

# Introduction to Computers



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## GLOSSARY

- **Active Cell (in MS Excel):** A rectangular box highlights the cell in a spreadsheet where data will be entered.



- **Attach:** To include and send a separate document or file with an electronic message (such as an e-mail or text message). Attachments can be documents or pictures.



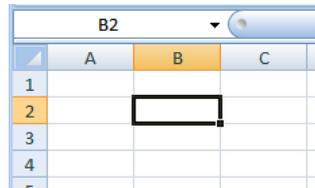
- **Bold:** Any text that is darkened to help emphasize it.



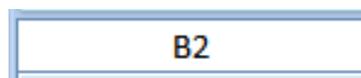
- **Browser:** A program used to navigate the World Wide Web / internet. A browser is the place you would go to log into your email or to look for information. (Examples: Internet Explorer, Google Chrome, Firefox Mozilla, etc.)



- **Cell (in MS Excel):** The intersection between a row and a column on a spreadsheet where specific data is entered.



- **Cell Address (in MS Excel):** The cell address, example, "B2" (column B, row 2), is the selected cell you are referring to or working on.



- **Click:** When you want to get into any document or open something you will use the **LEFT** side of the mouse and double click it. **Right Click** is used for a few special options. Otherwise always click on the left side of your mouse.
- **Column (in MS Excel):** Vertical series of cells in a chart, table, or spreadsheet. The columns are the ones with the letters (A,B,C, D).



- **Compose:** To write an email.



- **Computer Monitor:** The part of the computer that has a screen showing you what is on the computer.



- **Copy:** To duplicate text, data, files, or disks.
- **Cursor:** The position indicator on a computer display screen where a user can enter text.



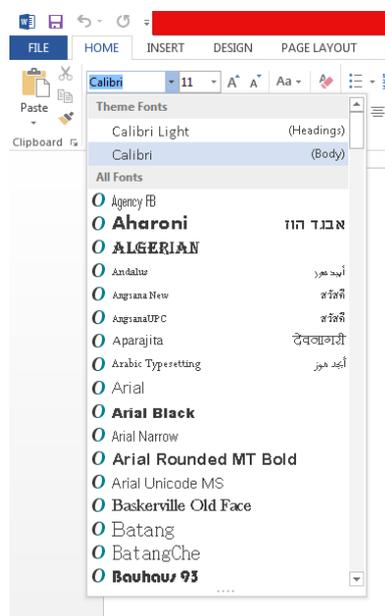
- **Cut:** The process of removing some piece of data and placing it in a temporary location called the clipboard.
- **Data:** Information that's stored in or used by a computer.
- **Deselect:** After something on the computer has been selected / highlighted, you can deselect it by clicking somewhere else on the screen.
- **Desktop:** The display screen of a computer monitor, on which various icons represent files, programs.



- **Document:** A computer file containing data entered by a user.

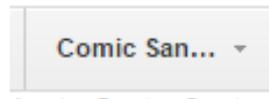


- **Drop-Down Menu:** A place where you are given a list of things to choose from, marked with a down arrow. (Examples: Font Style, Font Size, etc.)



- **Edit:** A feature within software that allows you to change information on files.
- **File:** A collection of data stored in a computer's memory or on a storage device under a single identifying name.  
The documents you create are files, the pictures you save are files.
- **Folder:** A collection of files or documents that are stored together on a computer.

- **Font:** The style of letter you use to type in your document.



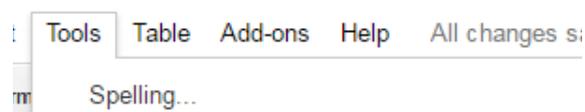
- **Font Size:** The number that shows the size of the font you are using.



- **Format:** **Noun:** The overall layout of a document. **Verb:** To Format a document means you may change things like the Font, the Line Spacing, the location of the information on the page, etc.
- **Formula (in MS Excel):** An expression telling the computer what mathematical operation to perform in a specific cell on specific data in the spreadsheet.

