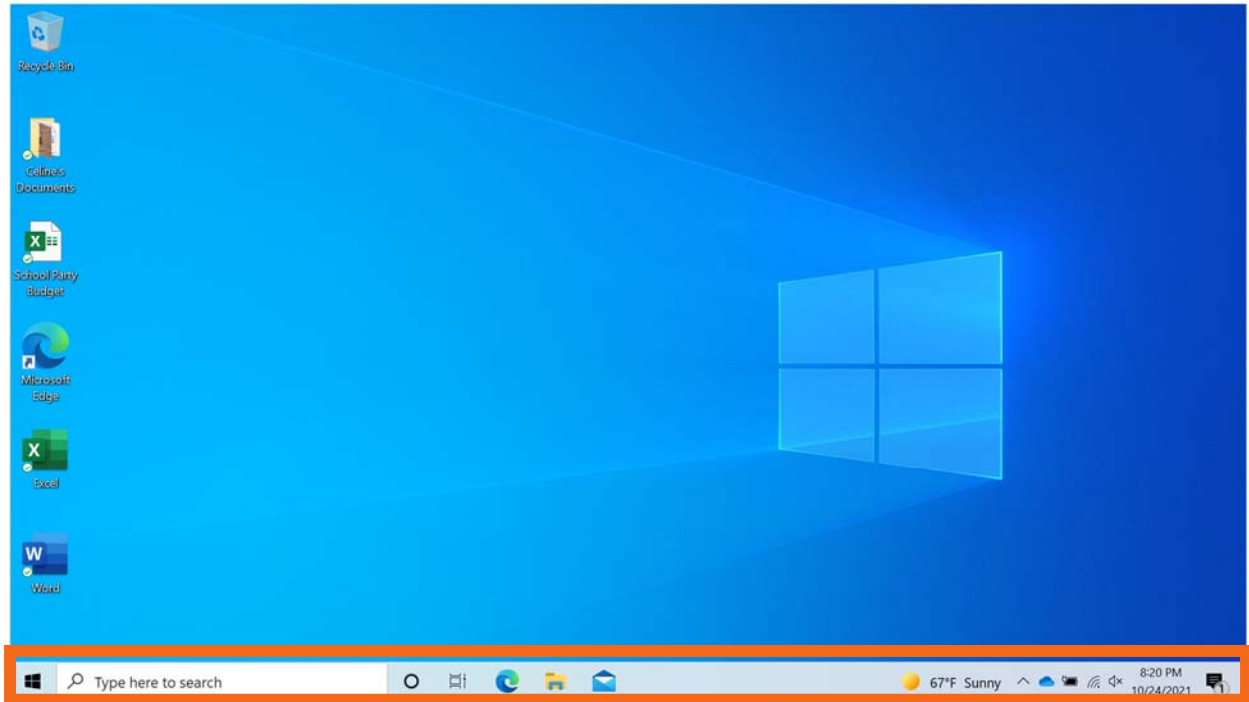
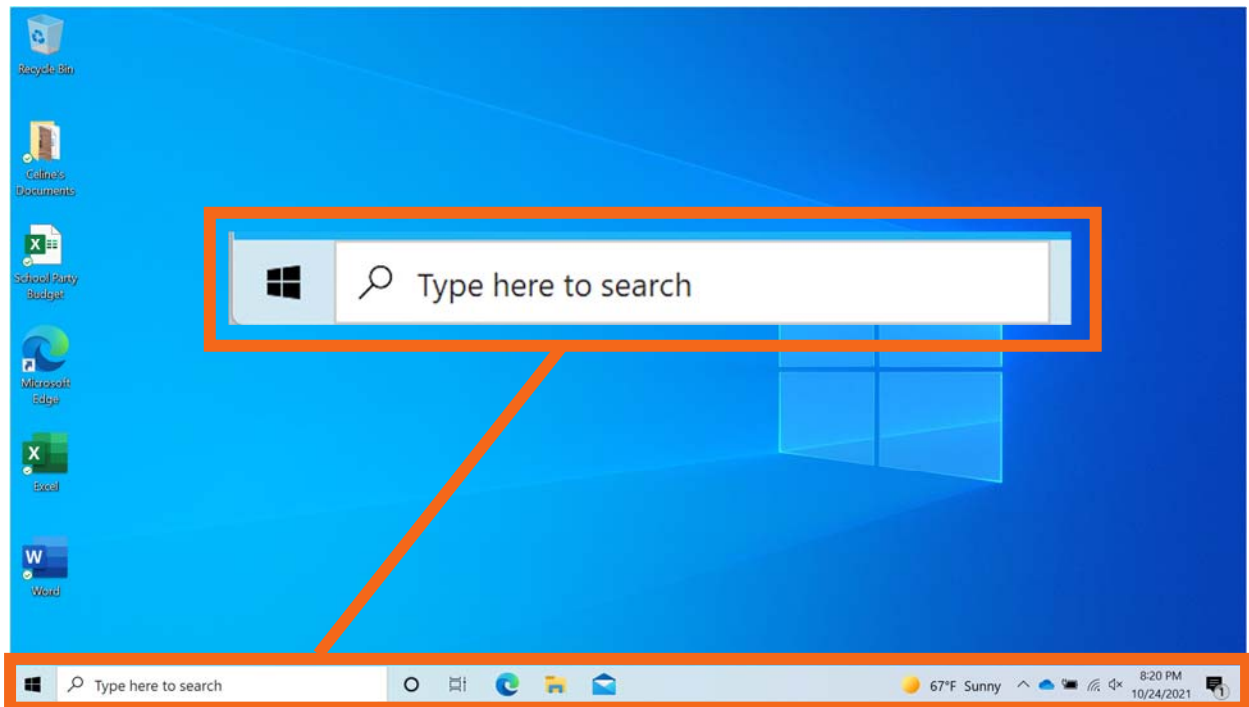


