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# BACK TO THE TECH BASICS

## COMPUTER BASICS



### COMPONENTS OF A COMPUTER

**Hardware** - the computer machinery that allows use, the stuff you can touch like the keyboard, mouse, printer, and monitor.

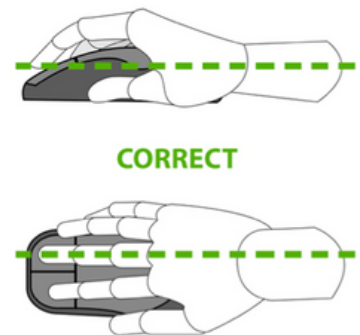
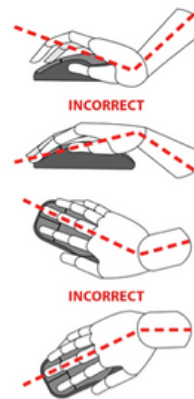
**Software** - programs that tell the computer what to do, the stuff you can't touch like internet browsers, word processors, and applications

**Operating System** - the basic coding that sends instructions from the programs, Windows XP, Mac OSx

### OTHER KINDS OF COMPUTERS

- Laptops
- Tablets
- Smartphones
- E-Readers

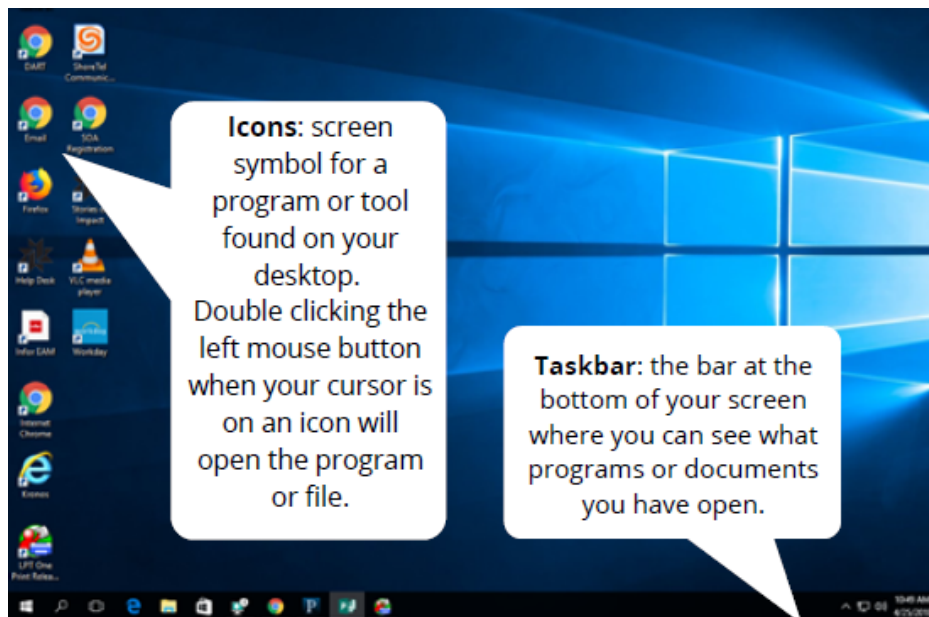
### HOW TO USE A MOUSE





- Put your pointer finger on the left button.
- Put your ring finger on the right button.
- Rest your wrist on the table.
- Keep your hand relaxed.
- Press the buttons gently without lifting your fingers.
- Keep your hand still while clicking




## THE DESKTOP



 **Minimize:**  
reduces a window to  
an icon in the  
taskbar.

 **Maximize or Restore:**  
makes the window fill the  
screen or restore to the  
original size.

 **Close:**  
exits the program.

## CURSORS



**The Arrow:** the regular shape of the pointer.



**The Hand:** indicates that the pointer is on top of a link.



**The I-Bar:** indicates that the pointer is on top of text or a box where you can enter text.



**The Loading Wheel:** indicates that the computer is processing instructions.

## COMPUTER BASICS RESOURCES

GCF Computer Basics Tutorial - Review the basics of the computer. Available at:

<https://edu.gcfcglobal.org/en/computerbasics/>

## MOUSE RESOURCES

GCF Global Mouse Tutorial - Shows you how to use a mouse and the different cursors and functions. Available at: <https://edu.gcfcglobal.org/en/mousetutorial/mouse-tutorial/1/>

**Mousercise** - Hands-on practice and games to help you master using the mouse. Available at: <http://www.pbclibrary.org/mousing/mousercise.htm>

## KEYBOARD RESOURCES

**Typing.com** - Create a free account to learn how to type as well as improve speed and accuracy at typing. Available at: <https://www.typing.com>

**Typing Test** - Learn how to type and check your speed. Available at: <https://www.typingtest.com/>