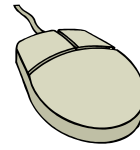


# General computing for the beginner (Windows)

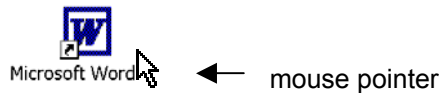


## Using a mouse

A mouse is a pointing device connected to your computer.

You use a mouse to point, click or drag items on your computer screen.

1. **To point - moving the mouse causes the pointer to move on the screen. You may want to move the mouse to point to an icon (see below) or a web page link, or menu item.**



2. **To click is to press then release the left mouse button.**

**Click means to press the left mouse button once, double click is to press the left mouse button twice.**

(If you have problems with double click, you can get the same result by pressing the mouse button once and then pressing Enter on the keyboard.)

**Usually, click is to select and double click is to open.**

**For example, if you double click on the Microsoft Word icon the program will open.**



**Right click is to press the right mouse button once, which will display a list of options on your screen.**

3. **To drag is to point to an object on the screen, click and hold down the left mouse button while moving the mouse to a new location, then release the mouse button. The object will be dragged to the new location.**

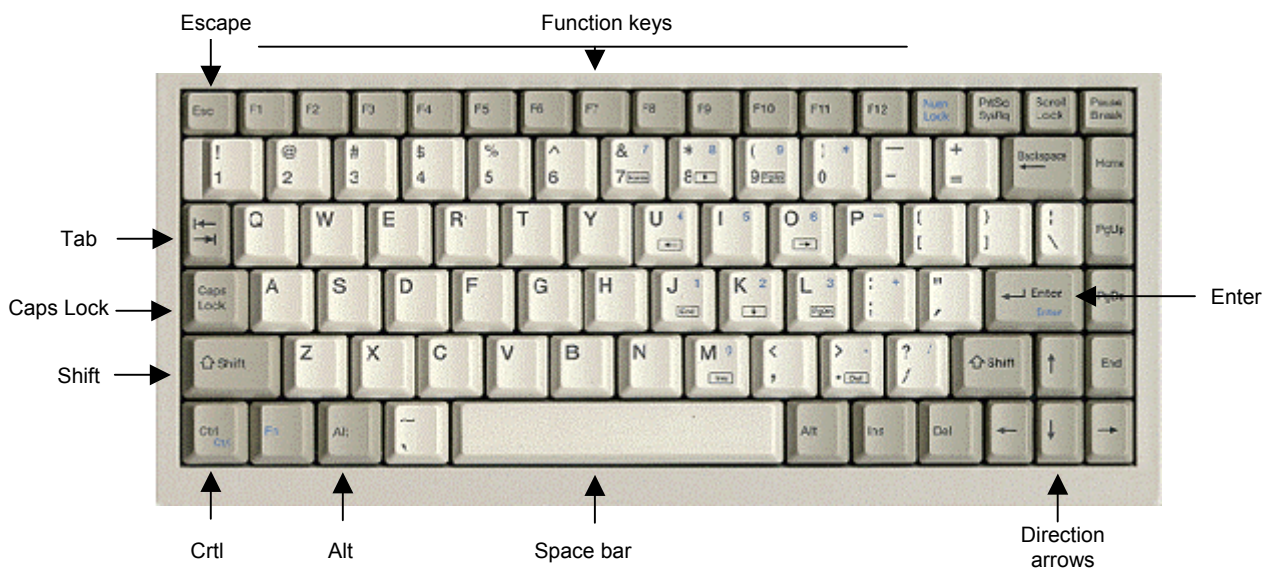
When you first start using a mouse it can be difficult to master. Simple card games, such as Solitaire, are a good way to practise your mouse skills.

There are also some online games at <http://www.scatty.com/games.html> you could use for mouse practice.

## Basic keyboard/typing skills

### The keyboard

A computer keyboard is very similar to a typewriter, with a few extra buttons. Keyboards vary slightly, but the main keys are the same.



