

Computer Skills Training

“We can do ALL things through Christ who strengthens us.”

How do I start my computer?

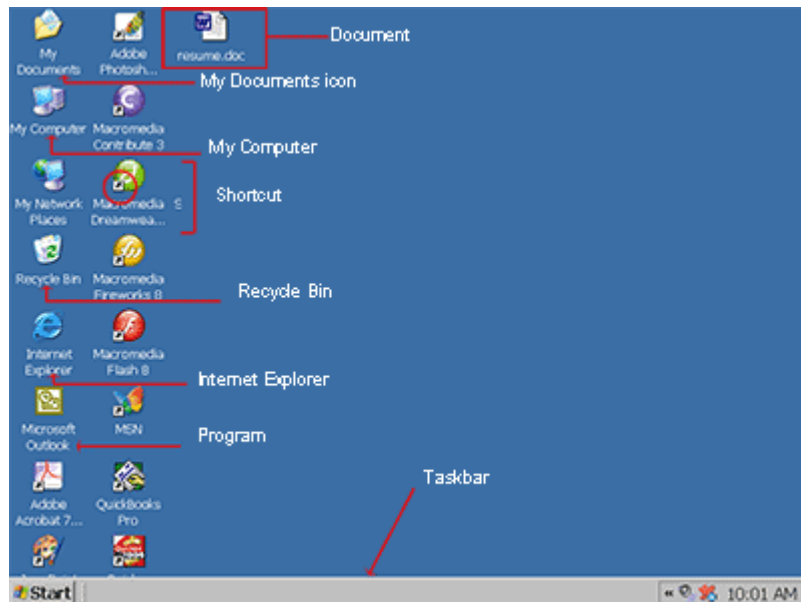
1. Press the On/Off button on the Monitor - the item that sits on the desk/looks like a TV.
2. Press the On/Off button on the CPU – the item that sits on the floor.

How do I Log on to the computer?

1. Type the password – **{if one exists}** – in the password box.
2. Press the Enter key on the keyboard.

What is a desktop?

When you start your [computer](#), the first thing you see is the desktop. The desktop is your work area.



How do I shut down my computer?

To shut down your computer:



1. Click the **Start button**. The Start menu will appear.
2. Click **Turn Off Computer**. The Turn Off Computer [dialog box](#) will appear.
3. Click the **Turn Off** icon. Your computer will shut down.

What is a screen saver?

Computer monitors display images by firing electron beams at a phosphor-coated screen. If the same image stays on the screen too long, there is a danger that the image will leave a permanent imprint on the screen. Screen savers help prevent this by providing a constantly changing image.

How do I select a screen saver?

To select a screen saver:

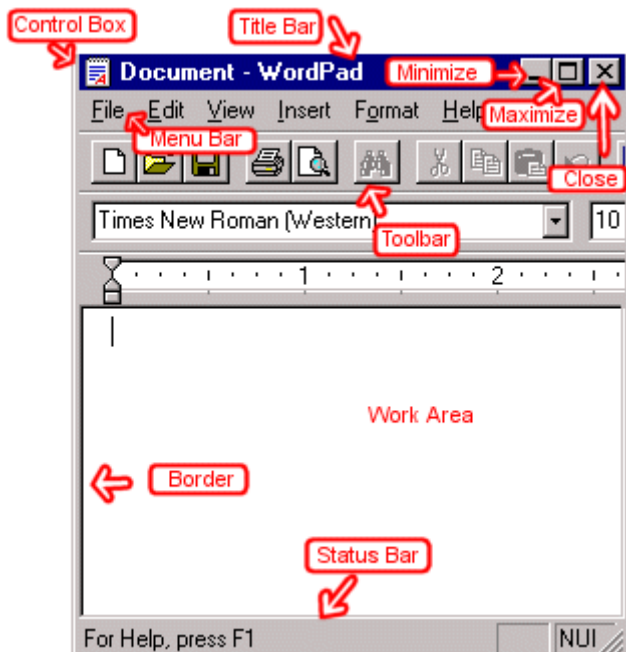
1. Right-click anywhere on the [Windows desktop](#). A context menu will appear.
2. Choose Properties. The Display Properties dialog box will appear.
3. Click the Screen Saver tab.
4. The Screen Saver field provides the list of available screen savers. Select the screen saver you want from the list.
5. Click Preview to preview your screen saver.
6. Click Esc to return to the Display Properties dialog box.
7. In the Wait field, set the number of minutes of inactivity before the screen saver starts.
8. Click OK.

