Learning the parts of a computer.

Computer Componets

Tower

CD

Zip
Floppy
Power
Button

Monitor

Monitor

Tower

Mouse

Mouse

Keyboard

Keyboard
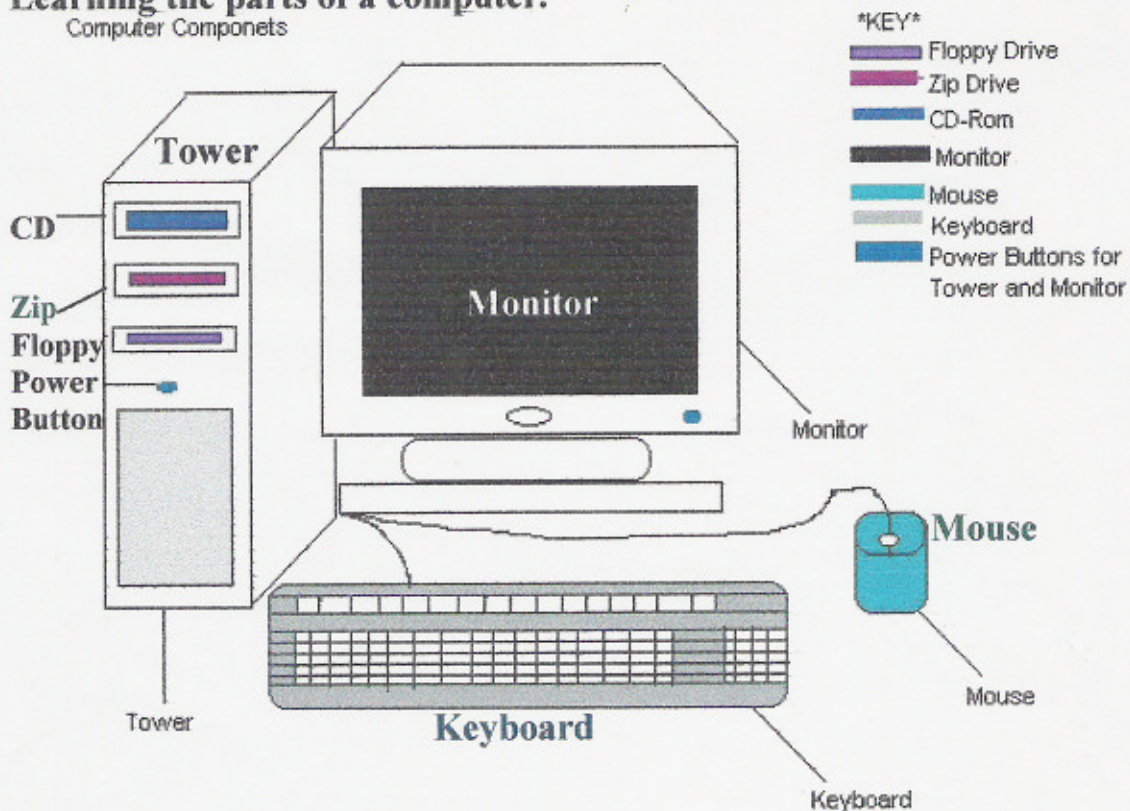
Steps to using a computer:

1. Learning how to turn on a computer.
Step one: Locate where the On/Off switches (Power Buttons) are on the computer.
Step two: Go to start in the lower left hand corner to open any programs you wish to use.

2. Learning how to shut down the computer:
Step one: Close all programs.
Step two: Go to **_Start_** and click on **_Shut Down._**
Step three: Then Click **_Ok._** The computer will then shut down and all you have to do is turn off the monitor.

3. Emergency shut down:
Step one: Hit **<Ctrl> <Alt><Del>** _once!_
Step two: When the close program box appears, select the program that has the words, **_Not Responding._**
Step three: Once you selected the program then click the button **_End Task._** The program will close and it is suggested to close all others and re-start your computer.

***Short cut** for shutting off the computer, hold down the **<Alt>** button and press **F4** *
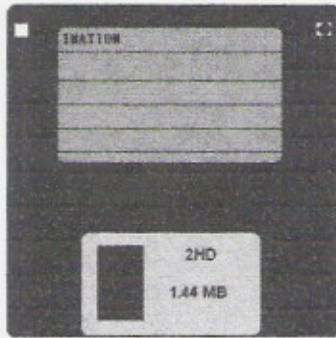
Computer Accessories For Storage Use

This is a 3 ½ Floppy Disk that is used to store information. When you store information on this disk you can take it and transport this information to other computers.

This is a Zip Disk, which is used to store information. This Disk is also able to take information and transport it to other computers. This kind of disk is not common to use on just any computer, Most college campus computers have zip drive but computers do not come with them unless you request one. This disk can store up to 70 times more than a regular 3 ½ floppy disk.
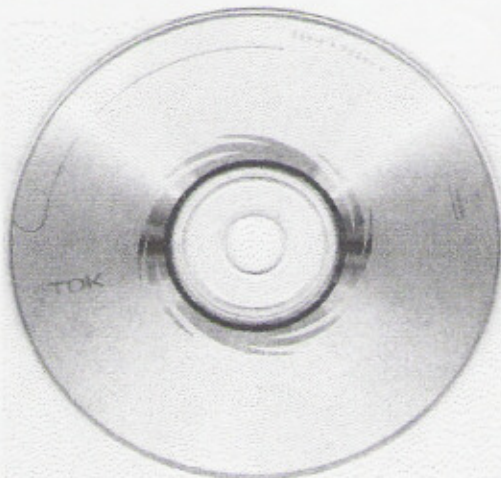
This is known as a CD-R. With a CD-R you are allowed to make Music CD's and store files that you wish not to have on your hard drive. This CD holds a tremendous amount of space and is a helpful resource when you want to back up old Word documents or any type of files for a later use.