- **Function keys** perform different functions, depending on the program you are using. F1 is often the key you press for help.
- **Esc** – is the escape key, which is used to cancel or abort the current operation.
- **Tab** – when typing the tab key is used to move in set increments across your page. For example, to line up a list of numbers.
- **Caps Lock** – press the Caps Lock key to type in capital letters. You don't need to hold it down, press once to turn on and again to turn it off when you have finished.
- **Shift key** – press the shift key and hold down while pressing a letter to type a capital letter. Release the shift key to stop capitals. If you press the shift key and a number, you will get the character shown above the number on the key. For example, hold the shift key down and press 4, will give you a \$ symbol.
- **Space bar** – press the space bar once to enter a space between characters in your typing.

## General computing

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- **Enter** – press enter to start a new line in your typing.
- **Direction arrows** – allow you to move around your document.
- **Ctrl and Alt** – perform special functions when used in conjunction with other keys on the keyboard. For example, Ctrl P will bring up the print dialogue box, Ctrl C is to copy etc. A program's help files will give information about keyboard shortcuts.

### Typing skills

You don't need to be a touch typist to use a computer effectively, however many students like to improve their typing skills to make their typing faster and more accurate.

There are several shareware typing tutor programs available, which you could use to improve your skills. Searching for typing tutor on the internet will give you plenty of options, including some you can use online.

## Using the scroll bars

When a document or web page is longer (or wider) than the available space on your screen, a scroll bar appears along the side (or bottom) of the window you are working in.

**You can use the scroll bar to view the rest of the page.**

1. **Click your mouse on the grey bar, hold the mouse button down.**
2. **Then move the bar up or down (or sideways if it is on the bottom of the window)**

