INTRO TO COMPUTERS II

Marshall County Public Library

MARSHALL COUNTY
PUBLIC LIBRARY
Something for Everyone

Basic Computer Skills II

1. Review of Basic Computers I

- In Basic Computers I, we learned:

  - how to hold and maneuver the **mouse scrolling**
  - the main parts of a computer and **window**
  - how to open, close and move a window
  - How to turn your computer off and on

2. File Organization / Libraries

- The icon in your taskbar that looks like a manila folder is called the **Windows Explorer**. This is what you click on to view all your folders, files and storage locations.

- *Practice: Click on the Windows Explorer folder in the taskbar:*
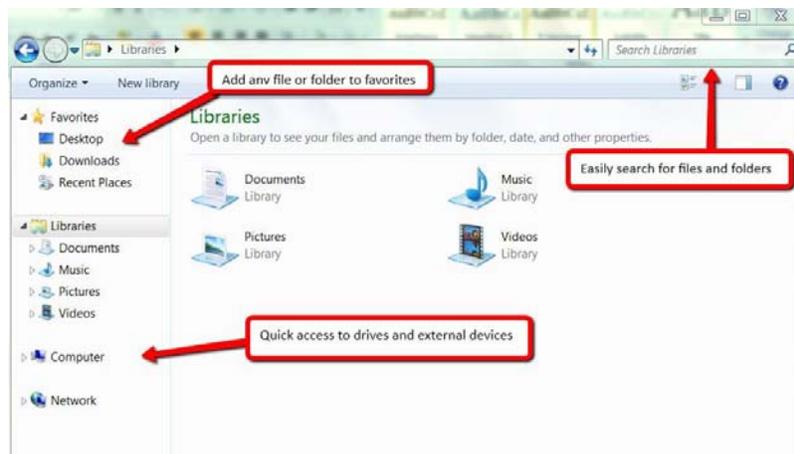
- The main folders of your computer are located within **Libraries**. When you save something to the Libraries folder, it stays on your computer until you delete it. There are 4 main Library folders: **Documents, Music, Pictures and Videos**.

- You can also create a **New Library** to organize files however you want.

- The simplest method when savings files is as follows:

  - Save word documents, like resumes and text files, to the **Documents** folder.
  - Save pictures to the **Pictures** folder.

  - Save music to the **Music** folder, and so on.

Computer / Drives

- There are several places to store data on your computer. When you click on **Computer**, you will see a list of **drives**, and each is assigned its own letter. The lettering system depends on what you have installed or plugged in to your machine. We'll talk more about external storage soon.

    - **C** is the **hard drive** (i.e. saving a file 'on' your computer without using an external device).
    - **D or E** is the **CD/DVD ROM** drive (putting data on a blank disk or playing a music or DVD).
    - **F, G, etc.** is usually a **USB device** (e.g. jump drive, thumb drive, digital camera).

Note that both CDs and USB Drives (when plugged in) will be under the 'Devices with Removable Storage' area of 'Computer'. When you want to open a file from a CD or external device, go to 'Computer' and click on the appropriate drive to access your files.
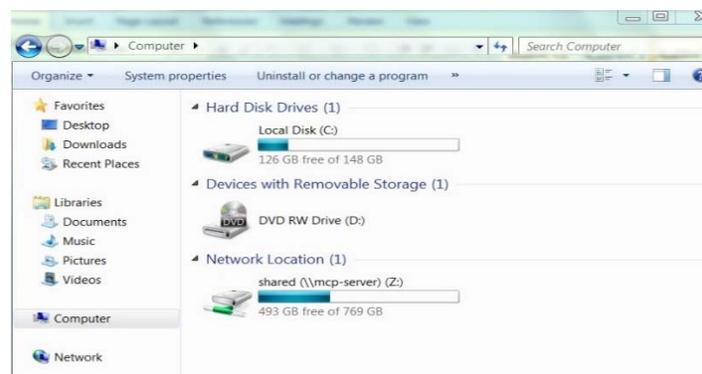
Recycle Bin

- **The Recycle Bin** is the place all the files and/or folders you 'meant' to **delete** reside. If you accidentally delete a file, you can usually go to the **recycle bin** to recover it.

