



Getting to Know Your Computer

Created by the Columbia Basin Alliance for Literacy



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Getting to Know Your Computer

How do you set up a laptop computer?



1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

Laptop cord
USB port
USB cable

Mouse
Memory stick

Computer
Printer/scanner

Getting to Know Your Computer

How do you set up a laptop computer?

Set up a laptop computer

1. Take the small end of the laptop cord and plug it into the laptop.



2. Plug the other end of the laptop cord into the wall outlet.

3. Connect the mouse to the laptop.



Plug mouse into USB port

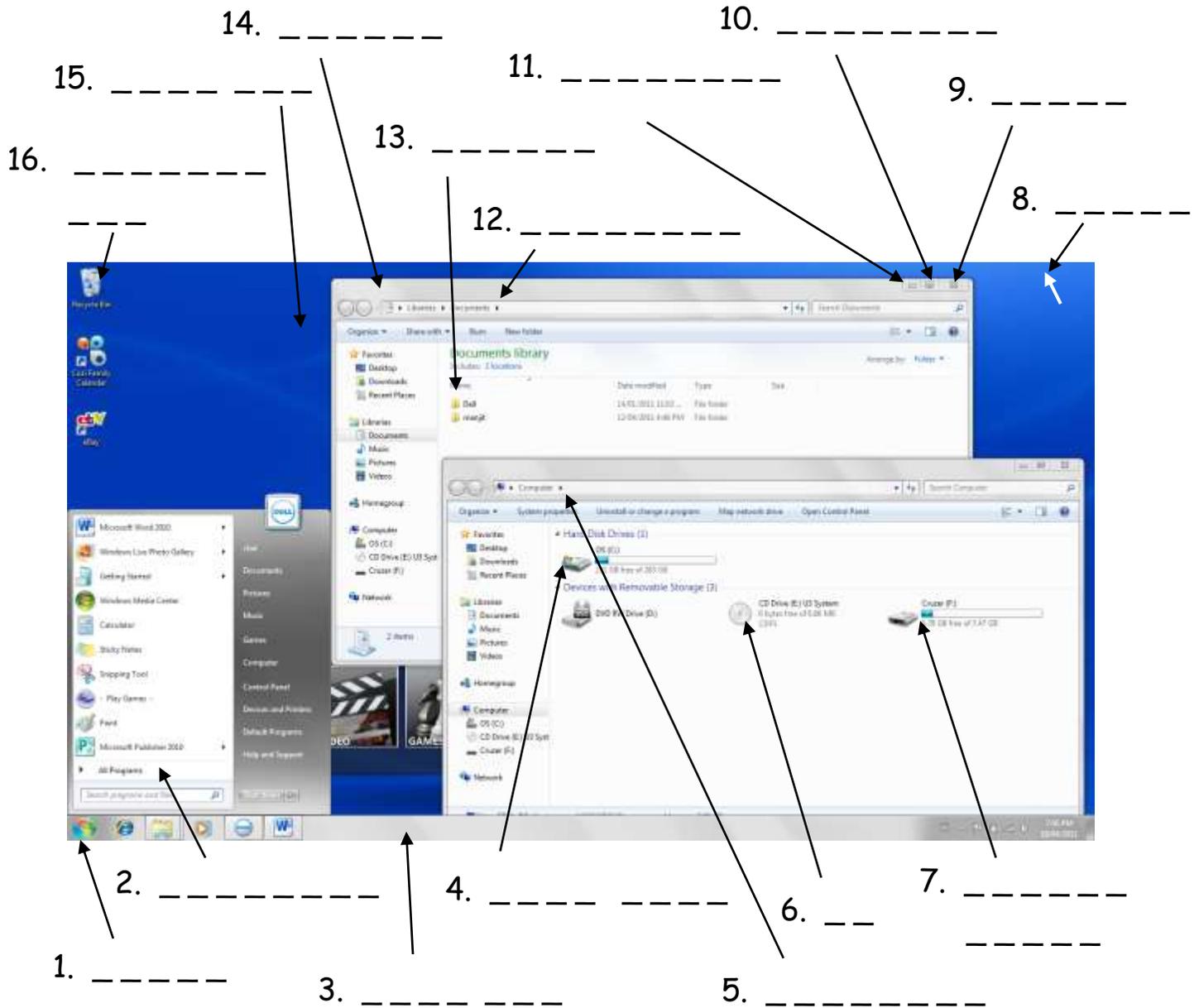
4. Turn on the laptop.