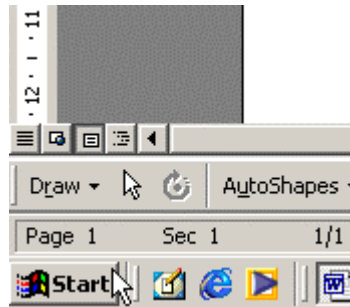
or

**Click on the  up or  down scroll bar arrows to scroll more slowly.**

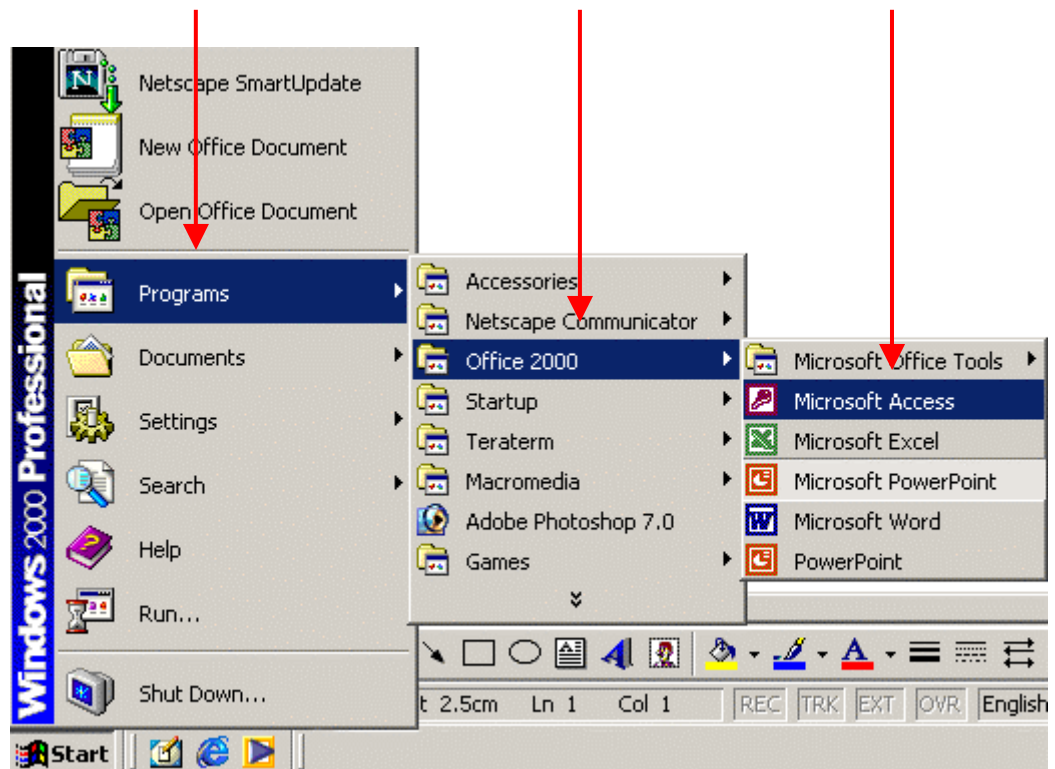


## Using the start menu to find and open a program

1. From the computer's desktop, click on the Start button   
The Start button is in the bottom left corner of your screen.