- **Files** are not permanently **deleted** until you empty the **recycle bin**.
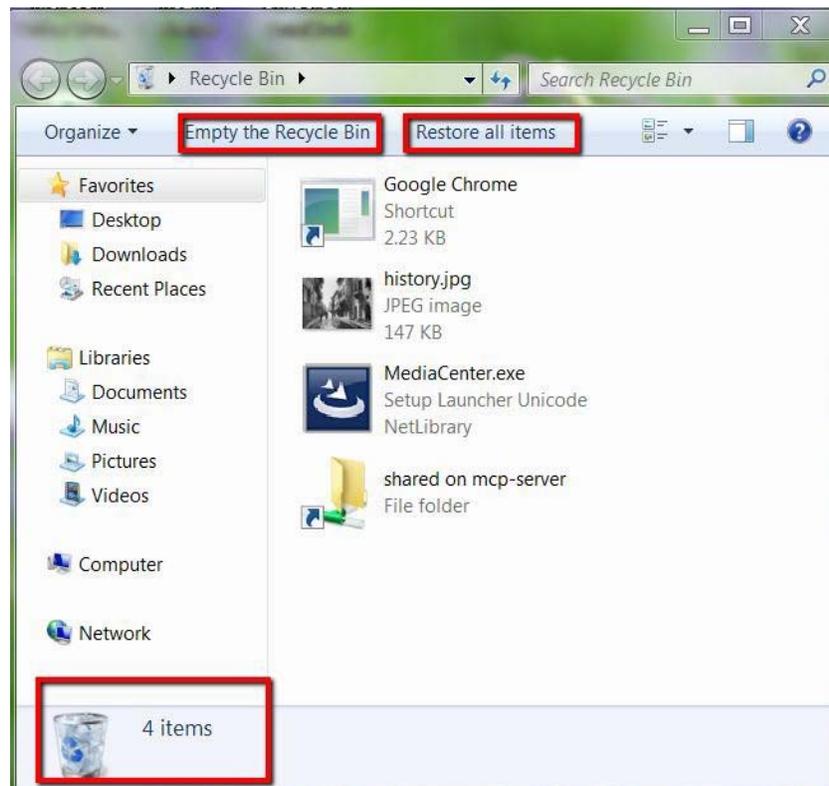
Introduction to Storage Devices

You may have heard the term 'save it to your **hard drive**.' That just means saving files to your computer's large storage space (C Drive). If you want to take your files with you, however, you'll need to know about **storage devices**.

- **Storage devices** can be used to store files and transport them between computers. You should have at least one storage method available so you can make backup copies of your important files in case the originals saved on your **hard drive** are lost.

You are probably most familiar with **CDs** as a means of playing music, but they can also be used to store data. There are two major types of blank CDs that you can buy: **CD-Rs** (the R stands for **Recordable**) and **CDRWs** (the RW stands for **Rewritable**). Information is **burned** onto the CD using a CD writing software program. CD-Rs can only be used once, while CD-RWs can be erased and rewritten multiple times. You can also buy blank **DVDs**, which look like CDs but hold much more information. Many people use CDs to store photos from their digital camera.
Locate the CD drive on your computer

One of the best and most popular portable storage methods used today is the **flash drive** (also called a

thumb drive, jump drive, thumb key, etc.). These tiny devices plug directly into your computer via a **USB port**. Flash drives hold far more than a floppy disk and are more flexible than CDs; files can be moved to or from a flash drive as many times as you want, and you can even edit files right on the drive! Many people use flash drives to store documents and reports to transport from computer to computer. Flash drives are available in many different styles and storage capacities. You can buy a good basic model for $5-$20.

Locate the USB ports on your computer.

3. Creating, Saving, and Opening a file

- *Practice: Double-click on the Microsoft Office icon on your desktop and then click on 'Microsoft Word'. Type a few sentences on your screen.*

Notice that the title at the top reads 'document1'—that's because the document hasn't been named yet.

Save vs Save As
- Save is the standard method to saving a file. If you want to make a copy of your file, or save your file in a different format or another location (like a flash d rive) you would use the Save As button instead.