Units	Unit Cost	Total
95	1.99	=F2*E2
50	10.00	=F3*E3

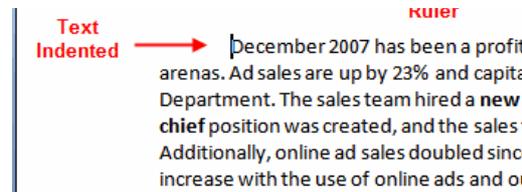
- **Grammar Checker:** Used to find improper grammar, suggests possible corrections.



- **Hover:** To place the cursor over an area of a screen without clicking on the document or image.
- **Icon:** A small picture that represents a document, file, or program on your computer.



- **Indent:** The increased space between the left margin and the beginning of each new paragraph.



- **Italic:** A style of font that slants the letters evenly to the right. *This text should be in italics.*



- **Maximize:** Extending a window to the full width and height of the screen.



- **Minimize:** A feature of a graphics-based operating system that hides the the document or program currently on screen but doesn't close it.

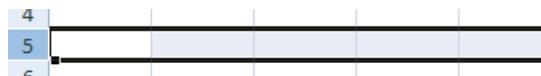


- **Open:** Begin to use a program or document by clicking on it with your cursor.
- **Organize:** To arrange or order things so that they can be found or used easily and quickly.
- **Paste:** Action that allows you to copy an object or text from one location and place it in another location.

- **Redo:** If you change something in your document and then change your mind and undo it, and then you decide that you liked that change, you can redo it.



- **Row (in MS Excel):** Data cells laid out horizontally in a spreadsheet. The rows are the ones with the numbers (1,2,3,4).



- **Save As:** A function, similar to the save, which allows you to choose the name and location of the file you are saving.
- **Save:** The save option is found in almost all programs commonly under the "File" drop-down menu or through an icon that resembles a floppy diskette like that shown in the picture. Once you have "Saved As" a document, just save it after making changes to it, so the changes are saved.
- **Scrollbar:** an interaction technique or widget in which continuous text, pictures, or any other content can be scrolled in a predetermined direction (up, down, left, or right) on a computer display, window, or viewport



- **Select:** Selecting is the process of highlighting text or picking an object, usually using your mouse.

□ **Select:** Selecting is the process of highlighting text or picking an object, usually using your mouse.

- **Spell Check:** A program which scans a text file for misspelled words, and suggests correct spelling options.
- **Start Menu:** Is a feature of the Windows operating system that provides quick access to programs, folders, and system settings.
- **Subject (for Emails):** A line of text that gives an idea about what the email will be about.



- **Text:** A collection of words or letters that are understandable by the reader. On a computer text can be created, viewed, edited, and modified using a text editor like MS Word.
- **Underline:** To place a line under a word or words of text.

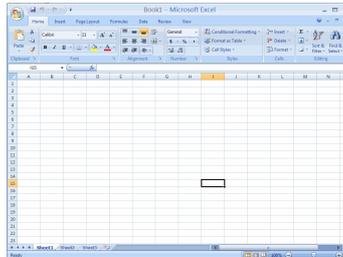


- **Undo:** Allows you to undo the last action you performed in the program.



- **USB:** It means "Universal Serial Bus", a removable data storage device that works on all kinds of computers.

- **Window:** A Window is a separate viewing area on a computer display screen in a system that allows multiple viewing areas.
- **Workbook (in MS Excel):** A collection of one or more spreadsheets, also called worksheets, in a single file.



- **Worksheet (in MS Excel):** Also called a spreadsheet, it is a file made of rows and columns that help sort data, arrange data easily, and calculate numerical data.



## BASIC PARTS OF A COMPUTER

**Central Processing Unit (CPU):** The "brain" of the computer.



**Monitor:** Displays images and text on the screen.



**Mouse:** Commonly known as a pointing device, it lets you point to objects on the screen, click on them, and move them. When you want to get into any document or open something you will use the **LEFT** side of the mouse and double click it. **Right Click** is used for a few special options. Otherwise always click on the left side of your mouse.