TAKE HOME HANDOUT

Taskbar: Located at the bottom of the screen, it includes shortcut icons for commonly used applications



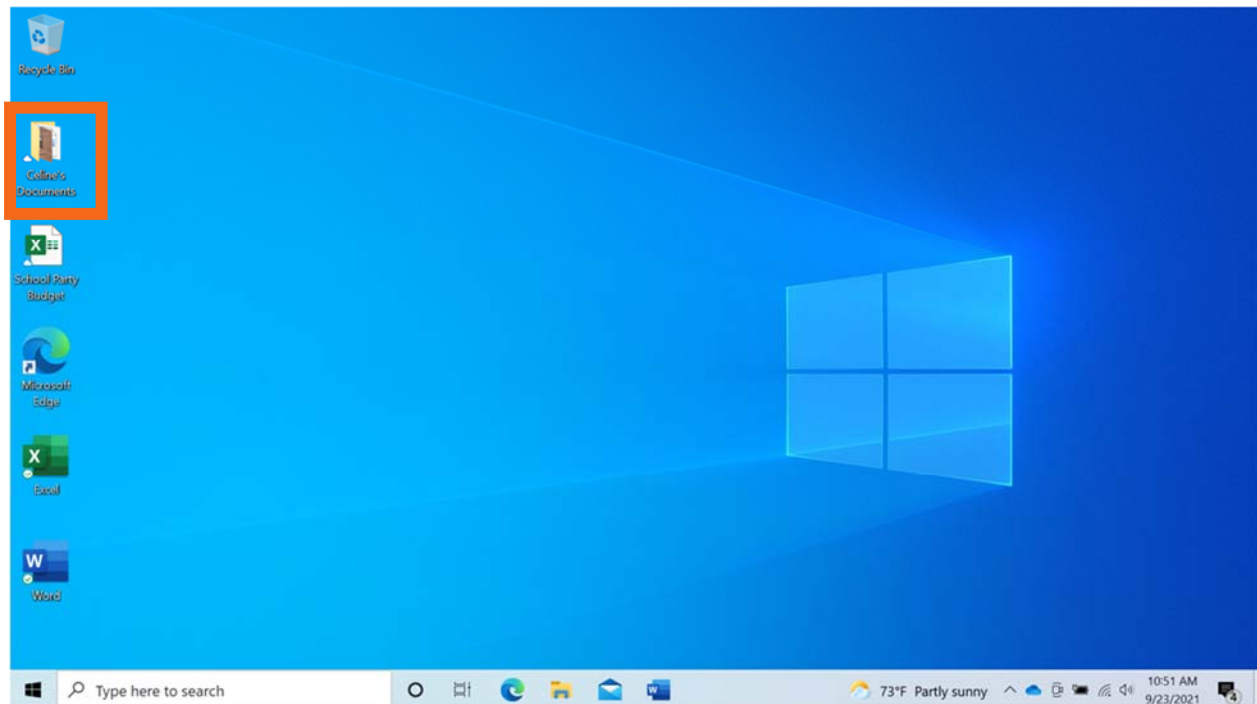
Search: Find a specific file, computer setting, or application



Application: Tools that allow you to do things on a computer.



Folder: A method for storing and organizing files



Right click anywhere on the blue background. Go down to the option that says “new” and click folder. It will be blue meaning you can type a name for that folder.

Using a Mouse

What is a Cursor and what does it look like?

- Arrow (most common representation). Not doing or telling you anything
- Pointing Hand – Hyperlinks & Buttons (if left click, it will send you somewhere else. Usually are blue text, but can also be in bold or regular text)

- Line Beam/Flashing – Text & Typing. (Only when on a type able part of your screen, like a word document or a chat box)

How to hold a mouse

Rest your hand long ways. With your palm on the back. (Show visual representation)

There are left and right handed, and different configurations. But the standard one is for right handed. There are three buttons. Right button, left button, and middle button. The only difference between them is the middle button can scroll up and down.

- Left button (click to open or access something)/right button (click to access options)
- Double left clicking (start applications). Gets it open and ready to use.
- Right click on application. Gives you the option to open, delete, copy, etc. (Gives you options on what to do with that application. (same goes for files, folders, and other things you can do on PC)
- How to get out of the right click menu – click elsewhere on the screen. Usually away from other things on screen.
- Navigating the page – Scroll Bar, Scroll Wheel, Arrow Buttons. (Move up or down on a page, if the page is longer than the screen). If you move your cursor to the right side of the screen, a long rectangle will appear and this will allow you to move up or down depending on where you drag the long rectangle.

Other mouse related things

Drop down menus – small arrow the far right of a rectangle. If clicked will drop down a list of other options.

Checkboxes (square) – Select multiple options.