- *Practice: In Word, left-click once on the word 'File' in the upper-left corner of your screen*
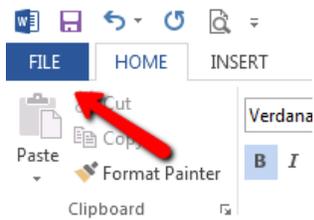
- **Then navigate to 'Save'.**

- **The 'Save' dialog box appears.**
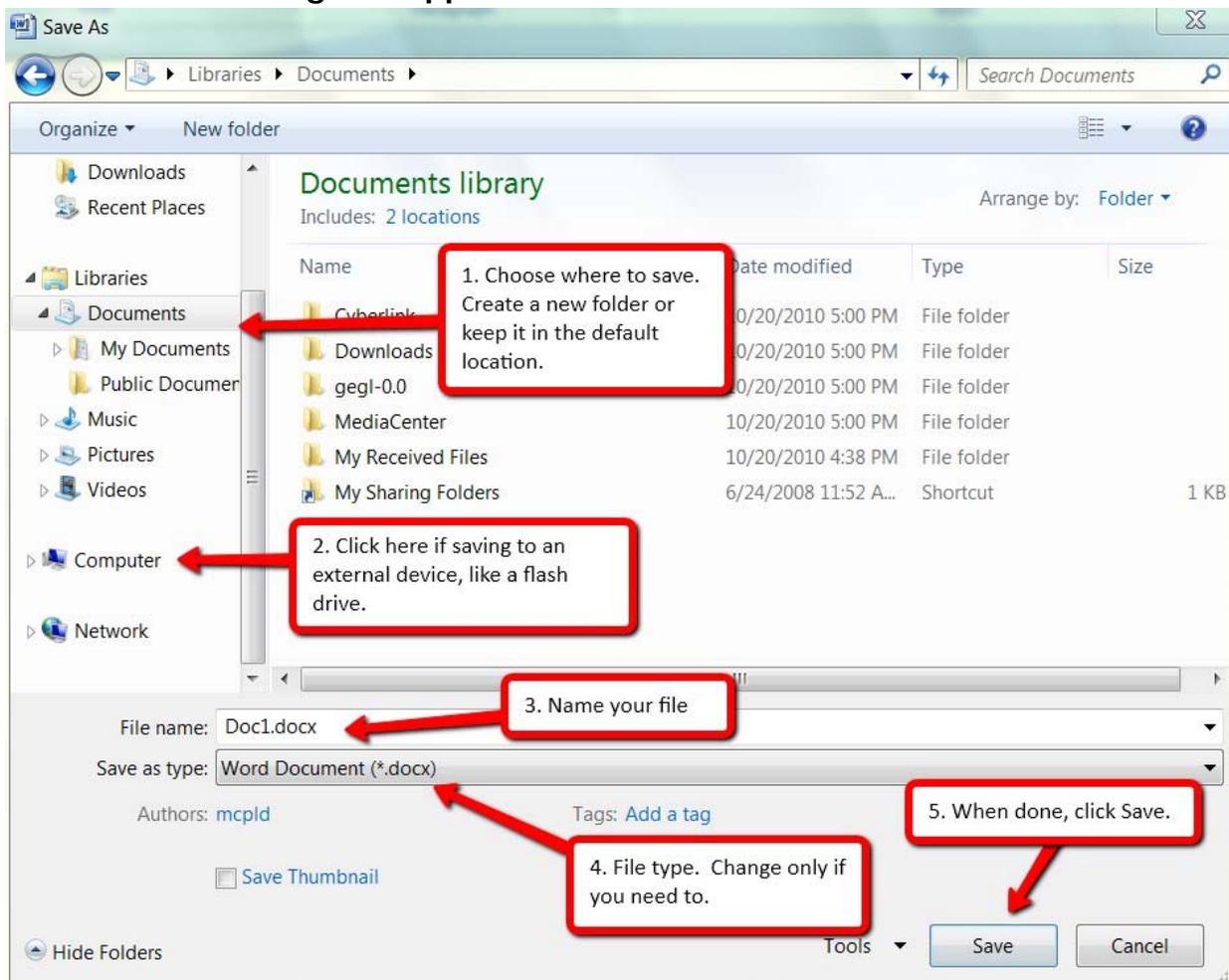
Steps to Saving a File

1. Choose where to save your file. This location will change depending on what file type you're working with. An image file, for example, would default to the Pictures Library. You can also make a new folder to organize your files just like a filing cabinet. Files can be saved to the **Desktop**, too, though it can get cluttered quickly.
2. If you want to save your file to an **external device**, such as a **USB drive** or **CD**, you would choose the **Computer** option and select your device from those listed. **The device will only show if it is properly connected**.
3. Choose what to name your file. This can be anything you want, but make sure it is descriptive enough to allow you to easily find your file again.
4. This will be default in most programs, and you won't need to change this.
5. When you have finished making your selections, click **Save** to save your file. Notice that your new filename is now at the top in the title bar.

