



# 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

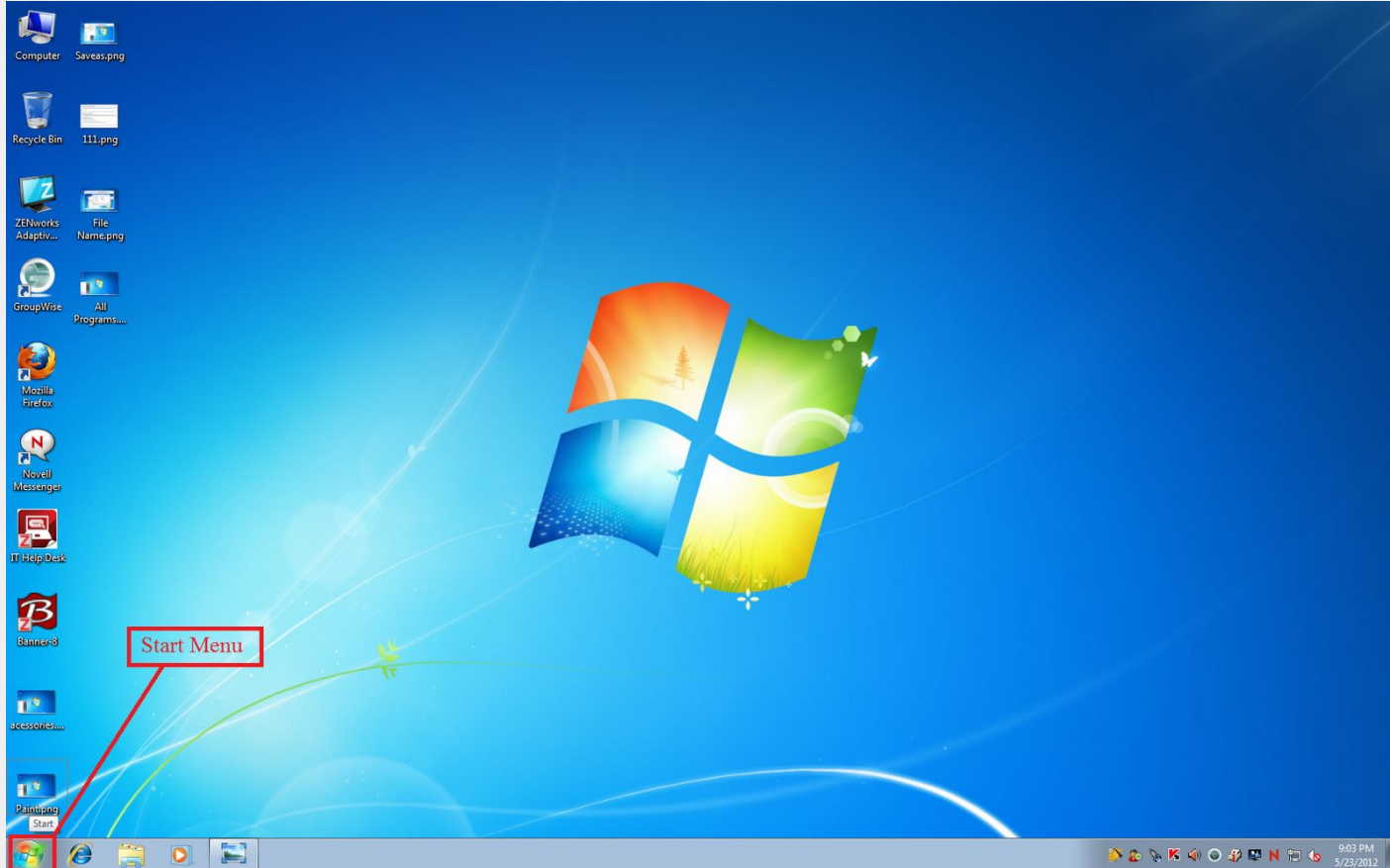
What runs your computer, and programs you use on the computer.



Both work together and communicate so you can perform tasks.



# What we're looking at





Computer



Saveas.png



Recycle Bin



111.png



ZENworks Adaptiv...



File Name.png



GroupWise



All Programs....



Mozilla Firefox



Novell Messenger



IT Help Desk



Banner-8



accessories....