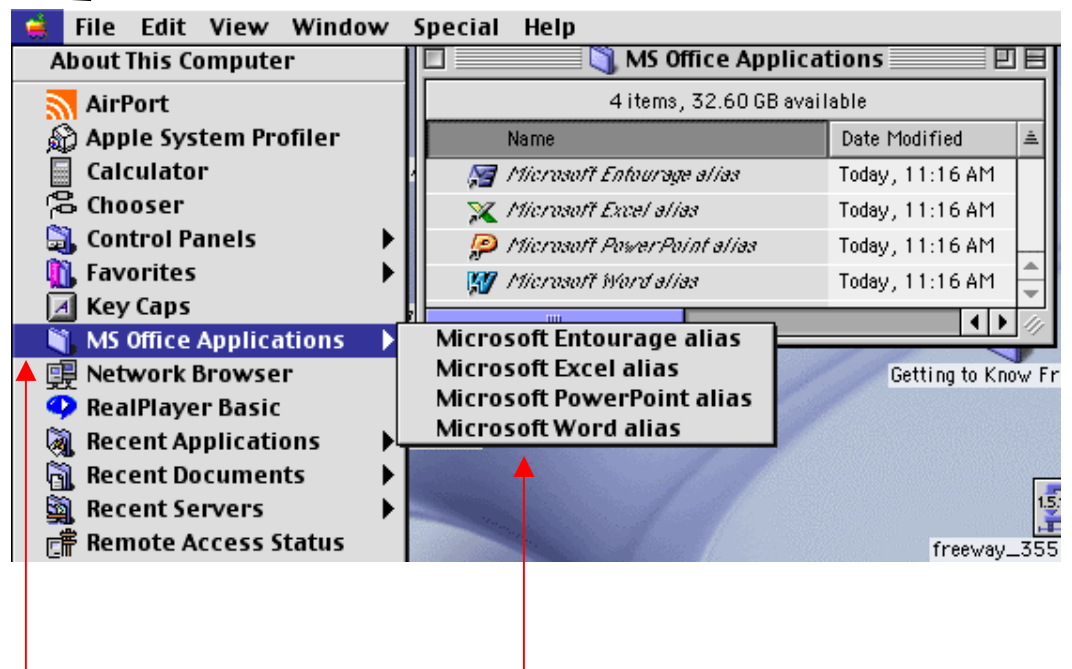


2. Click on Programs, choose the program group you require, then click on the program name to open it.



## How to use the Apple Menu button to find and open a program (on a MAC computer)

1. Click on the Apple Menu button   
The Apple Menu button is located in the top left corner of the desktop menu bar.

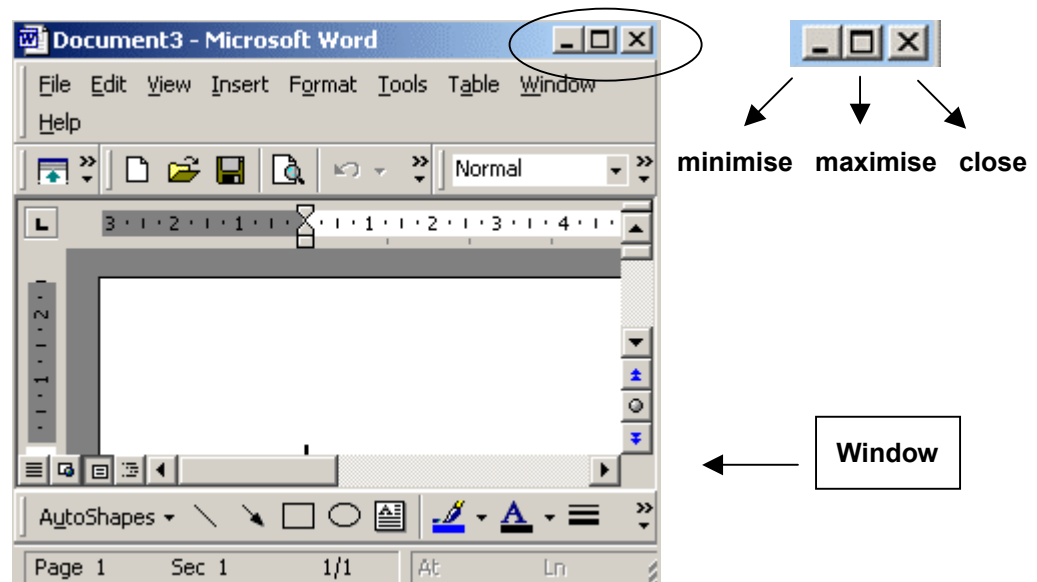


2. Click on the program group you require, then click on the program alias to open it.

**Note:** on some University Computers the program alias may be on the desktop.

## Using the minimise, maximize and close windows buttons

When you open a program or file on your computer it will open in a window. The buttons in the top right hand corner control the window.




### Minimise

Click on this button to minimise the window. The window will then disappear and will be represented by a button on the task bar at the bottom of your screen.



Clicking on this button in the task bar will restore the window.

### Maximise

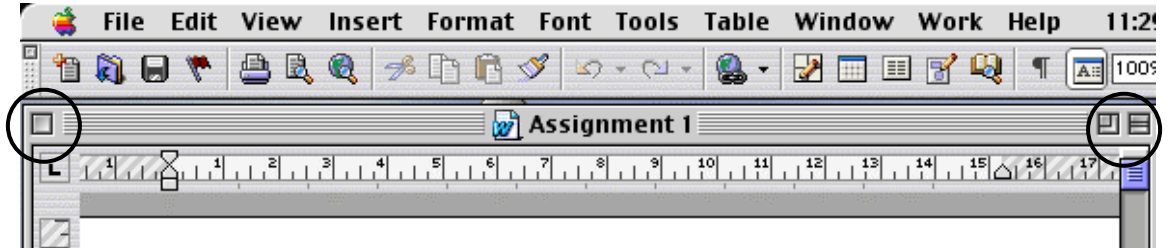
Click on this button to maximise the window. The window will increase in size to take up the whole screen. The maximise button will then be replaced by a restore button . Clicking on the restore button will make the window smaller again.

### Close

Click on the close button to close the window.

## How to use the window shade, zoom and close buttons (on a MAC computer)

When you create or open a file, the window shade, zoom and close buttons will appear at the top of the active window.



### Window shade

Click on this button to collapse (minimise) the window into a horizontal bar.

### Zoom

Click on this button to increase or decrease the size of the window.

### Close

Click on this button to close the window.

## Copy and paste

### Copy and paste text

You can copy a section of text and paste it in another location. Copy and paste is very handy as it saves time and possible error in retyping text.

1. To select the text you want to copy – click the mouse in front of the first character, hold the mouse button down and drag until the text you want to copy is selected (highlighted), then release the mouse button.

**Selected text will look like this**

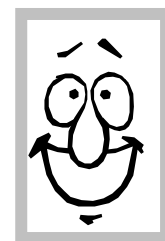
2. To copy the text – from the menu bar, click on **Edit > Copy**. (A keyboard shortcut for copy is to hold down the Ctrl key and press C.)



3. To paste the text – move your mouse and click where you want the text to be pasted. From the menu bar, click on **Edit > Paste**. (A keyboard shortcut for paste is to hold down the Ctrl key and press V.)