**Keyboard:** The keyboard is one of the main ways to communicate with a computer.



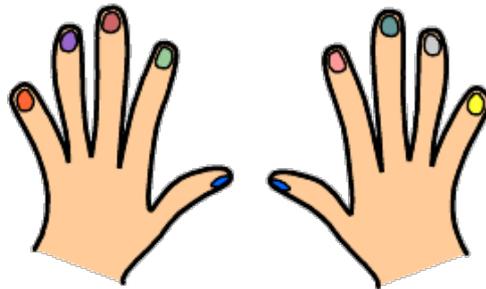
**USB:** A removable information storage device.



# KEYBOARD BASICS

## Finger Placement on the Keyboard

Using the correct finger for each letter will help you type faster!



- ❖ When you type, press each key firmly, but don't hold it down for a long time, or you will get more than one of that letter.
- ❖ To capitalize one letter you can hold down the "SHIFT" key and tap the letter you want at the same time.
- ❖ Remember to use your thumb for the space bar after every word you type.
- ❖ There is not a space between the last word of a sentence or phrase and the period or comma.

- ❖ At the end of a sentence, type a period and one space. Then keep typing. Only press ENTER or RETURN at the end of a paragraph. The computer will automatically move to the next line when you come to the end of a line.
- ❖ To get the symbols like "#, \$, %, !, &, ( or )". Hold the "SHIFT" key and press the number that has the symbol that you want.

## Keyboard Shortcuts

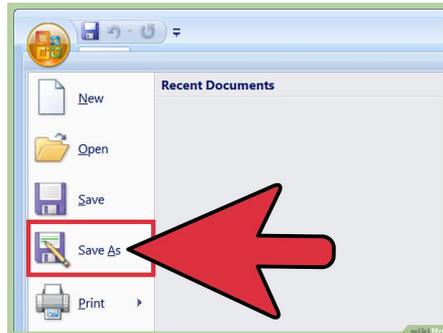
opening & closing Microsoft Office docs	
Ctrl + N	create a new document
Ctrl + O	open a new document
Ctrl + S	save a document
F12	save as

fixing a mistake	
Ctrl + Z	undo
Ctrl + Delete	delete word after curser
Ctrl + Backspace	delete word before curser

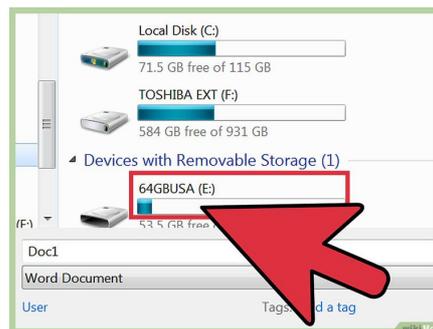
moving text around	
Ctrl + A	select all
Ctrl + X	cut
Ctrl + C	copy
Ctrl + V	paste
Ctrl + A + C + N + V	copy all & paste into a new doc

## HOW TO SAVE FILES TO YOUR USB

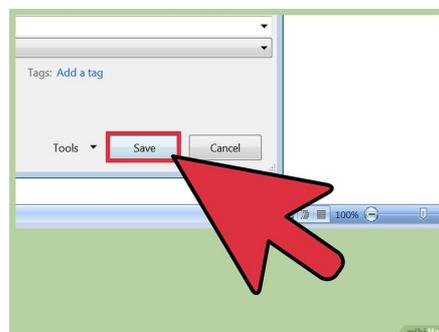
- Plug the USB into the computer.
- Go to the document you want to save.
- Click the word "FILE" on the top left corner of the page.



- Click on "SAVE AS".

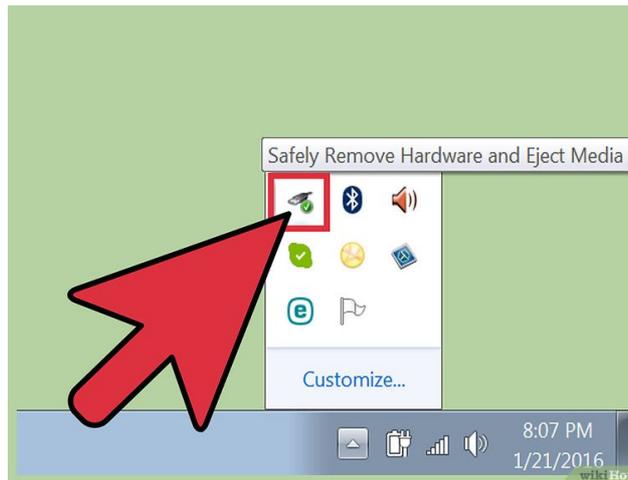


- Click on "COMPUTER" and then click on your USB's name.
- Change the name of your document to something you will remember and then just click "SAVE".