On button



Getting to Know Your Computer

What do you find on your desktop?



desktop
folder
maximize
CD

programs
arrow
recycle bin
start

minimize
window
computer
documents

taskbar
close
hard disk
memory stick

Getting to Know Your Computer

How do you create user accounts?

There are several things you may want to customize on your computer. **User Accounts** allow you to set up accounts for different users on your computer. These allow you to keep your files private.

Add a User Account

1. Click on the  **Start** icon.
2. Click on **Control Panel**.
3. Select **Add or remove user accounts**.



4. Select **Create a new account** in the new window that appears.
5. Type a name for the new account.
6. Click on the new account you have created.
7. Select **Create a password**.
8. Create a password for the account.
9. Click **Create password**.

Getting to Know Your Computer

How do you customize the desktop?

There are several other options you may wish to explore in the Control Panel, such as changing the desktop background and adjusting the screen resolution.

Change Desktop Background

1. Click on the  **Start** icon.
2. Click on **Control Panel**.
3. Select **Change desktop background**.

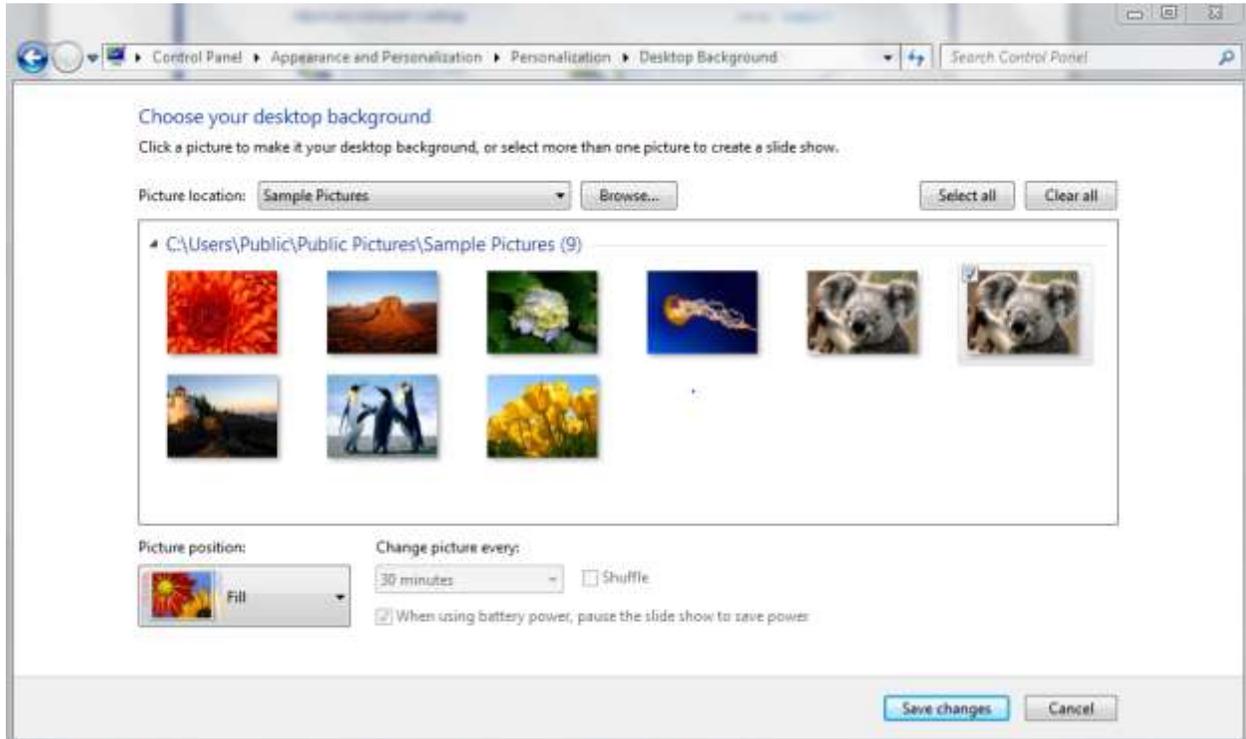


4. Choose a picture for the desktop background. You may choose one of the sample photos or click **Browse** to look for a photo from your files.
5. Click **Save changes**.

You may also select more than one photo if you would like to have a slide show.

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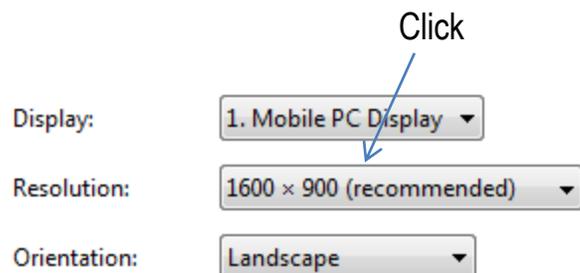