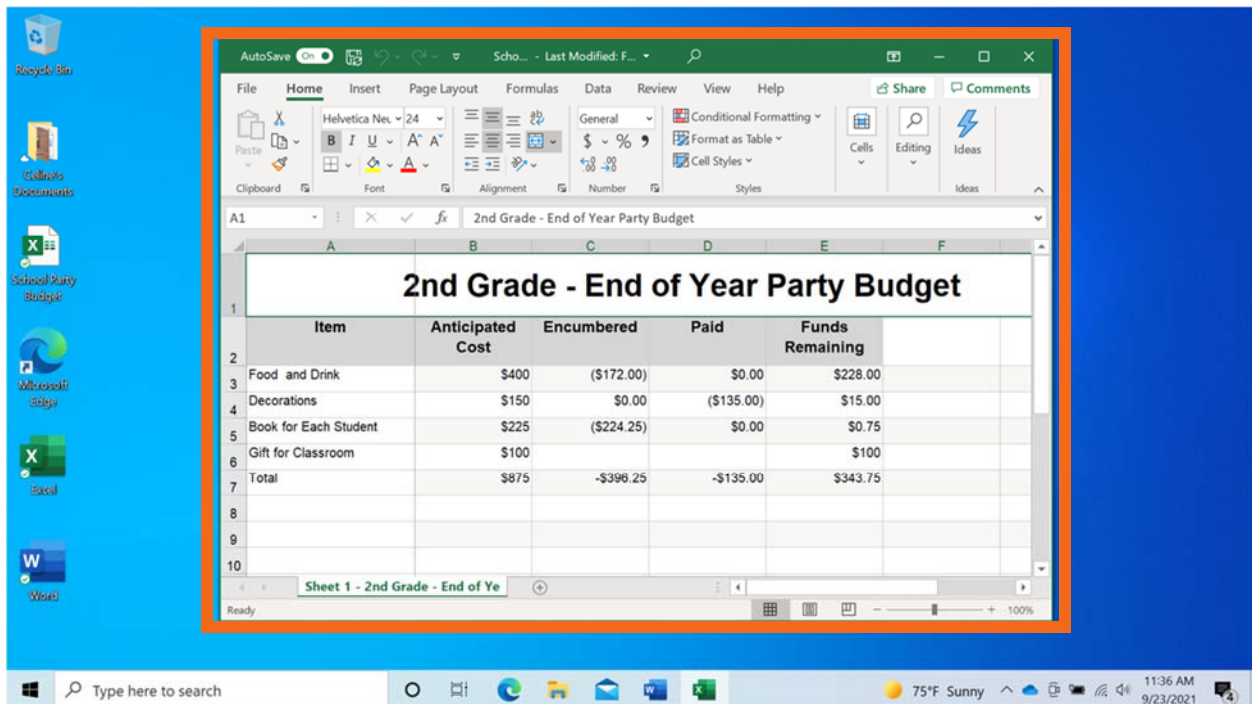
Radio Buttons (circle) – Select one option. Often used for tests and forms

Dragging screens – hold down on left click to move file by holding top bar.

Activity #1:

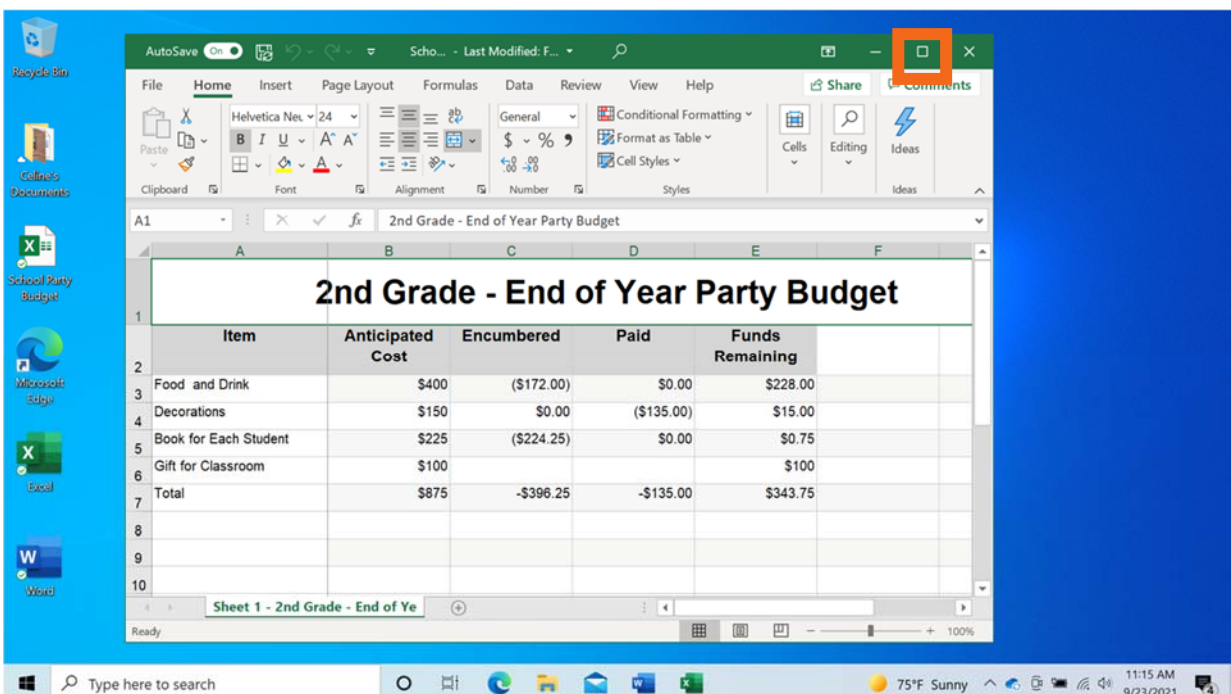
- 1) <http://mnl.mclinc.org/wp-content/uploads/ComputerLab/Mousercise2.0/#0>
- 2) Name two ways we discussed to open an application using your mouse.