Painting.png



Start Menu



9:03 PM  
5/23/2012

Computer

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111.png

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Start

Start Menu

The image shows a Windows 7 desktop environment. On the left side, there is a vertical column of desktop icons. A red-bordered box highlights the 'Start' button in the taskbar at the bottom left. A red line extends from this box to a callout box containing the text 'Start Menu'. The desktop background is the standard Windows 7 blue wallpaper with the logo in the center. The taskbar at the bottom contains several application icons, including Internet Explorer, a folder, a media player, and a file explorer. The system tray on the right shows the time as 9:03 PM and the date as 5/23/2012.





Computer



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Painting Start



Start Menu



9:03 PM  
5/23/2012



1

**Left-click: most used.**  
When you want to  
choose, open and select  
things.

Single click  
Double click

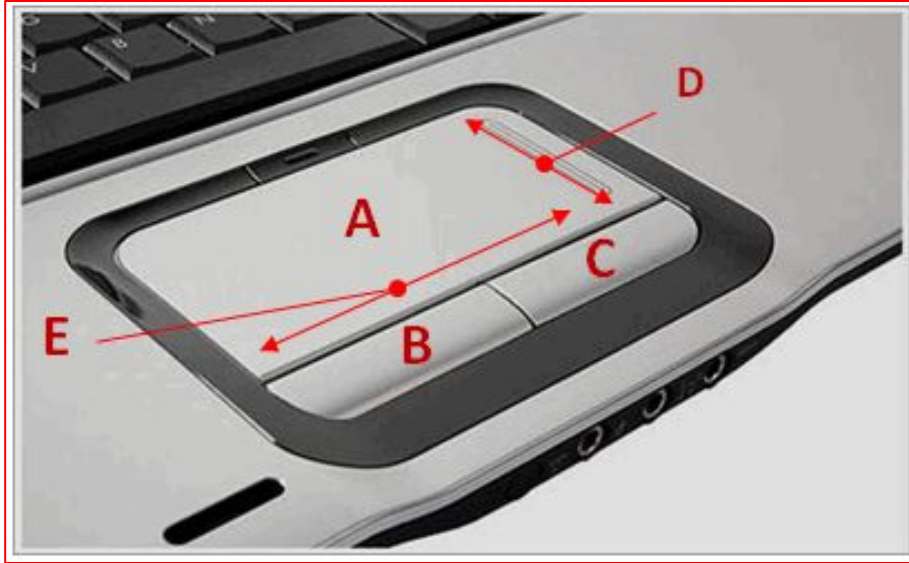
2