- After you've named your file, you'll want to use the '**Save**' option periodically as you make changes to your document.

Now that you've saved your file, we'll experiment with closing it and finding it again.

- *Practice: Close out of Microsoft Word completely by clicking on the 'x' in the upper right hand corner.*

- **Click on the Windows Explorer folder and find your file. It should be saved in the Documents Library.**

Searching for Files, Folders

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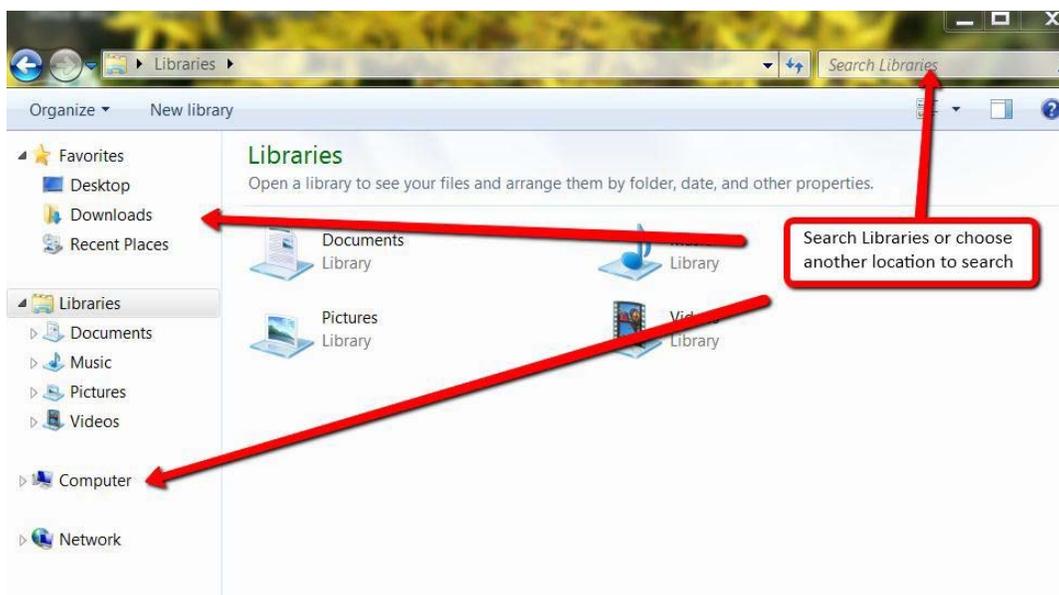
- What if you can't find your file, or it's been so long since you've saved it, you don't remember where you put it? Windows 7 makes finding files easy with the built-in search box in the Windows Explorer window.

- *Enter your file name in the search window and click on it to open.*
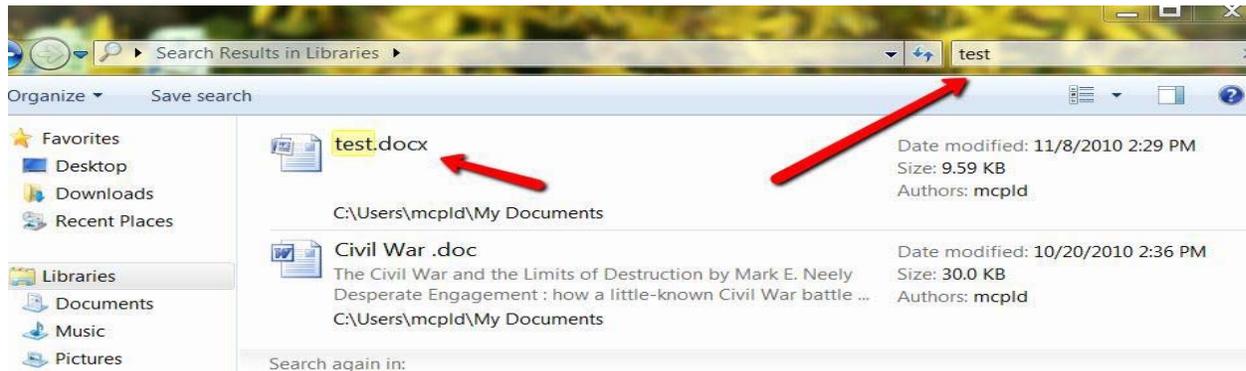
4. Deleting/Un-Deleting a File

- *Practice: Go ahead and close out of Word again, and click on the Windows Explorer icon.*

- Locate the **file** you created, **right click** on it, and go to '**delete**'. Say 'yes' to send to the **Recycle Bin**.

