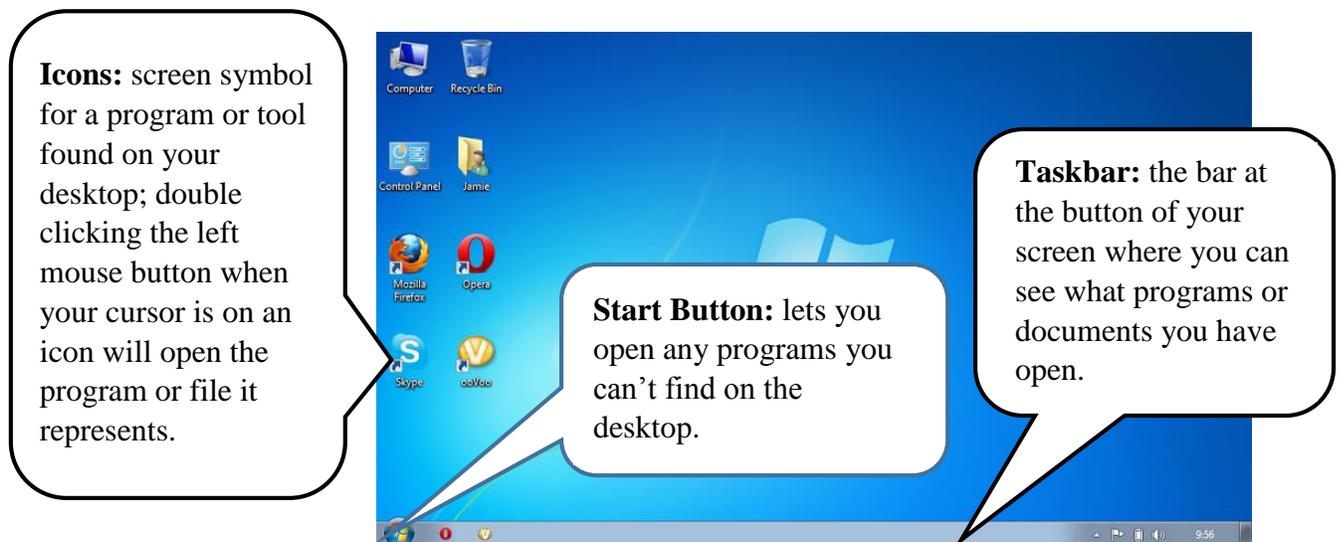


Why do you need to use a computer?

- **Hardware:** The computer machinery, the stuff you can touch. Ex) keyboard, mouse, printer, monitor, etc.
- **Software:** Programs that tell the computer what to do, stuff you cannot touch. Ex) Microsoft Word, Microsoft Excel, Google Chrome.
- **Operating System:** Basic program that sends software instructions to the computer. Ex) Windows 7, Windows 8, Windows 10, Mac OS X

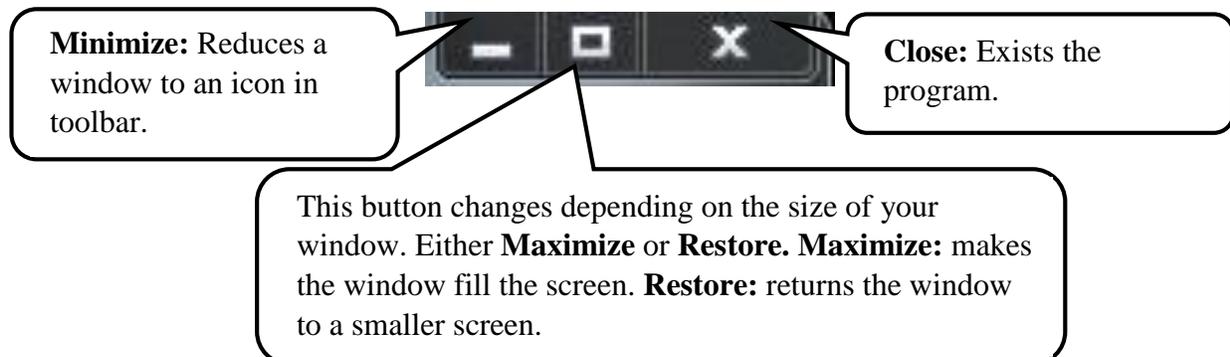
The Desktop

The Desktop is the work area you see when you turn on your computer. It has the following parts:

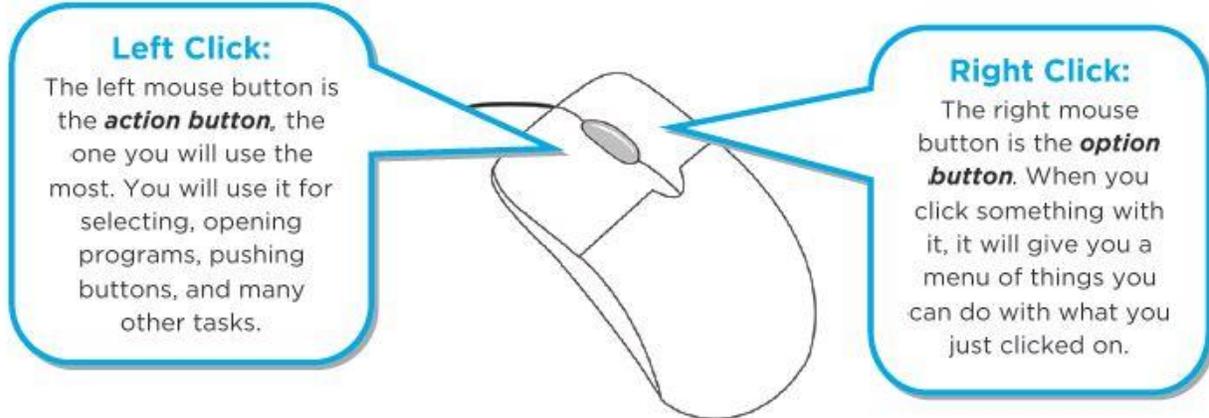


Window Control

Programs are shown in different **windows**, which are the visual representation of programs. Every window will have the same three buttons in the top right hand corner.



Using a mouse



- Put your pointer finger on the **left button**.
- Put your ring finger on the **right button**.
- Rest your wrist on the table.
- Keep your hand relaxed.
- Press the buttons gently without lifting your fingers.

The Pointer

The pointer is the arrow on the screen that moves when you move the mouse. It can take different shapes.

	The arrow: the regular shape of the pointer.		The I-bar: indicates that pointer is on top of text or a box where you can enter text.
	The hand: indicates that the pointer is on top of a link.		The hour glass: this means that the computer is processing instructions.

Need more help?

- Be sure to sign up for another class at the Baldwin Borough Public Library.
- Check out a book from the library to learn more.
- Come to the library and practice on a library computer.
- Type in: <http://www.gcflearnfree.org/popular/computerbasics> and press enter. This page contains some review on computer basics.
- Type in: <http://www.gcflearnfree.org/popular/typing/play> for typing practice.
- Call Pam at the Baldwin Borough Public Library and schedule a one-on-one appointment: 412-885-2255.