

Introduction to Computers

Know your computer

What is a computer?

- A tool
- A means of communication
- An electronic device
- A valuable piece of equipment
 - Learn how to use it.
 - Learn how to care for it

Hardware

- Anything which you can physically see and touch which is either the computer itself or anything which can be attached to it.
- Remember it is specialised equipment and must be treated with care and respect.
 - Keep it dust free
 - Don't put your fingers on connectors or read surfaces
 - Do not drop it
 - Avoid extremes of temperature
 - If it does not appear to be working correctly tell the ICT Department immediately using the forms provided.
 - DO NOT attempt to make any repairs or changes to University Computer equipment yourself.

Software – what it is

Software is the instructions for the hardware. It is the programmes which make the computer do the work. This includes:

Operating System

Controls everything which the computer does. Windows XP is an operating system. EdUbuntu (Linux) is an operating system.

Applications Programmes

Programmes which you as the user control to do a task for you such as a Word Processor like Microsoft Word.

Services

Programmes which run in the background doing important tasks e.g. automatic virus checking

Do you own a computer?

Types of computers

- Mainframe
- PC
- Mac
- Laptop
- Palmtop/PDA
- Networked Computers – many workstations attached to a server or servers
- Mobile phone
- Till in a supermarket

Software – handling it

- Never install software on to University Computers. If you need a program which is not installed ask the ICT department.
- Most commercial software requires a licence which the University must obtain before installing it.
- Software from unauthorised sources may contain viruses or may behave in a way which causes problems for other software.
- If your software is not behaving as you believe it should, tell the ICT department. Do not attempt to make changes yourself.

Understanding your computer



System
Unit



Monitor



UPS



Keyboar
d



Mouse

The System Unit



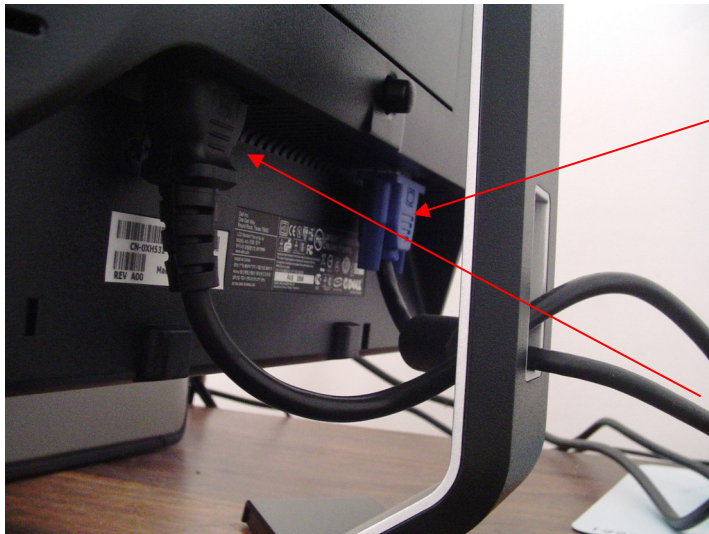
- This is **the computer**. Everything else is a 'peripheral'.
- The case contains a lot of equipment
- Do not press the **on/off** switch  without closing down the computer – details later....
- Some computers may have a **reset button**. Only ever use this when the computer will not shut down normally

The monitor



Power switch

Adjustment buttons



Connection to CPU

Power supply

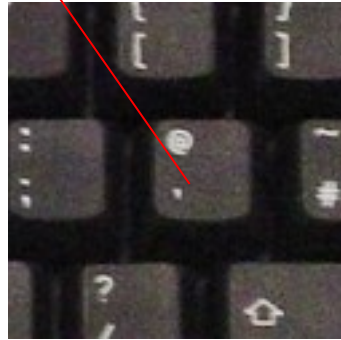
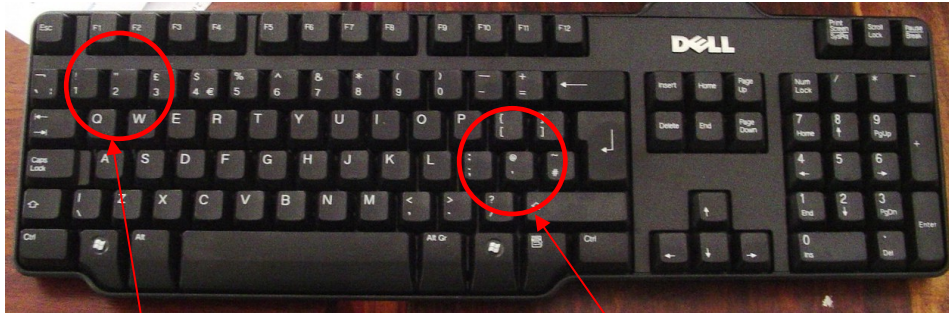
Do not use any of the controls unless you are told to do so.

The monitor is connected to the UPS so will be turned off through the UPS.

If the monitor does not come on then press the power switch. It glows green when connected to the computer, orange if the computer is off or is hibernating.