  - **Double-click** on the **Recycle Bin** and locate the **file** you deleted. **Right-click** again and go to '**restore**'.

- The document will be restored to the last place it was saved.

5. Creating a Gmail account

- In your browser window, navigate to www.gmail.com
- At the bottom click "Create an account"
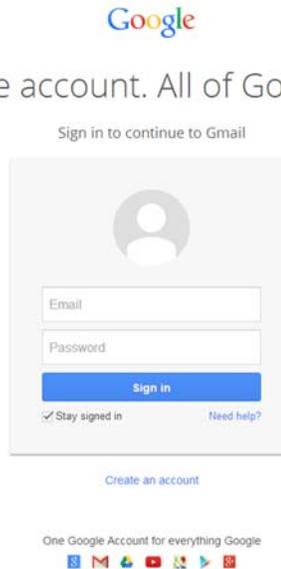
- Now you will be taken to a page where you enter in your information

- When all of the information is filled in, click the checkbox to agree to the terms of service and click "Next Step". Here you will be asked to upload a picture of yourself, which you can skip.
- You will now be taken to your new inbox. Your email address is the username you chose in the step where your information was entered. For instance, if your name is Shamus O'Hoolihan, and you chose the username "sohoollihan", your email address is sohoolihan@gmail.com That's the address recipients of your emails will see.
- With our email window open, we can click the "Compose" button in the top left corner, and send emails to friends and family. When your email is ready to send, type the subject and the recipient in the two given boxes, then click "Send".

6. Creating a facebook account.

Introduction

Facebook is the world's most popular social networking website. It makes it easy for you to connect and share with your family and friends online. Facebook has even helped the web become more open and social.

If you're thinking about joining Facebook, this lesson will help you understand the basics of what Facebook is all about, including the history of the site and how people use Facebook's different features.

All About Facebook

Originally designed for college students, Facebook was created in 2004 by Mark Zuckerberg while he was enrolled at Harvard University. By 2006, however, **anyone** over the age of 13 with a valid email address could join Facebook. Today, Facebook is the world's **largest social network**, with over a **billion users** worldwide.

Facebook has dramatically changed the way many people **communicate** online. As more and more people continue to join Facebook, it has become easier than ever before to **share** with the people you care about. At the same time, different services across the web have worked to **integrate Facebook**, creating a broader **social experience** online.

Using Facebook

Some people prefer to connect with just a few people, while sharing very little about themselves. Others like to connect with as many people as they can, sharing their information openly and publicly. Simply put, there's no single way to use Facebook—it's all about discovering what works best for you.

Getting Started with Facebook

Before you can use Facebook, you must create an account. Creating a Facebook account is free. All you need to get started is an email address (good thing we just created one) and a few minutes of your time.

We will learn how to create a Facebook account. You will also become familiar with the interface of the Facebook Home page and Profile page and learn how to modify your Account Settings.

- Using your browser, navigate to www.facebook.com.
- Under the words Sign Up, enter your personal information and desired password.
- After you've entered your information, click Sign Up. You may also need to complete a security challenge (also known as a CAPTCHA code) before you can proceed.

Now, you'll have the chance to find your first Facebook Friends. To find Friends, enter your email address and click Find Friends. You can also skip this step and add Friends later if you don't want to give Facebook access to your email account.

If you want, you can now add information about your high school, college, and employer. Click Save & Continue when finished, or click Skip if you prefer to keep this information private.
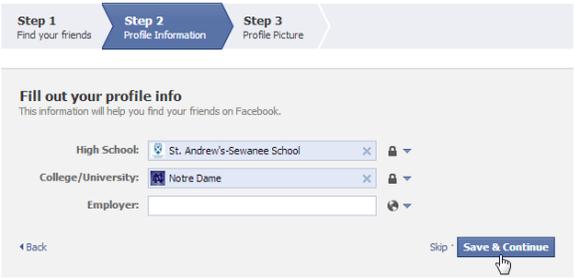
If you entered education and employment information, Facebook will suggest Friends for you. Click anyone you want to add as a Friend, then click Save & Continue or click Skip.
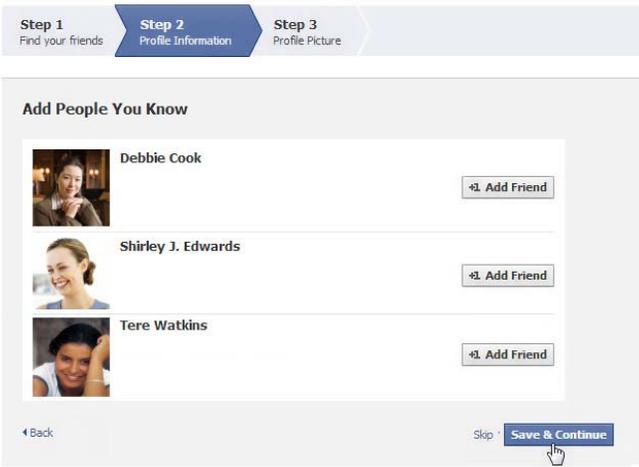
Add a picture of yourself to your Profile. Click Upload a Photo to select a file from your computer, or Take a Photo to take a new photo with your webcam. If you're not ready to add a profile photo, click Skip.

