



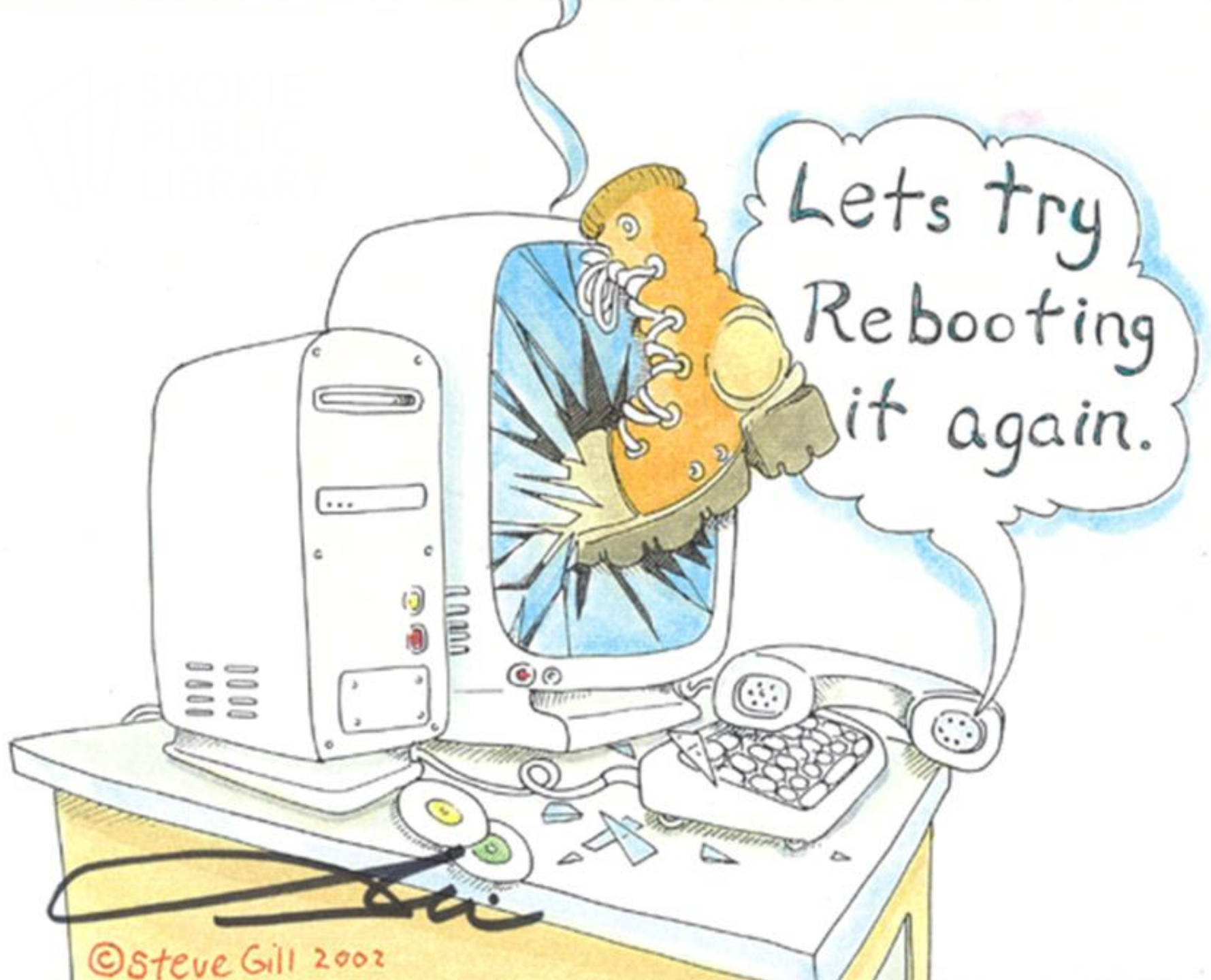
Computer ABCs

Mimosa Shah
Adult Program Coordinator
December 18, 2018



What we'll cover

- Computer vs Laptop - equipment
- Mouse
- Computer Desktop
- Any Questions?



Lets try
Rebooting
it again.

Computer System Unit (a.k.a. CPU, or Central Processing Unit)



Monitor

Mouse

Keyboard



Monitor

Keyboard

CPU

Trackpad
(acts as

Any questions?