**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**

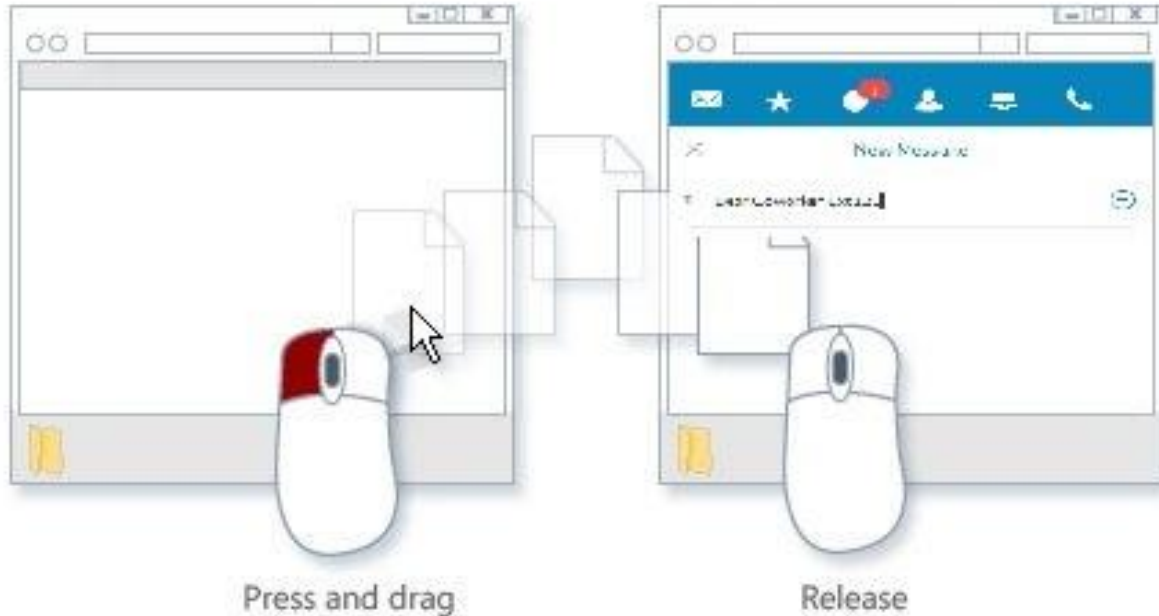
**\*D: Scroll (up/down)**

**\*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



# Copy

## Nikola Tesla

From Wikipedia, the free encyclopedia

*For other uses, see Nikola Tesla (disambiguation).*

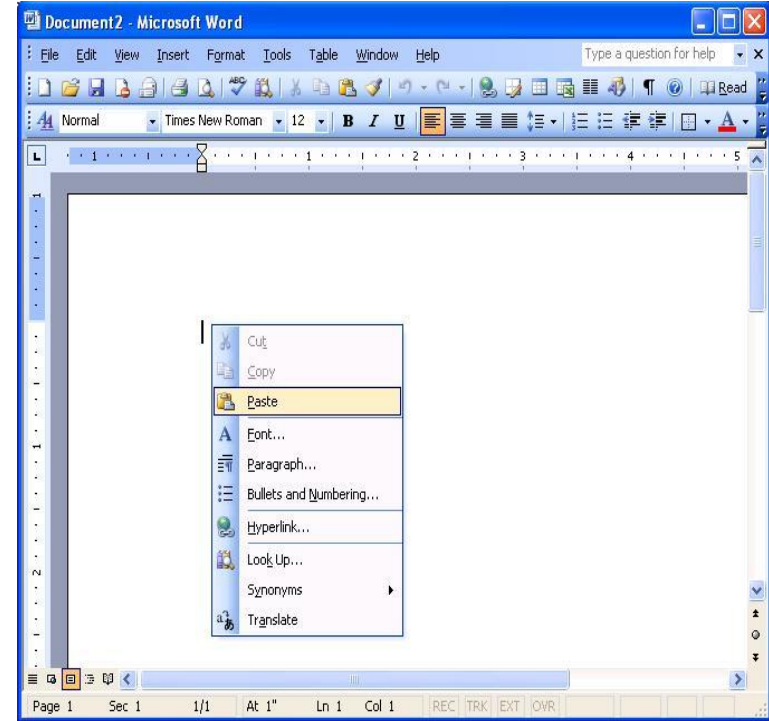
**Nikola Tesla** (Serbian Cyrillic: Никола Тесла; 10 July 1856 – 7 January 1943) was a Serbian-American<sup>[2][3][4]</sup> inventor, electrical engineer, mechanical engineer, physicist, and futurist who is best known for his contributions to the design of the modern alternating current (AC) electricity supply system.<sup>[5]</sup>

Born and raised in the Austrian Empire, Tesla received an advanced education in engineering and physics in the 1870s and gained practical experience in the early 1880s working in telephony and at Continental Edison in the new electric power industry. He emigrated to the United States in 1884, where he would become a naturalized citizen. He worked for a short time at the Edison Machine Works in New York, where he