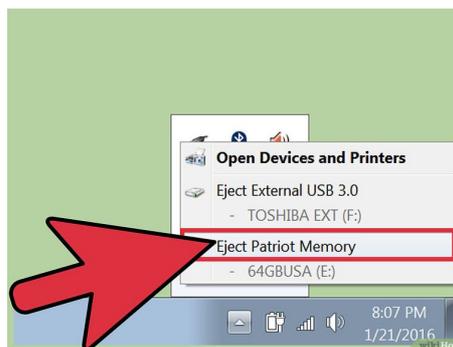


## SAFELY REMOVING YOUR USB FROM A PC

- Now that you are done saving your document, you need to safely remove your USB. Close every window you have open on your computer; remember to save everything you need!
- Click the arrow next on the bottom task bar, and then you will click the USB logo, like it appears in this picture:



- Look for the name of your USB, and click EJECT. Then you can unplug your USB and you will be done!!!



## HOW TO CREATE YOUR OWN GMAIL ACCOUNT

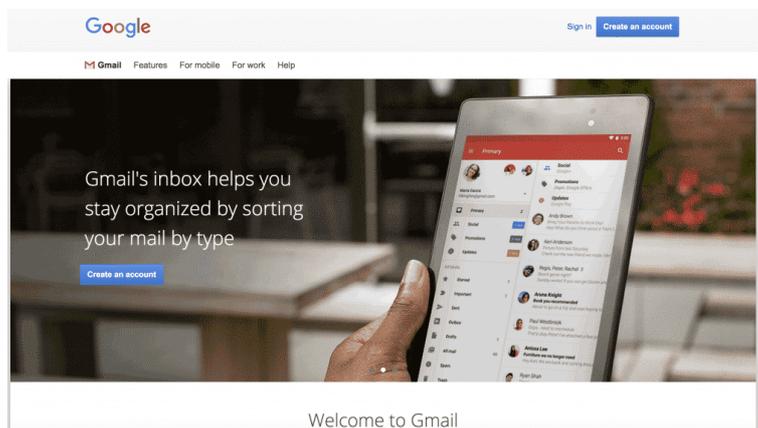
- Open your browser. (Internet Explorer, Firefox, Google Chrome, Safari, Opera).



- Type *Google.com* and search for "gmail"



- You will see a page like this:



- Click on "Create an account" and put all of your information in!

One account is all you need  
One free account gets you into everything Google.

Take it all with you  
Switch between devices, and pick up wherever you left off.

Name  
First Last

Choose your username  
@gmail.com

Create a password

Confirm your password

Birthday  
Month Day Year

Gender  
I am...

You can't leave this empty.

Mobile phone

Your current email address

Prove you're not a robot  
Skip this verification (phone verification may be required)

SEDFORD DR

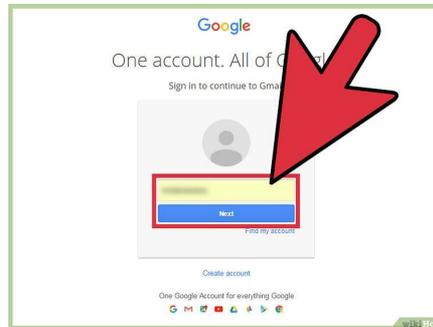
Type the text:

Location  
United States

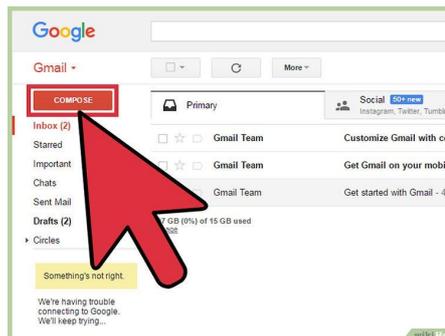
- It will ask you for your first and last name, what you want your email to be ([yourlastname.firstname@gmail.com](mailto:yourlastname.firstname@gmail.com)). Sometimes if someone already has that as their username it will give different options that you can pick from! It will ask for your birthday and your gender and a phone number in case you forget your password.
- DON'T FORGET TO WRITE DOWN YOUR USERNAME AND PASSWORD and keep them where you can find them easily next time you want to use your email!