Opening a file: what happens after opening a file/application

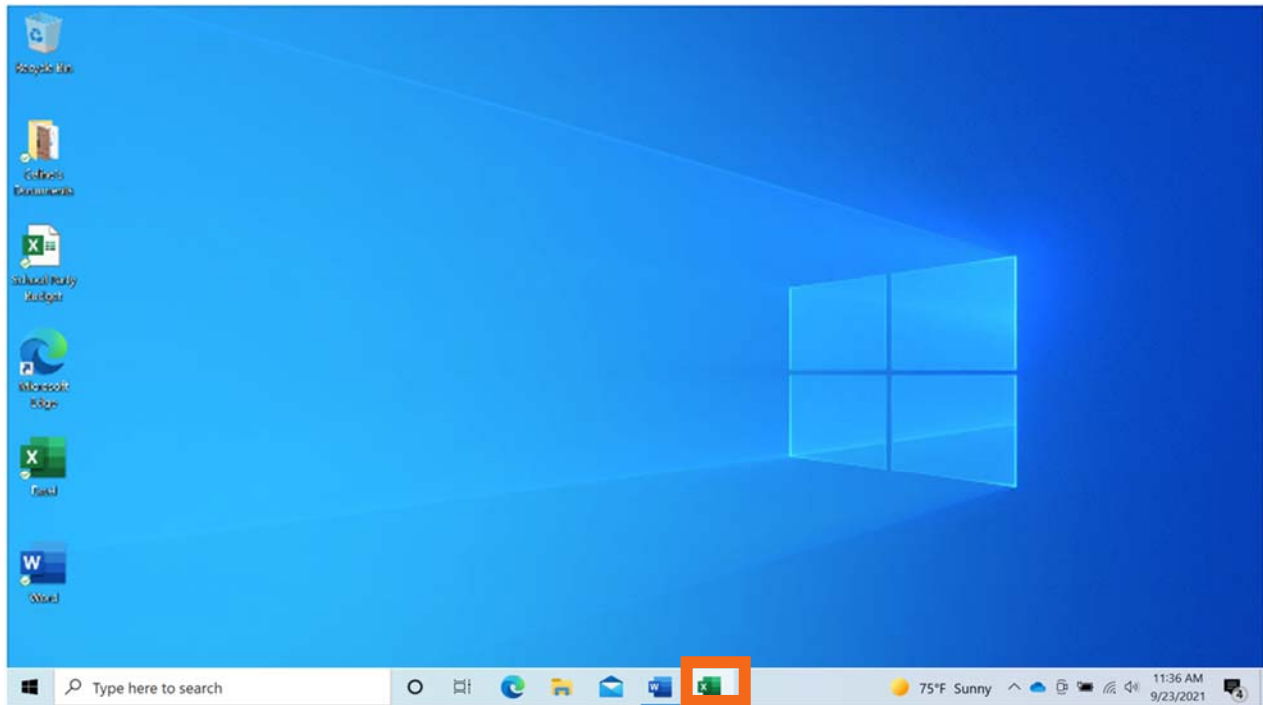


Every time you open and use applications, files, and folders, you see them inside a window. The window is your working area.

The right-hand corner of the title bar includes buttons that help you manage the window.

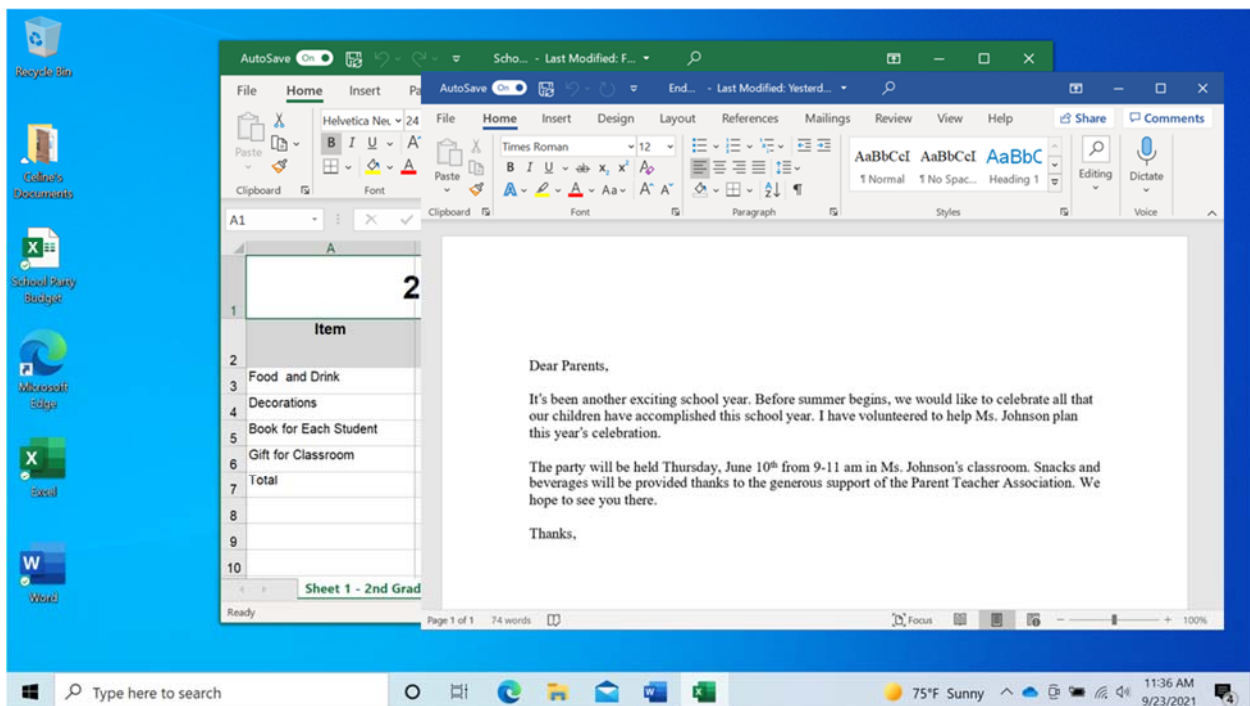


Square is Maximize. Make the window cover the whole screen.



Dash line next to maximize is the minimize. This hides the window, but does not close it completely.

The X will close the application, and if you did not save then your work will be lost.



It's common to have many windows open at the same time. People find it easy to switch between tasks or work between multiple files.

If you have more than one window open, moving them around or resizing them may be helpful.

