

Computer Kindergarten *For Grownups*



Presented by:

*Sharper
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Microsoft Windows

Microsoft Windows is the most widely used graphical user interface operating system for personal computers. An operating system links you to your programs (also called applications or software) and then links your programs to the computer system's hardware. The Windows operating system has pictures that you use to communicate with the computer, providing the user with an easier, more manageable operating system.

The Desktop

The first thing you see after turning your computer on is the Windows Desktop. The Desktop is the simple, opening screen in Windows that contains a few objects, shortcuts, icons, the Start button, and a taskbar. As you work, you open files, then put them away again, move items around on the desktop, and perform other day-to-day tasks.

1) Icons/Apps

An icon/App is a small image on the desktop representing a specific element that the user can open to use in some way. You select and open the icon by moving the mouse over the icon and double clicking on it. An icon may represent an application program, a file, a piece of hardware, or just about any other object.

2) The Start Button or Windows Logo

The Start button or windows logo is located at the bottom left of the desktop. You will find many additional options in the Start button, such as opening a program on your computer that may not already have an icon on your desktop. Left-Click once on **start**, point mouse to a menu choice, then one single left click to open.

3) The Taskbar

The Taskbar, the area across the bottom of the desktop screen, lets you easily switch between tasks aka open programs or files. It provides the easiest method of switching between several open applications on your desktop. Although the Taskbar can be dragged into any of the four sides of your screen, the default location is at the bottom, and that is the orientation that we are going to use for our purposes.

The Taskbar is actually four separate components:

At the far left is the Start Button. This opens the Start Menu, as described above.

Next to that is the Search field. Type a keyword for Windows to search your computer.

To the far right is the Notification section. This contains the clock and other icons for wifi, sound or for programs that may run in the background.

The remainder or the middle, is the body of the Taskbar itself. Most programs place a icon button on the Taskbar when they are opened. Clicking on one of these buttons allows the user to bring that application's window open on the desktop. You will notice that when an application is active or open, the taskbar button is highlighted in a lighter shade of color or underlined.

Shut Down Windows

IMPORTANT! To avoid damaging your information, you must turn off the computer the correct way.

Move the mouse pointer over to the Start button and then click the left mouse button.

Then move the mouse pointer to the Power symbol  then click Shut Down or Turn Off Computer.

The Mouse

When working with Windows, you'll use the mouse to give most commands. While it is possible to use the keyboard, the mouse is the more direct approach to giving commands. Do not feel intimidated by the mouse. If you remember a few things and practice a little, you can become an expert in no time. Most importantly, hold the mouse comfortably but not too tight. It's not necessary to clutch it, but keep a firm grip. The mouse moves the pointer, or arrow, on the screen.

Practice Mouse skills using Solitaire
Take Mouse and click on Search on
the taskbar, then type Solitaire,
then click on the Solitaire
program to open.
Enjoy the Game!

IT IS IMPORTANT TO HOLD THE MOUSE STILL WHEN YOU ARE CLICKING.

The movement of the mouse pointer on the desktop is directly related to the movement of the mouse on the mouse pad. The pointer's shape changes depending on where the pointer is placed on the screen. It is usually a left arrow, but when positioned near the edge of a window, it changes to a double-sided arrow. If you position the pointer within a text document, it changes to an I-beam pointer. Inside various other programs, it may take on a different appearance.

When you wish to give a command through the use of the mouse, you must first position the pointer over your target and click. Here are the ways that you'll use the mouse to give commands: **Point** - rolling the mouse on your desktop moves the pointer on the screen. Point to an object. Hint: a mouse pad will make it much easier to maneuver the mouse than a smooth surface. **Click** - lightly press and release the left button. **Double-click** - press the left button twice. Double clicking can be challenging, since the two clicks have to be pretty close together for the computer to register it as a double click. Hint: try clicking three times – you should get two clicks close enough together. **Drag and Drop** - this is used to move an object from one part of the screen to another. Point to the object, hold the left mouse button down, then point to where you want to move the object to and release the button. **Right-click** - one click on the right mouse button. This is used only to display a pop-up or shortcut menu. Once you see the menu, go back to using the left mouse button.

How many times do I click? Generally, click once on buttons and double click on icons on your desktop. If you're not sure, first point to the object and see if anything happens. If nothing happens, try click. Still nothing happens, try double click.

Windows Elements

- **Window** - The rectangular work area for a task, folder, program, or document.
- **Title bar** - The horizontal bar at the top of a window that holds the window's name.
- **Close button** – the x button located at the top right end of the title bar that you click to close a window.
- **Menu bar** - The bar located under the title bar that lists the available menus.
- **Workspace** - The inner part of the window where the work in a program or document is carried out.

Minimize, Restore, Maximize Buttons

Note the three buttons to the far right of the title bar. These are the basic window controls which you will find on every program window. The button on the left with the picture of a flat line is the minimize button. A single left-click on this button will shrink the window down into the program's button on the Taskbar. Left-clicking once on that Taskbar button will restore the window to its previous size - this is called Restore Up. The X button on the right will close the window and its associated program entirely. The button in the center with the single large square will maximize the window, causing it to fill your entire screen.

Once a window is maximized, the picture on the middle button changes to two overlapping squares. A single left-click on this button now will shrink the window back down to its previous size - this is called Restore Down.

Sizing Windows and Moving Windows

You can also enlarge or shrink a Restored Down window to any size you want, Hold the mouse pointer over one of the window's edges or corners; the pointer changes into a two-way arrow. Hold down the left mouse button and drag the mouse to expand or contract the window. You can move the window by pointing to the title bar and clicking and dragging to the desired location.

Getting Out of Trouble

Things happen. Sometimes you might be just working along and something pops up on your screen. First, try to escape out of it. Press the Escape key (top left on keyboard) several times **Esc**. If that doesn't work, X-out of the window (click once on the small X button on the top right of the window that you want to close).