Intro to a computer part two

CD-ROM Drive

This is a dive where you put an actual CD in the drive and it will run.

1. Push the button to open the CD-ROM drive
2. What you do is put the CD- ROM you want in the drive
3. Then push the button next to drive and the drive will close
4. Then the CD will be picked up by the computer and run

Floppy Drive

This is used to save files or pictures on. Storage Device

1. Take the Floppy Disk and insert it into the Computer
2. Go to My Computer (on the desktop) DOUBLE Click and DOUBLE Click On 3 ½ Floppy
3. Then when in 3 ½ Floppy Select the folder you want to open
4. Then DOUBLE Click on the folder and it should open
5. To take out the Floppy Disk what you do is close all the programs using the Disk
6. Then once that is over push the button next to the drive and it will release the Floppy-Disk
7. NEVER start your computer with the disk in, if you do an error message will appear, just remove the disk and press any key to return to normal start up.

Hard Drive

This is Normally Known as the C Drive on your computer. You can have multiple hard drives but the first one will always be labeled as the C Drive.

1. To access the C Drive go to My Computer (on the desktop) DOUBLE Click
2. Then you go from there to select whatever folder you wish to use. (DOUBLE click on the folder you want to open)
3. Then once you selected the folder, DOUBLE Click on the file and it will open

Programs

This is where all your software (programs such as WORD/EXCEL) is located.

1. To access go to Start—Programs—Then select whatever program you would like to use. Normally they are in folders so you might have to select the folder first. (One click only)
2. Another way to access this would be to DOUBLE click on My Computer (on the desktop), Double click on C Drive, then Double click on Program Files.

Software

This is known as programs as well. Anything on your computer is a program but you need the SOFTWARE to put it on your computer and this is what this is.

Printing or Print Preview

This is the icon to print preview your document or documents.

This is the icon you click on when you would like to print your document or documents.

Without the Icon you can go to File (upper left corner) → Print → Click Okay

Cut, Copy, Paste, Undo, and Redo

This icon is for cutting text or graphics out of a document.
You have to Highlight the text or graphic you want to be cut and then go up to this icon, located in the tool bar and click on it.
Another way to cut would to Left click on the mouse and choose the option cut after you had highlighted what you wanted to cut.

This icon is for copying text or graphics out of a document.
You have to Highlight the text or graphic you want to be copied and then go up to this icon, located in the tool bar and click on it.
Another way to copy would to Left click on the mouse and choose the option copy after you had highlighted what you wanted to copy.

This icon is for ~~copying~~ Pasting text or graphics out of a document.
You have to Highlight the text or graphic you want to be copied and then go up to this icon, located in the tool bar and click on it.
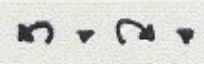Another way to paste would to Left click on the mouse and choose the option paste after you had highlighted what you wanted to paste.

The left arrow means Undo, which allows you to undo any changes you just had made. The right arrow allows you to redo stuff you might have just edited (changed).

→ *Left* ~~Right~~ Clicks only ←

Saving Files

1. File (upper left corner) → Save as → Save in: (3 ½ Floppy A for this class) → File name: (put the name you want) → Click save (should save then)

2. 🖫 This also means save and is located in the tool bar in the upper left hand corner.

3. For some of you who are all into short cuts you can just hold down the <ctrl> button along with the <s> this will save as well.

Opening Files

1. File (upper left corner) → Open → Look In: (3 ½ Floppy A For this class) → File name: (whatever you named it) → Click Open (then it should open)

2. 📂 This also means Open and is located in the tool bar in the upper left hand corner.

3. For some of you who are all into short cuts you can just hold down the <ctrl> button along with the <O> this will open as well.

Starting New Documents

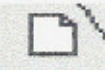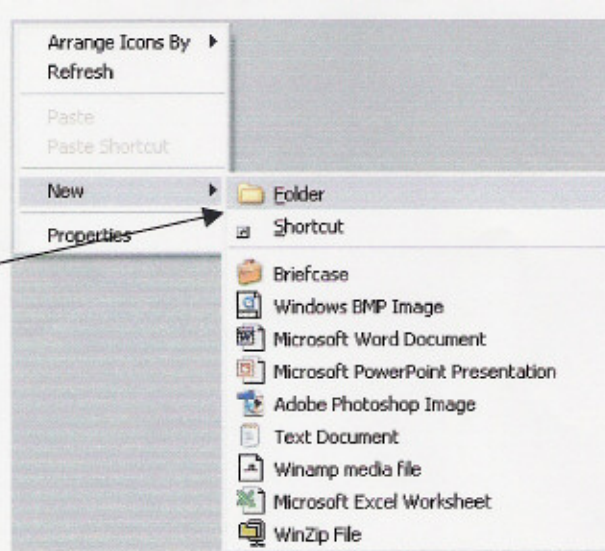1. File (upper left corner) → *NEW* ~~Open~~ → Blank Document → Click Okay

2. 🗋 This also means New and is located in the tool bar in the upper left hand corner.

