Tech 101: Computer basics + internet browsers

Bucyrus Public Library
What we’re learning today...

- The basic parts of your computer and how to use them
  - Hardware vs Software
  - Mouse
  - Keyboard
- Browsers
  - Different browsers
  - Windows, tabs, and navigation buttons
  - Bookmarks
  - Downloading
Hardware
Physical parts or accessories of a computer.

Software
What runs your computer, and programs you use on the computer.

Both work together and communicate so you can perform tasks.
What we’re looking at
1. Left-click: most used. When you want to choose, open and select things.
   - Single click
   - Double click

2. Right-click: opens option menus for items that have them.

3. Scroll: instead of using the scroll bar on the side of pages, allows you to go up and down pages.
A: the touchpad. Move your finger over this to move your cursor

B: Right Click

C: Left Click

*D: Scroll (up/down)
*E: Scroll (left/right)

*Not all touchpads will have these.
Drag and Drop

Select an item by LEFT clicking and HOLDING down the left click, then move your mouse to where you want the file to go, then release the left click.
Select text you want copied by holding down LEFT CLICK and highlighting the word— you do this by dragging the cursor over the words.

After text is selected, RIGHT click for this menu and click COPY.

Open a WORD document (or email, etc) and RIGHT CLICK to get the menu where you can select PASTE.
Google, Internet Explorer, Mozilla Firefox, and Safari (Apple)

Which is best for you?
RIGHT CLICK and click on “Save As…” on the menu

OR

LEFT CLICK

Will automatically save your files to “Downloads” on your computer.
Where to save your files:

- “Downloads”
- Desktop
- A folder
- “My Pictures”
What we’ve learned

- Hardware vs Software
- Getting familiar with our desktop
- Mouse
  - LEFT CLICK and RIGHT CLICK ad SCROLL
  - Drag and drop
  - Copy and Paste
- Keyboard
- Internet Browsers and their parts
- Bookmarks
- Downloading