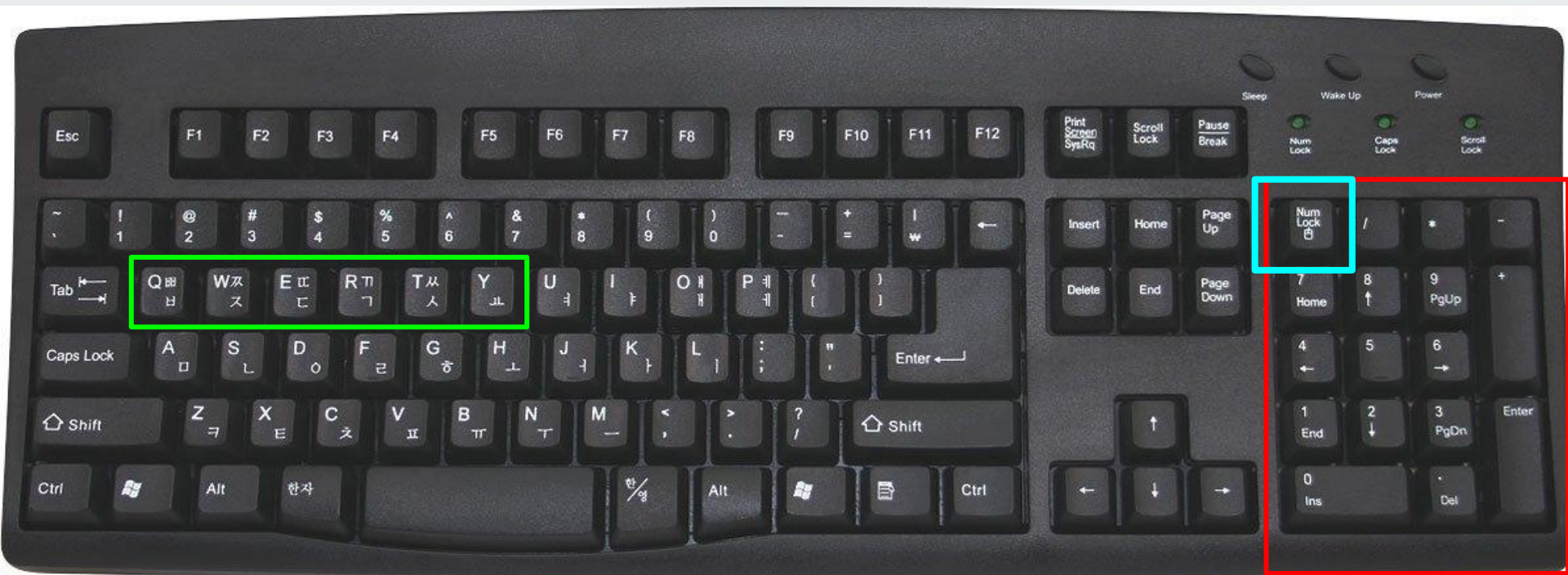
Select text you want copied by holding down LEFT CLICK and highlighting the word-- you do this by dragging the cursor over the words.

# Paste

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.



