PC Computer Basics (Self-guided)

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)**

- <u>Hardware</u> The physical components of a computer
- <u>Software</u> Programs installed on the computer
- <u>Operating system (OS)</u> Foundational software that performs basic computer functions
  - *TIP:* The screen usually displays the operating system's logo when coming on
- <u>Trackpad</u> 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)**

- <u>Cursor</u> Representation of the mouse on the screen

- <u>Hover</u> Place cursor on something without clicking

- <u>Click</u> Select and sometimes open

- <u>Double-click</u> Open or cause an action

- <u>Right-click</u> See more options

- <u>Click and drag</u> Move or highlight

☐ **Complete 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/windows10/getting-started-with-windows-10/1

☐ **Read Windows Review (Below)**

- <u>File Explorer</u> Program used to find specific files and folders

- <u>Start Menu</u> Used to see and open apps on computer

- <u>Taskbar</u> Bar at the bottom of screen with shortcuts and icons of open apps

☐ **Complete Apps 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/understanding-applications/1

- [ ] **Read Apps Overview Review Windows (Below)**
  - <u>App</u> Short for application, is a software used to complete a specific task
  - <u>Word processor</u> An app used to create text documents
    - Examples: Microsoft Word, Google Docs
  - <u>Browser</u> An app that accesses the internet
    - Examples: Google Chrome, Internet Explorer, Mozilla Firefox, Safari

- [ ] **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)**
  - <u>Browser</u> An app that accesses the internet
    - Examples: Google Chrome, Internet Explorer, Mozilla Firefox, Safari
  - <u>URL</u> Address of a website
    - Example: www.google.com
  - <u>Address bar</u> Area at the top of a browser where URLs are found
  - <u>Omnibox</u> 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)**

- <u>Home row</u> 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 Workshop Forms page and see a member of the library staff.

PC Computer Basics (Review & Resources to Continue Learning)

Learn more about computer basics: https://edu.gcfglobal.org/en/computerbasics

- <u>Hardware</u> The physical components of a computer
- <u>Software</u> Programs installed on the computer
- <u>Operating system (OS)</u> Foundational software that performs basic computer functions
- <u>Trackpad</u> 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.
- Dictionary of computer terms: https://www.computerhope.com/jargon.htm

Mouse

- <u>Cursor</u> Representation of the mouse on the screen
- <u>Hover</u> Place cursor on something without clicking
- <u>Click</u> Select and sometimes open
- <u>Double-Click</u> Open or cause an action
- <u>Right-Click</u> See more options
- <u>Click and Drag</u> Move or highlight
- Mouse Tutorials:
  - https://edu.gcfglobal.org/en/mousetutorial/mouse-tutorial/1
  - http://www.skillfulsenior.com/skills/mouse/index.php
  - http://www.pbclibrary.org/mousing/mousercise.htm
- Mouse Games for extra practice:
  - https://thisissand.com
  - http://weavesilk.com
  - http://minimouse.us

Typing

- Typing Tutorials:
  - https://www.typing.com/student/start
  - https://edu.gcfglobal.org/en/typing/typing/1

- Typing Games for Extra Practice:
  - https://www.typing.com/student/games
  - https://www.typinggames.zone

Browsers & the Internet

- Learn more about browsers:
  - https://edu.gcfglobal.org/en/internetbasics/using-a-web-browser/1
- <u>Browser</u> an app that accesses the internet
  - Examples: Google Chrome, Internet Explorer, Mozilla Firefox, Safari
- <u>URL</u> Address of a website
  - Example: www.google.com
- <u>Address Bar</u> Area at the top of a browser where URLs are found
- <u>Omnibox</u> an address bar which also works to search the internet

Workshop Forms

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 _____

- -

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
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