How do you customize the desktop?



Adjust Screen Resolution

Adjusting the screen resolution allows you to make items on your screen larger or smaller so they are easier to see.

1. Click on the  **Start** icon.
2. Click on **Control Panel**.
3. Choose **Adjust screen resolution**.
4. Click **Resolution**.
5. Slide the bar up or down to adjust the screen resolution.
6. Click **Apply**.



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How do you add a shortcut to the desktop?

Play Games

1. Go to **All Programs** and click on **Games**.
2. Choose a game you would like to play.
3. Click on the game and play.

Games are great mouse practice!

Add Desktop Shortcuts

Desktop shortcuts are icons found on the desktop for computer functions you commonly use. A simple click on the icon will take you directly where you want to go.

1. Choose a game you would like to add to the desktop from the **Start** menu.
2. Click on the icon.
3. Keep your finger down and drag the icon to the desktop.
4. Lift your finger. The icon will now be available on the desktop.

This is called drag and drop.



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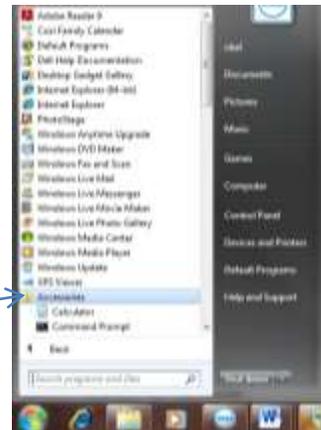
What are Accessories?

There are a number of fun and useful tools found in the **Accessories** on your computer, including Paint, WordPad, and Calculator.

Open Accessories

1. Click on the  **Start** icon.
2. Click on **All Programs**.
3. Click on **Accessories**.

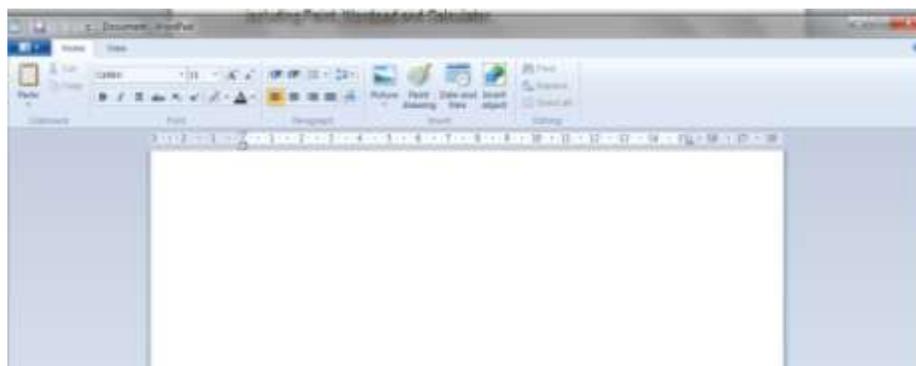
Click



WordPad is a simple word processing program that comes as part of the Windows 7 operating system.