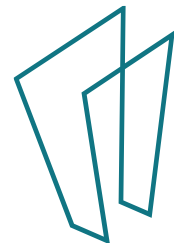


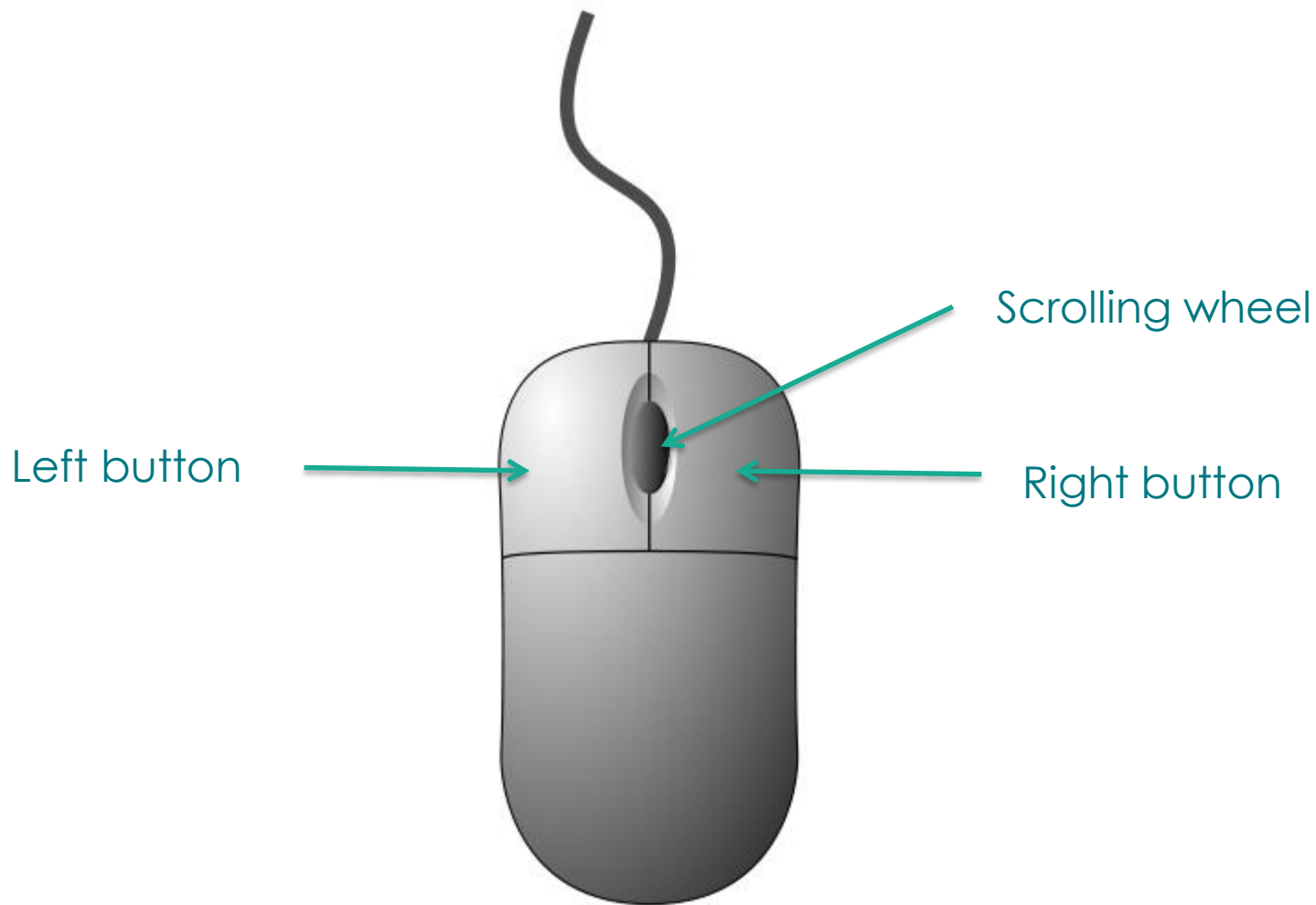


Don't be scared of the mouse!

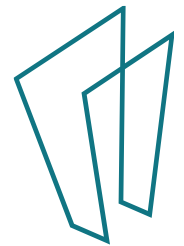


- The mouse is an input device that allows you to interact with the computer.
- Clicking a button on the mouse sends a signal to the computer to trigger an action





- The left and right buttons are used for clicking
- The scroll wheel is used for scrolling up and down long pages

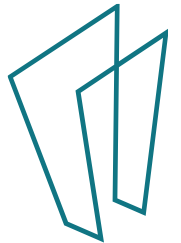


Laptop touchpad or trackpad



What does it mean to.....?

- Click
- Single-Click
- Double-Click
- Right- Click
- Hold
- Drag
- Hover



Your Desktop

- Computer
- Recycle Bin
- Arduino
- Internet Chrome
- Internet Firefox
- Microsoft Word 2016

Icons

Shortcuts

Start button
(start menu)

Taskbar



Your Desktop – Start Menu

Computer

Recycle Bin

Arduino

Internet Chrome

Internet Firefox

Calculator
Google Chrome
Mozilla Firefox
Internet Explorer
Word 2016
Excel 2016
Publisher 2016
PowerPoint 2016

All Programs

Search programs and files

Restart

Classroom User

Documents

Downloads

Computer

Control Panel

Devices and Printers

Help and Support



Lock or End Session

1:15 PM



Recycle Bin



Most used

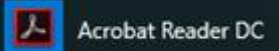
- Google Chrome
- File Explorer
- Outlook 2016
- Mozilla Firefox
- Excel 2016
- Word 2016

#



3D Builder

A



Acrobat Reader DC

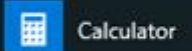


Adobe Photoshop Express



Alarms & Clock

C



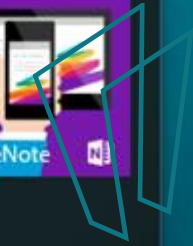
Calculator

Life at a glance

 Calendar	Get all your mail in one place Mail	
 Microsoft Edge	 Photos	 News
 Skype	Partly Cloudy 70° 75° 68° Washington,...	 Photoshop Ex...
 Store		

Play and explore

 Xbox	 Groove Music	 Movies & TV
 Calculator	 Sway	 Power BI
 Eclipse Mana...	 Code Writer	
 P	 Get Office	 OneNote



Practice time!

Let's head over to Mouserice:

<http://pbclibrary.org/mousing/mouserice.htm>



Resources

- <http://pbclibrary.org/mousing/mousercise.htm>
- 1:1 sessions at the library
- Lynda.com
- Digitallearn.org



Thank You

Want a copy of this presentation?
Visit www.skokielineibrary.info/handouts
where this presentation will be available
for four weeks.