3. For some of you who are all into short cuts you can just hold down the <ctrl> button along with the <N> this will open as well.
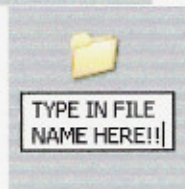
Creating Folders:

Right Click on your desktop and then go down the menu to FOLDER

| Arrange Icons By ▶ |
| Refresh |
| Paste |
| Paste Shortcut |
| New ▶ |
| Properties |

New ▶
- 📁 Folder
- Shortcut
- 🗄 Briefcase
- Windows BMP Image
- Microsoft Word Document
- Microsoft PowerPoint Presentation
- Adobe Photoshop Image
- Text Document
- Winamp media file
- Microsoft Excel Worksheet
- WinZip File

Once you click on folder you will get a folder icon on your
Like the one to the right.
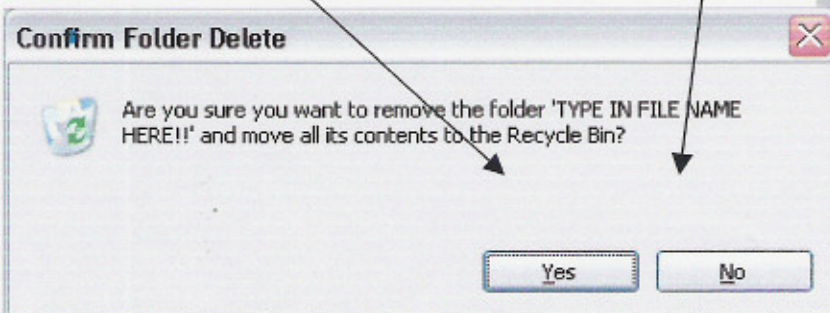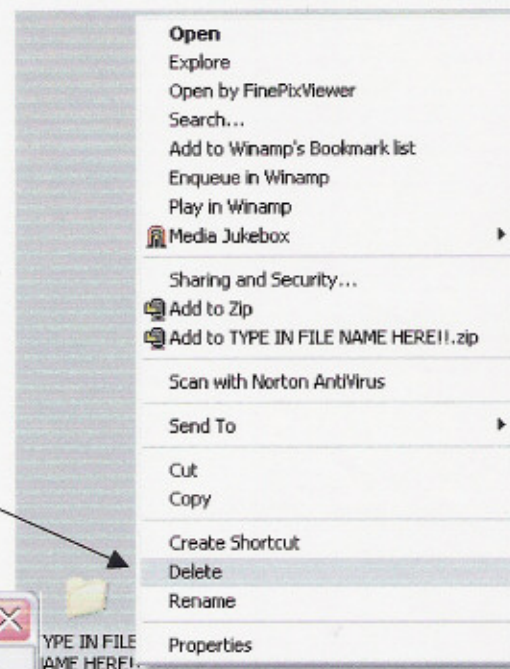Then where it says new folder you TYPE IN THE FILE NAME there.
Once you do that hit ENTER on your keyboard and the name should appear.

New Folder|

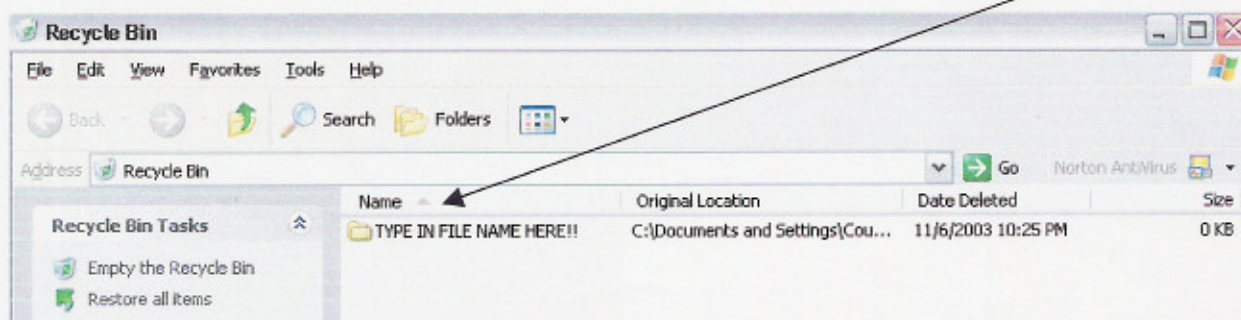TYPE IN FILE NAME HERE!!|

Deleting a file:

Right Click on the icon that you want to delete and a box will appear asking you want to delete the folder or not. If you want to delete the folder click on **YES** and if you do not want to click on **NO**.

| **Open** |
| Explore |
| Open by FinePixViewer |
| Search... |
| Add to Winamp's Bookmark list |
| Enqueue in Winamp |
| Play in Winamp |
| Media Jukebox ▶ |
| Sharing and Security... |
| Add to Zip |
| Add to TYPE IN FILE NAME HERE!!.zip |
| Scan with Norton AntiVirus |
| Send To ▶ |
| Cut |
| Copy |
| Create Shortcut |
| Delete |
| Rename |
| Properties |

YPE IN FILE
AME HERE!.

Confirm Folder Delete ☒

Are you sure you want to remove the folder 'TYPE IN FILE NAME HERE!!' and move all its contents to the Recycle Bin?

[Yes]   [No]

Then once you delete the folder it gets sent to the **Recycling Bin.**
And the recycling bin picture would appear like it has paper in it.

Recycle Bin

Click on the recycling bin and the document that you want to delete will be in there.

Recycle Bin   _ ▢ ☒

File   Edit   View   Favorites   Tools   Help

Back · · 🡑 🔍 Search 📁 Folders ▦ ·

Address 🗑 Recycle Bin   ✓ → Go   Norton AntiVirus

Name ▲	Original Location	Date Deleted	Size
📁 TYPE IN FILE NAME HERE!!	C:\Documents and Settings\Cou...	11/6/2003 10:25 PM	0 KB

Recycle Bin Tasks ☆

🗑 Empty the Recycle Bin
🗑 Restore all items

Once you see that the folder you deleted is in there you go to **FILE** then to **EMPTY RECYCLE BIN.**

