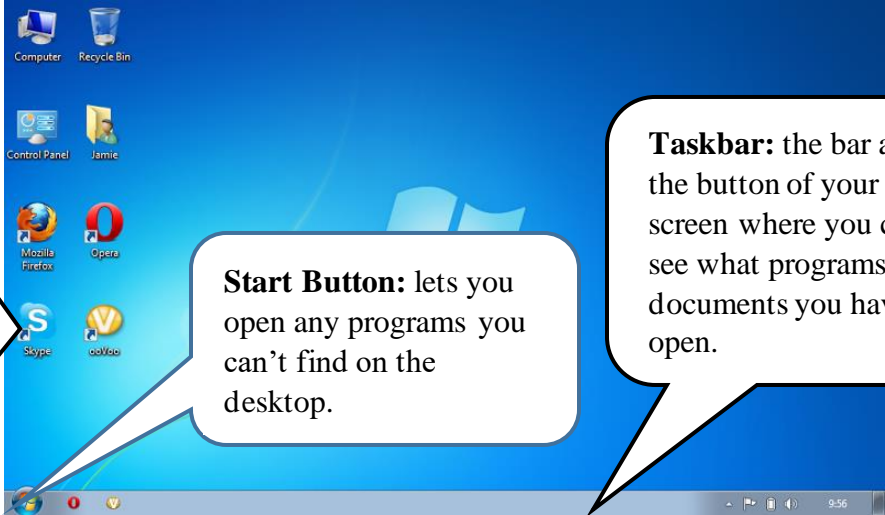


Computer Terminology

- **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:



Icons: screen symbol for a program or tool found on your desktop; double clicking the left mouse button when your cursor is on an icon will open the program or file it represents.

Start Button: lets you open any programs you can't find on the desktop.

Taskbar: the bar at the bottom of your screen where you can see what programs or documents you have open.

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.

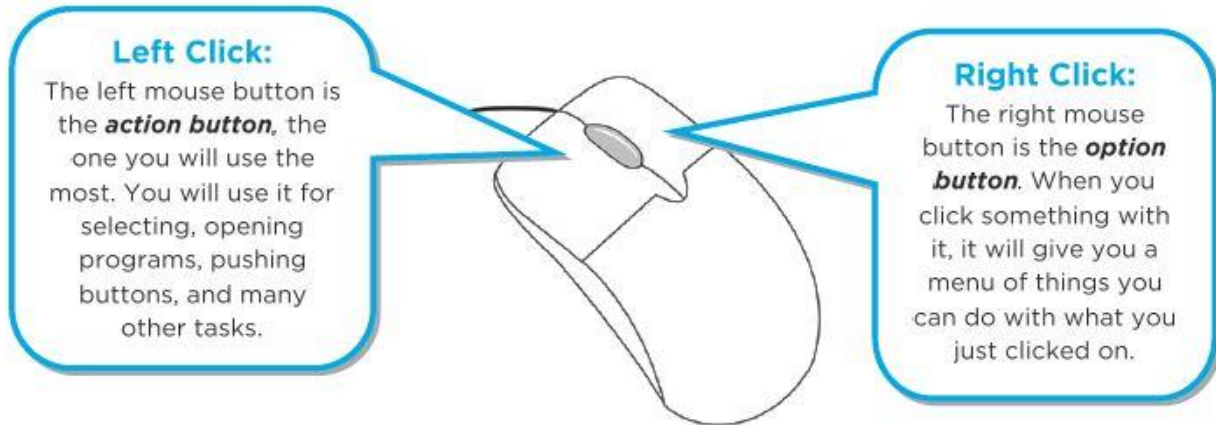
Minimize: Reduces a window to an icon in toolbar.



Close: Exits the program.

This button changes depending on the size of your window. Either **Maximize** or **Restore**. **Maximize:** makes the window fill the screen. **Restore:** returns the window to a smaller screen.





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?

- 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.