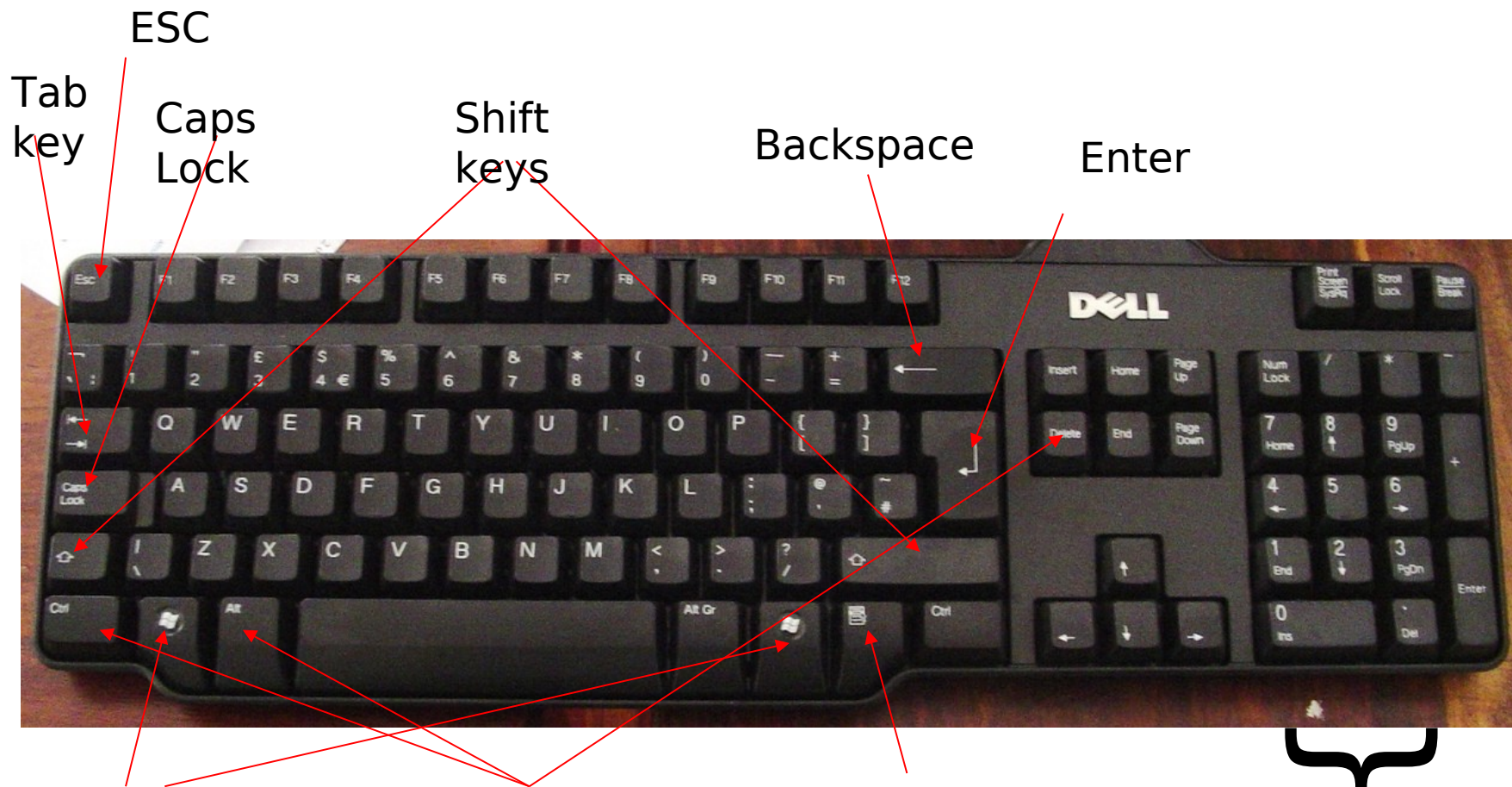


Keyboard



A UK keyboard is recognised by " above the 2 and @ above '.

A US keyboard is the other way around. Those keys which do not appear on a typewriter have special functions with the computer.



Windows button

CTRL-ALT-DEL

Equivalent to clicking
the button or clicking
Ctrl-ESC



Simulates
clicking the
right hand
mouse button.

The numeric
key pad. Press
Num Lock for
numbers

The mouse



Always use on a clean, flat, dust free surface. For a roller ball mouse, use a mouse mat. For an optical mouse avoid shiny surfaces, especially glass, or surfaces with contrasting colours. A matt plain surface is best.

The mouse may be an optical mouse, a roller ball mouse or a wireless mouse. Optical mice are more resilient to dust than roller ball mice. Roller ball mice will be cleaned regularly by ICT staff. Wireless mice avoid the need for the cable.