### Copy and paste an image

1. Select the image you want to copy by clicking on it.
2. To copy the image – from the menu bar, click on **Edit > Copy**. (Or Ctrl C.)
3. To paste the image – move your mouse and click where you want the image to be pasted. From the menu bar, click on **Edit > Paste**. (Or Ctrl V.)



## Using a floppy disk to save files

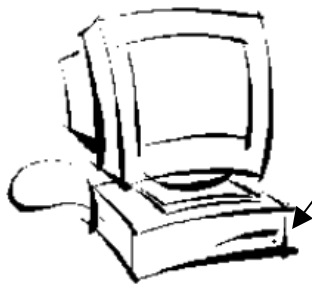
A floppy disk is a storage device for saving files from your computer.

It is important to:

- Save your work often.
- Keep you disk clean.
- Write your name on your disk.



A floppy disk is inserted into the computer, metal strip first with the label facing up.



The disk is inserted into the floppy disk drive which is called A drive.

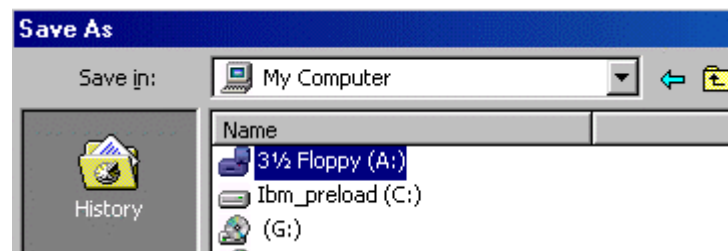
When the disk is fully inserted it will click into place.

When you have finished with your disk, press the button beside the floppy disk drive to eject the disk.

**Note:** Ensure that all files are closed before you remove your disk.

### To save to a floppy disk from Microsoft Word

1. From the menu bar choose **File > Save As >** click in the 'Save in' box and choose **My Computer > 3½ Floppy (A:)**.




2. Type a name for your file in the 'File name' box.



3. Click on **Save**.

## Switch between open programs or files

It is possible to have more than one program or file open on your computer at the one time. This may be necessary, for example, if you are working on an assignment in the word processor and want to look up a reference from the Library Catalogue. Or you could have two word processing files open.

To Open a program, Click on the Start button  > choose programs > then click on the name of the program you want to use.

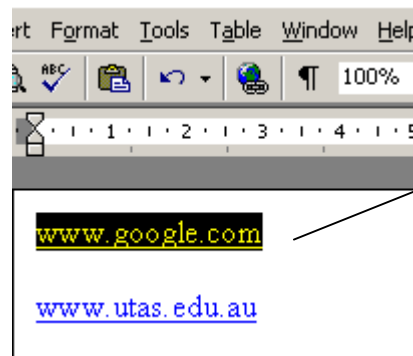
You can see the programs or files you have open by looking at the task bar at the very bottom of your screen.



**To switch between the open programs or files**, simply click on the item you would like see to bring that item back onto the main screen.

You can also copy and paste between open programs. For example, you may have a Word document open which is a list of web addresses. You can copy a web address from your Word document, then using your task bar switch to the browser, and paste the address into the web browser – this is much faster and more accurate than re-typing.

### Microsoft Word



### Internet Explorer



Select the text,  
click on Edit > Copy  
from the menu bar.

Using the task bar  
switch to  
Internet Explorer

Click in the Address box and  
click on Edit > Paste from  
the menu bar.

**Note:** Only have the programs or files open that you are working on. If you have too many open it may slow down your computer.

## How to switch between open programs or files (on a MAC computer)

To switch between open programs you use the Application menu, which is in the top right hand corner of the screen. It is an icon representing the current application being used.

Clicking on this icon (regardless of what application is active) will cause a pop-down menu to appear with a list of applications on standby. This is where you can switch between applications but not files.

Files remain open on the desktop and can be minimised to a horizontal bar using the window shade function. The horizontal bars can then be stacked in any order you like.