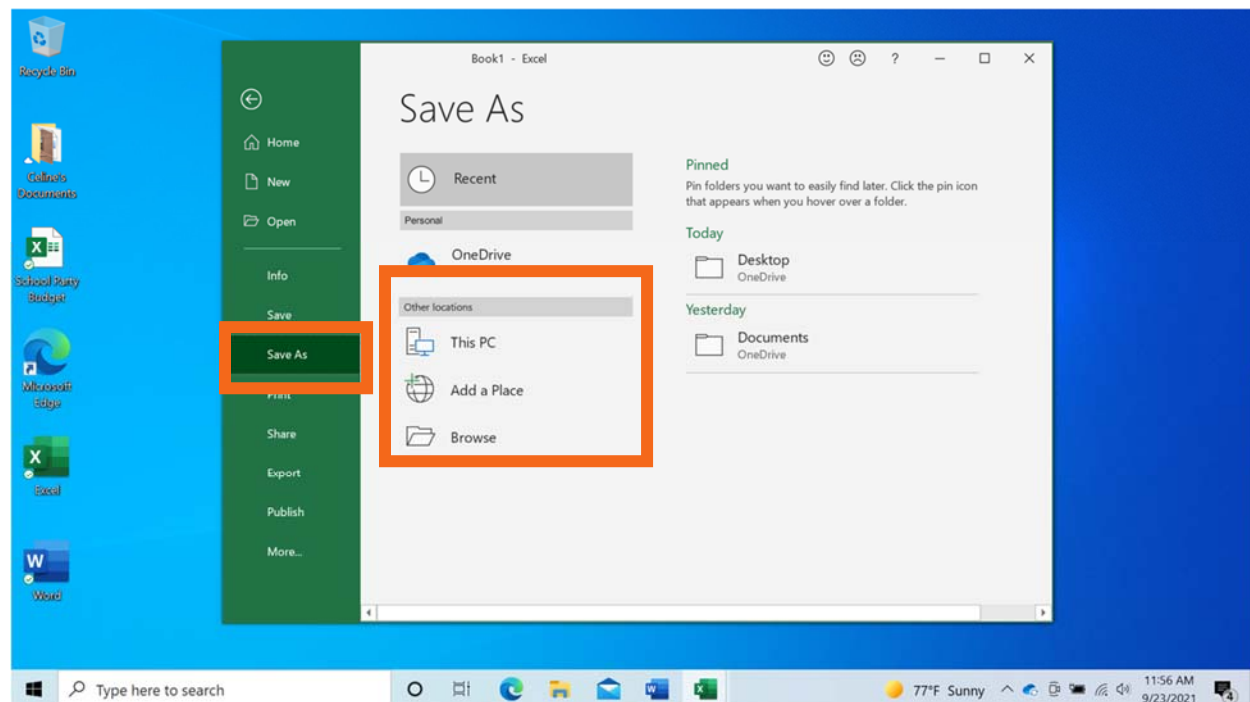
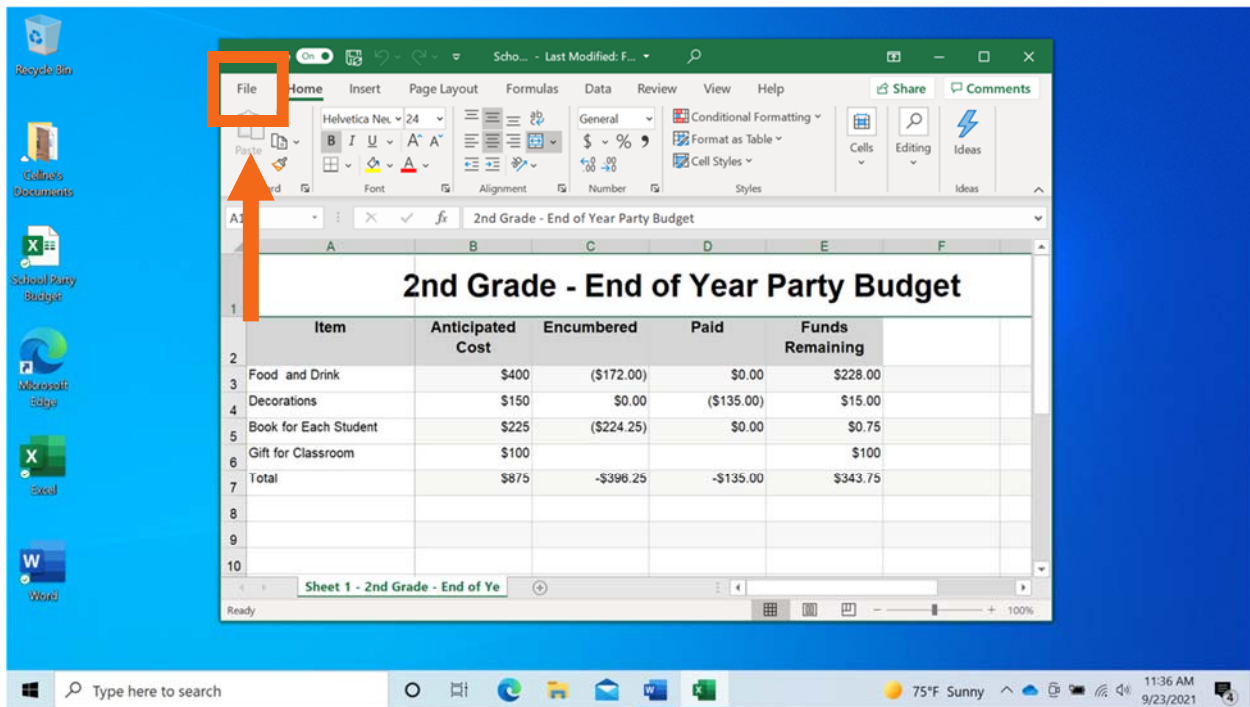
Activity #2:

3. What button do you click on to expand or maximize the window to fill the desktop?
4. What button do you click on to make the window smaller again?