Recycle Bin

File	Edit	View	Favo

Empty Recycle Bin

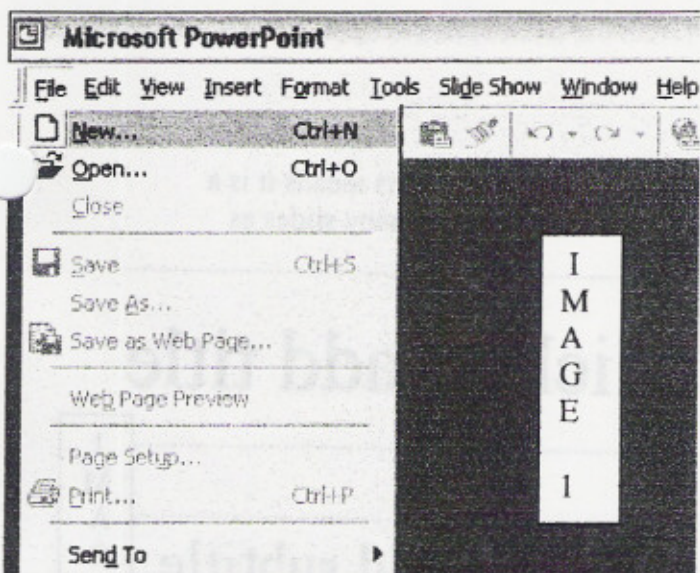Create Shortcut
Delete
Rename
Properties

Close

Then you will get a **confirmation message** making sure you really want to delete the folder or not. If you want them to be gone click on **yes** and if you do not then click on **no**.

Confirm File Delete

Are you sure you want to delete 'TYPE IN FILE NAME HERE!!'?

Yes   No
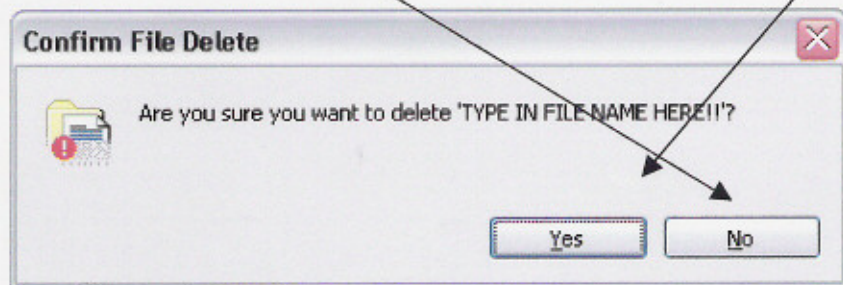
You know you deleted the stuff in the recycle bin by looking at the recycling bin on your desktop. Notice that it does not have paper in it anymore, that means you emptied it.
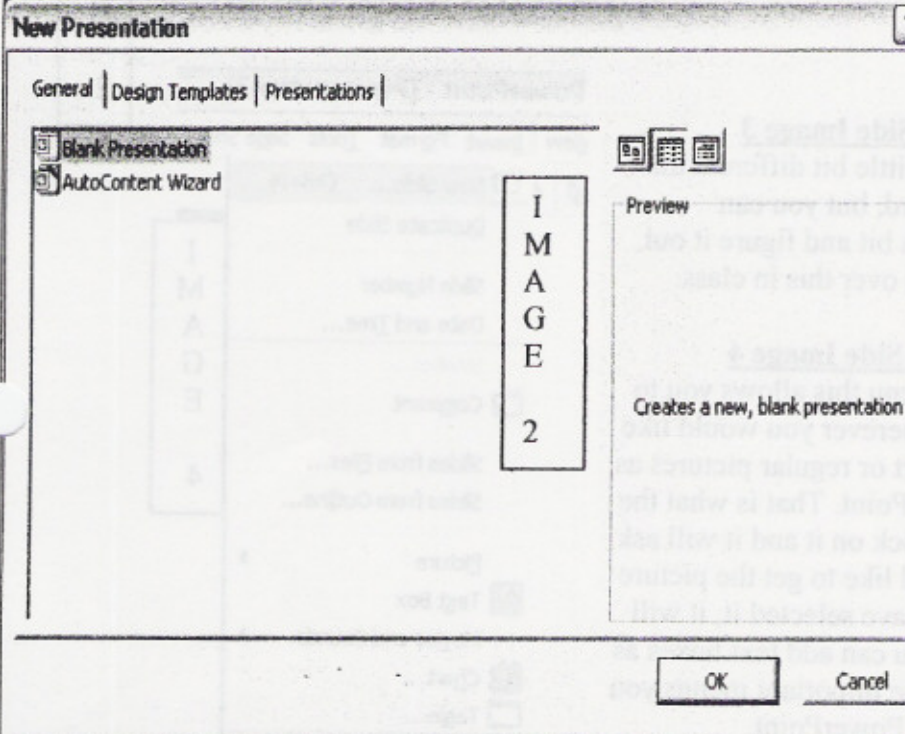
Recycle Bin

Microsoft PowerPoint

| File | Edit | View | Insert | Format | Tools | Slide Show | Window | Help |

New...   Ctrl+N
Open...   Ctrl+O
Close
Save   Ctrl+S
Save As...
Save as Web Page...
Web Page Preview
Page Setup...
Print...   Ctrl+P
Send To   ▶

IMAGE 1

Welcome to Microsoft PowerPoint.
Left Hand Side Image 1
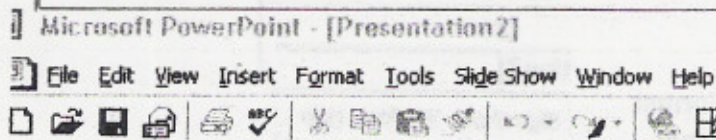Right here you see the File Menu is the exact same as Word!

Remember if they are not highlighted then they are invisible until you do something to make them visible.

Now here you see that New is Highlighted the below image will show you what happens next.

