
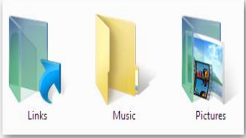



## Getting Started: The Basics

---

Parts of the Computer	Screen/Monitor; Keyboard; Computer/Tower/CPU; Mouse; Jump Drive/Flash Drive; CD; Speakers; Mouse Pad
Turning On Your Computer	This is the universal symbol for the computer's "ON" button. When it is lit up, the computer is ON. 
Desktop & Icons 	The <b>Desktop</b> is the first thing you see when your computer is on and ready to go. You can always come back to your <b>Desktop</b> . <b>Icons</b> are shortcuts to programs. Every computer comes with programs already installed. Some of these have <b>icons</b> on the <b>desktop</b> so they are easily accessible.
Pointer & Mouse	The Mouse moves the Pointer around the screen. The pointer changes what it looks like based on where it is and the computer's perception of the task you might ask it to perform.
<b>Double Click</b> , <b>Left Click</b> , & <b>Right Click</b>	A " <b>double click</b> " is when you <b>tap</b> the <b>left</b> mouse button quickly, twice in a row. The first click selects, the second one opens. The <b>Left Click</b> , <b>regardless of the number of times you click it</b> , is always associated with selecting and opening. If you are asked to "click" on something, this means <b>One Left Click</b> . A <b>Right Click</b> opens up contextual menus. For instance, when you right click on a desktop icon, you get a <u>different menu</u> than when you click on a blank spot on the desktop.

## Getting Started: The Basics

---

<p>Opening a Desktop Shortcut</p>	<p>There are 3 ways to open a Desktop Shortcut.</p> <ol style="list-style-type: none"><li>1) <i>Gently</i> <b>Double Click</b> on the <b>Icon</b> (<b>not</b> on the words). Do Not move the mouse while double clicking.</li><li>2) <b>Left Click</b> on the <b>icon</b> 1 time so it is highlighted, then press the <u>Enter</u> key on the keyboard.</li><li>3) <b>Right Click</b> on the <b>icon</b> 1 time. A menu will open up. Choose "<u>Open</u>" from the menu by moving your mouse over the word so that it is highlighted, then <b>Left Click</b>.</li></ol> <p>Wait a moment while the program opens. <b>Sometimes</b> you will see an hour glass or other indicator that the computer is working on your request, sometimes, not.</p>
<p><b>Start Button</b></p> 	<p>No matter what variation on this button, the <b>Start Button</b>, which gives access to the <b>Start Menu</b> and all the programs on your computer, is <b>ALWAYS</b> located in the lower left hand side of the screen.</p>
<p><b>Start Menu</b></p>	<ul style="list-style-type: none"><li>• When you hover on the <b>Start Button</b>, it gets brighter and tells you it's the <b>START</b> button.</li><li>• When you click on that button, the <b>Start Menu</b> opens.</li><li>• The column of the left provides access to "pinned" items, recently used programs, and access to All Programs on your computer.</li><li>• The column on the right provides access to specific important places on your computer, and also <b>Help</b> &amp; Support.</li><li>• <b>**Please note that a right facing arrow follows some of the menu items. This indicates that another menu will appear listing all the items in its category.</b></li></ul>
<p><b>Start Menu</b></p>	<p>Also please notice the bottom right hand corner of the start menu has a button that says <b>Shut Down</b>. This is the <b>Only Way</b> to <u>Properly</u> shut down your computer. You do <u>NOT</u> need to press the <b>ON</b> button to shut <b>off</b> your computer.</p>

## Getting Started: The Basics

---

<b>Start Menu</b>	<ul style="list-style-type: none"><li>• When you want to <b>Shut Down</b> your computer, make sure there are NO Open Windows. You can tell this by looking at your <b>Task Bar</b>.</li><li>• Some icons in the task bar appeared when you opened that specific program, and some icons may have already been there, depending on your computer, but any that have open programs will be <b>highlighted</b> in some way.</li><li>• Close these programs before turning off your computer.</li></ul>
<b>Start Menu</b>	The <b>Start menu</b> is also where you will find the <b>Games</b> . <ul style="list-style-type: none"><li>• At the very bottom of the <b>Start menu</b> is the <b>All Programs</b> tab. You can rest your pointer on the <b>All Programs</b> tab, or click on it one time, and a new menu will pop up.</li></ul>
<b>Start Menu</b>	Among all the programs on the computer is a <b>Games</b> folder. <ul style="list-style-type: none"><li>• <b>Games</b> come on every computer, and playing games like <b>Solitaire</b> are a fun and easy way to practice all the basics: moving the mouse, clicking and double clicking, and dragging and dropping.</li><li>• You can also type the word “<b>games</b>” in the text box located directly under the All Programs tab.</li></ul>
<b>Start Menu</b>	<ul style="list-style-type: none"><li>• From <b>All Programs</b>, use the scroll bar on the right or the scroll wheel on your mouse to skim the menu until you find the <b>Games</b> folder.</li><li>• Open the games folder by clicking on it. A list of games will appear. Click on the game you want to play.</li></ul>
<b>Start Menu</b>	<b>NOTE:</b> If something <b>highlights</b> while your mouse is hovering over it, you usually only need to <b>Left Click Once</b> . If the item doesn't become highlighted or selected in any way while you're hovering over it, you need to <b>Double Click</b> .

## Getting Started: The Basics

---

<b>Start Menu</b>	So... <b>All Programs</b> → <b>Games</b> → <b>Solitaire</b> . Since <b>Solitaire</b> is already highlighted (selected), you only need <b>One Left Click</b> to open.
<b>Start Menu</b>	<ul style="list-style-type: none"><li>• As mentioned previously, in the bottom right hand corner of the <b>Start Menu</b>, there is a button that says, "<b>Shut Down</b>".</li><li>• This is the <b>Only Way</b> to <b>Properly</b> shut down your computer.</li><li>• When you want to <b>Shut Down</b> your computer, make sure there are <u>No Open Windows</u>. You can tell this by looking at your <b>Task Bar</b>.</li></ul>
<b>Start Menu</b>	After closing all open windows, you can go into the <b>Start Menu</b> , click on <b>Shut Down</b> , and the computer will shut off properly. ➤ <b>There is No Need to use the On Button on the Tower.</b>
<b>Start menu</b>	A pop up window might open asking if you'd like to save unsaved work. If you haven't saved something you wish to keep, now is your chance to save it.
<b>Start Menu</b>	<ul style="list-style-type: none"><li>• When the screen goes black and its power light changes colors, you can then shut off the monitor if you choose.</li><li>• If you have a laptop, all lights will be off and you can close the lid.</li></ul>