## HOW TO SEND EMAILS WITH ATTACHMENTS ON GMAIL

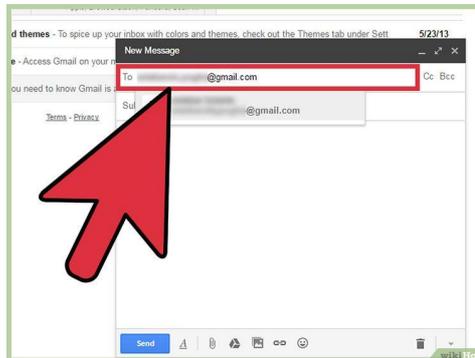
- Log into your Gmail account.



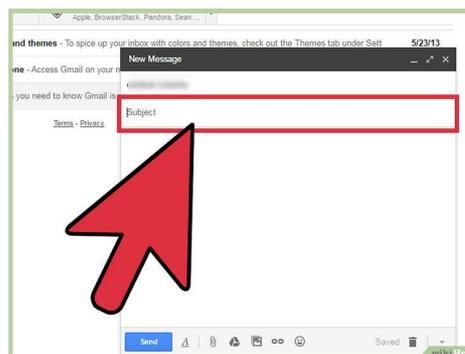
- You will see a page like this:
- Click on "COMPOSE"



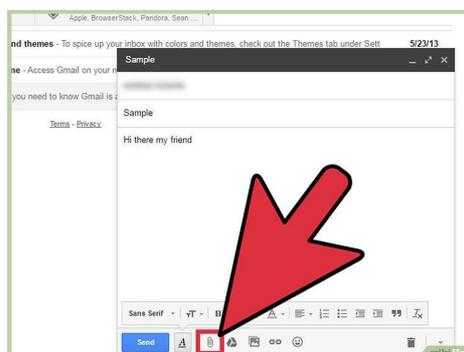
- In the space of box that says "TO", type the name of the person whom you're sending the email to.



- In the "Subject" box, type a few words describing what this message is about.



- To attach a document or pictures, click on the paperclip and a new window will pop up.



- In that window look for the picture or document you want to send. For example, if you saved it in your USB, click on "computer", then click on the icon with the name of your USB and look for the file.



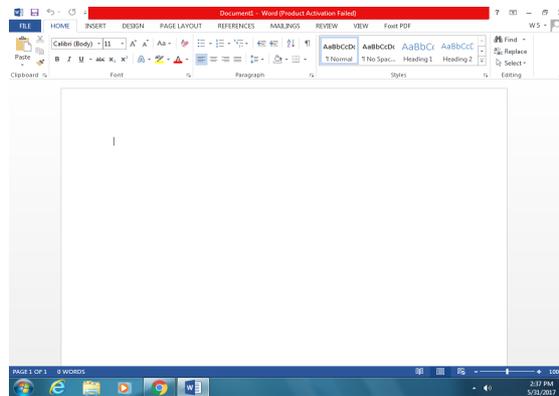
- When you find the document you're sending, click "OPEN" and it will automatically attach it to your email and the window will close.
- When you have typed your message, just hit "SEND" and you're finished!!!

## INTRODUCTION TO MICROSOFT WORD

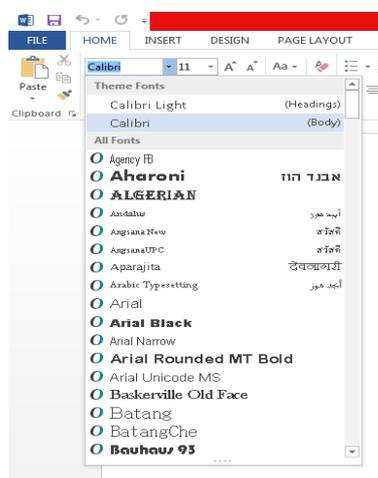
- ❖ To open MS Word, look for a large blue W, either on the desktop of your computer or in the Start Menu. It should be under Programs-->MS Office Suite.



