



Presentation: Intro to Computers

Presentation Outline

- o Intro to the Computer
- o Computer Components
 - o Screen
 - o Mouse
 - o Keyboard
- o Basic Terminology
- o Navigating the Windows OS
- o Basic Safety
- o Office Programs
- o Questions?

What is a computer?

- o A computer is a machine that can be used to complete various tasks.
- o It allows people to communicate together from all around the world without ever being in direct contact with one another.
- o The computer is basically an electronic device that allows you to do tasks you cannot otherwise do without a computer.
- o With proper instruction, a computer can be a very simple and useful tool.

Components of a Computer

- o Screen
- o Mouse
- o Keyboard



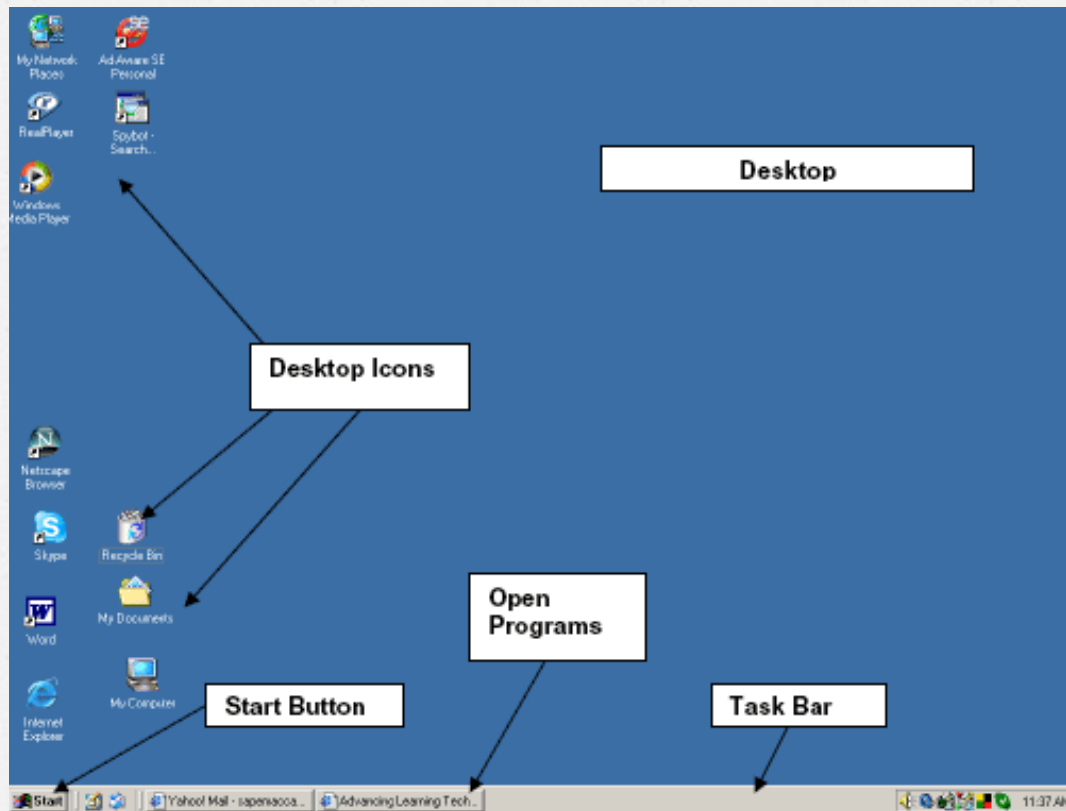
Picture of Laptop



Screen

- o The screen, also known as the monitor, is the visual object you look at when using a computer.
- o The screen is what you see and interact with.
- o Often, all the content you want to look at on a screen is too big to fit. You can use the scroll button on the mouse to go up and down on the screen.

Picture of a Screen



Mouse

- o The mouse is the device used to select and move things around on the screen.
- o It consists of three components: (1) left button, (2) right button, and (3) scroll button.
- o The left button is used to select and move objects on the screen.
- o The right button is used to find options of actions that can be done to objects.
- o The scroll button is used to move the screen up and down.

Picture of a Mouse

Parts of the mouse

Left mouse button –
click to move the
pointer to any position
on the screen

Wheel between the right
and left mouse buttons
– used to move/scroll up
and down pages

