

# MacBook Basics (Self-guided)

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This document will lead you through the material covered in this workshop.

## Instructions:



Complete each section of instructions, then mark the checkbox next to the bold title, and move to the next one.

Many videos have sound, so if you need help finding a way to listen or turn on captions, just ask!

### Complete Computer Basics Tutorial

- Go to the webpage below, read the text, watch the videos, and complete the activities until you reach the “Continue” button.
- **When you reach the “Continue” button STOP. You have completed this tutorial.**
- <https://edu.gcfglobal.org/en/computerbasics/what-is-a-computer/1>

### Read Computer Basics Review (below)

- Hardware The physical components of a computer
- Software Programs installed on the computer
- Operating system (OS) Foundational software that performs basic computer functions
  - *TIP:* The screen usually displays the operating system’s logo when coming on.
- Trackpad Touch-sensitive pad on a laptop that functions as a mouse. It lets you control the pointer by making a drawing motion with your finger.
  - *TIP:* If your trackpad doesn’t have buttons, try tapping or pushing down anywhere when you need to click.

### Complete Getting Started Tutorial

- Go to the webpage below, read the text, watch the videos, and complete the activities until you reach the “Continue” button.
- **When you reach the “Continue” button STOP. You have completed this tutorial.**
- <https://edu.gcfglobal.org/en/basic-computer-skills/getting-started-with-your-first-computer/1>



## Complete Mouse Tutorial

- Go to the webpage below, read the text, watch the videos, and complete the activities.
- <https://edu.gcfglobal.org/en/mousetutorial/mouse-tutorial/1>

## Read Mouse Review (below)

- Cursor Representation of the mouse on the screen
- Hover Place cursor on something without clicking
- Click Select and sometimes open
- Double-click Open or cause an action
- Right-click (Two finger click): see more options
- Click and drag Move or highlight

## Complete Apps & Windows Tutorial

- Go to the webpage below, read the text, watch the videos, and complete the activities until you reach the “Continue” button.
- **When you reach the “Continue” button STOP. You have completed this tutorial.**
- <https://edu.gcfglobal.org/en/macbasics/navigating-macos/1>

## Read Apps, Windows, & Files Review

- Window The box on the screen that shows a certain program. Windows can be hidden, resized, minimized, and closed.
- App Short for application, is a software used to complete a specific task
- Dock Bar of shortcut icons at the bottom of the screen
- Launchpad App that shows a list of all other apps on the computer
- Word processor an app used to create text documents
  - Examples: Microsoft Word, Google Docs

## Complete App Activity

- Open three apps installed on the device you are using now. Ask for help if you're not sure how to find them.
- Write down the name of each app and one thing it could be used to do.



1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
- Close each app window.

### Complete Browser Tutorial

- Go to the webpage below, read the text, watch the videos, and complete the activities until you reach the “Continue” button.
- **When you reach the “Continue” button STOP. You have completed this tutorial.**
- <https://edu.gcfglobal.org/en/chrome/browsing-in-chrome/1>

### Read Browser Review (below)

- Browser An app that accesses the internet
  - Examples: Google Chrome, Internet Explorer, Mozilla Firefox, Safari
- URL Address of a website
  - Example: [www.google.com](http://www.google.com)
- Address bar Area at the top of a browser where URLs are found
- Omnibox An address bar which also works to search the internet, like in Chrome

### Compete Keyboard Activity

- Open the **Docs** app and choose “**Blank**”.
- Place your pointer fingers on the **F** and **J** keys on the keyboard. Feel the bumps.
- Place the rest of your fingers on each next key. Your left-hand fingers should be resting on **ASDF** and your right hand on **JKL**; which are the **home row** keys. Rest your thumbs on the space bar.
- With your fingers resting on home row, type: **all add salsa**.
- Keeping your fingers resting on the home row, now type your name. For letters other than the home row, only move the closest finger to push that key, and then return to home row.



- Good job!
- If you're not used to typing this way, it can take a little practice but improving your typing skills is one of the best ways to improve your computer skills.

**Read Keyboard Review (below)**

- Home row The letters your fingers rest on
- If you want to improve your typing, this website can help:  
<https://edu.gcfglobal.org/en/typing/typing/1>

Well done! You've completed this self-guided set of activities to get started learning computer basics! The next page includes a review of these topics, as well as links to additional resources to learn more and practice the skills involved. Keep it as a reminder of what you've learned. If you need credit for completing this self-guided workshop, complete the next page and see a member of the library staff.



# Workshop Forms

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## COMPLETED WORKSHOP FORM – PARTICIPANT COPY

I \_\_\_\_\_ and I \_\_\_\_\_ have completed all the  
(adult) (student)

self-guided tutorials and activities for Computer Basics. This will be added to my attendance record.

Adult Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

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## COMPLETED WORKSHOP FORM – LIBRARY COPY

I \_\_\_\_\_ and I \_\_\_\_\_ have completed all the

self-guided tutorials and activities for Computer Basics. This will be added to my attendance record.

Adult Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_