New Presentation

General | Design Templates | Presentations |

Blank Presentation
AutoContent Wizard

IMAGE 2

Preview

Creates a new, blank presentation

OK   Cancel

Left Hand Side Image 2
This is what you see once you click on **New**. Once you have selected **Blank Presentation** click On **OK**.

Microsoft PowerPoint - [Presentation2]

| File | Edit | View | Insert | Format | Tools | Slide Show | Window | Help |

68%

New Slide

Choose an AutoLayout:

OK
Cancel

Title Slide

IMAGE 3

□ Don't show this dialog box again
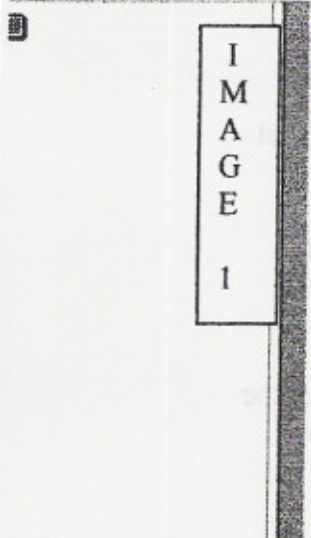
Left Hand Side Image 3
Once you have click OK on the above image this screen will pop up. This is asking you what slide you would like to create first. Select whatever one you would like to use. This is up to you, the creator.

Microsoft PowerPoint - [

| File Edit View Insert For
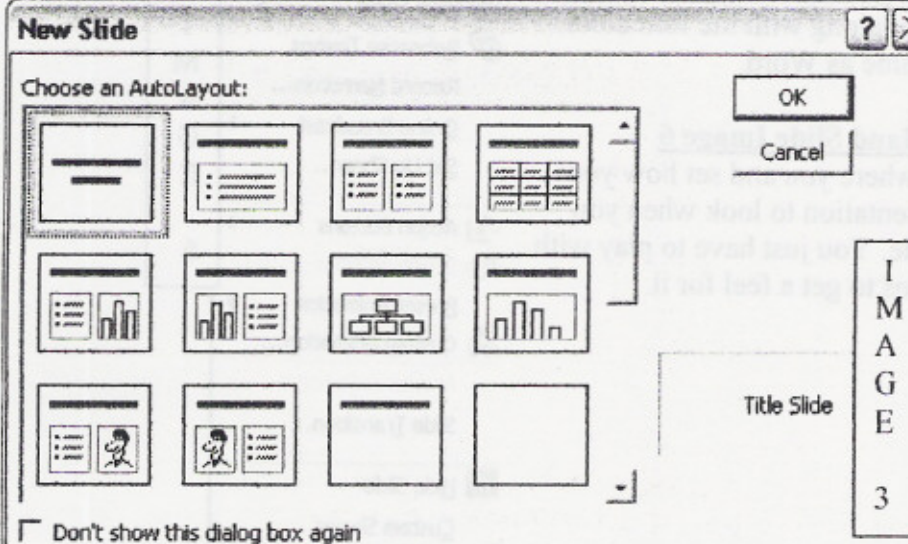
I M A G E 1

Left Hand Side Image 1
Right here you see that there is a 1 with a little box next to it. This means it is a slide. All of your slides will appear in this box. You can put as many slides as you would like.

Right Hand Side Image 2
This is the first slide that you can choose from. This is just an example.

Click to add title

Click to add subtitle

I M A G E 2

t PowerPoint - [Presenta

View Insert Format Tools

Normal
Slide Sorter
Notes Page
Slide Show   F5

Master   ▸
Black and White
Slide Miniature

Toolbars
Ruler
Guides

Header and Footer
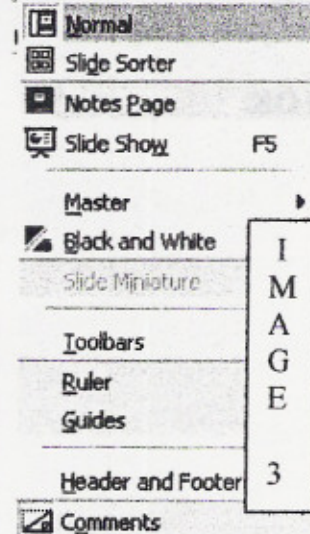Comments

Zoom

I M A G E 3

Left Hand Side Image 3
The view menu is a little bit different than the one in word, but you can play around with it a bit and figure it out. We will be going over this in class.

Right Hand Side Image 4
This is the Insert Menu this allows you to put in extra slides wherever you would like them. You add clip art or regular pictures as well into your PowerPoint. That is what the Picture box is for. Click on it and it will ask you where you would like to get the picture and then once you have selected it, it will insert the picture. You can add text boxes as well. This is one of the important menus you will use in PowerPoint.
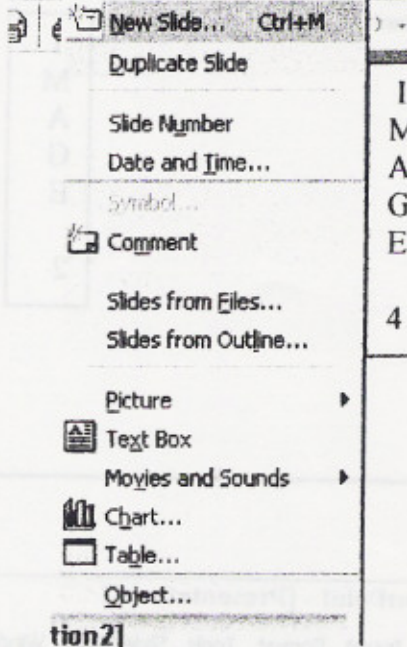
PowerPoint - [Presentation2]

View Insert Format Tools Slide Show

New Slide...   Ctrl+M
Duplicate Slide
Slide Number
Date and Time...
Symbol...
Comment
Slides from Files...
Slides from Outline...
Picture   ▸
Text Box
Movies and Sounds   ▸
Chart...
Table...
Object...