Use WordPad

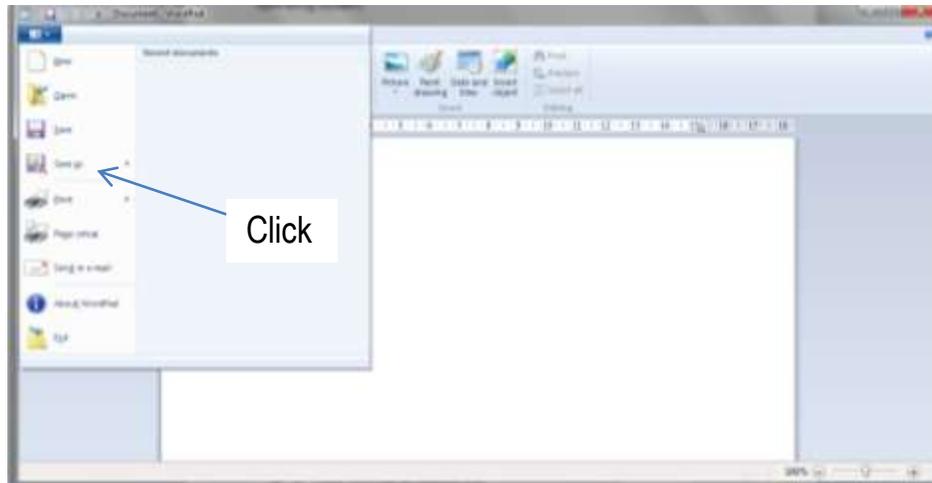
1. Click on **WordPad** in **Accessories**.
2. Type in the window that appears.



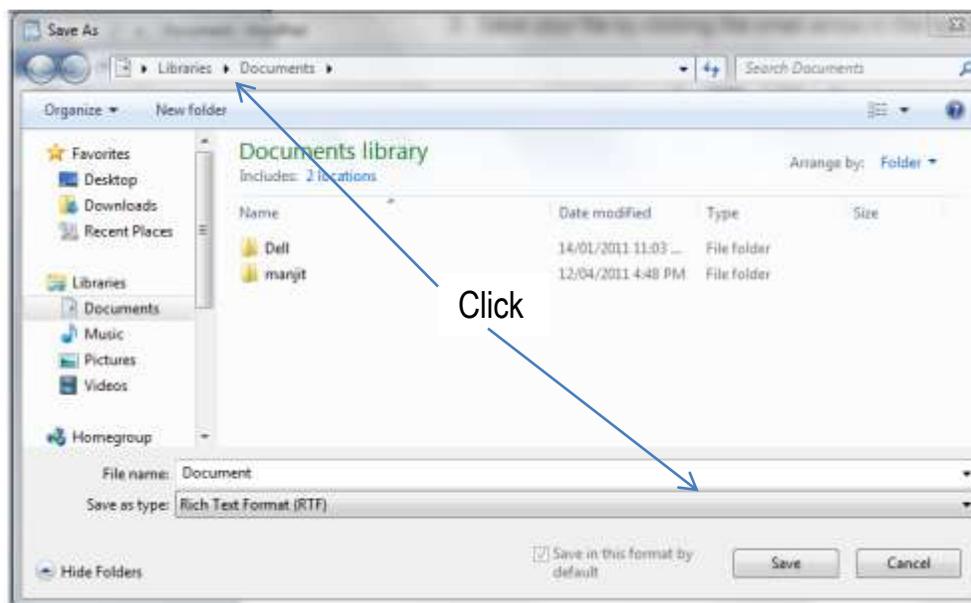
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How do you save things you want to keep?

3. Save your file by clicking the small arrow in the top left corner of the screen.
4. Click **Save** in the drop down menu that appears.



5. Create a folder to save your file in by clicking **New Folder**.
6. Type a name for your folder. Click **Open**.
7. Type a name for your file. Click **Save**.