What is a window?

A window is an area on your desktop within which all Windows-based programs run.

Can you explain the parts of a window?

Yes. I will use WordPad as an example.



| | |
|-----------------|---|
| Control Box | The control box provides a menu that enables you to restore, move, size, minimize, maximize, or close a window. |
| Border | The border separates the window from the desktop. You resize the window by dragging its borders outward to expand it and inward to contract it. |
| Title bar | The title bar displays the name of the current file and the name of the current program. |
| Minimize button | Use the Minimize button to temporarily decrease the size of a window or remove a window from view. While a window is minimized, its title appears on the taskbar. |
| Maximize button | Click the Maximize button and the window will fill the screen. |
| Restore button | After you maximize a window, if you click the Restore button, the window will return to its former size. |
| Close button | Click the Close button to exit the window and close the program. |
| Menu bar | The menu bar displays the program menu. You send commands to the program by using the menu. |
| Toolbars | Toolbars generally display right below the menu, but you can drag them and display them along any of the window borders. You use the icons on the toolbars to send commands to the program. |
| Work area | The work area is located in the center of the window. You perform most of your work in the work area. |
| Status bar | The status bar provides you with information about the status of your program. |

Can I have more than one window open at a time?

Yes.

How do I move a window around on my desktop?

To move a window around on your desktop, left-click the window's title bar and drag the window.

What is Windows Explorer?

[Windows Explorer](#) is a place where you can view the drives on your computer and manipulate the folders and files. Using Windows Explorer, you can cut, copy, paste, rename, and delete folders and files.

How do I Open Windows Explorer?

To open Windows Explorer:

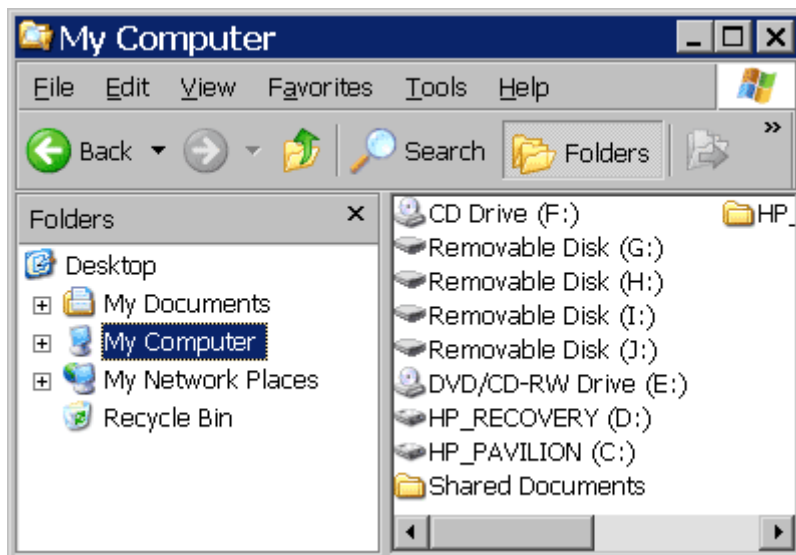
1. Click the **Start button**, located in the lower left corner of your screen.
2. Click **Run**.
3. Enter **Explorer**.
4. Click **Enter Key** or click **OK**.

Alternatively, you can open Windows Explorer by **holding down the Windows key and typing e** (Windows-e), or you can

1. Click the **Start button**, located in the lower left corner of your screen.
2. Click **ALL Programs**.
3. Click **Accessories**.
4. Click **Windows Explorer**.