I M A G E 4

nt - [Presentation2]

Format Tools Slide Show Windo

Font...
Bullets and Numbering...
Alignment
Line Spacing...
Change Case...
Replace Fonts...
Slide Layout...
Slide Color Scheme...
Background...
Apply Design Template...
Colors and Lines...
Object...

I M A G E 5

Left Hand Side Image 5
This is where you Start Using the Format Menu to change the slide layout and background color along with the font color. Same as Word.

Right Hand Slide Image 6
Slide Show is where you and set how you want your presentation to look when you present it to people. You just have to play with the options to get a feel for it.
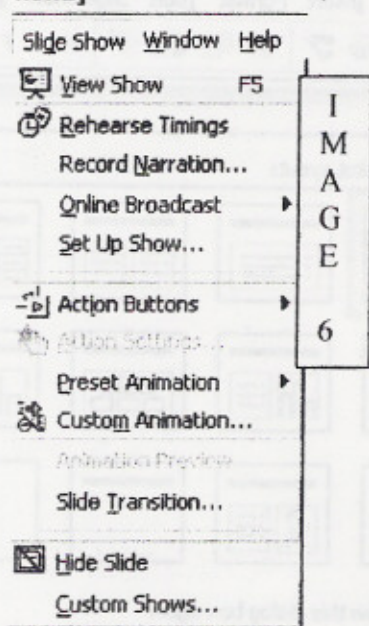
tion2]

Slide Show Window Help

View Show   F5
Rehearse Timings
Record Narration...
Online Broadcast   ▸
Set Up Show...
Action Buttons   ▸
Action Settings...
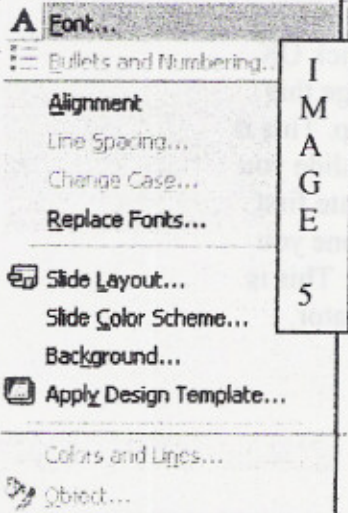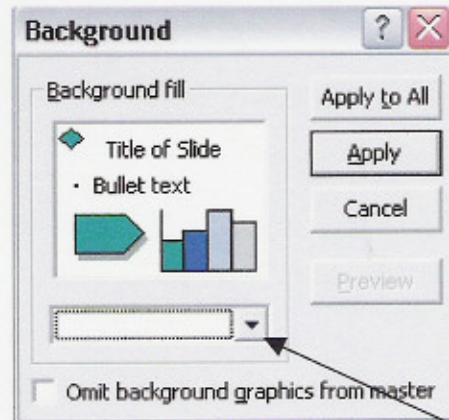Preset Animation   ▸
Custom Animation...
Animation Preview
Slide Transition...
Hide Slide
Custom Shows...

I M A G E 6

POWER POINT Part II

Microsoft PowerPoint - [Presentation1]
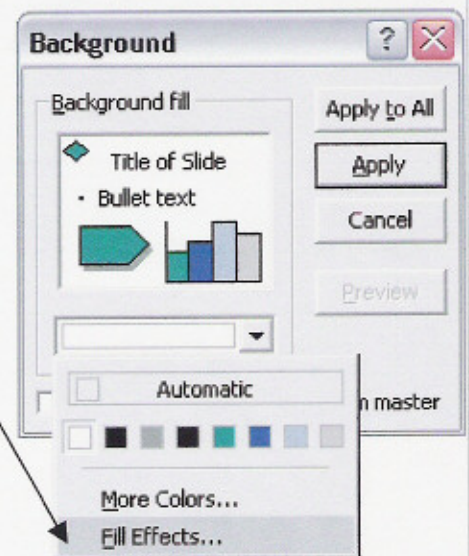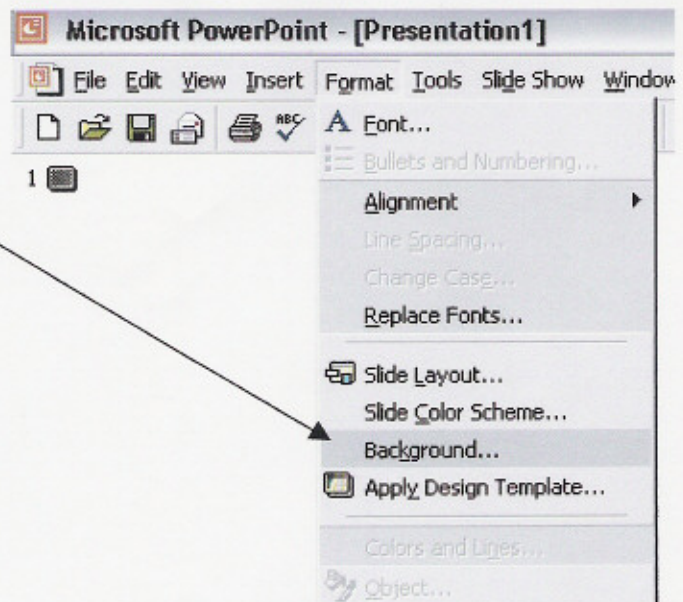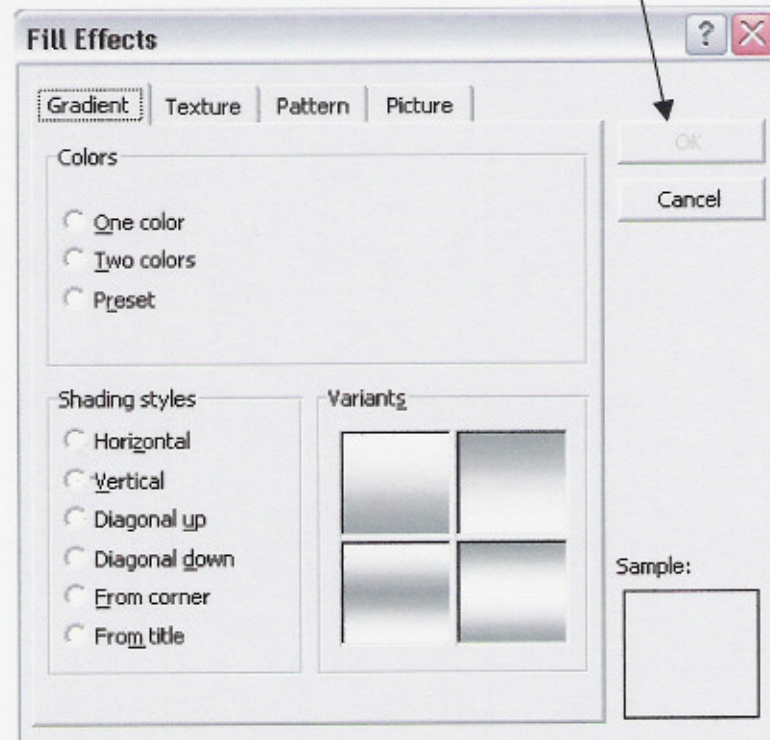
File Edit View Insert **Format** Tools Slide Show Window