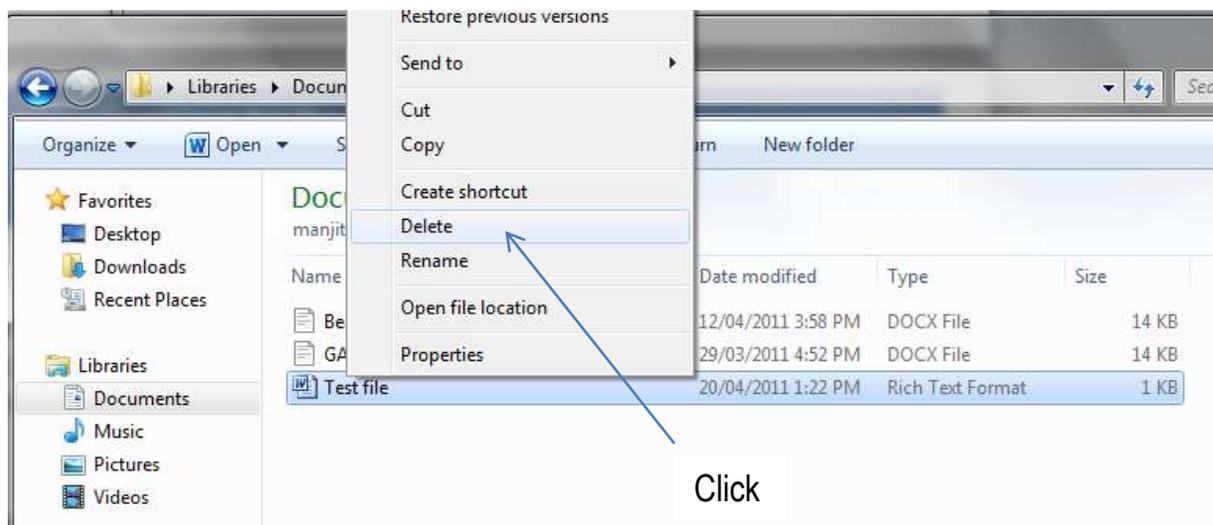
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How do you delete things you don't want to keep?

Often we have files saved on our computer we no longer want. It is important to delete these files as they take up computer memory and can negatively impact your computer's performance.

Delete Files

1. Click on the  **Start** icon.
2. Click on **Documents**.
3. Select the folder with the file/s you want to delete.
4. Right click on the file/s you want to delete.
5. Click on **Delete** in the dialog box that appears.



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How do you delete things you don't want to keep?

To permanently delete files you need to empty your **Recycle Bin**. This is an icon located on your desktop.

Empty Recycle Bin

1. Click on the **Recycle Bin** icon on your desktop.
2. Click on **Empty Recycle Bin**.



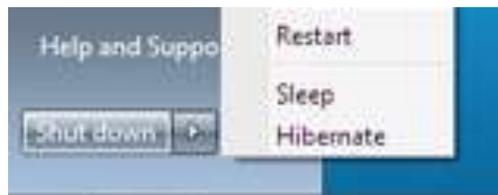
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How do you shut down your computer?

There are a number of ways to shut down your computer.

Shut Down

1. Click on the **Start** button. Click the triangle next to **Shut down** to bring up more shut down options.



2. Choose one of the following **Shut down** options:

Shut down - This shuts down the computer completely. You would normally do this to turn off your work computer at the end of the day, or your home computer before going to bed.

Restart - The **Restart** button "reboots" your computer, which means it saves your information to the hard drive, turns off the computer for a moment, then turns it back on again. Restarts are often needed in troubleshooting scenarios.

Sleep - **Sleep** puts your computer in a low-power state, but doesn't turn it off. The main advantage is that it allows you to get back to work quickly, without having to wait for the computer to do a full reboot. However, it does slowly drain the battery.

Hibernate - Hibernate mode is between **Shut down** and **Sleep** modes. It remembers the current state of your desktop and fully shuts down the computer.