Saving Files

Occasionally, while you are working on a file, or before you close it, you will want to save your work.

(See images below)



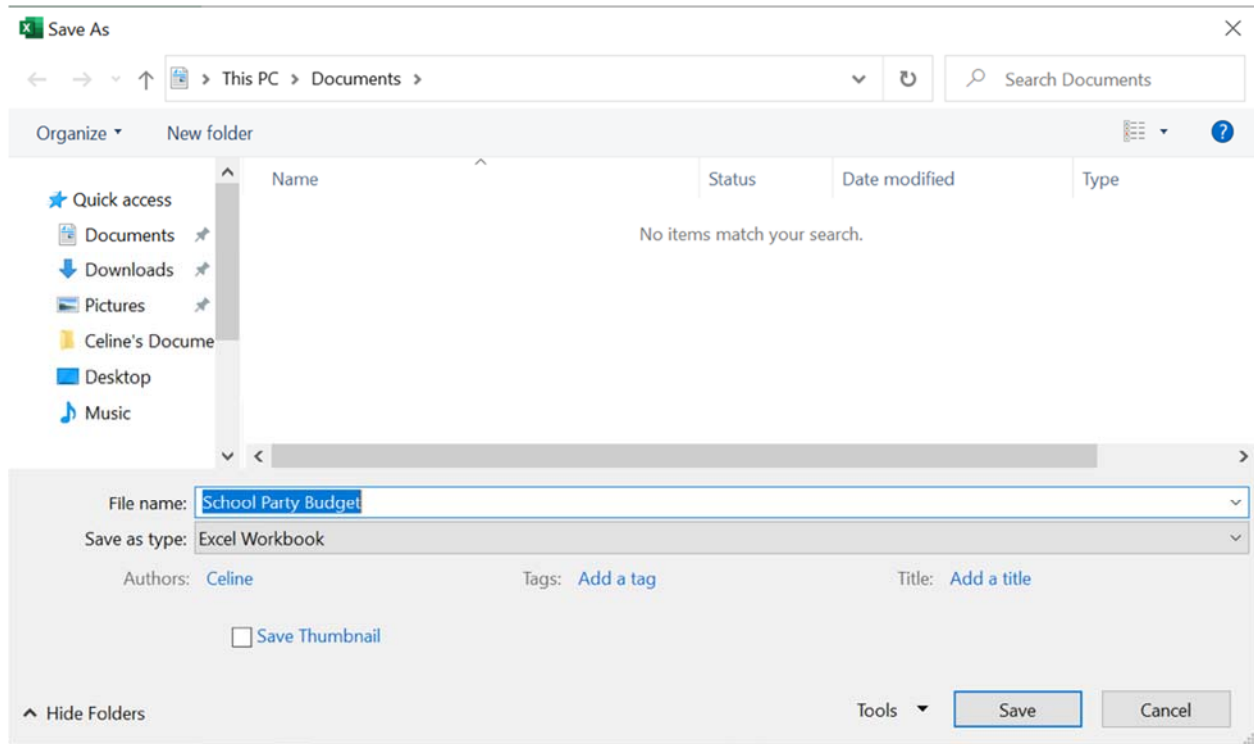
A "Save a Copy" window opens. This allows you to select where the saved file will be located on the computer. We want to save the file to the Documents folder, so we will click on This PC.

Activity #3: Use the computer desktop to answer the following questions.

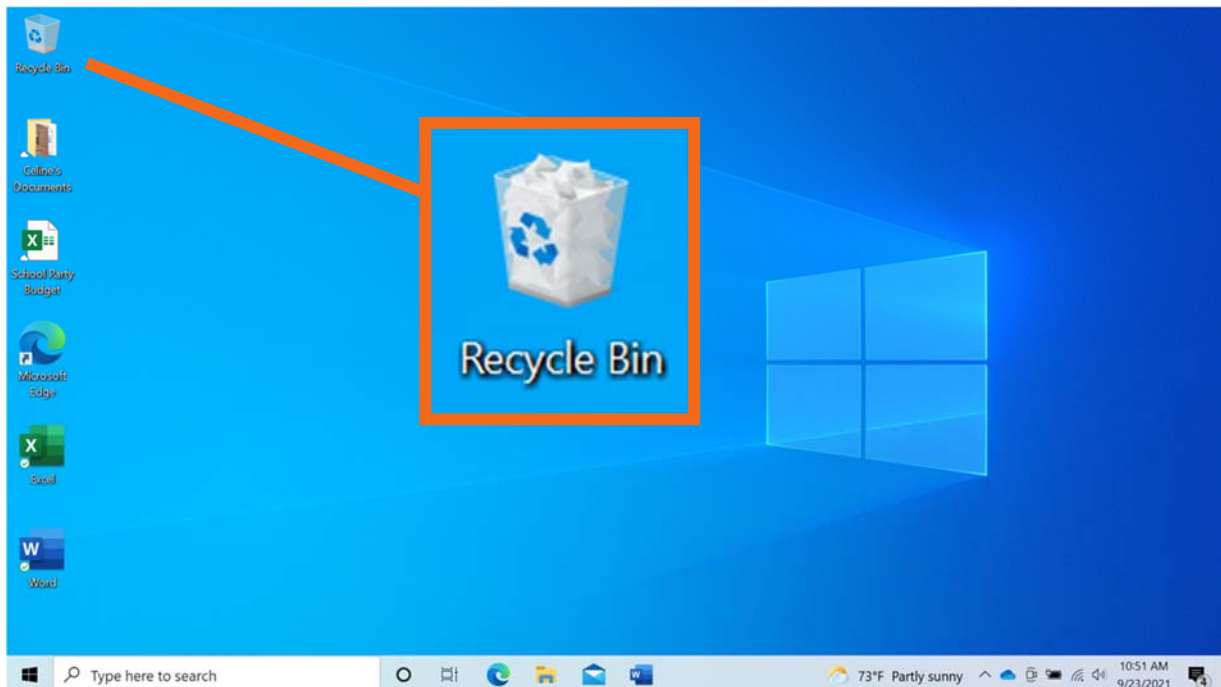
If you don't have your own computer, follow along with the instructor.