Q W E R T Y

Num Lock



**Google, Internet Explorer, Mozilla Firefox, and Safari  
(Apple)**

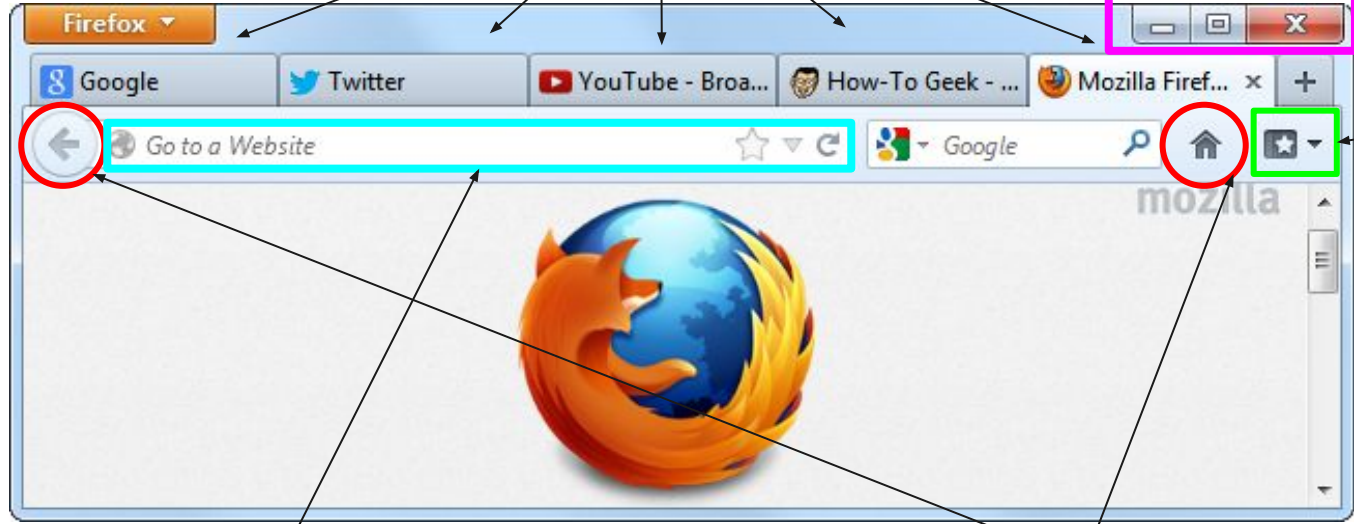
***Which is best for you?***

**Window**

**Tabs**

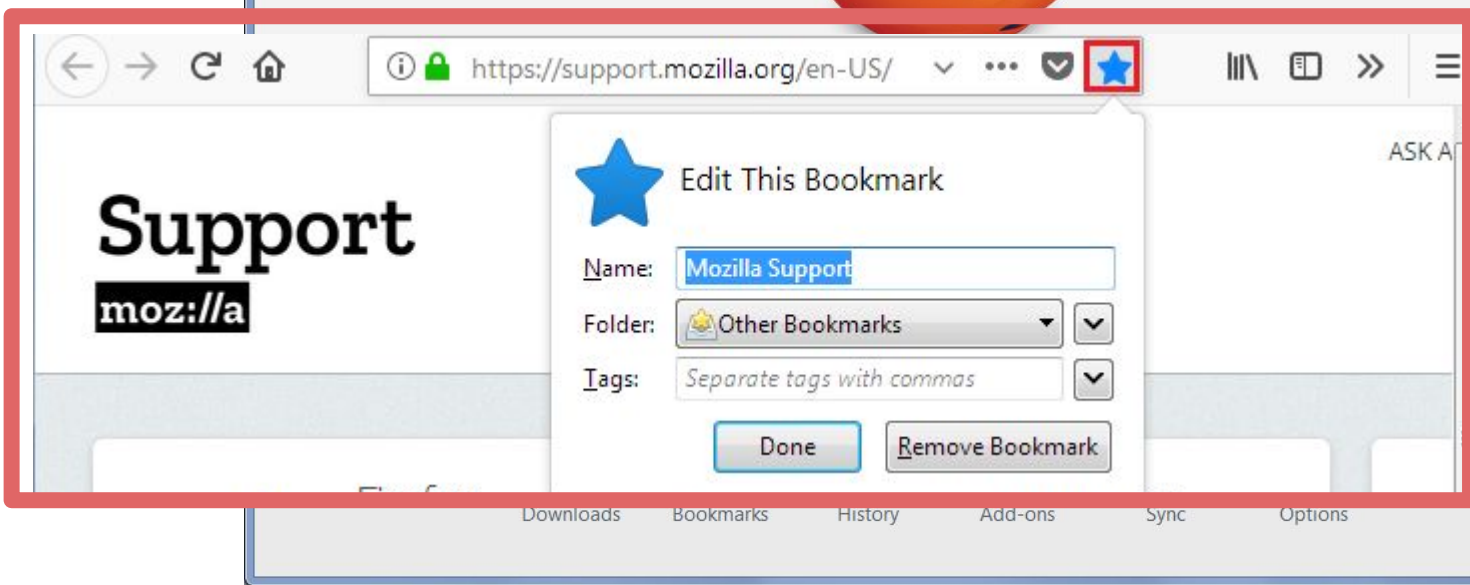
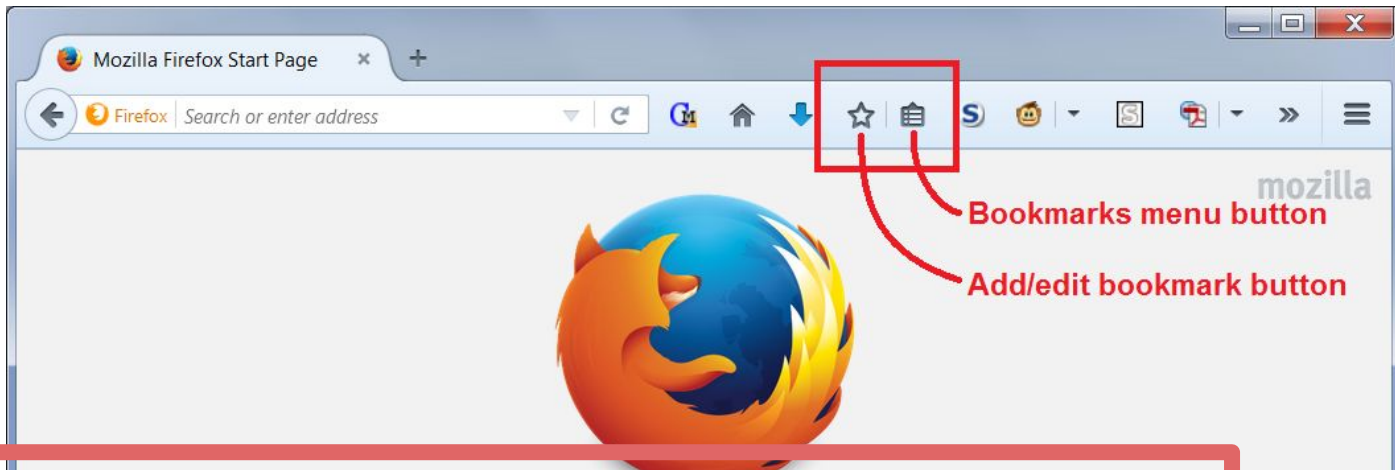
**Minimize  
Maximize  
Close**