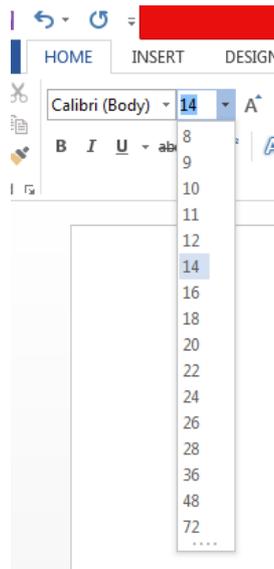
- ❖ When you open Word, select Blank Document to start a new document. It will look like this:



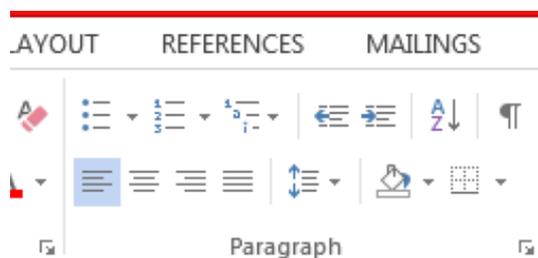
- ❖ You first need to decide what size and style of writing or FONT you want to use. On the HOME tab of your document, you will see the FONTS listed with a drop-down menu near the top left of your screen. It looks like this:



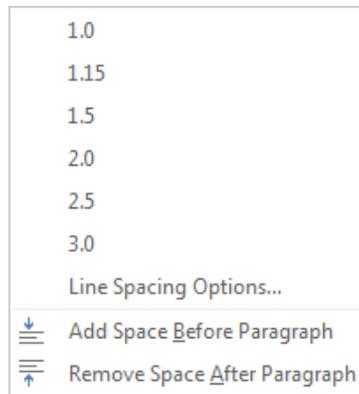
- ❖ You can use the RIGHT-HAND scroll bar of this menu to scroll down through all your options until you find a FONT style you like for your document. Then click on that one and that will be your font.
- ❖ To the right of the FONT Style menu, you will see a FONT SIZE menu. You can choose the best size from this drop-down menu in the same way as you chose the font type.



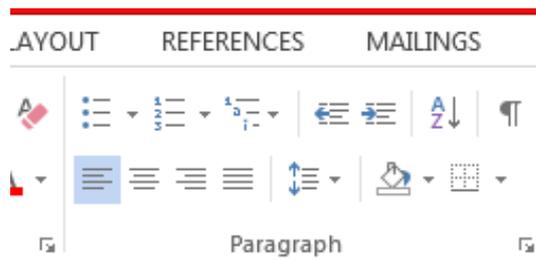
- ❖ Now you can start typing. Look at our page on KEYBOARD to learn more about typing if this is difficult for you.
- ❖ Once you have typed some text, you can FORMAT the text using many options in the PARAGRAPH section of your tool bar, to the right of the FONT section.



- You can choose how close or how far apart the lines of text are.



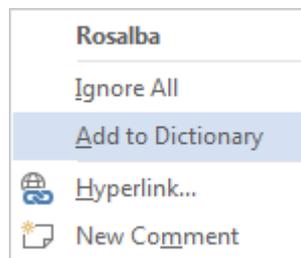
- You can choose whether you want the text in the center, the left, or the right of the page, or evenly distributed across the page (justified).



- You can make a list of items with bullets (like we have here) or numbers marking each new item.
  - You can also format the FONT to have different colors and patterns.
- ❖ You will also notice that your text may have little red or green squiggly lines underneath a word or words. This means that there is probably an error that you need to fix.

My name is Rosalva

- A red line means there is probably a spelling mistake. If you see this by a word, RIGHT CLICK on the word, and you will see several possible correct spellings for that word. Select the word that looks like the correct spelling that you need. If you KNOW that the word is spelled correctly (for example your name) and the computer just doesn't recognize that word, RIGHT CLICK on the word, and select Add to Dictionary, and this computer will always recognize your name (or that word) after this. Just be sure that it's spelled correctly before you add it to the dictionary.