1. Open Microsoft Word.

2. Type “Hello World” in the document.
3. Save the document to the desktop. In the File name box, type “Hello” and click Save.
4. Close the file.



Deleting Files



The files are inside the Recycle Bin. The Recycle Bin is a temporary holding place for deleted files.

Just like a recycle bin in your home, the contents stay in the bin until you empty it and take it out.

If you move a file to the Recycle Bin and later realize you want to keep the file, you can still get the file back—as long as nobody has emptied the Recycle Bin. To open the Recycle Bin, double-click the icon.

Emptying the Recycle Bin


One way to empty the Recycle Bin is to move your cursor over the Recycle Bin icon and then right-click on your mouse.

Activity #4: Use the computer desktop to answer the following questions.

If you don't have your own computer, follow along with the instructor.

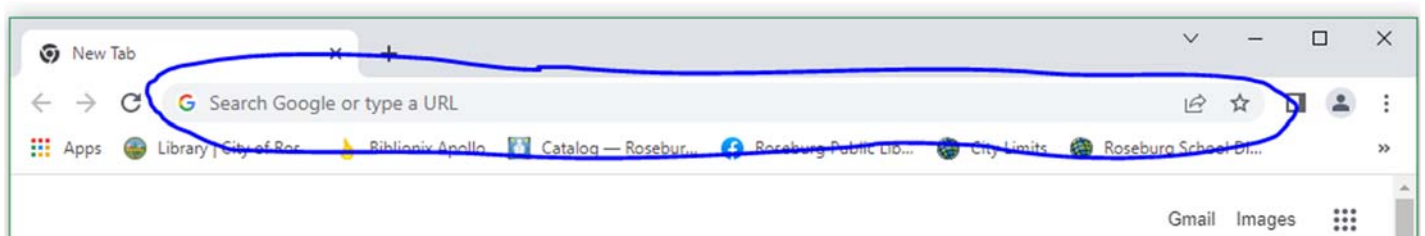
1. Move the file named Hello.docx on the desktop to the Recycle Bin.
2. Empty the Recycle Bin.

Searching on the internet

Getting started: To open the browser program, double left-click the Internet Browser icon  on your Desktop. (Google Chrome is the web browser that works with most websites)

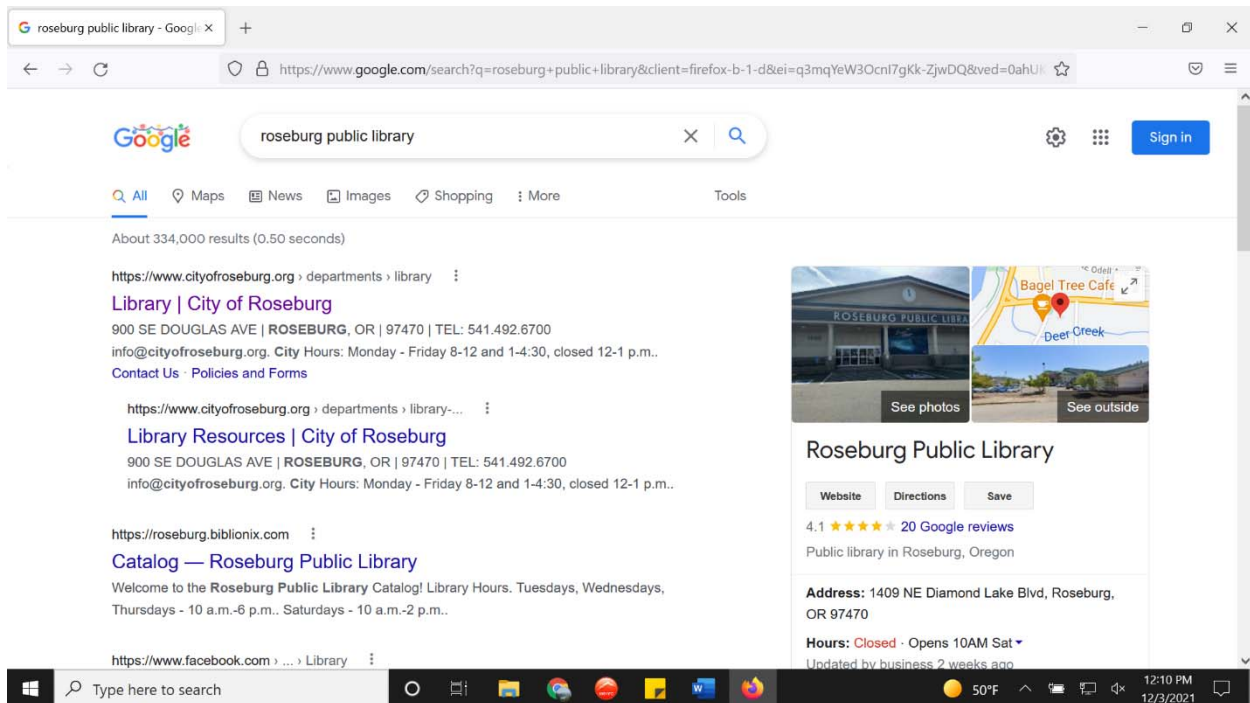
Address (Search) Bar: If you are looking for a specific web address, aka website or URL, click in the Address Bar and type the address. Then, click the arrow in the Address Bar or hit Enter on your keyboard to go to the site. If you don't know the exact web address, you can also type in a phrase or keyword for what you're looking for, which will redirect you to a search engine result, such as Google. From here, you can choose the result that corresponds to the site you're looking for.

