

Computer Comfort

1. Major components of the Personal Computer

- Central Processing Unit (CPU)
- Monitor
- Keyboard
- Mouse

These are also called the **hardware** of the computer. **Hardware** refers to objects that you can actually touch.

Another major component of the computer is the **software**. **Software** refers to programs that are in the computer such as word-processing programs, Internet browsers, games, etc.

2. The Hardware

- **Central Processing Unit (CPU)**

The CPU is the brains of the computer. It is also called the hard drive or the C drive. The CPU processes instructions and programs.

- **Monitor**

This is the display screen. It looks like a television set. It shows the text and pictures or graphics on the screen.

- **Keyboard**

Notice the letters and numbers on the keyboard. It is arranged like a typewriter with a few new keys.

- ❖ One of the new keys is the **Enter** key. After you type something, pushing the Enter key sends that information to the Central Processing Unit.

- ❖ Another new key is the **Backspace** key. This key is used when you make a mistake while typing. When you push the Backspace key it will go back and delete the letter you just typed.

- **Mouse**

- ❖ The mouse is another way to communicate with the computer.

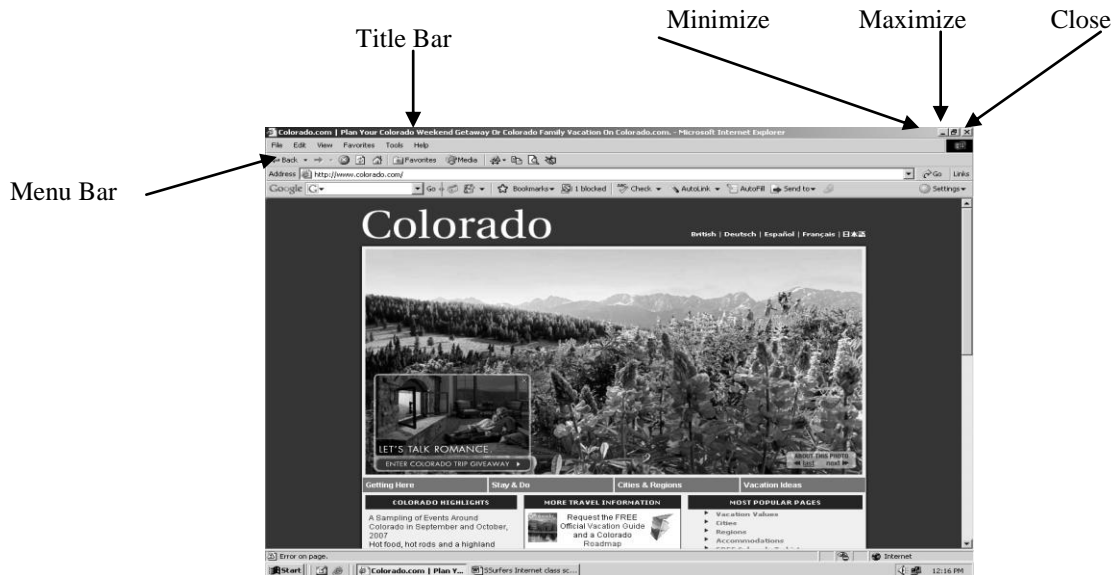
- ❖ The mouse controls the movement of the arrow, also called a pointer.

- ❖ A single click of the left mouse button selects an item; it will turn blue. Double clicking (two quick taps) on the left mouse button will open a window.

3. Basic Components of a Window

Whenever you open a program, you open a window. All windows have some of the same components:

- **Title Bar:** Tells you what function or program you are in.
- **Menu Bar:** Contains all of the commands and functions for the window.
- **Minimize Button:** Places the window on the taskbar – does not close the program. To open the window again, click on it from the taskbar - the gray bar across the bottom of your screen.
- **Maximize Button:** Makes the window full size. When a window is maximized, the button changes to two small squares instead of one large square. This is the **Restore** button. Click on it and the window will go back to the original size.
- **Close Button:** Closes the window.



4. Internet Links

- When you are in the Internet, your pointer sometimes turns into a hand. When the pointer becomes a hand that is an indication that you will be able to go to another page. This is called a **link**.
- To go to another page, you click on a link. This means to place your pointer on a link so that you see the hand, then tap your left mouse button and quickly release it. Make sure that your mouse does not move while you click. The tip of the finger on the hand is the active part – not the palm of the hand.
- Most links are blue and underlined, but they can also be other colors, or they can be pictures.

Scrolling

Sometimes you can not see all of the information on a page and you need to scroll up or down to see everything.

On the right side of the screen is a gray bar. At the top, there is an arrow σ pointing up. At the bottom, there is an arrow τ pointing down. To **scroll**, move the pointer to the down arrow. **Click** one time on the arrow and watch the screen move a little bit. If you hold your mouse button down, you will move quickly. You can also use the arrow keys on your keyboard to move up and down.

Mouse Practice

- www.coloring.com – A web site that has pictures you can color to practice using the mouse.
- www.ckls.org/~crippel/computerlab/tutorials/mouse/page1.html (The ~ is in the top left corner of your keyboard to the left of the number 1. Use the shift key to get it.) Follow the directions to get practice with the mouse, radio buttons, check boxes, drop-down menus, scrolling, and more.



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