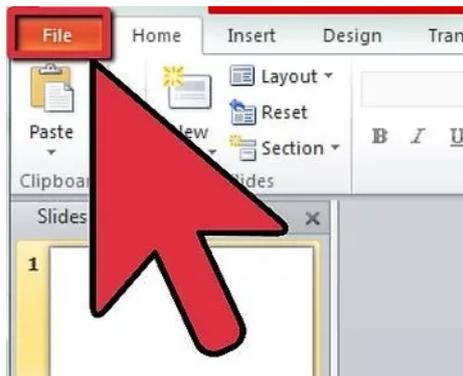


- A green line means that there is a grammar or other typing mistake. Perhaps you forgot to put a period at the end of a sentence, or too many spaces between words, or forgot a capital letter at the beginning of the sentence. You can right click on that error as well, and see suggestions from the computer to fix it.
- ❖ When you are finished typing your document, be sure to save it. If you are using a public computer, be sure to save it on your USB (look at our page on Saving Documents for instructions on how to do this).

# INTRODUCTION TO MS POWERPOINT



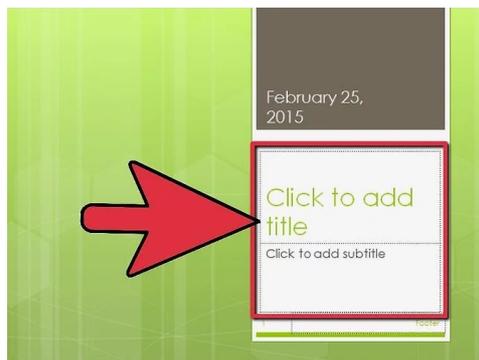
- ❖ First you will go to "FILE" on the top row



- ❖ Then you will click "NEW" and pick a theme!



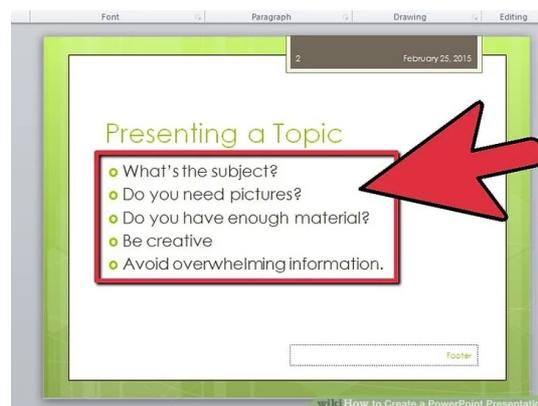
- ❖ After you pick one that you like, you can start typing the title of your presentation



- ❖ After you have created your title slide, you will need a new slide to put new information in, so on the top row you will click "HOME" and add a new slide, or you can also use the shortcut using "CTRL + M". You will need to choose the best "layout" for each slide, thinking about what you want on that slide (pictures, text, etc.)



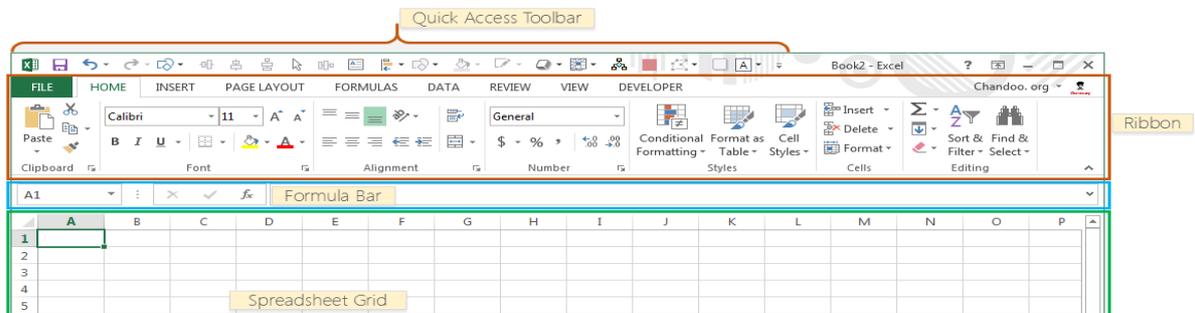
- ❖ In your new slides you can start writing about your topic and start adding pictures and effects so it gets more interesting!