This is often referred to as a search bar. If you are asked to search or look up a website, enter it here.



Click on "Search Google or type a URL." Type in: [roseburgpubliclibrary.org](https://www.roseburgpubliclibrary.org). (You do not need to type www)

You can also search directly in the address bar by typing: Roseburg public library. (This will take you to a google search of all the possible websites that 'might' be Roseburg public libraries website. Usually it's the first hyperlink)



Back/Forward Buttons: Click the Back Button (left-pointing arrow) at the **top left of the page** to go back one page and click the Forward Button (right-pointing arrow) to go forward one page.



Note: the Forward Button only appears after you have browsed back a page.

Reload (Refresh) button: Click the Reload Button in the Address Bar to reload or refresh the current page. This can be a useful tool if you're looking at a web page that is constantly updating, or if you are having trouble loading the web page.



You may have been asked to “refresh the page” before. This is how you do that.

In the smaller search bar under the Google logo, type in a phrase or keyword for what you're looking for, then press the **Enter** button on your keyboard. Here are some tips for completing effective Google searches:




Searching tips and tricks:

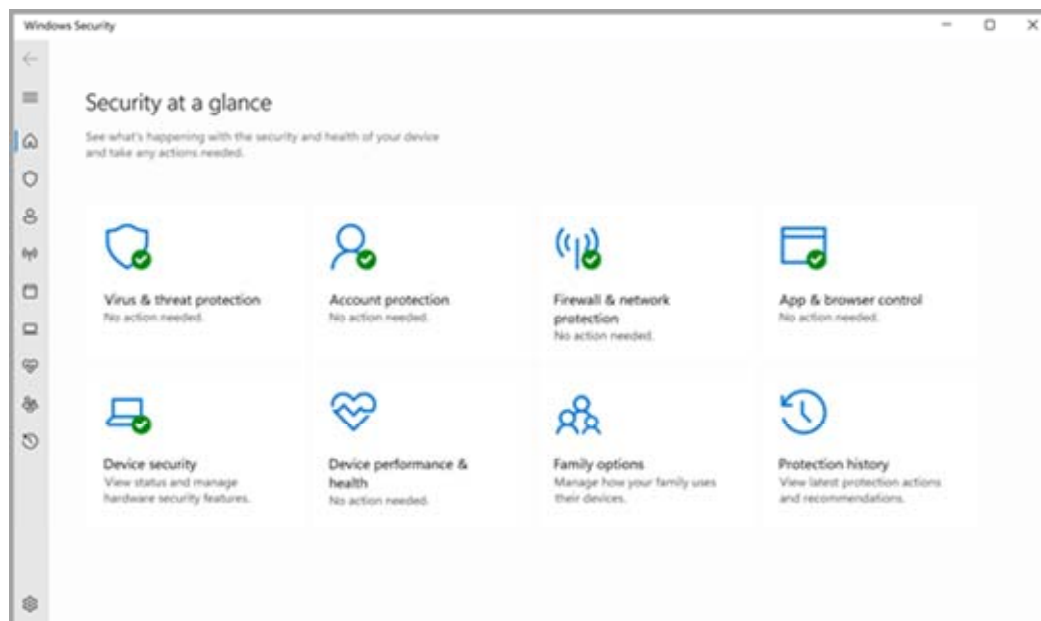
- **Use specific keywords.** Try to be as specific as possible. For example, if you want information about a buckeye tree, typing *buckeye* will result in information about trees, but it will also contain results related to football, Ohio, and candy. Add the word *tree* for better results.
- **Skip the words you don't need.** Unlike the game show Jeopardy, you do not need to phrase your search in the form of a question. Google ignores small words like *the*, *a*, *an*, *by*, and *of*, and instead focuses on relevant keywords. You can still include those words, but strong keywords are the key to good search results.
- **Don't worry about capitalization or punctuation.** Google ignores capitalization and most punctuation.
- **If at first you don't succeed, try saying it another way.** If you don't get the results you want, try rephrasing. Think of synonyms related to your search. For example, search *fitness* instead of *exercise*. If you used quotation marks, try removing them. Take out a word. Try a different word.
 - For example: If you are searching the phrase *usb drive*, you may want to try alternative words with the same meaning, such as *flash drive* or *thumb drive*.

Google will sometimes use your keywords to suggest an alternate search. A time this might be useful is if you misspelled a name. For example you search Steve Bushemy and it says “Search instead for Steve Buscemi?”

Windows security.

Windows 10 and 11 include Windows Security, which provides the latest antivirus protection. Your device will be actively protected from the moment you start Windows. Windows Security continually scans for malware (**malicious software**), viruses, and security threats. In addition to this real-time protection, updates are downloaded automatically to help keep your device safe and protect it from threats.

Begin by clicking the start menu  (lower left corner of your screen). Then settings  (gear icon on top of the power icon, at the lower left side of the screen). Then click updates & security which will be the last option. Then on the left side clicking  “Windows security.”



Here we see many different options, but we want to stick with “virus & threat protection” and “device security.” When clicking on either, they will automatically scan for threats and make appropriate changes if one is detected. If changed need to be made, then windows will direct you to do so.

Status icons indicate your level of safety:

- Green means there aren't any recommended actions right now.
- Yellow means there is a safety recommendation for you.
- Red is a warning that something needs your immediate attention.

Windows Updates

Another way to stay safe and make sure everything is running smoothly, is to check for windows (system) updates. Think of it as routinely going to the mechanic. We can find this option the same way we got to security. However, not clicking on “windows security.” Then click “check for updates” and it will run a scan to see if your computer needs an update. If it finds that you need one, it will ask to download and install them, which will take a while depending on how many updates there are. When done downloading and installing the updates, the computer will ask you to restart. Do so, and your computer will be up-to-date.