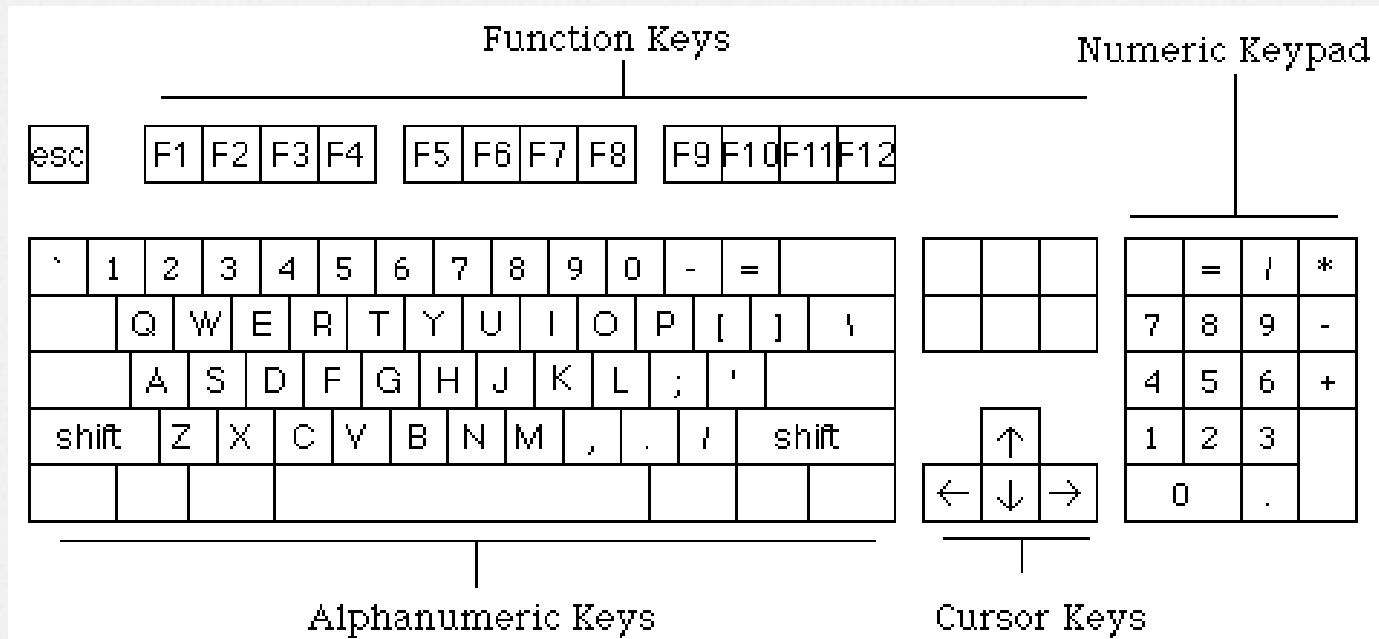
Right mouse button –
click to bring up
other menus



Keyboard

- o The keyboard is an object that has many “keys” on it. These “keys” are buttons that can be pressed.
- o Each “key” has a letter, number, or other symbol on it. When you click a certain button, the corresponding symbol will appear on the computer screen.
- o You can use the keyboard to type messages.

Picture of a Keyboard



Purpose of a Computer

- o There are many useful applications of a computer that cannot be done without one.
- o These include:
 - o Sending messages to other people worldwide in seconds (email).
 - o Conferencing with other people “face-to-face” over the computer (Skype).
 - o Posting and viewing pictures on the computer of you and other people (social media).

Basic Computer Terminology

- o Program
 - o some kind of tool that will help you to do something
- o Internet
 - o a network that holds information and allows people across the world to connect with each other
- o Browser
 - o a program that allows you to use the Internet

Basic Computer Terminology, cont.

- o Printer
 - o an external device that allows you to “print” what you see on the screen onto a piece of paper
- o Email
 - o a message that can be sent to another person across the world in a matter of seconds through the computer
- o Operating System
 - o the basic outline of what you see on your computer; in other words, the visual interface; two examples are Windows and Mac

Navigating the Windows Operating System

- o The Windows Operating System (OS) is what you see when you are using your computer.
- o To learn more about how to use the Windows OS, let's look at the “Navigating the Windows Operating System” tutorial.

Basic Safety

- o There are some ways in which you can jeopardize the security of your computer and information.
- o In general, do not type in any personal information (name, address, credit card) to any place on your computer.
- o Do not click on any “spam” messages that say you won a prize or are asking for your information.

Basic Safety, cont.

- o A spam message would like this:



Office Programs

- o There are certain programs on your computer that allow you to create specific kinds of documents and presentations.
- o Microsoft Word is a word processor program, meaning it is a program that you can make documents, reports, and messages on.
 - o Word easily allows you to make documents like invitations, summaries, and letters.

Office Programs, cont.

- o Microsoft PowerPoint allows you to make presentations (such as this one).
 - o You can create professional and attractive “slides” (screens like this) with transitions and special visual effects.
 - o Also, PowerPoint can be used to put together pictures and videos.
- o Microsoft Excel is a program where you can make spreadsheets, tables, and graphs that you can put data, numbers, and information into.
 - o For example, you can use Excel to create a budget.

Questions?

- Anything else you want to know about the computer?

Thank you!

- If you ever have any questions regarding the computer or any other topics, please feel free to send an email to:

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A presentation by...



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