Using the mouse

(Left) click	Use your first finger to click the left button once.
Right click	Use your second finger to click the right button once
Double click	Use your first finger to click the left mouse button twice quickly
Drag	Click and hold the left mouse button, move the mouse as necessary then release the left mouse button
Scroll wheel	Helps to move up and down a document in some applications

Mouse Actions

- Click- Select the item over which the mouse pointer is positioned. In some cases this will also activate it, such as the Start menu or an item in a menu.
- Double click – activate the selected item. If it is a program, run it. If it is a document, open it with the appropriate programme.
- Right click – show a context sensitive menu

Access to the computer

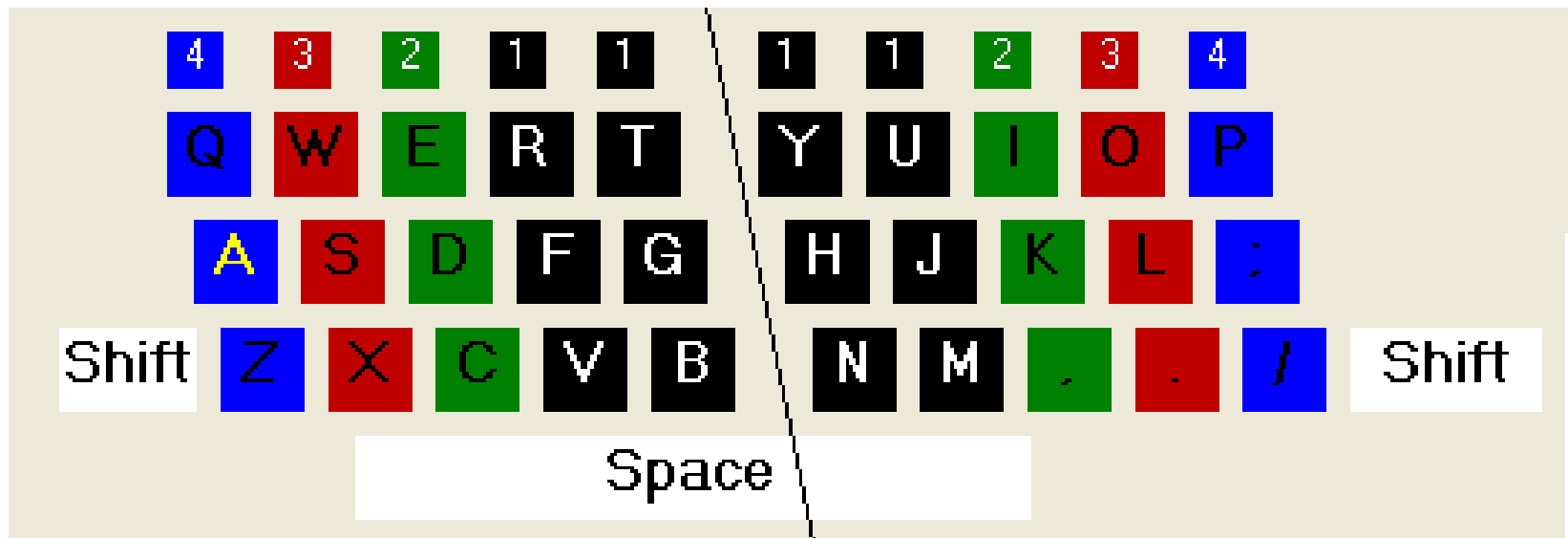
Whichever Operating System your computer is running you will need to log in.

The ICT department will give you your own user name and password.

Only ever use your own user name and password.

NEVER give your password to anyone else.

Touch Typing



Use the program KTouch

Word processing

- Microsoft Word
- Open Office (Text document)
 - should be set up to read and write documents which can be handled by Microsoft Word – consult the IT department

READING LIST

Students are expected to make extensive use of the help facilities in all software and of the web for all areas of this course. They will be asked to supply a list of at least 3 URLs visited in the course of their studies.

URLs

<http://www.tutorialsforopenoffice.org>

General

Gurdy Leete, Ellen Finkelstein, Mary

Leete, *OpenOffice.org for Dummies*, Wiley Publishing, 2003

Peter Norton, *Office 2000: A tutorial to accompany Peter Norton's Introduction to Computers*, Glencoe/McGraw-Hill, 2000

Nita Rutkosky, Denise Segun, *Microsoft Office 2000*, Paradigm Publishing Inc., 2001

Word Processing

Jennifer A. Duffey, Marie L. Swanson,
Microsoft Word 2000, Thomson
Learning, 2000

Nita Rutkosky, *Microsoft Word Core
Certification*, Paradigm Publishing Inc.,
2000.

Spreadsheets

Meredith Flynn, *Microsoft Excel 2000
Expert Certification*, Paradigm
Publishing Inc., 2000.

**Tara Lynn O'Keefe, Elizabeth Eisner
Reding**, *Microsoft Excel 2000*,
Thomson Learning, 2000

**June Jamrich Parson, Dan Oja, Roy
Ageloff, Patrick Carey**, *Microsoft
Excel 2000*, Thomson Learning, 2000