Can you explain the Windows Explorer window?

Yes. When you open Windows Explorer, the screen shown here will appear.



Windows XP separates the window into two panes. If you click an object in the left pane, the contents of the object display in the right pane. Click Desktop and the contents of the Desktop folder display on the right. Click My Computer and your computer resources display on the right. To see the contents of a drive, click the drive. To see the contents of a folder, click the icon for the folder in the left pane

How do I create a new folder when in Windows Explorer?

To create a new folder:

1. In the left pane, click the drive or folder in which you want to create the new folder.
2. Click any free area in the right pane. A context menu will appear.
3. Highlight New.
4. Click Folder.
5. Type a name for the folder.

How do I create a new folder when in Windows Explorer?

To create a new file:

1. In the left pane, click the drive or folder in which you want to create the new file.
2. Click any free area in the right pane. A context menu will appear.
3. Highlight New.
4. Click File.
5. Type a name for the file.

How do I rename a file or folder?

To rename a file or folder:

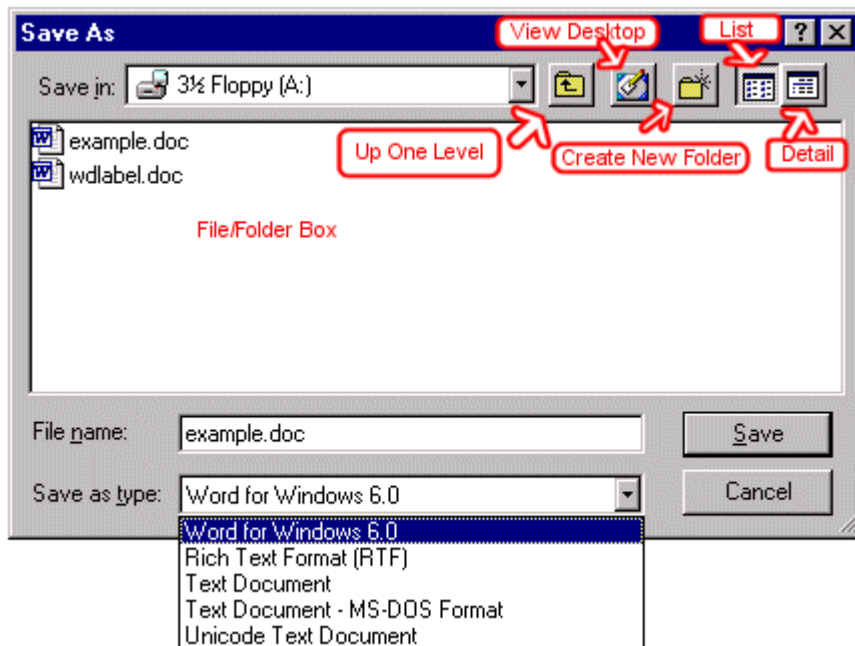
1. Right-click the file or folder. A context menu will appear.
2. Click Rename.
3. Type the new name.

Can you explain how to save a file?

Yes. I will use WordPad as an example.

To save a file:

1. Click File, which is located on the menu bar. A drop-down menu will appear.
2. Click Save. A dialog box similar to the one shown here will appear – if the file was not previously named and opened.
3. Enter a file name.
4. Click on the save button



Assignment Exercise:

1. Create a **new folder** and name it **Seniors_Computer_Course**
2. Create a **new TEXT Document** within the folder - **Seniors_Computer_Course** and name it **My Journal.txt**
3. Enter text within your new file – write about how you are feeling today, what you have experienced today, and about anything else that comes to your mind. [The purpose of this exercise is to get familiar with the key board.
4. Save your file.
5. Create a **new Microsoft Word Document** within the folder - **Seniors_Computer_Course** and name it **Thinking.doc**
6. Open the **Internet Explorer** and go to the web address - http://www.successconsciousness.com/index_00003a.htm - Type the **Positive Thinking Your Key to Success** – article into your word document – formatting paragraphs as you see it in the original document.