To add a background color to your slide you must go to Format→ then background color.
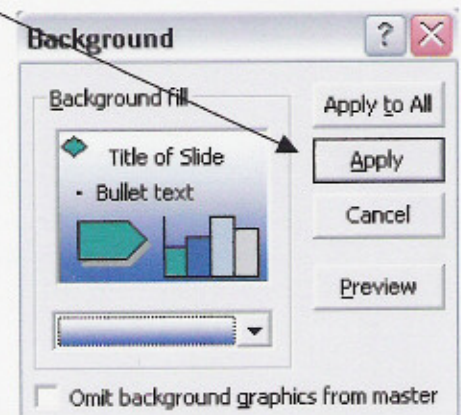
Once you go there this box pops up

Format menu:
- A Font...
- Bullets and Numbering...
- Alignment ▶
- Line Spacing...
- Change Case...
- Replace Fonts...
- Slide Layout...
- Slide Color Scheme...
- **Background...**
- Apply Design Template...
- Colors and Lines...
- Object...

Background ? ✕
- Background fill
  - ◆ Title of Slide
  - • Bullet text
- Apply to All
- Apply
- Cancel
- Preview
- ☐ Omit background graphics from master

On the bottom scroll bar you will click on the arrow and select fill effects.

Background ? ✕
- Background fill
  - ◆ Title of Slide
  - • Bullet text
- Apply to All
- Apply
- Cancel
- Preview
- Automatic
- More Colors...
- Fill Effects...

Once you select Fill effects this screen pops up. You then can go and play with the settings to fit your needs. When you are Done selecting what you want you Click on OK.

Fill Effects ? ✕

Gradient | Texture | Pattern | Picture

OK

Cancel

Colors
- ○ One color
- ○ Two colors
- ○ Preset

Shading styles
- ○ Horizontal
- ○ Vertical
- ○ Diagonal up
- ○ Diagonal down
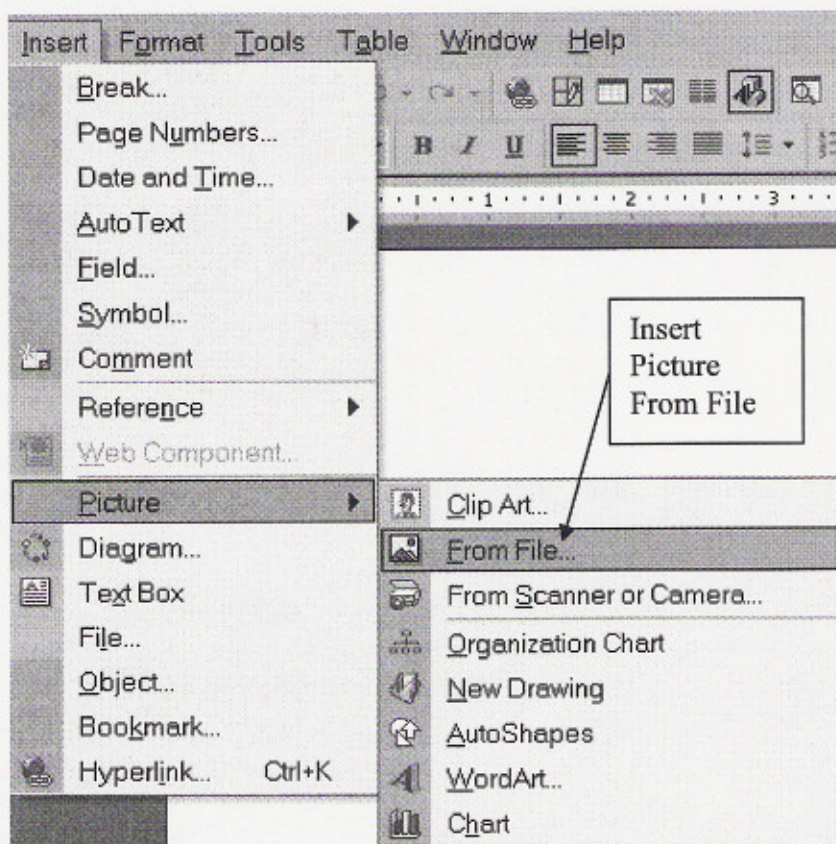- ○ From corner
- ○ From title