Once you're satisfied with your Profile picture, click Save & Continue.

The Welcome to Facebook page will appear.
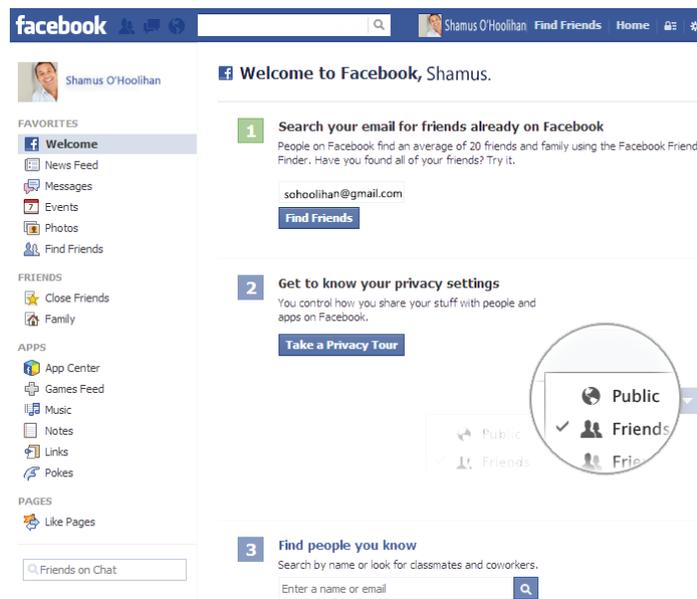
To Confirm Your Email Address:

At this point, Facebook will send a confirmation email to the email address that you provided. Before you can access all of Facebook's features, you'll need to **confirm your email address**.

1. Sign in to your email account.
2. Open the confirmation message from Facebook: "Welcome to Facebook - get started now!"
3. Click Get Started to confirm your account.

Exploring the Facebook Home Page

The Home page displays all of your Friends' recent posts and activities. Whenever your Friends update their status, it appears in the News Feed on your Home page.

Requests, Messages, and Notifications

Here, you'll be notified about:

• **Friend Requests**: When someone requests that you add them as a Friend

• **Messages**: When someone sends you a private message

• **Notifications**: When a Friend interacts with you on Facebook, like commenting on your status, tagging you in a picture, or inviting you to an event

Click to see **more detail** about a request, message, or notification.

Search Bar

You can use the **Search bar** to search for **Friends, Fan Pages, Apps, and more**.
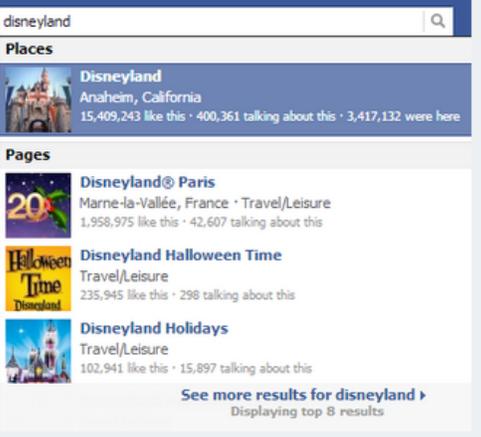
Publisher

The **Publisher** is where you'll **share** on Facebook. As in the example below, it's easy to share a **status update**, which is a brief text update about what's happening. You can also use the Publisher to share photos, links, and more.

The information you share in the Publisher will be posted here and on your Profile page (Timeline).

Navigation Pane

Here, you can **view** and **navigate** to Facebook's core features, including your **Lists, Groups, and Apps**.