Computer Skills Introduction

Windows XP

Turn Computer ON (Power ON)

✅ **Locate the power button** on the **computer tower**—it is a round button that you push in to turn the power on. Usually on the face of the tower. On a **laptop**, it will be above or below the keyboard.

✅ **Press the button in.** Look for the light on or near the button to turn **green**, and then release the button. (You may be able to hear the computer humming or you could place your hand on the side of the machine and feel the vibration).

Mouse Aerobics - Practice building mouse skills.

Mouse Skills
It is very important to get comfortable with using a mouse if you're using a computer for anything. Many basic tasks on a computer require mouse use. Practice these basics:

Holding the Mouse
It is designed to fit in the palm of your hand. Try holding it so your thumb is touching the table on the left side of the mouse and your pinky finger is touching the table on the right side of the mouse. The base of your palm should also touch the table and the mouse should fit into the "pocket" of your palm.
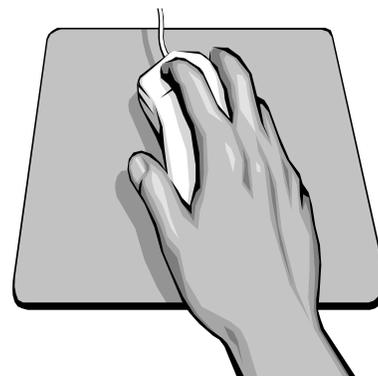
Clicking
You will need to learn how to "click":
-one or two taps on the left mouse button will open a program or document
-one tap on the right mouse button will open a menu for the object you are pointing to
-press and hold the left mouse button to move or drag objects

Mouse Aerobics
Go to http://monroe.lib.mi.us (You will need to be connected to the internet to type this in the address bar.)
On left menu frame, point to the Technology option, move to sub menu and click on Computer Classes. Scroll down page until you see the Mouse Aerobics Online and click on it. Follow steps as described. Practice the lesson until you are comfortable with using the mouse.

Shortcuts

General

Open a Document	**<Ctrl> + <O>**
Create New	**<Ctrl> + <N>**
Save a Document	**<Ctrl> + <S>**
Print a Document	**<Ctrl> + <P>**
Close a Document	**<Ctrl> + <W>**
Help	**<F1>**

Editing

Cut	**<Ctrl> + <X>**
Copy	**<Ctrl> + <C>**
Paste	**<Ctrl> + <V>**
Undo	**<Ctrl> + <Z>**
Redo or Repeat	**<Ctrl> + <Y>**

Formatting

Bold	**<Ctrl> + <B>**
Italics	**<Ctrl> + <I>**
Underline	**<Ctrl> + <U>**
Align Left	**<Ctrl> + <L>**
Center	**<Ctrl> + <E>**
Align Right	**<Ctrl> + <R>**
Justify	**<Ctrl> + <J>**

Text Selection

| To Select:	Do This:
A Word	Double-click the word
A Sentence	Press and hold **<Ctrl>** and click anywhere in the sentence
A Line	Click in the selection bar next to the line
A Paragraph	Triple-click the paragraph
Everything	**<Ctrl> + <A>**

Typing Practice - Type on Line   or   Mavis Beacon

How to Use Type Online Site

Go to http://typeonline.co.uk/ (If you are reading this from the Internet, hold the CTRL key and click on the link).

Please read the home page carefully before you start. If you have very little typing skills follow the instructions for hand placement on keyboard to help improve speed. Practice each lesson a few times until you are satisfied with the rate of improvement.

1. Choose level of typing skill in the menu on the left of screen.

2. Each level has 10 lessons. Choose the lesson you want.

3. In the highlighted work space, click on the lesson in the drop down menu. Then click Start.

4. Type each character that is in bold. (Be sure to use the space bar when prompted.)

This program will be used as directed in class by the instructor. It is on our mobile lab that you will be using.
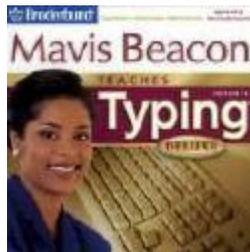
This is a for-purchase only program. However, you can get a Free trial version at this site:

Mavis Beacon Trial Download

if you are using this course on the Internet.

Or

Copy and paste this address into URL box (address bar):

http://download.cnet.com/Mavis-Beacon-Teaches-Typing-17-Deluxe/3000-2051_4-10441764.html

Turn Computer Off (Power DOWN)

1. Click on the **Start** button at bottom left of monitor.

2. Click on **Shut Down**

3. Choose **Shut down** from the drop-down menu
   a. Click on the **blue down arrow** and choose from the list

4. Click **OK**.