Variants

Sample:

This box then appears again and asks if you want it to just put that background for one Slide or for all. If you want all you select apply to all. If you want only that one select Apply.
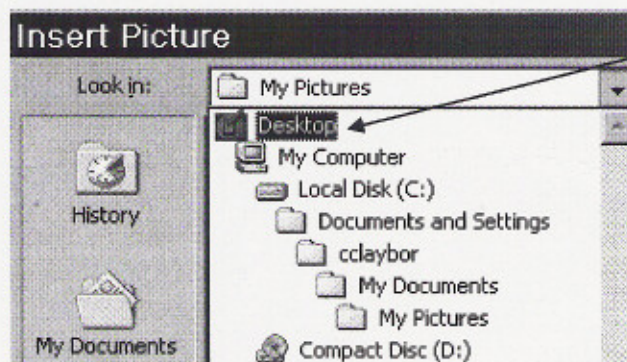
Background ? ✕
- Background fill
  - ◆ Title of Slide
  - • Bullet text
- Apply to All
- Apply
- Cancel
- Preview
- ☐ Omit background graphics from master

To add a picture to a word or PowerPoint document from a file on your computer you will go to Insert→Picture→the from file

Insert	Format	Tools	Table	Window	Help

Break...
Page Numbers...
Date and Time...
AutoText ▶
Field...
Symbol...
Comment
Reference ▶
Web Component...
Picture ▶
Diagram...
Text Box
File...
Object...
Bookmark...
Hyperlink... Ctrl+K

Insert
Picture
From File

Clip Art...
From File...
From Scanner or Camera...
Organization Chart
New Drawing
AutoShapes
WordArt...
Chart

Right here you will select the Desktop (because I placed the items on the desktop for you.

Insert Picture

Look in: My Pictures

History

My Documents

Desktop
My Computer
Local Disk (C:)
Documents and Settings
cclaybor
My Documents
My Pictures
Compact Disc (D:)

After you select the folder you want, then you will select the picture that you want and once you select the picture you have to click on INSERT!
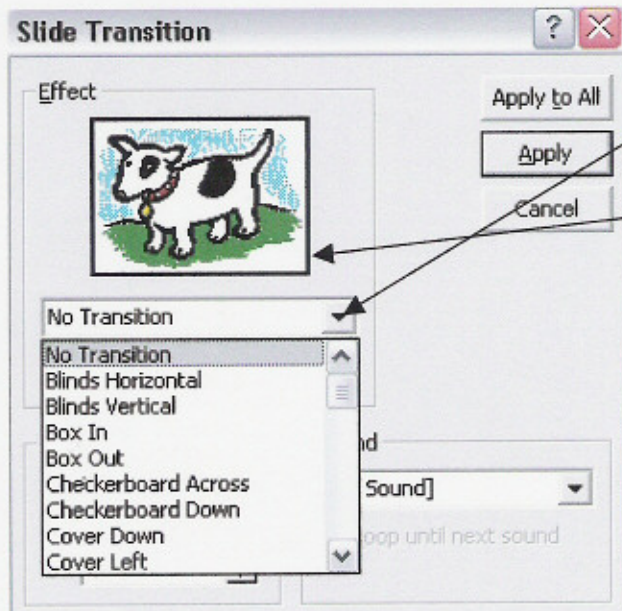
Insert
Cancel
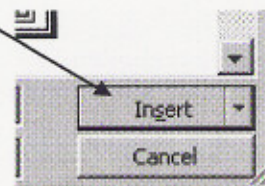
PowerPoint III: To get to transitions from one slide to another you have to go to Slide Show then to Slide transition In PowerPoint there are transitions from one slide to another. The diagram below is where you have the transitions.

The picture to the right is the box that appears when you click on slide transitions.

Click on the scroll bar to select the different transitions. Select one and watch it preview where the dog is. Make sure to scroll through them all. There are a lot of choices.

Once you have selected the transitions then you click apply or apply all. If you hit apply it will only apply to that slide and if you hit apply all it will apply it to the entire slide.
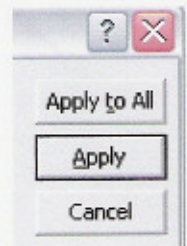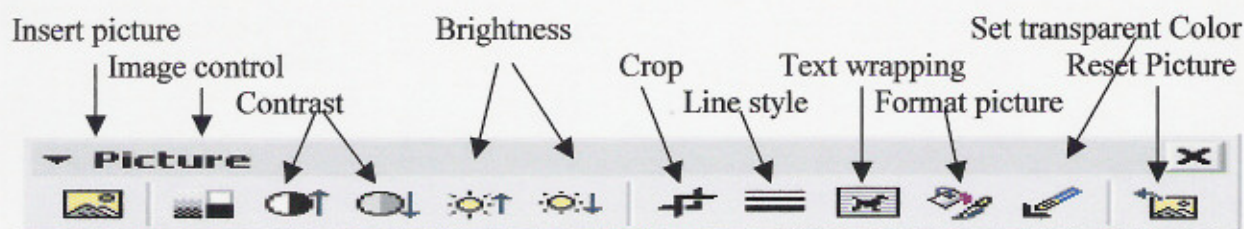
The Image above is the picture tool bar. When you get this toolbar when you add real images into you document on word or PowerPoint, you get

this tool bar. The icon with the dog allows you to be able to place the picture wherever in the document. You can put it through words or have the words border it. You play with it and change it to be how you want it.

Insert picture
Image control
Contrast
Brightness
Crop
Line style
Text wrapping
Format picture
Set transparent Color
Reset Picture

Remember you go to insert→picture→then from file to add a picture. When you are in from file you select the folder you want to access the pictures.