

TIPS AND TRICKS FOR USING THE COMPUTER

Powering the computer

1. Press the round button located on the computer's tower to power on the computer. The button has a round icon with a line through the top.
2. To power on the computer screen, press the same button located on the computer's monitor.

Using a mouse

1. The mouse is what allows you to select and click on various items on the computer.
2. No need to pick your mouse up when trying to move it. If the mouse loses contact with the surface of the table or mouse pad, it will not allow you to move your cursor on the screen.
3. Move the mouse gently. It is responsive to even the slightest movements, so no need to move it forcefully.
4. Have fun! Don't feel frustrated if you don't get it the first, second, or even third time. It takes practice – you'll get it!

Using the keyboard

There are many keys and shortcuts that can be used on the keyboard. However, let's start with the basic keys:

1. Enter: This key is used to enter commands or to move the cursor to the beginning of the next line.
2. Caps Lock: When this button is on, all letters will appear uppercase.
3. Escape (ESC) key: Used to exit or escape from programs and tasks.
4. Space bar: The long key located at the bottom middle of the keyboard, pressing this key allows you to create spaces between words.
5. Control (Cntrl) key: The Cntrl key is used in conjunction with another key to perform a certain action. For instance, Cntrl + S = Save, while Cntrl + P = Print.

Accessing a Web browser

1. There is typically an icon for the Web browser located on the computer's desktop (for instance, a blue "e" for Internet Explorer). Double-click on this icon and a Web browser will open.
2. You can also click on the Start menu, located at the bottom left of your computer screen, and select the appropriate Web icon from the list that appears.

*** Visit "Mousercise," located through the library's online databases ("online databases" is the fifth link in the red box located on the left side of the library's home page). You can also access Touch Typing Lessons through the online databases link.

The library Web page is www.lancastertxlib.org

*** For extra practice, go to: tech.tln.lib.mi.us/tutor/welcome.htm



IN THE KNOW: COMPUTER TERMINOLOGY

1. Computer software: This includes the programs used to operate a computer (for example, Microsoft Office is a type of word processing software). Software can be easily changed or removed.
2. Computer hardware: The physical aspect of computers. For example, the keyboard is part of the computer's hardware. It must be present for the computer to operate properly.
3. Network: A series of points interconnected by communication paths (for example, computers in an office environment often share a network so that information can easily be swapped)
4. Server: A computer program that serves all the computers and terminals that are connected to it. Applications are stored in the server, and all the computers connected to it can access those applications.
5. Internet: A worldwide system of computer networks
6. Operating system: The program that manages all other programs on a computer (for example, Windows 7 is a type of operating system)
7. Browser: A browser provides a way to look at and interact with the information on the web. It is the window that pops up when you click on the Internet icon.
8. Internet Service Provider (ISP): A company that provides individuals and other



companies access to the Internet and other related services.