**Bookmark**



**Address Bar**

**Navigation**



# Downloading

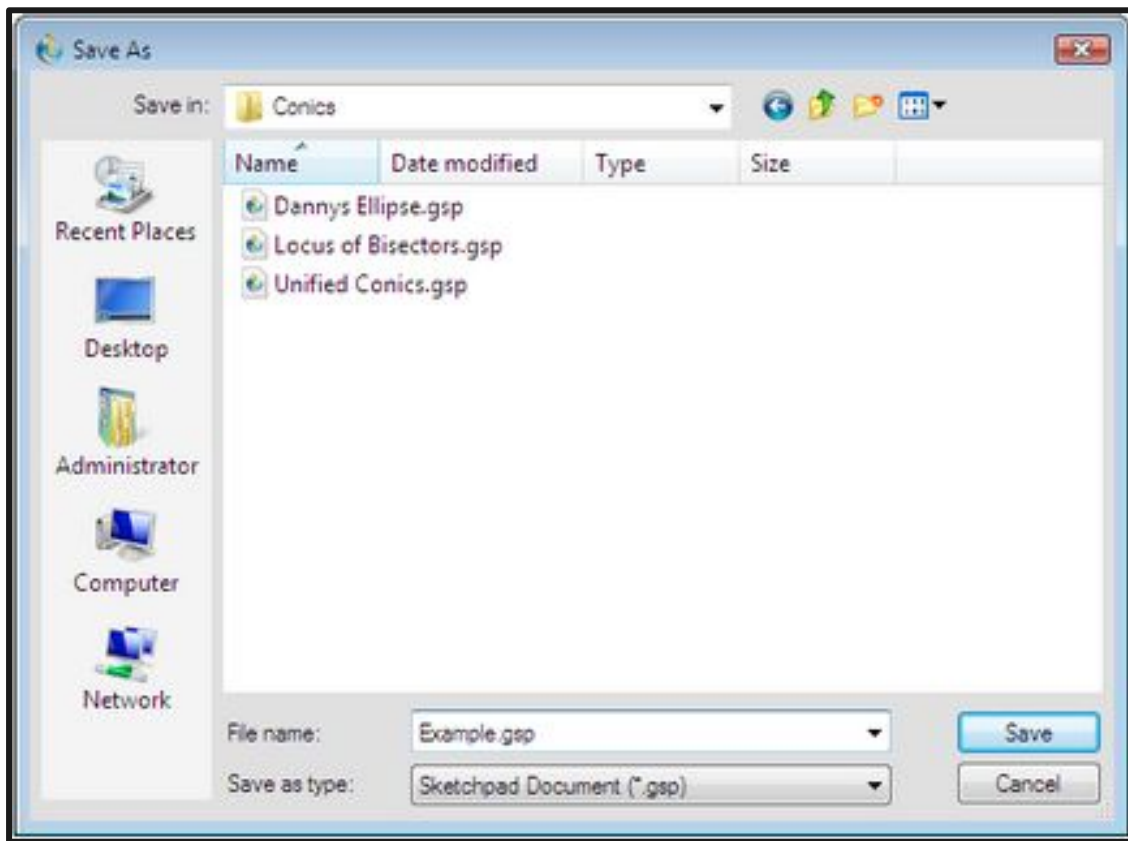


**OR**

**RIGHT CLICK and  
click on "Save  
As..." on the menu**

**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**