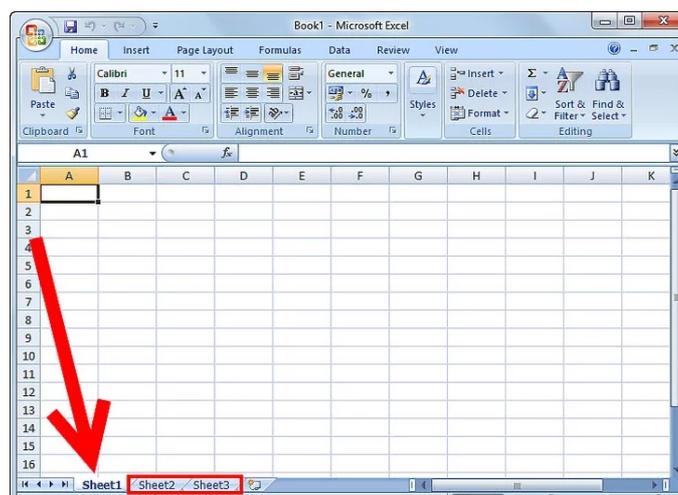
- ❖ When you have all the information that you need, you can save it to your USB using the following methods:
- ❖ Click "FILE" on the top left corner of Powerpoint and then click "SAVE AS". Go to Computer and click on your USB. Change the name to something you will remember and it will be easier for you to find.
- ❖ You can also save it using your keyboard. Hold "CTRL + S" at the same time and then just change the name and select your USB.

# HOW TO USE MS EXCEL

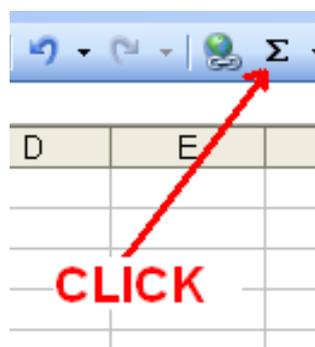
- ❖ Learn the names of the tabs in the Ribbon so it makes it easier for you to move around.



- ❖ Remember that the rows are horizontal, the ones with numbers.
- ❖ The columns are vertical, the ones with letters.
- ❖ A cell is each square you see, you put data in each one of those.
- ❖ Excel has tabs on the bottom of the page for worksheets. You can add as many as you need and rename these by right clicking on top of it and then clicking on "RENAME" and typing the word that best identifies what is on that worksheet.



- ❖ Excel is good for organizing information. For example, if you have a list of many names, you can sort them in alphabetical order. It's good to have HEADERS for each column of information you collect (Ex. First Name, Last Name, Address, City, ZIP Code, Telephone, Email, etc.)
- ❖ If you have a column with some kind of numbers in it, you can format the way the numbers appear (Example: Dates, Money, etc.) If you are typing ZIP Codes, you should select the column for ZIP Codes, click on Format Cells, Click on Number, and select Text. Otherwise the 0 at the beginning of New England ZIP Codes will disappear.
- ❖ To sort your list, highlight the list (select all). Go to DATA. Click on Header Rows, to show that Row 1 consists of the Header names for each column. Then click on Sort By and select the column you want to organize information by. Example A-> Z Last Name. You could also sort by numbers. Example: Date of Birth, to order entries from oldest to youngest.
- ❖ You can also use Excel to do math calculations, for example if you want to do an addition, you can put "+" in front of the same number and then keep going with the equation, for example: "+8\*2" and then you press "ENTER" and it will change to whatever the answer is!
- ❖ Another way to add numbers in Excel is to highlight the column or row you want to add up, ending in the Cell you want the sum in. Then click on SUM function, which looks like the Greek sigma:



## REFERENCES

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<http://www.wikihow.com/Use-Excel>