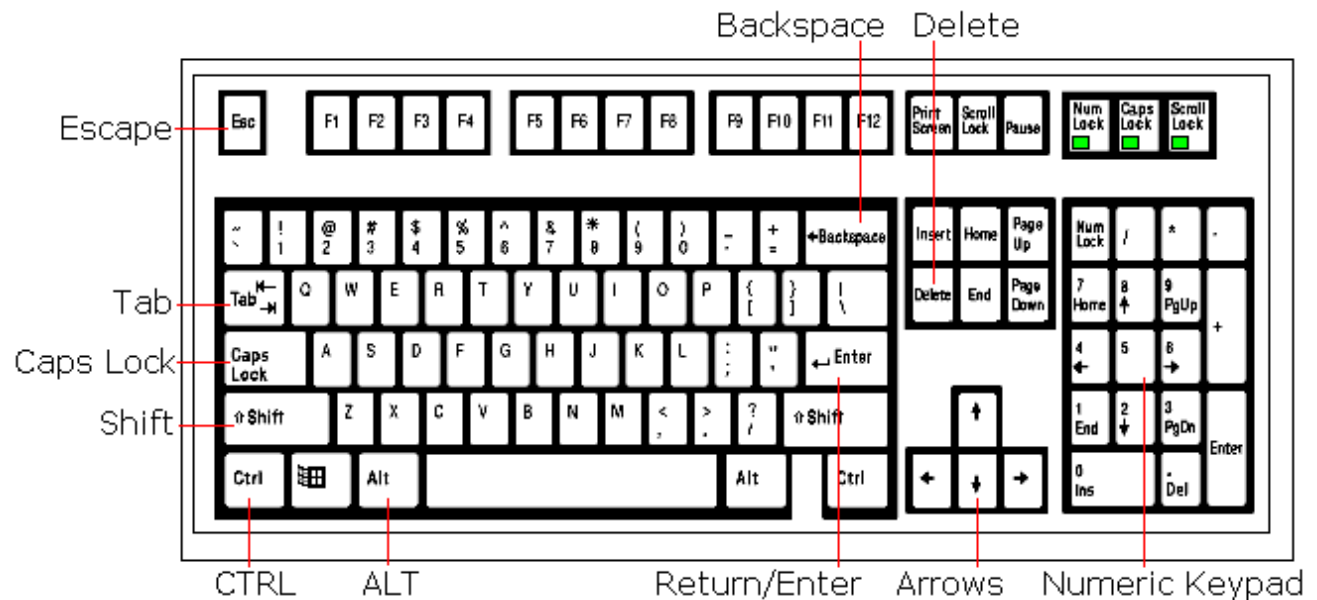
Aero Peek:



When you move your mouse over the icon in the task bar you get a thumbnail preview of the program running.

- If you have multiple tabs open then each tab will have a preview
- Click on the preview to return to the program, middle click on the program to close it, right click on the program to see more options.

Parts of the Keyboard



Escape lets you quit a task you are performing.

Tab lets you indent a paragraph, or move your cursor from one field to another in a window.

Caps Lock lets you type in all-capital letters.

Shift lets you type a single capital letter by holding it down with the letter you want to capitalize.

CTRL and **ALT** can each combine with another key or two to tell the computer to do a specific task.

Return/Enter sends your cursor to a new line, or works as an alternative to clicking “OK”.

The Arrow keys move your cursor up, down, right, or left.

The Numeric Keypad is an easier way to enter numbers into the computer.

Backspace deletes the characters to the left of the cursor.

Delete deletes the characters to the right of the cursor.